

USER MANUAL Financial Monitoring and Planning - Bookkeeping

(Document 27e)

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1 Module Overview

1.1 Introduction

1.1.1 Objective

The Bookkeeping Module provides effective financial management tools to capture daily transactions for generating necessary accounting records and for financial management. All functions are designed to ensure the integrity and accuracy of all financial data. New functions of Cheque Printing and Bank Reconciliation are introduced in this module. Retrieval of financial information can be obtained easily and promptly through 'enquiry' and 'reports' functions. Reports of Annual Accounts can also be retrieved and printed by the users. Necessary system checking is incorporated to avoid fault and errors. This document provides information on Bookkeeping Module functions and the corresponding procedural guide.

1.1.2 Highlights

The overall functions of Bookkeeping can be divided into eleven parts: (1) Payment Voucher, (2) Receipt Voucher, (3) Journal Voucher, (4) Petty Cash Voucher, (5) Cheque Printing, (6) Voucher Posting, (7) Month End Process, (8) Pre-Year End Process, (9) Year End Process, (10) Bank Reconciliation, and (11) Report.

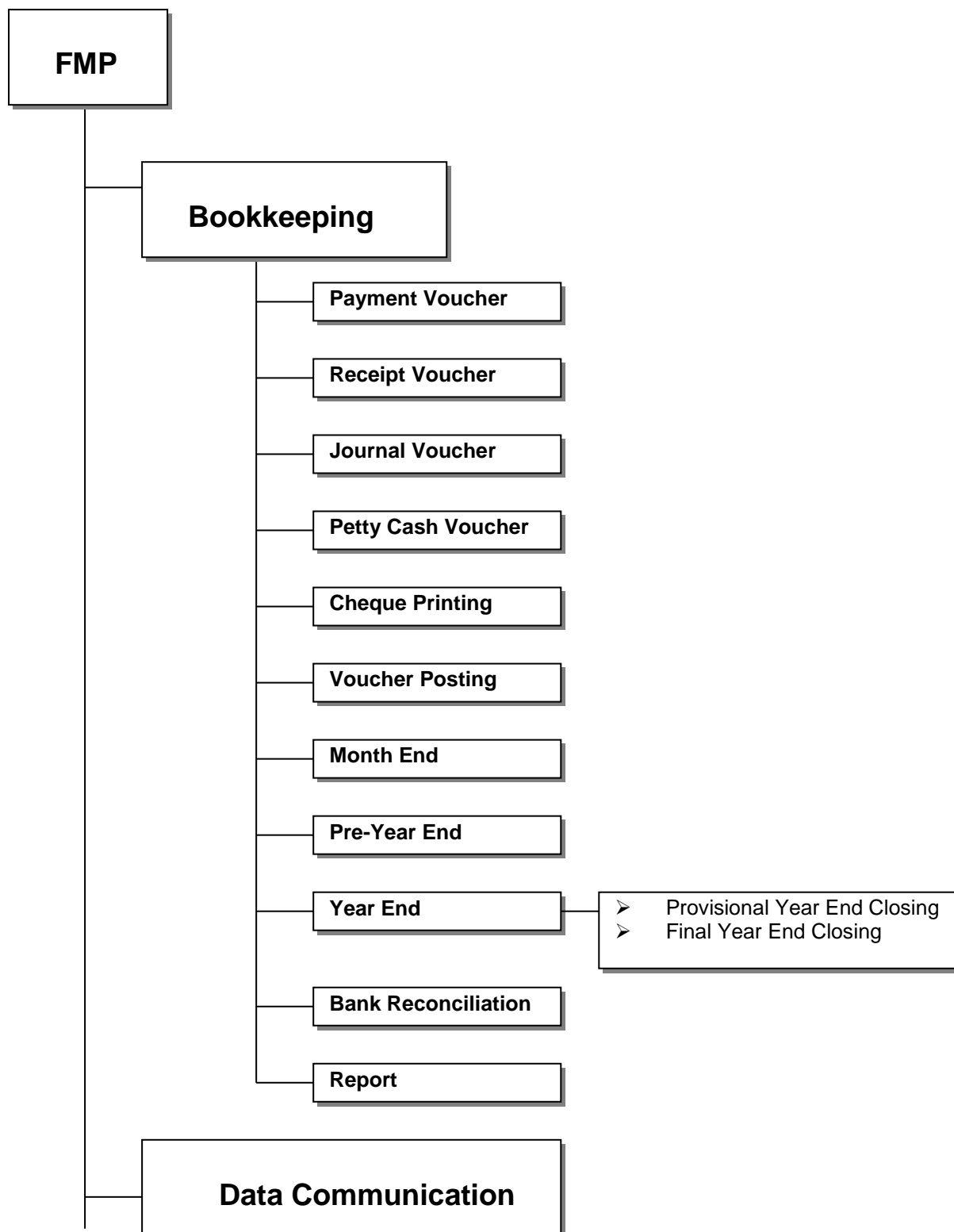
The followings are some of the key features of the FMP Bookkeeping Module:

1. For maintaining payment, receipt, journal and petty cash vouchers, users can create a new voucher by copying the existing voucher and generate voucher number automatically by the system.
2. Users can generate and print payment, receipt, journal and petty cash vouchers at different status of 'Draft', 'Unposted' and 'Posted'.
3. The same set of income and expenditure account codes is used for both Budgeting and Bookkeeping Modules. 'Budget' and 'Actual' amount will use the same set of account codes.
4. Once budget is approved in Budgeting Module, the function of budget check in Bookkeeping Module will be activated whenever a voucher is saved as 'unposted' status.
5. Independent access right to processing petty cash voucher can be granted to the "FMP Petty Cash Clerk" users group.
6. Users can print cheque on 5 pre-defined cheque format options. Templates of paper cheque of the banks are tailor-made for cheque printing purpose. Users can also create their own cheque template and upload to the system.
7. Voucher posting and voucher creation should be two separate functions. It is suggested to perform voucher posting by authorized persons only.
8. Users can re-open a closed accounting month in an opened accounting year as many times as they like. But a maximum of three accounting months can be opened for each accounting year at each time. Re-opening of a closed

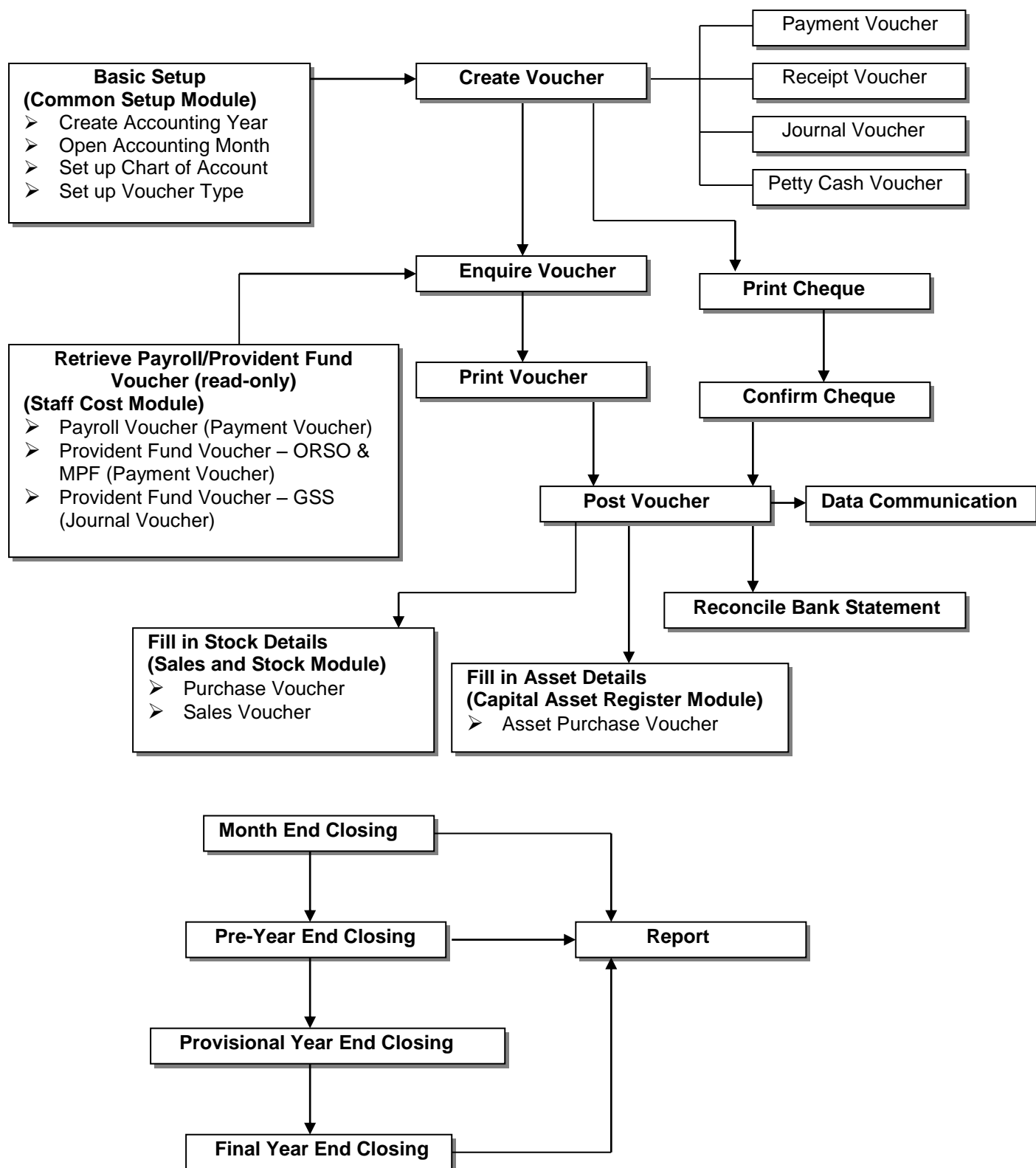
accounting month can be performed under the 'Accounting Year Maintenance' in 'Common Setup' Module.

9. Users can perform Bank Reconciliation against the bank statement received and generate the report of bank reconciliation.
10. An extra 'adjustment month' is made available for audit adjustment purpose. Users can capture audit adjustments as suggested by auditor separately in this extra adjustment month for easy identification of normal accounting entries from audit adjustment.
11. Users should generate and check Pre-Year End reports before proceeding to Final Year End Process. If Final Year End process for a selected accounting year is confirmed, that accounting year will be locked and no accounting data can be changed thereafter.
12. Users are allowed to start a new accounting year without final closing the previous accounting year in the Provisional Year End Process.
13. Users can generate Annual Account reports.
14. Users may choose to use Bookkeeping Module only or a combination of any other FMP modules.
15. Automatic transmission of voucher information within FMP Modules:-
 - Payment and Receipt vouchers created in Bookkeeping Module for Capital Asset Register (CAR) Module and Sales & Stock (S&S) Module will be automatically transmitted to CAR and S&S Modules for updating asset and stock information after the vouchers are posted.
 - Payment and Journal vouchers created in Staff Cost Module will be automatically transmitted to Bookkeeping Module for enquiry of Staff Cost vouchers.
16. If users choose not to use Budgeting Module, then all the unposted vouchers created in Bookkeeping Module will not go through budget check process. If users choose to set the effective date of Budgeting Module later than the effective date of Bookkeeping Module, then all the unposted vouchers created before Budgeting Module effective date will not go through budget check process.
17. If users choose not to use Capital Asset Register or Sales and Stock Modules, then all asset or purchase / sales vouchers created in Bookkeeping Module will not be passed to Capital Asset Register or Sales and Stock Modules upon posting the vouchers. If users choose to set the effective date of Capital Asset Register or Sales and Stock Modules later than the effective date of Bookkeeping Module, then all asset or purchase / sales vouchers created in Bookkeeping Module before the effective date will not be passed to Capital Asset Register or Sales and Stock Modules upon posting the vouchers. No message will be displayed to remind users to fill in asset or stock details when posting such vouchers.
18. When performing year end process, if Staff Cost or Sales and Stock Modules are not set as effective in the selected accounting year, the system will skip the checking of Staff Cost payroll months status and Sales and Stock year end status.

1.2 Function Chart

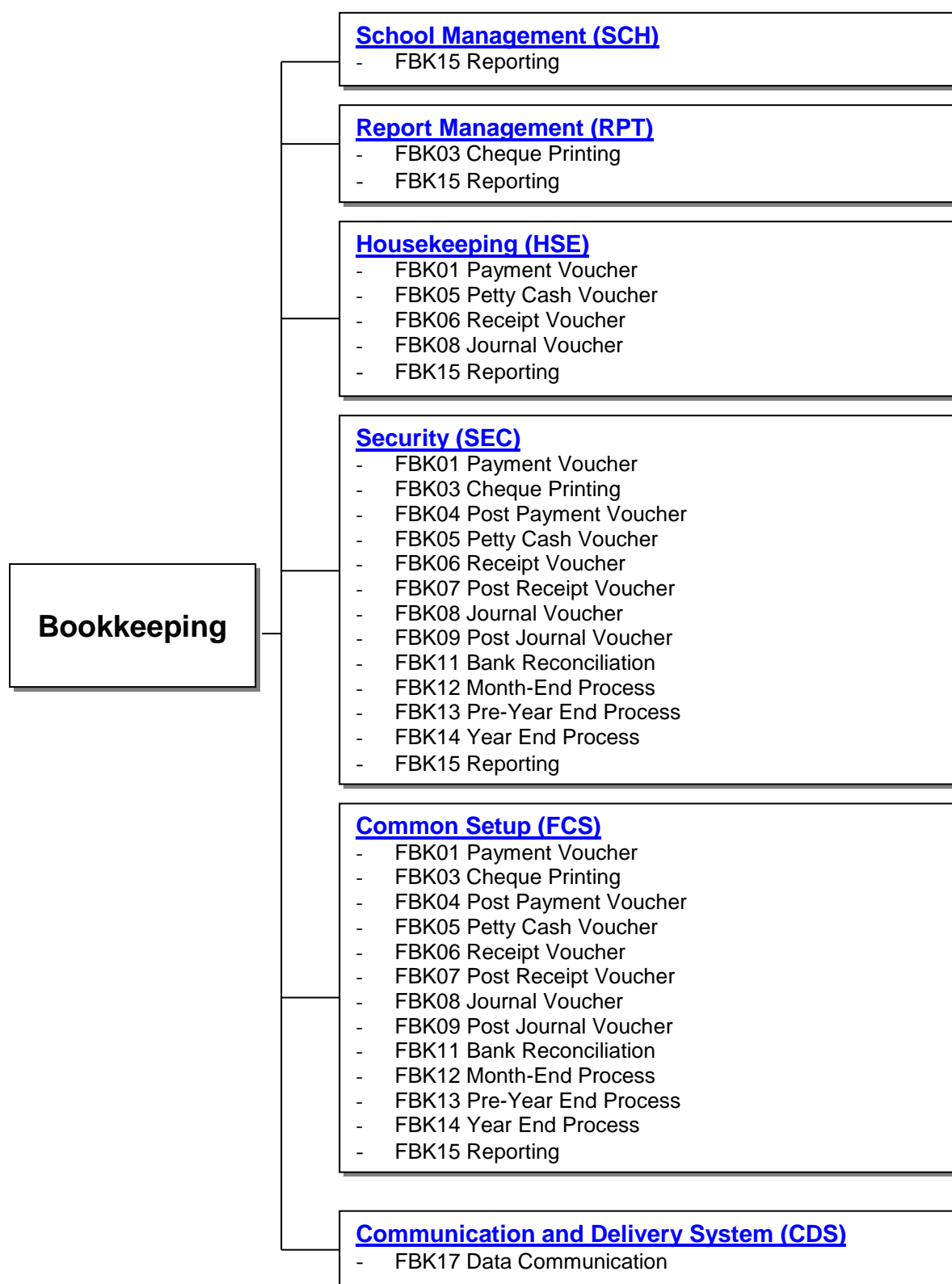


1.3 Flow Diagram



1.4 Interactions with Other Modules

1.4.1 Interactions with Other Modules (From Modules Level)



1.4.2 Interactions with Other Modules (From Bookkeeping Functions Level)



FBK01 – Payment Voucher

- Housekeeping (HSE)
 - Retrieve School Level and Session descriptions from Housekeeping.
- Common Setup (FCS)
 - Bookkeeping Module is set to be effective in Common Setup.
 - Ledger and Account Code must exist in Common Setup.
 - Programme Code must exist in Common Setup.
 - Voucher Type must exist in Common Setup.
- Security (SEC)
 - Insert Audit Trail to Security.
 - Check access rights to insert / update / delete payment voucher.



FBK03 – Cheque Printing

- Common Setup (FCS)
 - Bookkeeping Module is set to be effective in Common Setup.
 - Set option to cheque printing in Common Setup > COA Maintenance > Bank Information.
- Report Management (RPT)
 - Retrieve Report Template from Report Management.
- Security (SEC)
 - Insert Audit Trail to Security.
 - Check access rights to print / confirm system cheque and reverse payment method of the voucher.



FBK04 – Post Payment Voucher

- Security (SEC)
 - Insert Audit Trail to Security.
 - Check access rights to post payment voucher.
- Common Setup (FCS)
 - Bookkeeping Module is set to be effective in Common Setup.



FBK05 – Petty Cash Voucher

- Housekeeping (HSE)
 - Retrieve School Level and Session descriptions from Housekeeping.
- Security (SEC)
 - Insert Audit Trail to Security.
 - Check access rights to insert / update / delete petty cash voucher.
- Common Setup (FCS)
 - Bookkeeping Module is set to be effective in Common Setup.
 - Ledger and Account Code must exist in Common Setup.
 - Programme Code must exist in Common Setup.
 - Voucher Type must exist in Common Setup.



FBK06 – Receipt Voucher

- Housekeeping (HSE)
 - Retrieve School Level and Session descriptions from Housekeeping.
- Security (SEC)
 - Insert Audit Trail to Security.
 - Check access rights to insert / update / delete receipt voucher.
- Common Setup (FCS)
 - Bookkeeping Module is set to be effective in Common Setup.
 - Ledger and Account Code must exist in Common Setup.
 - Programme Code must exist in Common Setup.
 - Voucher Type must exist in Common Setup.



FBK07 – Post Receipt Voucher

- Security (SEC)
 - Insert Audit Trail to Security
 - Check access rights to post receipt voucher.
- FCS
 - Bookkeeping Module is set to be effective in Common Setup.



FBK08 – Journal Voucher

- Housekeeping (HSE)
 - Retrieve School Level and Session descriptions from Housekeeping.
- Security (SEC)
 - Insert Audit Trail to Security.
 - Check access rights to insert / update / delete journal voucher.
- Common Setup (FCS)
 - Bookkeeping Module is set to be effective in Common Setup.
 - Ledger and Account Code must exist in Common Setup.
 - Programme Code must exist in Common Setup.
 - Voucher Type must exist in Common Setup.



FBK09 – Post Journal Voucher

- Security (SEC)
 - Insert Audit Trail to Security.
 - Check access rights to post journal voucher.
- Common Setup (FCS)
 - Bookkeeping Module is set to be effective in Common Setup.



FBK11 – Bank Reconciliation

- Security (SEC)
 - Insert Audit Trail to Security.
 - Check access rights to set bank transaction as match / unmatched / other.
- Common Setup (FCS)

- Bookkeeping Module is set to be effective in Common Setup.



FBK12 – Month-End Process

- Security (SEC)
 - Insert Audit Trail to Security.
 - Check access rights to perform month-end closing.
- Common Setup (FCS)
 - Bookkeeping Module is set to be effective in Common Setup.
 - Accounting Month is set as open status in Common Setup.



FBK13 – Pre-Year End Process

- Security (SEC)
 - Insert Audit Trail to Security.
 - Check access rights to perform Pre-Year End closing.
- Common Setup (FCS)
 - Bookkeeping Module is set to be effective in Common Setup.
 - Accounting Year is set as open status in Common Setup.



FBK14 – Year End Process

- Security (SEC)
 - Insert Audit Trail in Security.
 - Check access rights to perform Provisional and Final Year End closing.
- Common Setup (FCS)
 - Bookkeeping Module is set to be effective in Common Setup.
 - Accounting Year is set as open status in Common Setup.



FBK15 – Reporting

- School Management (SCH)
 - Retrieve School Name from School Management.
- Report Management (RPT)
 - Retrieve Report Template from Report Management.
- Housekeeping (HSE)
 - Retrieve School Level and Session descriptions from Housekeeping.
- Common Setup (FCS)
 - Retrieve Source of Fund, Ledger and Sub-ledger from Common Setup.
 - Retrieve Accounting Year and Accounting Month from Common Setup.
- Security (SEC)
 - Check access rights to preview and print / save report to file.



FBK17 – Data Communication

- Communication and Delivery System (CDS)
 - Send Data File to CDS
 - Receive Acknowledgement from CDS

2 Operation Procedures

2.1 Payment Voucher

2.1.1 Create Voucher

Create New Voucher



Function Description

This function allows users to create new payment voucher in any one of the opened accounting months. Other than creating Bookkeeping payment voucher, users can also create Staff Cost payment voucher, Capital Asset Register payment voucher and Sales and Stock payment voucher. Users can choose to create payment voucher of any voucher types under Payment Voucher (please refer to Common Setup for Voucher Type Maintenance details). Capital Asset Register payment voucher and Sales and Stock payment voucher created in Bookkeeping can be retrieved in Capital Asset Register and Sales and Stock functions respectively after the voucher has been posted. Users can then fill in the asset and stock details in Capital Asset Register and Sales and Stock Modules. Staff Cost payroll and provident fund (MPF and ORSO) payment voucher created in Bookkeeping will not update in payroll and provident fund register upon posting the voucher.

Depending on the setup of the selected voucher type, users can either manually input voucher number or adopt the system auto-generate number. Users are required to (i) select a payment method (“Cheque – With Printing” or “Cheque – Without Printing”) for the voucher, (ii) input bank ledger information (credit) and (iii) add in one or more accounting lines as debit entries. Users can specify the school level / session, programme, account code, particular, quotation/tender number and amount for each of the accounting lines.

A new voucher can be saved as either ‘Draft’ or ‘Unposted’. If the voucher is saved as ‘Draft’ status, the system will not go through budget check and the voucher is not ready to be posted. If the voucher is saved as ‘Unposted’ status, the system will go through budget check and voucher is ready to be posted. If the payment method is “Cheque – With Printing”, then the printed cheque must be printed and confirmed before posting.



Pre-requisites

1. The voucher number to be created has not yet been used before.
2. Accounting year has been created and accounting month is opened.
3. Chart of account (source of fund, ledger, sub-ledger, account code and bank information) has been set up.
4. Voucher type (Default Bank Ledger A/C and Auto-gen Voucher no.) has been set up.



User Procedures

1. Click **[FMP]** → **[Bookkeeping]** → **[Payment Voucher]** from the left menu.

The screenshot shows the WebSAMS interface. On the left is a navigation menu with categories like Staff, CDS, HKAT, Applied Learning, HKEAA, FMP, Common Setup, Budgeting, Bookkeeping, and SPA. Under 'Bookkeeping', 'Payment Voucher' is selected. The main area displays the 'Create New Voucher' form. It includes fields for 'Accounting Month (MM/YYYY)' (01/2003), 'Voucher Type' ((GP) Payment voucher (Government Fund)), and 'Voucher No.'. Below these is a 'Copy From Voucher' section with similar fields. A 'Create Voucher' button is located below the form. A 'Search Voucher Details' section is at the bottom with various filters and a 'Search' button. Numbered callouts 2 and 3 point to the 'Create Voucher' button and the 'Search' button respectively.

2. Select / enter the following voucher information in **Create New Voucher** portion:

- Accounting Month
- Voucher Type
- Voucher No.

If the selected voucher type has been set to use system auto-generate voucher number, 'Auto' will appear in the voucher number textbox by default. There is a total of 13 digits for the auto-generate voucher number. (e.g. GP03/01-00001 where "03/01" represents January 2003, and "00001" represents that this is the first voucher of year 2003. The system will automatically go to 00002 for the second voucher of year 2003 under the same voucher type. When creating a new voucher of the next year, system will create a new set of sequence number and prior years' sequence number will be retained. Please refer to Common Setup – Voucher Type Maintenance for details). Users can use the auto-generate number or they can enter their own voucher number by overwriting the word 'Auto'.

If auto-generate voucher number option has not been selected: -

- a. Voucher number must be unique throughout the system. Please ensure that the same voucher number will not be repeated for other vouchers in future.
- b. If the same voucher is to be repeated annually (such as hardware maintenance fee), users may consider to put the year in the first four digits of the voucher number, for example YYYYNNNNNN (value: 2003VOU001) where YYYY represents the 'Year' and NNNNNN represents the 'Voucher No.'. There are 10 digits for users to manually input the voucher number.
- c. If the same voucher is to be paid monthly (such as payment of rental), users may consider to put the year and month in the first six digits of the voucher number, for example YYYYMMNNNN (value: 200301V001) where YYYY represents the 'Year', MM represents the 'Month' and

NNNN represents the 'Voucher No.'. There are 10 digits for users to manually input the voucher number.

- d. Voucher Prefix will be added in front of the voucher number input by users. Upon saving of voucher, the number of digits will become 12 because 2 digits of voucher prefix are added by the system. (e.g. GP2003VOU001 or GP200301V001)

3. Click **[Create Voucher]** button.

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

User: fmpuser Login Time: 06/08/2003 12:20 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 6 August 2003 12:13

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

Add Voucher Details

Accounting Month (MM/YYYY)	01/2003
Voucher Type	Payment voucher (Government Fund) (GP)
Voucher No.	GPA10001
Voucher Date (DD/MM/YYYY)	31/01/2003
Voucher Particulars	銀行摘要
Quotation/Tender Number	
Gross Credit Amount	\$ 0.00
Voucher Status	Draft

Accounting Line Information (Debit) Bank Ledger Information (Credit)

Sch Level/Session	Primary/AM
Programme	
Account Code	
Particulars	
(Default same as Bank Particulars)	
Amount	\$

Note: Programme is required for expenditure account only

Chart of Account Add Reset Back

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Please add accounting line information

4. Enter the new voucher information in **Add Voucher Details** table.

5. Users can perform the following process to maintain the Accounting Line Information (Debit).

- a. To add a new accounting line, users should (i) enter the accounting line information in the **Accounting Line Information (Debit)** table, (ii) specify the school level / session, programme (if expenditure account code is selected), account code, particular (optional) and amount, and then (iii) click **[Add]** button to add the information entered.
- b. To edit an accounting line, users should select the line by clicking the **Line No.** link. Accounting line detail will be displayed in **Accounting Line Information (Debit)** table. Users can amend the information and click **[Save]** button to save the amended information.
- c. If any of the accounting lines is not required, users should select the check box next to **Line No.** and click **[Delete]** button to delete the existing accounting lines. Users can delete one or more accounting lines at the same time.

WebSAMS System Version 1.0.0 (BUILD-25082003a) - Microsoft Internet Explorer

User: fmpuser Login Time: 27/08/2003 16:03 Logout | Help | 中文版本

Current School Year: 2002 27 August 2003 16:03

Primary AM (School Type 2)

Gross Credit Amount \$ 780.00
Voucher Status Draft

Accounting Line Information (Debit)

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Primary/AM	WFMP - Programme code for converting GL balance in SAMS	G1003001001 - Grant Expenses	700.00	
2	Primary/AM	WFMP - Programme code for converting GL balance in SAMS	G1001001051 - Postage and Stamp Duty	80.00	

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

5a

5c

8

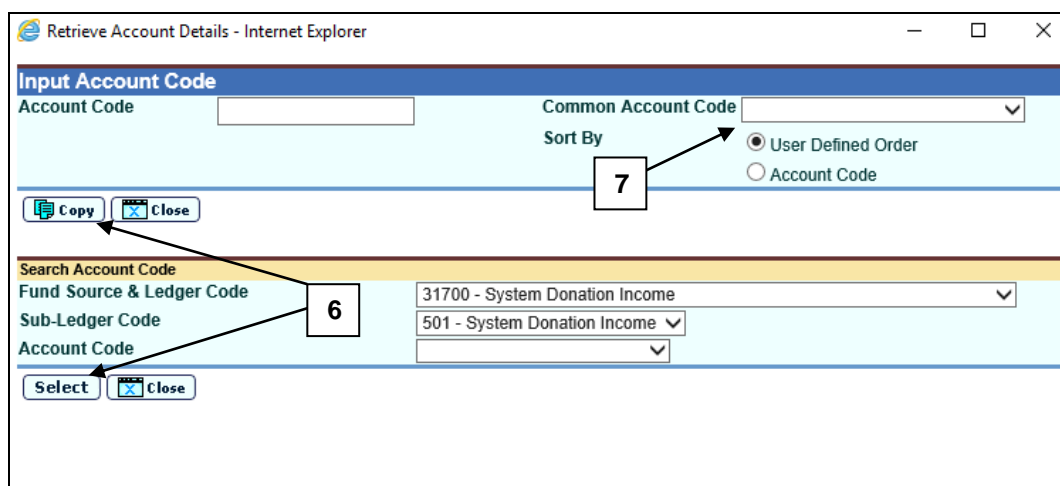
9

6

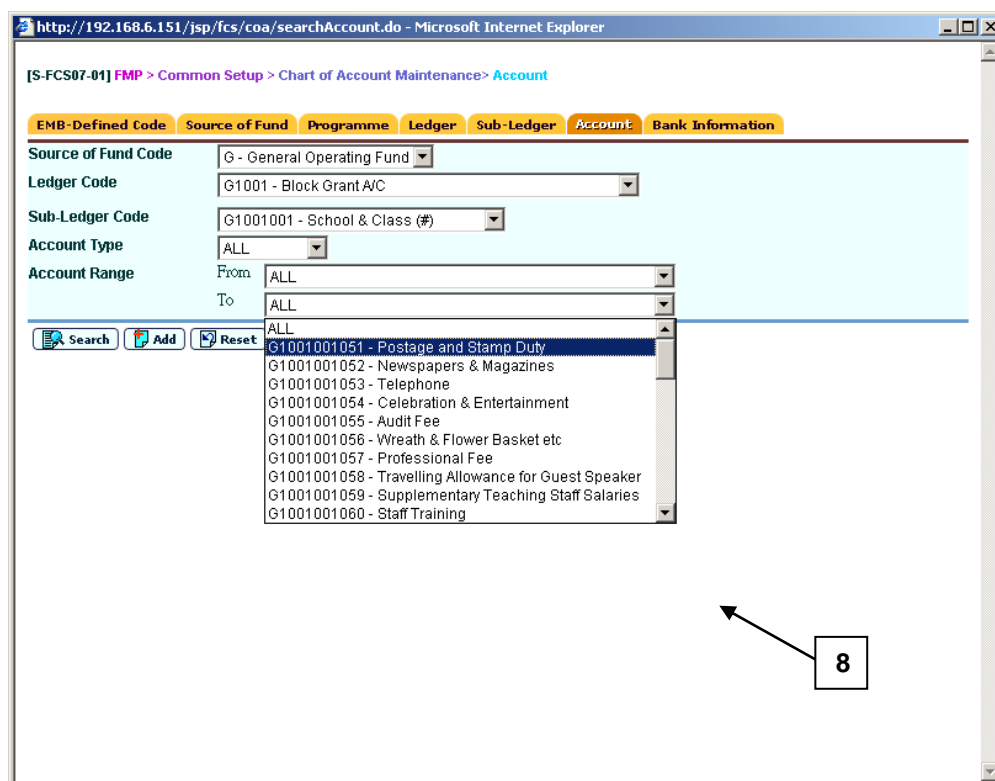
5b

Save Voucher As Draft Save Voucher Back

6. Users can (i) enter an account code directly or (ii) click the search picture next to **Account Code** text box to search for an account code from the pop-up screen. Click **[Copy]** or **[Select]** button to copy the code to **Accounting Line Information (Debit)** table. If copying is not required, please click **[Close]** button to return to **Accounting Line Information (Debit)** table.



7. User can select **Common Account Code** as defined in **FMP > Common Setup > Common Account Code**. Please refer to **FMP Common Setup – Common Account Code** user manual for detailed information.
8. If the desired account code cannot be found in step 6 or programme code cannot be found in accounting line information, click **[Chart of Account]** button to add a new account code or programme code. If the account code is in 'Inactive' status, users can also set the effective status of the code in the COA Maintenance pop-up window. Please refer to **FMP Common Setup – COA Maintenance** user manual for detailed information.



9. When users shift to **Bank Ledger Information (Credit)** link to enter the bank information, the previously inputted **Accounting Line Information (Debit)** will be auto-saved and added. Bank ledger set under Common Setup – Voucher Type Maintenance will be selected by default. Users are required to

select a payment method (“Cheque – With Printing” or “Cheque – Without Printing”). If the selected bank ledger is set to use cheque printing in Common Setup, then the default payment method will be set to “Cheque – With Printing”. If the selected bank ledger is not set to use cheque printing in Common Setup, it will be set to “Cheque – Without Printing”. Users can still choose to select another payment method other than the default one. For “Cheque – With Printing” payment method, payee’s name must be filled in. There is no need to enter cheque number. For “Cheque – Without Printing” payment method, both payee’s name and cheque number are optional fields.

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

User: fmpuser Login Time: 06/08/2003 12:20 Logout Help 中文版本

Current School Year: 2002 6 August 2003 12:13

Primary AM (School Type 2)

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

Home

FMP

- Common Setup
- Budgeting
- Bookkeeping
 - Payment Voucher**
 - Receipt Voucher
 - Transfer Voucher
 - Sh Voucher
 - Printing
- Voucher Posting
- Month End
- Pre-Year End
- Year End
- Bank Reconciliation
- Report

Staff Cost

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

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Payment voucher (Government Fund) (GP)

Voucher No. GPA10001

Voucher Date (DD/MM/YYYY) 31/01/2003

Voucher Particulars Bank Particulars

Quotation/Tender Number

Gross Credit Amount \$ 1,100.00

Voucher Status Draft

Accounting Line Information (Debit) **Bank Ledger Information (Credit)**

Bank Ledger Code G5001 - Bank - Government Fund

Payment Method Cheque - With Printing

Payee's Name Payee's Name Required for "Cheque - With Printing"

Cheque No. Leave Blank for "Cheque - With Printing"

Particulars Bank Particulars

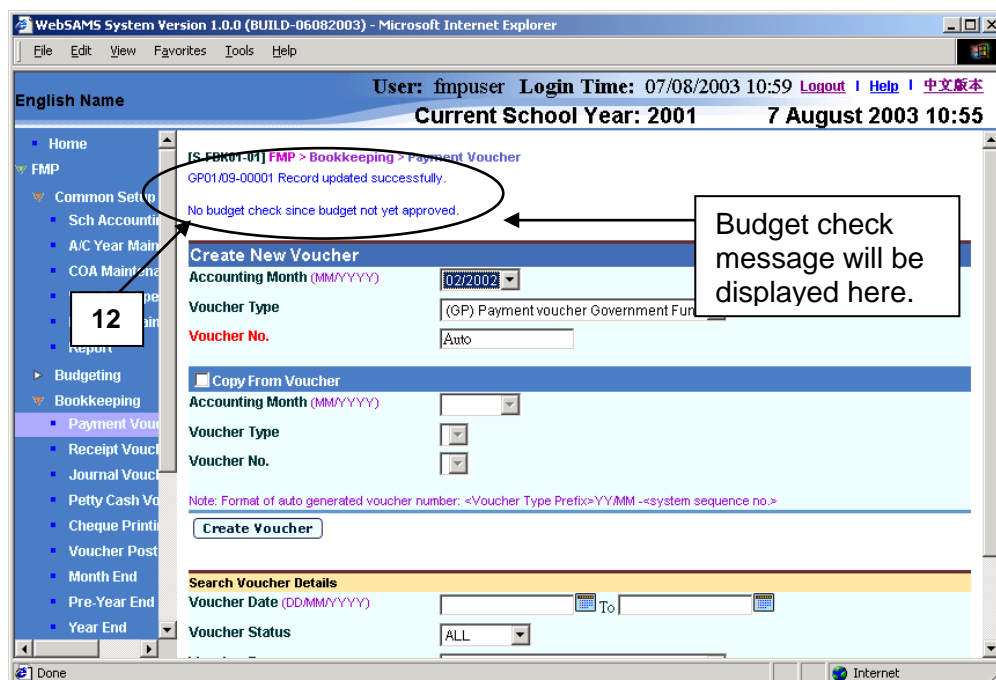
Note 1: Payee's Name is required for "Cheque - With Printing". This is optional for "Cheque - Without Printing".

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

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, ensure that the same voucher number will not be duplicated in future.

Save Voucher As Draft Save Voucher Back

- Users may click **Accounting Line Information (Debit)** link and return to accounting line information details.
- After filling in the voucher details, users can either click **[Save Voucher]** button to save the new payment voucher as unposted or click **[Save Voucher As Draft]** button to save the new payment voucher as draft. Budget check will be performed if users click **[Save Voucher]** button. Only when the voucher is in 'Draft' status can the users change the payment method subsequently.
- Voucher number will be displayed at the top of the page after saving. Budget check message will be displayed when voucher is saved as 'Unposted' status.



Post-effects

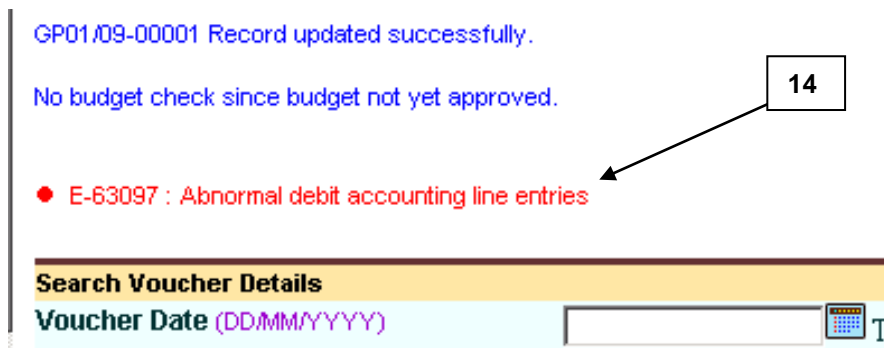
1. Audit trail will be kept for creating new voucher actions. Data will also be captured.
2. The receipts and committed amount of the approved budget will be updated if the voucher is saved as 'Unposted' status. There is no impact on budget if the voucher is saved as 'Draft' status.
3. Vouchers in 'Draft' or 'Unposted' status do not have any impact on the account balances in General Ledger when users enquire and print reports. After School Finance Staff have posted the vouchers to General Ledger, reports at the latest balance position can be obtained.
4. A voucher is ready to be printed out for Principal's approval after the voucher has been saved as 'Unposted' status.
5. If the payment voucher is created under the voucher type of Capital Asset Register (CAR) or Sales and Stock (S&S) Modules, the information of the voucher type, voucher no., voucher date, voucher particulars and voucher amount will be transmitted to the respective (CAR or S&S) Modules once the voucher is posted. For details of voucher type under CAR and S&S, please refer to Common Setup – Voucher Type Maintenance.
6. If the accounting year in Sales and Stock Module is finally closed while that accounting year is still active in Bookkeeping Module, vouchers for Sales and Stock Module created under Bookkeeping as mentioned in para 5 above will still be transmitted to Sales and Stock Module after voucher posting. Even if Final Year End Closing in Sales and Stock is confirmed in that accounting year, users should update these vouchers with "Stock In Details" in Sales and Stock Module. After that, users should 'Complete' these vouchers in Sales and Stock Module before proceeding to Year End process in Bookkeeping Module.



Notes

1. If auto-generate voucher number is not set in **Common Setup – Voucher Type Maintenance**, the voucher number textbox will be blank. If auto-generate voucher number is set, wording 'Auto' will be displayed in the voucher number textbox and the system will auto-generate the Payment Voucher Number. However, users can still choose to manually input the Payment Voucher Number by overwriting the word 'Auto'. The system will check whether the Payment Voucher Number is unique before adopting it.
2. It should be noted that voucher date is a mandatory field in voucher detail. Voucher date can be any date as long as it falls within the selected accounting month. Default date will be set on the last day of the selected accounting month. And quotation/tender number is an optional field.
3. Users are required to enter one or more accounting lines in Accounting Line information (Debit).
4. Duplicated accounting line entry with identical school level / session, programme and account code is allowed.
5. If the desired programme or account code has not been created or the code is not active, users are allowed to link to COA – Account Code Maintenance to create a new programme or a new account code or to set the status of the code as active. A new window will pop up and link to Account Code Maintenance page in Common Setup. Users are not required to quit from creating payment voucher page. Upon finished viewing / updating COA, close the pop-up window and return to Payment Voucher inputting screen. Data previously entered will still remain. Users can then continue to fill in voucher details.
6. Users must fill in Bank Ledger Information as the credit side of the voucher.
7. For the Bank Ledger Information, users can select any one of the two payment methods – “Cheque with Printing” or “Cheque without Printing”. If the payment method “Cheque - With Printing” is chosen, the selected bank ledger must have been set to use ‘Cheque Printing’ (Please refer to Common Setup – COA Maintenance – Bank Information). If the selected bank ledger is set to use cheque printing in Common Setup, then the default payment method will be set to “Cheque – With Printing”. If the selected bank ledger is not set to use cheque printing in Common Setup, it will be set to “Cheque – Without Printing”. Users can still choose to select another payment method other than the default one. For “Cheque – With Printing” payment method, payee’s name must be filled in. There is no need to enter cheque number. Cheque number will be provided automatically in this field by the system upon confirmation of cheque printed. For “Cheque – Without Printing” payment method, both payee’s name and cheque number are optional fields.
8. Cheques printed by the system (i.e. payment method “Cheque – With Printing” is selected) will be captured in “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 the report.
9. Upon saving the voucher, the system will perform the following checking:
 - a. Payee’s Information is mandatory if the payment method is “Cheque with Printing”;

- b. Voucher Date is valid and within the selected accounting month;
 - c. Gross Credit amount is equal to the sum of accounting lines amount;
 - d. At least one accounting line exists;
 - e. Selected programme and account codes in the accounting lines are active as at the voucher date.
10. A voucher can be saved as 'Draft' or 'Unposted'. No budget check will be performed for "Draft" voucher.
 11. Once a voucher is saved as 'Unposted', users are not allowed to re-save the voucher as 'Draft'.
 12. Upon saving a voucher as 'Unposted', budget check will be performed (based on the budget check option defined in Common Setup - School Accounting Information) if the budget of the selected accounting year has been approved. Please refer to Chapter 2.5 for budget check details.
 13. Upon successfully saving the voucher as 'Unposted', 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)
 14. Payment voucher is normally used for recording expenses item. Accounting line with Income / Asset Account Code is acceptable. However, a warning message will be displayed for such abnormal accounting line.



15. An extra 13th month started with letter "A" is created by the system as an Adjustment Month when users open an accounting year in Common Setup. Every accounting year will have its own Adjustment Month. It is used to record audit adjustment at the year end for easy identification of normal accounting entries from audit adjustments. Procedures for voucher creation in this Adjustment Month is identical to the other twelve months. Voucher date will be set on the last day of the accounting year by default (i.e. end of March or end of August for accounting periods 'April to March' or 'September to August' respectively). Transactions in the Adjustment Month will be grouped together with other transactions in the last accounting month (i.e. March or August) under all reports except "Posted Payment Transaction List (R-FBK002-E)", where users can print out report for only transactions recorded in the Adjustment Month.

Voucher for Adjustment Month.

Adjustment Month

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

User: fmpuser Login Time: 06/08/2003 12:20 Logout | Help | 中文版本

Current School Year: 2002 6 August 2003 12:13

Payment Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Payment voucher (Government Fund) (GP)

Voucher No. GPA10001

Voucher Date (DD/MM/YYYY) 31/01/2003

Voucher Particulars 銀行摘要

Quotation/Tender Number

Gross Credit Amount \$ 0.00

Voucher Status Draft

Accounting Line Information (Debit)

Sch Level/Session Primary/AM

Programme

Account Code

Particulars (Default same as Bank Particulars)

Amount \$

Bank Ledger Information (Credit)

Note: Programme is required for expenditure account only

Chart of Account Add Reset Back

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Please add accounting line information

16. If the **Accounting Line Information (Debit)** is incomplete or incorrect, the page cannot be shifted to the page **Bank Ledger Information (Credit)** and error message will be shown to inform user accordingly.

Copy from Voucher



Function Description

Users can create a new payment voucher by copying from an existing voucher. Only vouchers created in Bookkeeping or Staff Cost Module can be copied. All voucher details (including voucher particulars, accounting lines and bank ledger information) will be copied. However, voucher details copied will not include voucher number, voucher type, voucher date and cheque number. Users can choose to amend the voucher details before saving the new voucher.



Pre-requisites

The voucher to be copied must exist.



User Procedures

1. Click **[FMP] → [Bookkeeping] → [Payment Voucher]** from the left menu.
2. There are two ways to copy payment vouchers: (i) Copy from 'create payment voucher' (detailed in step 3 to 7 below) or (ii) Copy from 'search payment voucher' (detailed in step 8 to 14 below).

Copy from 'create payment voucher' mode:

3. Select / enter the following voucher information in **Create New Voucher** table:

- Accounting Month
- Voucher Type
- Voucher No.

If the selected Voucher Type has been set to use system auto-generate voucher number, 'Auto' will appear in the voucher number textbox by default. There is a total of 13 digits for the auto-generate voucher number. (e.g. GP03/01-00001 where "03/01" represents January 2003, and "00001" represents that this is the first voucher of year 2003. The system will automatically go to 00002 for the second voucher of year 2003 under the same voucher type. When creating a new voucher of the next year, system will create a new set of sequence number and prior years' sequence number will be retained. Please refer to Common Setup – Voucher Type Maintenance for details). Users can use the auto-generate number or they can enter their own voucher number by overwriting the word 'Auto'.

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

User: fmpuser Login Time: 06/08/2003 12:20 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 6 August 2003 12:13

[S-FBK01-01] FMP > Bookkeeping > Payment Voucher

Create New Voucher:

Accounting Month (MM/YYYY) 01/2003

Voucher Type (PF) Provident fund voucher - ORSD & MPF

Voucher No. Auto

☒ Copy From Voucher

Accounting Month (MM/YYYY) 01/2003

Voucher Type (PF) Provident fund voucher - ORSD & MPF

Voucher No. PF03/01-00013

Note: Format of auto generated voucher number: <Voucher Type Prefix>YYMM - system sequence no.>

Create Voucher

Search Voucher Details

Voucher Date (DDMM/YYYY)

Voucher Status All

Voucher Type All

Voucher No. To

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number To

Payment Method All

Advanced Search (Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee's Name, Bank Ledger Code, Cheque No., Bank Particulars)

Search Reset

4. Click the **Copy From Voucher** check box.
5. Select an existing voucher from the drop-down list box.
6. Click [**Create Voucher**] button.
7. The selected voucher information is copied. Users can amend the new voucher information in **Add Voucher Details** table, add / edit / delete accounting line information, and edit bank ledger information of the copied voucher details. Please note that the new voucher will be created only after users click [**Save Voucher As Draft**] or [**Save Voucher**] button. (Please refer to Chapter 2.1.1 "Payment Voucher – Create Voucher - Create New Voucher" – User Procedures step 4 to 11 for subsequent steps to create a new voucher.)

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

User: fmpuser Login Time: 06/08/2003 12:20 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 6 August 2003 12:13

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

Home

FMP

- Common Setup
- Budgeting
- Bookkeeping
 - Payment Voucher
 - Receipt Voucher
 - Journal Voucher
 - Petty Cash Voucher
 - Cheque Printing
 - Voucher Posting
 - Month End
 - Pre-Year End
 - Year End
 - Bank Reconciliation
 - Report
- Staff Cost
- CAR
- Sales & Stock
- Daily Coll. Summary
- Non-Recurrent Grant
- Report Management
- Customization

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Provident fund voucher - ORSO & MPF (PF)

Voucher No. AUTO

Voucher Date (DD/MM/YYYY) 31/01/2003

Voucher Particulars testtest

Quotation/Tender Number 200301-PV-001

Gross Credit Amount \$ 100.00

Voucher Status Draft

Bottom

Accounting Line Information (Debit) Bank Ledger Information (Credit)

Sch Level/Session

Programme

Account Code

Particulars

(Default same as Bank Particulars)

Amount \$

Note: Programme is required for expenditure account only

Chart of Account Add Reset

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Primary/AM	CHIN - Chinese	010230011111 - AUTO CREATE ACCOUNT	100.00	

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

Delete

Top

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Save Voucher As Draft Save Voucher Back

Copy from 'search payment voucher' and select from the list:

8. Select / enter the search criteria in the **Search Voucher Details** table. Voucher date or voucher no. must be entered for searching voucher.
9. After the **[Search Voucher(s) with Quotation/Tender Number Only]** button is clicked, user may input the quotation / tender number range to search the selected vouchers with quotation/tender number.

The screenshot shows the WebSAMS System Version 1.0.0 (BUILD-30072003c) running in Microsoft Internet Explorer. The user is 'fmpuser' and the login time is '06/08/2003 12:20'. The current school year is '2002' and the date is '6 August 2003 12:13'. The sidebar menu includes options like 'Home', 'FMP', 'Common Setup', 'Budgeting', 'Bookkeeping', 'Payment Voucher', 'Receipt Voucher', 'Journal Voucher', 'Petty Cash Voucher', 'Cheque Printing', 'Voucher Posting', 'Month End', 'Pre-Year End', 'Year End', 'Bank Reconciliation', 'Report', 'Staff Cost', 'CAR', 'Sales & Stock', 'Daily Coll. Summary', 'Non-Recurrent Grant', 'Report Management', and 'Custom'. The main content area has a 'Create New Voucher' section with fields for 'Accounting Month (MM/YYYY)', 'Voucher Type', and 'Voucher No.'. Below this is a 'Copy From Voucher' section with similar fields. A note indicates the format of the auto-generated voucher number: '<Voucher Type Prefix>YY/MM -<system sequence no.>'. The 'Search Voucher Details' section has fields for 'Voucher Date (DDMMYYYY)', 'Voucher Status', 'Voucher Type', 'Voucher No.', 'Payment Method', and an 'Advanced Search' section with a list of search criteria: 'Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee's Name, Bank Ledger Code, Cheque No., Bank Particulars'. Callout boxes are numbered: 8 points to the 'Voucher Date' field, 9 points to the 'Search Voucher(s) with Quotation/Tender Number Only' button, 10a points to the 'Payment Method' dropdown, 10b points to the 'Advanced Search' section, and 11 points to the 'Search' button.

10. a. User may select **[Payment Method]** from the dropdown list (Options - "All", "Cheque - With Printing", "Cheque - Without Printing" and "Autopay") to refine the search criteria.
- b. For the **[Advanced Search (Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee's Name, Bank Ledger Code, Cheque No., Bank Particulars)]** search criteria, user may input the Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee's Name, Bank Ledger Code, Cheque No. and Bank Particulars to search the related vouchers.
11. Click **[Search]** button.

	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Credit Amount \$	Payee's Name	Voucher Status
<input type="checkbox"/>	GP092110-001	30/09/2010	Budget Check Test	2,776.00		Unposted
<input type="checkbox"/>	PF10/10-00001	31/10/2010	SR6	3,000.00	SHIRLEY	Posted
<input type="checkbox"/>	PF10/10-00002	31/10/2010	SR6	2,349.95	SHIRLEY	Posted
<input type="checkbox"/>	PF10/10-00001	31/10/2010	SR6	163,449.00		Posted

12. Select a voucher by clicking the check box next to **Voucher No.**

13. Click [**Copy to**] button. The selected voucher in step 12 will be automatically set at the “Copy From Voucher” portion.

	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Credit Amount \$	Payee's Name	Voucher Status
<input type="checkbox"/>	GP092110-001	30/09/2010	Budget Check Test	2,776.00		Unposted
<input type="checkbox"/>	PF10/10-00001	31/10/2010	SR6	3,000.00	SHIRLEY	Posted
<input type="checkbox"/>	PF10/10-00002	31/10/2010	SR6	2,349.95	SHIRLEY	Posted
<input type="checkbox"/>	PF10/10-00001	31/10/2010	SR6	163,449.00		Posted

14. Select / enter the following voucher information in **Create New Voucher** table:

- Accounting Month
- Voucher Type
- Voucher No.

If the selected voucher type has been set to use system auto-generate voucher number, 'Auto' will appear in the voucher number textbox by default. There is a total of 13 digits for the auto-generate voucher number. (e.g.

GP03/01-00001 where “03/01” represents January 2003, and “00001” represents that this is the first voucher of year 2003. The system will automatically go to 00002 for the second voucher of year 2003 under the same voucher type. When creating a new voucher of the next year, system will create a new set of sequence number and prior years' sequence number will be retained. Please refer to Common Setup – Voucher Type Maintenance for details). Users can use the auto-generate number or they can enter their own voucher number by overwriting the word ‘Auto’.

15. Click **[Create Voucher]** button.
16. The selected voucher information is copied. Users can amend the new voucher information in **Add Voucher Details** table, add / edit / delete accounting line information, and edit bank ledger information of the copied voucher details. Please note that the new voucher will be created only after users click **[Save Voucher As Draft]** or **[Save Voucher]** button. (Please refer to Chapter 2.1.1 “Payment Voucher – Create Voucher - Create New Voucher” – User Procedures step 4 to 11 for subsequent steps to create a new voucher.)

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

User: fmpuser Login Time: 06/08/2003 12:20 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 6 August 2003 12:13

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

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Provident fund voucher - ORSD & MPF (PF)

Voucher No. AUTO

Voucher Date (DD/MM/YYYY) 31/01/2003

Voucher Particulars testtest

Quotation/Tender Number 200301-PY-001

Gross Credit Amount \$ 100.00

Voucher Status Draft

16

Accounting Line Information (Debit) Bank Ledger Information (Credit)

Sch Level/Session Programme Account Code Particulars (Default same as Bank Particulars) Amount

Note: Programme is required for expenditure account only

Chart of Account Add Reset

Line No.	Sch Level/Session	Programme	Account Code	Amount	Budget Check
1	Primary/AM	CHIN - Chinese	G1023001111 - AUTO CREATE ACCOUNT	100.00	

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

Delete

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Save Voucher As Draft Save Voucher Back



Post-effects

1. Please refer to Chapter 2.1.1 “Payment Voucher – Create Voucher - Create New Voucher” – Post-effects point 1 to 6.



Notes

1. Please refer to Chapter 2.1.1 “Payment Voucher – Create Voucher - Create New Voucher” – Notes point 1 to 6, 8 to 15.
2. For the Bank Ledger Information, users can select any one of the two payment methods – “Cheque with Printing” or “Cheque without Printing”. Payment method of the voucher to be copied will be selected by default. The payment method will follow the voucher to be copied unless users change the payment method.
3. If the payment method “Cheque - With Printing” is chosen, the selected bank ledger must be set to use ‘Cheque Printing’ (Please refer to Common Setup – COA Maintenance – Bank Information). For “Cheque – With Printing” payment method, payee’s name must be filled in. There is no need to enter cheque number. Cheque number will be provided automatically in this field by the system after users have printed and confirmed the cheque. For “Cheque – Without Printing” payment method, both payee’s name and cheque number are optional fields.
4. Please note that the programme or account codes in the accounting line information of the copied voucher may not exist or may be inactive as at the voucher date of the designated voucher. The system will validate the above upon saving the new voucher, and display error messages for any non-existence of code or inactive code. Users should click **[Chart of Account]** button to add the missing code or to set the effective status of the code.

2.1.2 Update Voucher



Function Description

This function allows users to retrieve an existing payment voucher and update the voucher details. Only draft or unposted vouchers can be updated. Posted voucher will appear as read-only mode. All vouchers created in Staff Cost Module can be enquired only but cannot be updated in Bookkeeping Module. Vouchers created in Capital Asset Register and Sales and Stock Modules cannot be retrieved under this function.

Payment method can be changed for draft voucher. Once the voucher has been saved as 'Unposted', payment method will be frozen and cannot be changed. For payment method "Cheque – With Printing", once system cheque has been printed and confirmed, the total debit amount and payee's name cannot be changed. Users may still revise the debit accounting line details provided that the total debit amount is unchanged.

A voucher can be saved as either 'Draft' or 'Unposted'. If the voucher is saved as 'Draft', the system will not go through budget check and the voucher is not ready to be posted. If the voucher is saved as 'Unposted', the system will go through budget check and voucher is ready to be posted. If the payment method is "Cheque – With Printing", then the printed cheque must be printed and confirmed before posting. If the voucher to be updated is set to 'Unposted' status, it cannot be saved as 'Draft' status.



Pre-requisites

Only draft or unposted payment vouchers created in Bookkeeping Module can be updated.



User Procedures

1. Click **[FMP] → [Bookkeeping] → [Payment Voucher]** from the left menu.
2. Enter the search criteria in **Search Voucher Details** table. Voucher date or voucher no. must be entered for searching voucher.
3. After the **[Search Voucher(s) with Quotation/Tender Number Only]** button is clicked, user may input the quotation / tender number range to search the selected vouchers with quotation/tender number.

4. a. User may select **[Payment Method]** from the dropdown list (Options - “All”, “Cheque - With Printing”, “Cheque - Without Printing” and “Autopay”) to refine the search criteria.
b. For the **[Advanced Search (Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee’s Name, Bank Ledger Code, Cheque No., Bank Particulars)]** search criteria, user may input the Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee’s Name, Bank Ledger Code, Cheque No. and Bank Particulars to search the related vouchers.
5. Click **[Search]** button. All payment vouchers created in Bookkeeping or Staff Cost Module which match the searching criteria will be retrieved.

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Primary AM (School Type 2) User: fmpuser Login Time: 06/08/2003 12:20 Logout Help 中文版本

Current School Year: 2002 6 August 2003 12:13

[S-FBK01-02] FMP > Bookkeeping > Payment Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY) To

Voucher Status

Voucher Type

Voucher No. To

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number To

Payment Method

Advanced Search
(Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee's Name, Bank Ledger Code, Cheque No., Bank Particulars)

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

Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Credit Amount \$	Payee's Name	Voucher Status
PF03/01-00013	31/01/2003	orso	3,000.00	manual cheque payee	Posted
PF03/01-00016	31/01/2003	mpf	2,100.00	manual cheque payee	Unposted
PF03/01-00018	31/01/2003	MPF	499.90	Manual cheque payee	Posted
PF03/01-00022	31/01/2003	MPF CQ printing voucher particular	2,100.00	CQ printing	Posted
PF03/01-00023	30/01/2003	testtest	100.00		Unposted

Note: Posted voucher is not allowed to delete

- Click the **Voucher No.** link to update an existing voucher. For posted vouchers or vouchers created in Staff Cost, voucher details page will be in read-only mode and it is not allowed to be edited.
- Amend the voucher information in **Update Voucher Details** table.

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

User: fmpuser Login Time: 06/08/2003 12:20 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 6 August 2003 12:13

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

Update Voucher Details

Accounting Month (MM/YY) 01/2003

Voucher Type Provident fund voucher - ORSO & MPF (PF)

Voucher No. PF03/01-00023

Voucher Date (DD/MM/YYYY) 28/01/2003

Voucher Particulars testtest

Quotation/Tender Number 200301-PV-001

Gross Credit Amount \$ 100.00

Voucher Status Unposted

7

Accounting Line Information (Debit) **Bank Ledger Information (Credit)**

Sch Level/Session Programme Account Code Particulars (Default same as Bank Particulars) Amount

Note: Programme is required for expenditure account only

Chart of Account Add Reset

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
<input type="checkbox"/> 1	Primary/AM	CHIN - Chinese	G1023001111 - AUTO CREATE ACCOUNT	100.00	I

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

Delete

Save Voucher Preview & Print Back

8. Users can perform the following process to maintain the Accounting Line Information (Debit).
- To add a new accounting line, users should (i) enter the accounting line information in the **Accounting Line Information (Debit)** table, (ii) specify the school level / session, programme (if expenditure account code is selected), account code, particular (optional) and amount, and then (iii) click **[Add]** button to add the information entered.
 - To edit an accounting line, users should select the line by clicking the **Line No.** link. Accounting line detail will be displayed in **Accounting Line Information (Debit)** table. Users can amend the information and click **[Save]** button to save the amended information.
 - If any of the accounting lines is not required, users should select the check box next to **Line No.** and click **[Delete]** button to delete the existing accounting lines. Users can delete one or more accounting lines at the same time.

WebSAMS System Version 1.0.0 (BUILD-25082003a) - Microsoft Internet Explorer

User: fmpuser Login Time: 27/08/2003 16:03 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 27 August 2003 16:08

Voucher Particulars 銀行摘要

Quotation/Tender Number

Gross Credit Amount \$12.00

Voucher Status Draft

Accounting Line Information (Debit) **Bank Ledger Information (Credit)**

Sch Level/Session Primary/AM

Programme WFMP - Admin Programme

Account Code G1001002053 Cleaning Contract

Particular (Default same as Bank Particular) Testing

Amount \$ 100

Note: Programme is required for expenditure account only

Chart of Account Add Reset

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Primary/AM	WFMP - Admin Programme	G1003001001 - Grant Expenses	10.00	
2	Primary/AM	WFMP - Admin Programme	G1001001051 - Postage and Stamp Duty	2.00	

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

Delete

Save Voucher As Draft Save Voucher Preview & Print Back

WebSAMS System Version 1.0.0 (BUILD-25082003a) - Microsoft Internet Explorer

User: fmpuser Login Time: 27/08/2003 16:03 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 27 August 2003 16:09

Voucher Particulars 銀行摘要

Quotation/Tender Number

Gross Credit Amount \$12.00

Voucher Status Draft

Accounting Line Information (Debit) **Bank Ledger Information (Credit)**

Sch Level/Session Primary/AM

Programme WFMP - Admin Programme

Account Code G1003001001 Grant Expenses

Particular (Default same as Bank Particular) TEST

Amount \$ 10.00

Note: Programme is required for expenditure account only

Chart of Account Save Reset

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Primary/AM	WFMP - Admin Programme	G1003001001 - Grant Expenses	10.00	
2	Primary/AM	WFMP - Admin Programme	G1001001051 - Postage and Stamp Duty	2.00	

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

Delete

Save Voucher As Draft Save Voucher Preview & Print Back

9. Users can (i) enter an account code directly or (ii) click the search picture next to **Account Code** text box to search for an account code from the pop-up screen. Click **[Copy]** or **[Select]** button to copy the code to **Accounting Line Information (Debit)** table. If copying is not required, please click **[Close]** button to return to **Accounting Line Information (Debit)** table.

Retrieve Account Details - Internet Explorer

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

10. User can select **Common Account Code** as defined in **FMP > Common Setup > Common Account Code**. Please refer to **FMP Common Setup – Common Account Code** user manual for detailed information.
11. If the desired account code cannot be found in step 8 or programme code cannot be found in accounting line information, click **[Chart of Account]** button to add a new account code or programme code. If the account code is in 'Inactive' status, users can also set the effective status of the code in the COA Maintenance pop-up window. Please refer to **FMP Common Setup – COA Maintenance** user manual for detailed information.

http://192.168.6.151/jsp/fcs/coa/searchAccount.do - Microsoft Internet Explorer

[S-FCS07-01] FMP > Common Setup > Chart of Account Maintenance > Account

EMB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Source of Fund Code

Ledger Code

Sub-Ledger Code

Account Type

Account Range From To

G1001001051 - Postage and Stamp Duty
G1001001052 - Newspapers & Magazines
G1001001053 - Telephone
G1001001054 - Celebration & Entertainment
G1001001055 - Audit Fee
G1001001056 - Wreath & Flower Basket etc
G1001001057 - Professional Fee
G1001001058 - Travelling Allowance for Guest Speaker
G1001001059 - Supplementary Teaching Staff Salaries
G1001001060 - Staff Training

12. When users shift to **Bank Ledger Information (Credit)** link to enter the bank information, the previously inputted **Accounting Line Information (Debit)** will be auto-saved and added. For 'Unposted' voucher, payment method cannot be changed. For 'Draft' voucher, users can change the payment method. For "Cheque – With Printing" payment method, payee's name must

be filled in. There is no need to enter cheque number. For “Cheque – Without Printing” payment method, both payee’s name and cheque number are optional fields.

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

User: fmpuser Login Time: 06/08/2003 12:20 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 6 August 2003 12:13

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

Add Voucher Details

Accounting Month (MM/YY) 01/2003

Voucher Type Payment voucher (Government Fund) (GP)

Voucher No. GPA10001

Voucher Date (DD/MM/YY) 31/01/2003

Voucher Particulars Bank Particulars

Quotation/Tender Number

Gross Credit Amount \$ 1,100.00

Voucher Status Draft

Accounting Line Information (Debit) **Bank Ledger Information (Credit)**

Bank Ledger Code (5001 - Bank - Government Fund)

Payment Method Cheque - With Printing

Payee's Name Payee's Name Required for "Cheque - With Printing"

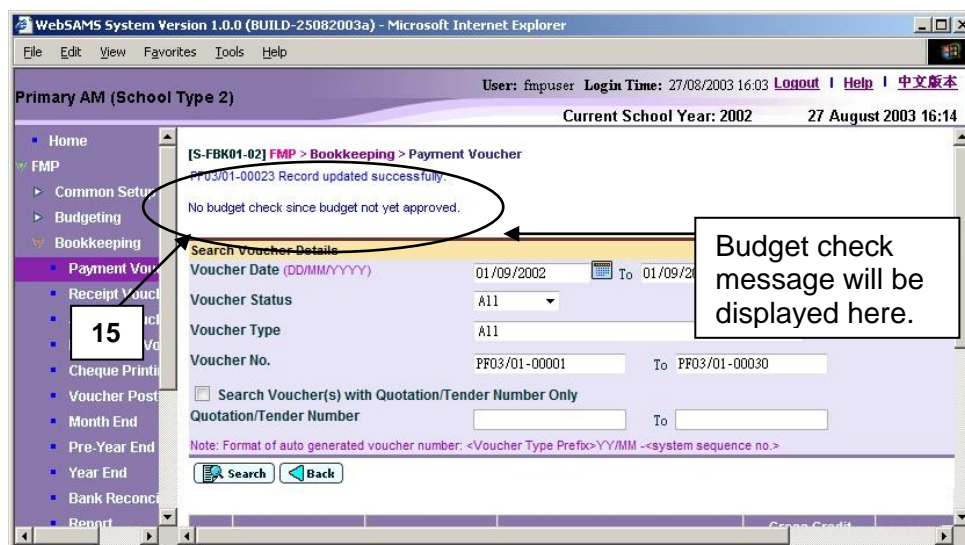
Cheque No. Leave Blank for "Cheque - With Printing"

Bank Particulars Bank 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 As Draft Save Voucher Preview & Print Back

13. Users may click **Accounting Line Information (Debit)** link and return to accounting line information details.
14. After filling in the voucher details, users can either click **[Save Voucher]** button to save the updated payment voucher as unposted or click **[Save Voucher As Draft]** button to save the updated payment voucher as draft. Budget check will be performed if users click **[Save Voucher]** button. Only when the voucher is in “Draft” status can the users change the payment method subsequently. Please note that **[Save Voucher As Draft]** button will not be available if the voucher is already in ‘Unposted’ status.
15. Voucher number will be displayed at the top of the page after saving. Budget check message will be displayed when voucher is saved as ‘Unposted’ status.



Post-effects

1. Audit trail will be kept for updating voucher actions. Data will also be captured.
2. The receipts and committed amount of the approved budget will be updated if the voucher is saved as 'Unposted' status. There is no impact on budget if the voucher is saved as 'Draft' status.
3. Vouchers in 'Draft' or 'Unposted' status do not have any impact on the account balances in General Ledger when users enquire and print reports. After School Finance Staff have posted the vouchers to General Ledger, reports at the latest balance position can be obtained.
4. A voucher is ready to be printed out for Principal's approval after the voucher has been saved as 'Unposted' status.
5. If the payment voucher is created under the voucher type of Capital Asset Register (CAR) or Sales and Stock (S&S) Modules, the information of the voucher type, voucher no., voucher date, voucher particulars and voucher amount will be transmitted to the respective (CAR or S&S) Modules once the voucher is posted. For details of voucher type under CAR and S&S, please refer to Common Setup – Voucher Type Maintenance.
6. If the accounting year in Sales and Stock Module is finally closed while that accounting year is still active in Bookkeeping Module, vouchers for Sales and Stock Module created under Bookkeeping as mentioned in para 5 above will still be transmitted to Sales and Stock Module after voucher posting. Even if Final Year End Closing in Sales and Stock is confirmed in that accounting year, users should update these vouchers with "Stock In Details" in Sales and Stock Module. After that, users should 'Complete' these vouchers in Sales and Stock Module before proceeding to Year End process in Bookkeeping Module.



Notes

1. Posted voucher or voucher created in Staff Cost Module will be in display mode. The followings are the different display mode of the vouchers.

- a. Edit mode for draft or unposted vouchers created in Bookkeeping Module

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

User: fmpuser Login Time: 06/08/2003 12:20 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 6 August 2003 12:13

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

Update Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Provident fund voucher - ORSO & MPF (PF)

Voucher No. PF03/01-00023

Voucher Date (DD/MM/YYYY) 28/01/2003

Voucher Particulars testtest

Quotation/Tender Number 200301-PF-001

Gross Credit Amount \$ 100.00

Voucher Status Unposted

Accounting Line Information (Debit) Bank Ledger Information (Credit)

Sch Level/Session

Programme

Account Code

Particulars (Default same as Bank Particulars)

Amount \$

Note: Programme is required for expenditure account only

Chart of Account Add Reset

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Primary/AM	CHIN - Chinese	G1023001111 - AUTO CREATE ACCOUNT	100.00	I

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

Delete

Save Voucher Preview & Print Back

Bank Ledger Line Information of an Unposted Voucher

Update Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Provident fund voucher - ORSO & MPF (PF)

Voucher No. PF03/01-00023

Voucher Date (DD/MM/YYYY) 28/01/2003

Voucher Particulars testtest

Quotation/Tender Number 200301-PF-001

Gross Credit Amount \$ 100.00

Voucher Status Unposted

Accounting Line Information (Debit) Bank Ledger Information (Credit)

Bank Ledger Code G5001 - Bank - Government Fund

Payment Method Cheque - Without Printing

Payee's Name

Cheque No.

Bank Particulars (Default same as Voucher Particulars) testtest

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. Display mode for posted vouchers created in Bookkeeping Module

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

User: fmpuser Login Time: 06/08/2003 12:20 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 6 August 2003 12:13

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

Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Provident fund voucher - ORSO & MPF (PF)

Voucher No. PF03/01-00022

Voucher Date (DD/MM/YYYY) 30/01/2003

Voucher Particulars MPF CQ printing voucher particular

Quotation/Tender Number

Gross Credit Amount \$ 2,100.00

Voucher Status Posted

Accounting Line Information (Debit)

No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Secondary/Whole Day	CHIN - Chinese	G1017004002 - Clerical and Janitor Staff's Salaries	550.00	S
2	Secondary/Whole Day	CHIN - Chinese	G1018002002 - Employer's contributions - entitled to 5%	500.00	I
3	Secondary/Whole Day	WFMP - Admin Programme	G1017004002 - Clerical and Janitor Staff's Salaries	550.00	S
4	Secondary/Whole Day	WFMP - Admin Programme	G1018002002 - Employer's contributions - entitled to 5%	500.00	I

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

Bank Ledger Information (Credit)

Bank Ledger Code 05001 - Bank - Government Fund

Payment Method Cheque - With Printing

Payee's Name CQ printing

Cheque No. 0000000104

Bank Particulars bank particular 1
(Default same as Voucher Particulars)

Preview & Print Back

Accounting Line Information of a Posted Voucher

Bank Ledger Information of a Posted Voucher

c. Display mode for unposted vouchers created in Staff Cost Module

Accounting Line Information of a Staff Cost Unposted Voucher

Bank Ledger Information of a Staff Cost Unposted Voucher

Accounting Line Information (Debit)

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Secondary/Whole Day	ENGL - English	G1017003002 - Teaching Supporting Staff's Salaries	14,250.00	N/A
2	Secondary/Whole Day	MATH - Maths	G1017003002 - Teaching Supporting Staff's Salaries	14,250.00	N/A
3	Secondary/Whole Day	ENGL - English	G1016002001 - Grant Expenses	2,500.00	N/A
4	Secondary/Whole Day	MATH - Maths	G1016002001 - Grant Expenses	2,500.00	N/A

Bank Ledger Information (Credit)

Bank Ledger Code: G5001 - Bank - Government Fund

Payment Method: Cheque - Without Printing

Payee's Name: [Blank] Required for "Cheque - With Printing"

Cheque No.: C1234 Leave Blank for "Cheque - With Printing"

Bank Particulars: 1111111111 (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".

- Users are required to enter one or more accounting lines in Accounting Line Information (Debit).
- Duplicated accounting line entry with identical school level / session, programme and account code is allowed.
- If the desired programme or account code has not been created or the code is not active, users are allowed to link to COA – Account Code Maintenance to create a new programme or a new account code or to set the status of the code as active. A new window will pop up and link to Account Code Maintenance page in Common Setup. Users are not required to quit from updating payment voucher page. Upon finished viewing / updating COA, close the pop-up window and return to Payment Voucher inputting screen.

Data previously entered will still remain. Users can then continue to fill in voucher details.

5. Payment method can be changed for draft voucher only.
6. For the Bank Ledger Information, users can select any one of the two payment methods – “Cheque with Printing” or “Cheque without Printing”. Unlike ‘Create New Voucher’ function, when users select another bank ledger, the payment method will remain unchanged. If the payment method “Cheque - With Printing” is chosen, the selected bank ledger must have been set to use ‘Cheque Printing’ (Please refer to Common Setup – COA Maintenance – Bank Information). For “Cheque – With Printing” payment method, payee’s name must be filled in. There is no need to enter cheque number. Cheque number will be provided automatically in this field by the system upon confirmation of cheque printed. For “Cheque – Without Printing” payment method, both payee’s name and cheque number are optional fields.
7. Cheques printed by the system (i.e. payment method “Cheque – With Printing” is selected) will be captured in “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 the report.
8. When saving voucher as ‘Draft’ status with payment method “Cheque – Without Printing”, the previous entered cheque number (if any) will be overwritten if a new cheque number is filled in. Previous entered cheque number (if any) will be cleared if cheque number is being reset (that is, cheque number field is left in blank). When saving voucher as ‘Unposted’ status with payment method “Cheque – Without Printing”, the previous entered cheque number (if any) will be kept in history if a new cheque number is filled in. Users can view all the entered cheque numbers in “Summary of Cheques Used (R-FBK044-E)” report.
9. For payment method “Cheque – With Printing”, once system cheque has been printed and confirmed, the total debit amount and payee’s name cannot be changed. Users may still revise the debit accounting line details provided that the total debit amount is unchanged.
10. Upon saving the voucher, the system will perform the following checking:
 - a. Payee’s Information is mandatory if the payment method is “Cheque with Printing”;
 - b. Voucher Date is valid and within the selected accounting month;
 - c. Gross Credit amount is equal to the sum of accounting lines amount;
 - d. At least one accounting line exists;
 - e. Selected programme and account codes in the accounting lines are active as at the voucher date.
11. A voucher can be saved as 'Draft' or 'Unposted'. No budget check will be performed for “Draft” voucher.
12. Once a voucher is saved as 'Unposted', users are not allowed to re-save the voucher as 'Draft'.
13. Upon saving a voucher as 'Unposted', budget check will be performed (based on the budget check option defined in Common Setup - School Accounting Information) if the budget of the selected accounting year has been approved. Please refer to Chapter 2.5 for budget check details.

14. Upon successfully saving the voucher as 'Unposted', 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)
15. Payment voucher is normally used for recording expenses item. Accounting line with Income / Asset Account Code is acceptable. However, a warning message will be displayed for such abnormal accounting line.

The screenshot displays a system interface with the following elements:

- Two blue status messages at the top: "GP01/09-00001 Record updated successfully." and "No budget check since budget not yet approved."
- A red error message: "● E-63097 : Abnormal debit accounting line entries". An arrow points from a box labeled "15" to this message.
- A section titled "Search Voucher Details" with a yellow background.
- Below the title, a label "Voucher Date (DD/MM/YYYY)" is followed by a text input field and a calendar icon.

16. If the **Accounting Line Information (Debit)** is incomplete or incorrect, the page cannot be shifted to the page **Bank Ledger Information (Credit)** and error message will be shown to inform user accordingly.

2.1.3 Delete Voucher



Function Description

This function allows users to delete a draft or unposted voucher. Posted voucher, voucher created in Staff Cost Module and voucher with confirmed system-printed cheque cannot be deleted. Deleted voucher number cannot be re-used. Manual input cheque number and system cheque number of the deleted voucher (if any) cannot be re-used as well. All deleted vouchers will be captured in “List of Deleted Vouchers (R-FBK040-E)” report, but they cannot be retrieved in all other online functions. When deleting an unposted voucher, actual income / expenditure captured in the approved budget will be rolled back.



Pre-requisites

1. Only draft or unposted payment vouchers created in Bookkeeping Module can be deleted.
2. System-printed cheque (if any) is not yet confirmed.



User Procedures

1. Click **[FMP] → [Bookkeeping] → [Payment Voucher]** from the left menu.

The screenshot shows the WebSAMS System Version 1.0.0 (BUILD-30072003c) interface. The left menu has 'FMP' and 'Bookkeeping' expanded. The 'Create New Voucher' section is active, showing fields for Accounting Month (01/2003), Voucher Type ((GP) Payment voucher (Government Fund)), and Voucher No. Below this is a 'Copy From Voucher' section with similar fields. A note indicates the format of the auto-generated voucher number. The 'Search Voucher Details' section is also visible, with fields for Voucher Date, Voucher Status, Voucher Type, and Voucher No. There are checkboxes for 'Search Voucher(s) with Quotation/Tender Number Only' and 'Advanced Search'. Numbered callouts 2, 3, 4a, 4b, and 5 point to specific fields and buttons.

2. Enter the search criteria in **Search Voucher Details** table. Voucher date or voucher no. must be entered for searching voucher.
3. After the **[Search Voucher(s) with Quotation/Tender Number Only]** button is clicked, user may input the quotation / tender number range to search the selected vouchers with quotation/tender number.

4. a. User may select **[Payment Method]** from the dropdown list (Options - “All”, “Cheque - With Printing”, “Cheque - Without Printing” and “Autopay”) to refine the search criteria.
- b. For the **[Advanced Search (Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee’s Name, Bank Ledger Code, Cheque No., Bank Particulars)]** search criteria, user may input the Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee’s Name, Bank Ledger Code, Cheque No. and Bank Particulars to search the related vouchers.
5. Click **[Search]** button. All payment vouchers created in Bookkeeping or Staff Cost Module which match the searching criteria will be retrieved.

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

User: fmpuser Login Time: 06/08/2003 12:20 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 6 August 2003 12:13

[S-FBK01-02] FMP > Bookkeeping > Payment Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY) To

Voucher Status All

Voucher Type All

Voucher No. To

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number To

Payment Method All

Advanced Search
(Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee's Name, Bank Ledger Code, Cheque No., Bank Particulars)

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

Search Back

Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Credit Amount \$	Payee's Name	Voucher Status
FF03/01-00013	31/01/2003	orso	3,000.00	manual cheque payee	Posted
FF03/01-00016	31/01/2003	mpf	2,100.00	manual cheque payee	Unposted
FF03/01-00018	31/01/2003	MPF	499.90	Manual cheque payee	Posted
FF03/01-00022	31/01/2003	MPF CQ printing voucher particular	2,100.00	CQ printing	Posted
FF03/01-00023	30/01/2003	testtest	100.00		Unposted

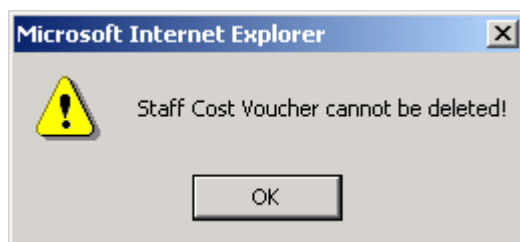
Note: Posted voucher is not allowed to delete

Copy to Delete Export

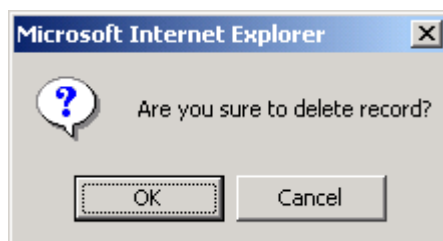
6. Select the vouchers to be deleted by clicking the check box next to **Voucher No.** Users may delete one or more vouchers at the same time.
7. To delete a voucher, the voucher must be in either draft or unposted status. Posted vouchers, vouchers created in Staff Cost and vouchers with cheque confirmed as “Successfully Printed” are not allowed to be deleted.
8. Click **[Delete]** button to delete the selected vouchers.
9. A confirmation or error message will pop up.
 - a. If posted voucher is selected, error message will pop up. Deletion will be aborted.



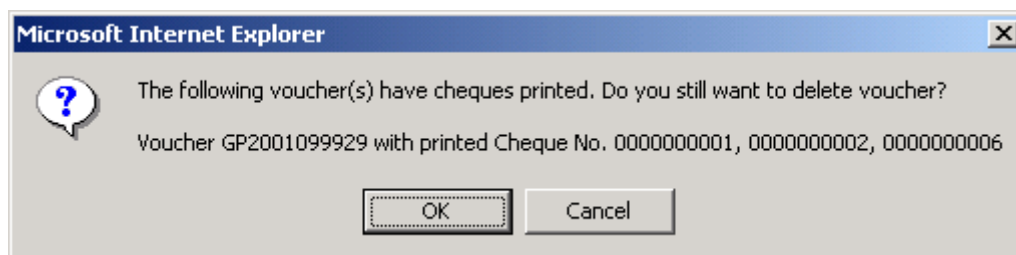
- b. If any of the selected vouchers is created in Staff Cost Module, error message will pop up. Deletion will be aborted.



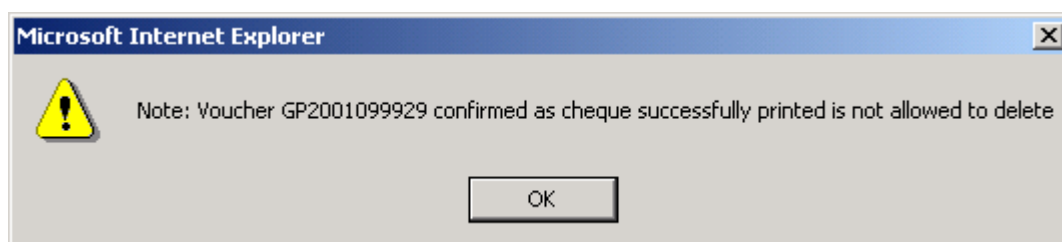
- c. If the selected voucher is not set to payment method "Cheque – With Printing" or cheque has not been printed, a confirmation message for deletion will pop up. Click **[OK]** button to confirm deleting the selected vouchers. Vouchers will then be deleted.



- d. If the selected voucher is set to payment method "Cheque – With Printing" and cheque(s) has been printed by the system, a confirmation message for deletion together with the voucher number and all of its printed cheque numbers will pop up. Click **[OK]** button to proceed. Vouchers will then be deleted. Cheque numbers used will still be captured in "Summary of Cheques Used (R-FBK044-E)" report.



- e. If the cheque for the selected voucher has been printed and confirmed as "Successfully Printed", error message with the voucher number will pop up. Deletion will be aborted. Click **[OK]** button to close the pop-up box.



Post-effects

1. Audit trail will be kept for delete actions. Data will also be captured.
2. The receipts and committed amount of the approved budget will be rolled back after deleting unposted vouchers.
3. List of deleted vouchers will be showed in “List of Deleted Vouchers (R-FBK040-E)” report.



Notes

1. The system will perform budget check rollback (if budget for the accounting year is approved) to revert to the original amount if users confirm to delete unposted vouchers.
2. After deletion, the system will update the payment voucher status to ‘Deleted’ and such voucher(s) cannot be retrieved again.
3. Please note that voucher number cannot be re-used even if the voucher has been deleted. Both manual input cheque number and system cheque number of the deleted voucher (if any) cannot be re-used as well.

2.1.4 Print Voucher Details



Function Description

This function allows users to print payment voucher detailed information under 'Draft', 'Unposted' and 'Posted' status. Users should print out a payment voucher under 'Unposted' status and submit it to supervisor together with supporting documents such as invoice and cheque for checking first. After that, Principal can approve this voucher by signing on the designed position of the voucher.



Pre-requisites

The voucher to be printed has been saved in the system.



User Procedures

1. Click **[FMP] → [Bookkeeping] → [Payment Voucher]** from the left menu.

The screenshot shows the WebSAMS System Version 1.0.0 (BUILD-30072003c) in Microsoft Internet Explorer. The user is 'fmpuser' and the login time is '06/08/2003 12:20'. The current school year is '2002' and the date is '6 August 2003 12:13'. The left menu shows 'FMP' expanded, with 'Bookkeeping' and 'Payment Voucher' selected. The main area has 'Create New Voucher' and 'Search Voucher Details' sections. Numbered callouts 2 through 5 point to specific fields and buttons: 2 points to 'Voucher Date', 3 points to 'Search Voucher(s) with Quotation/Tender Number Only', 4a points to 'Payment Method', 4b points to 'Advanced Search' fields, and 5 points to the 'Search' button.

2. Enter the search criteria in **Search Voucher Details** table. Voucher date or voucher no. must be entered for searching voucher.
3. After the **[Search Voucher(s) with Quotation/Tender Number Only]** button is clicked, user may input the quotation / tender number range to search the selected vouchers with quotation/tender number.
4. a. User may select **[Payment Method]** from the dropdown list (Options - "All", "Cheque - With Printing", "Cheque - Without Printing" and "Autopay") to refine the search criteria.

- b. For the **[Advanced Search (Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee's Name, Bank Ledger Code, Cheque No., Bank Particulars)]** search criteria, user may input the Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee's Name, Bank Ledger Code, Cheque No. and Bank Particulars to search the related vouchers.
5. Click **[Search]** button. All payment vouchers created in Bookkeeping or Staff Cost Module which match the searching criteria will be retrieved.

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

Primary AM (School Type 2) User: fmpuser Login Time: 06/08/2003 12:20 Logout | Help | 中文版本
Current School Year: 2002 6 August 2003 12:13

[S-FBK01-02] FMP > Bookkeeping > Payment Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY) To

Voucher Status All

Voucher Type All

Voucher No. To

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number To

Payment Method All

Advanced Search (Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee's Name, Bank Ledger Code, Cheque No., Bank Particulars)

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

Search Back

	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Credit Amount \$	Payee's Name	Voucher Status
<input type="checkbox"/>	PF03/01-00012	31/01/2003	orso	3,000.00	manual cheque payee	Posted
<input type="checkbox"/>	PF03/01-00016	31/01/2003	mpf	2,100.00	manual cheque payee	Unposted
<input type="checkbox"/>	PF03/01-00018	31/01/2003	MPF	499.90	Manual cheque payee	Posted
<input type="checkbox"/>	PF03/01-00022	31/01/2003	MPF CQ printing voucher particular	2,100.00	CQ printing	Posted
<input type="checkbox"/>	PF03/01-00023	30/01/2003	testtest	100.00		Unposted

Note: Posted voucher is not allowed to delete

Copy to Delete Export

6. Select the voucher by clicking **Voucher No.** link.

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

User: fmpuser Login Time: 06/08/2003 12:20 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 6 August 2003 12:13

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

Update Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Provident fund voucher - OESD & MPF (PF)

Voucher No. PF03/01-00023

Voucher Date (DD/MM/YYYY) 28/01/2003

Voucher Particulars testtest

Quotation/Tender Number 200301-PV-001

Gross Credit Amount \$ 100.00

Voucher Status Unposted

Accounting Line Information (Debit) Bank Ledger Information (Credit)

Sch Level/Session

Programme

Account Code

Particulars (Default same as Bank Particulars)

Amount \$

Note: Programme is required for expenditure account only

Chart of Account Add Reset

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Primary/AM	CHIN - China	G1023001111 - AUTO CREATE ACCOUNT	100.00	I

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

Delete

Save Voucher Preview & Print Back

7. Click **[Preview & Print]** button to preview and print the voucher.



Post-effects

1. Voucher report preview page (in PDF format) will pop up. Select Print Function and print the voucher through local printer.

R-FBK006-E PRIMARY SCHOOL (AM) (TYPE 2)
PAYMENT VOUCHER (UNPOSTED)

Sch Level/Session : ALL
Accounting Month : 09/2001
Voucher No Range : GP001 to GP001 (Sort by)

Print By : fmpuser
Date : 08/08/2003
Time : 11:24
Page : 1 of 1

LINE NO	ACCOUNT CODE	ACCOUNT NAME	LEVEL/SESSION	AMOUNT		PARTICULARS	PROGRAMME CODE	PROGRAMME NAME
				DEBIT \$	CREDIT \$			
30/09/2001 Voucher No.: GP001(Unposted) Voucher Particulars: TEST								
1	G1003001001	Grant Expenses	Pri/AM	12.00		TEST	WFMP	Programme code for converting GL balance in SAMs
2	G5001	Bank - Government Fund	Pri/AM		12.00	TEST		
Total :				12.00	12.00			

Cheque No : _____ Payable To : _____
Other Remarks (If any) : _____
Prepared By : _____ Checked By : _____ Approved By : _____
Date : _____ Date : _____ Date : _____

*** End of Report ***



Notes

1. Users can access to “Voucher Payment (Draft, Unposted, Posted) (R-FBK006-E)” report in **[Report]** and select report category “FBK 1 – Vouchers and Others”. Four formats (PDF, WORD, RICHTEXT and EXCEL) are available for report generation.
2. Users have to save the voucher before clicking **[Preview & Print]** button. If users click **[Preview & Print]** button after updating voucher information on the screen without clicking **[Save Voucher As Draft]** or **[Save Voucher]** button, PDF pop-up window will not include these changes.
3. There is layout difference in the payment voucher at different status of ‘Draft’, ‘Unposted’ and ‘Posted’. For unposted voucher, positions for ‘Prepared By’, ‘Checked By’, and ‘Approved By’ signatures are designed to suit the need in the payment procedures. The followings are the layout of voucher in different status.

a. PDF format for 'Draft' voucher

http://192.168.6.151/jsp/rpt/viewPreviewFile.jsp?type=R&fileName=fmp/17006_1061277077890.pdf - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://192.168.6.151/jsp/rpt/viewPreviewFile.jsp?type=R&fileName=fmp/17006_1061277077890.pdf

R-FBK006-E PRIMARY SCHOOL (AM) (TYPE 2)
PAYMENT VOUCHER (DRAFT)

Sch Level/Session : ALL
Accounting Month : 09/2001
Voucher No Range : GPTEST123 to GPTEST123 (Sort by)

Print By : jennifer
Date : 19/08/2003
Time : 15:11
Page : 1 of 1

LINE NO	ACCOUNT CODE	ACCOUNT NAME	LEVEL/SESSION	AMOUNT		PARTICULARS	PROGRAM# CODE	PROGRAM# NAME
				DEBIT \$	CREDIT \$			
30/09/2001 Voucher No.: GPTEST123(Draft) Voucher Particulars: Testing								
1	G1004005001	Grant Expenses	Pri/AM	1,000.00		Testing	0002	eng descr
2	G5001	Bank - Government Fund	Pri/AM		1,000.00	Testing		
Total :				1,000.00	1,000.00			

Cheque No : Payable To :
Other Remarks (if any) :
*** End of Report ***

b. PDF format for 'Unposted' voucher (There are specific signing positions of 'Prepared By', 'Checked By' and 'Approved By' at the bottom of the voucher.)

http://192.168.6.151/jsp/rpt/viewPreviewFile.jsp?type=R&fileName=fmp/17006_1060313098718.pdf - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://192.168.6.151/jsp/rpt/viewPreviewFile.jsp?type=R&fileName=fmp/17006_1060313098718.pdf

R-FBK006-E PRIMARY SCHOOL (AM) (TYPE 2)
PAYMENT VOUCHER (UNPOSTED)

Sch Level/Session : ALL
Accounting Month : 09/2001
Voucher No Range : GP001 to GP001 (Sort by)

Print By : fmpuser
Date : 08/08/2003
Time : 11:24
Page : 1 of 1

LINE NO	ACCOUNT CODE	ACCOUNT NAME	LEVEL/SESSION	AMOUNT		PARTICULARS	PROGRAM# CODE	PROGRAM# NAME
				DEBIT \$	CREDIT \$			
30/09/2001 Voucher No.: GP001(Unposted) Voucher Particulars: TEST								
1	G1003001001	Grant Expenses	Pri/AM	12.00		TEST	WFMP	Programme code for converting GL balance in SAMS
2	G5001	Bank - Government Fund	Pri/AM		12.00	TEST		
Total :				12.00	12.00			

Cheque No : Payable To :
Other Remarks (if any) :
Prepared By : Checked By : Approved By :
Date : Date : Date :
*** End of Report ***

c. PDF format for 'Posted' voucher

R-FBK006-E PRIMARY SCHOOL (AM) (TYPE 2)
PAYMENT VOUCHER (POSTED)

Sch Level/Session : ALL
Accounting Month : 03/2002
Voucher No Range : GP02/03-00001 to GP02/03-00001 (Sort by)

Print By : jennifer
Date : 19/08/2003
Time : 15:12
Page : 1 of 1

LINE NO	ACCOUNT CODE	ACCOUNT NAME	LEVEL/SESSION	AMOUNT		PARTICULARS	PROGRAMME CODE	PROGRAMME NAME
				DEBIT \$	CREDIT \$			
31/03/2002 Voucher No.: GP02/03-00001 (Posted) Voucher Particulars: Ton								
1	G1003001001	Grant Expenses	Pri/AM	500.00		Test	WFMP	Programme code for converting GL balance in SAMS
2	G5001	Bank - Government Fund	Pri/AM		500.00	Test		
Total :				500.00	500.00			

Cheque No : 787667 Payable To :
Other Remarks (if any) :

*** End of Report ***

4. Deleted vouchers cannot be printed out.

2.1.5 Export Voucher



Function Description

This function allows users to export the detailed information of payment voucher with 'Draft', 'Unposted' and 'Posted' status.



Pre-requisites

1. The voucher to be exported has been saved in the system.



User Procedures

1. Click **[FMP] → [Bookkeeping] → [Payment Voucher]** from the left menu.

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

User: fmpuser Login Time: 06/08/2003 12:20 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 6 August 2003 12:13

[S-FBK01-01] FMP > Bookkeeping > Payment Voucher

Create New Voucher

Accounting Month (MM/YYYY) 01/2003

Voucher Type (GP) Payment voucher (Government Fund)

Voucher No.

☒ Copy From Voucher

Accounting Month (MM/YYYY)

Voucher Type

Voucher No.

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

Create Voucher

Search Voucher Details

Voucher Date (DDMM/YYYY) To

Voucher Status All

Voucher Type All

Voucher No. To

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number To

Payment Method All

Advanced Search (Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee's Name, Bank Ledger Code, Cheque No., Bank Particulars)

Search Reset

3

2

4a

4b

5

2. Enter the search criteria in **Search Voucher Details** table. Voucher date or voucher no. must be entered for searching voucher.
3. After the **[Search Voucher(s) with Quotation/Tender Number Only]** button is clicked, user may input the quotation / tender number range to search the selected vouchers with quotation/tender number.
4.
 - a. User may select **[Payment Method]** from the dropdown list (Options - "All", "Cheque - With Printing", "Cheque - Without Printing" and "Autopay") to refine the search criteria.
 - b. For the **[Advanced Search (Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee's Name, Bank Ledger Code, Cheque No., Bank Particulars)]** search criteria, user may input the Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee's Name, Bank Ledger Code, Cheque No. and Bank Particulars to search the related vouchers.
5. Click **[Search]** button. All payment vouchers created in Bookkeeping or Staff Cost Module which match the searching criteria will be retrieved.

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Primary AM (School Type 2) User: fmpuser Login Time: 06/08/2003 12:20 Logout | Help | 中文版本

Current School Year: 2002 6 August 2003 12:13

[S-FBK01-02] FMP > Bookkeeping > Payment Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY) [] To []

Voucher Status All

Voucher Type All

Voucher No. [] To []

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number [] To []

Payment Method All

Advanced Search (Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Payee's Name, Bank Ledger Code, Cheque No., Bank Particulars)

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

Search Back

Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Credit Amount \$	Payee's Name	Voucher Status
PF03/01-00013	31/01/2003	orso	3,000.00	manual cheque payee	Posted
PF03/01-00016	31/01/2003	mpf	2,100.00	manual cheque payee	Unposted
PF03/01-00018	31/01/2003	MPF	499.90	Manual cheque payee	Posted
PF03/01-00022	31/01/2003	MPF CQ printing voucher particular	2,100.00	CQ printing	Posted
PF03/01-00023	30/01/2003	testtest	100.00		Unposted

Note: Posted voucher is not allowed to delete

Copy to Delete Export

6

6. Click **[Export]** button to export all vouchers of search result.



Post-effects

1. Export voucher preview page (in EXCEL format) will pop up.

fbk_export.xls [Protected View] - Excel

	A	B	C	D	E	F	G	H	I	J
1	School Level / Session	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Quotation / Tender No.	Gross Credit Amount \$	Bank Ledger Code (with description)	Payment Method	Payee's Name	Cheque No.
2	Primary/PM	GP092110-0030/09/2010		Budget Check Test		2776.0	G5001(Bank - Government Fund)	Cheque - Without		
3	Primary/AM	GP092110-0030/09/2010		Budget Check Test		2776.0	G5001(Bank - Government Fund)	Cheque - Without		
4	Secondary/Whole Day	PF10/10-00031/10/2010		SR6		3000.0	G5001(Bank - Government Fund)	Cheque - Without SHIRLEY		MC018
5	Secondary/Whole Day	PF10/10-00031/10/2010		SR6		3000.0	G5001(Bank - Government Fund)	Cheque - Without SHIRLEY		MC018
6	Primary/PM	PF10/10-00031/10/2010		SR6		2349.95	G5001(Bank - Government Fund)	Cheque - Without SHIRLEY		MC019
7	Secondary/Whole Day	PF10/10-00031/10/2010		SR6		2349.95	G5001(Bank - Government Fund)	Cheque - Without SHIRLEY		MC019
8	Secondary/Whole Day	PR10/10-00031/10/2010		SR6		163449.0	G5001(Bank - Government Fund)	Autopay		
9	Primary/PM	PR10/10-00031/10/2010		SR6		163449.0	G5001(Bank - Government Fund)	Autopay		
10	Secondary/Whole Day	PR10/10-00031/10/2010		SR6		163449.0	G5001(Bank - Government Fund)	Autopay		
11	Secondary/Whole Day	PR10/10-00031/10/2010		SR6		163449.0	G5001(Bank - Government Fund)	Autopay		
12	Secondary/Whole Day	PR10/10-00031/10/2010		SR6		163449.0	G5001(Bank - Government Fund)	Autopay		
13	Secondary/Whole Day	PR10/10-00031/10/2010		SR6		163449.0	G5001(Bank - Government Fund)	Autopay		
14	Secondary/Whole Day	PR10/10-00031/10/2010		SR6		163449.0	G5001(Bank - Government Fund)	Autopay		
15	Secondary/Whole Day	PR10/10-00031/10/2010		SR6		163449.0	G5001(Bank - Government Fund)	Autopay		
16	Secondary/Whole Day	PR10/10-00031/10/2010		SR6		163449.0	G5001(Bank - Government Fund)	Autopay		



Notes

1. Excel file includes following fields:

- School Level / Session
- Voucher No.
- Voucher Date (DD/MM/YYYY)
- Voucher Particulars
- Quotation / Tender No
- Gross Credit Amount \$

- Bank Ledger Code (with description)
 - Payment Method
 - Payee's Name
 - Cheque No.
 - Bank Particulars
 - Voucher Status
 - Line No.
 - Line Particulars
 - Programme Code (with description)
 - Account Code (with description)
 - Amount \$
2. Deleted vouchers cannot be printed out.

2.2 Receipt Voucher

2.2.1 Create Voucher

Create New Voucher



Function Description

This function allows users to create new receipt voucher in any one of the opened accounting months. Other than creating Bookkeeping receipt voucher, users can also create Sales and Stock receipt voucher. Users can choose to create receipt voucher of any voucher types under Receipt Voucher (please refer to Common Setup for Voucher Type Maintenance details). Sales and Stock receipt voucher created in Bookkeeping Module can be retrieved in Sales and Stock functions after the voucher has been posted. Users can then fill in the stock details in Sales and Stock Module.

Depending on the setup of the selected voucher type, users can either manually input voucher number or adopt the system auto-generate number. Users are required to (i) input bank ledger information (debit) and (ii) add in one or more accounting lines as credit entries. Users can specify the school level / session, programme, account code, particular and amount for each of the accounting lines.

A new voucher can be saved as either 'Draft' or 'Unposted'. If the voucher is saved as 'Draft' status, the system will not go through budget check and the voucher is not ready to be posted. If the voucher is saved as 'Unposted' status, the system will go through budget check and voucher is ready to be posted.



Pre-requisites

1. Voucher number to be created has not yet been used before.
2. Accounting year has been created and accounting month is opened.
3. Chart of account (source of fund, ledger, sub-ledger, account code and bank information) has been set up.
4. Voucher type (Default Bank Ledger A/C and Auto-gen Voucher no) has been set up.



User Procedures

1. Click **[FMP]** → **[Bookkeeping]** → **[Receipt Voucher]** from the left menu.

2. Select / enter the following voucher information in **Create New Voucher** table:

- Accounting Month
- Voucher Type
- Voucher No.

If the selected voucher type has been set to use system auto-generate voucher number, 'Auto' will appear in the voucher number textbox by default. There is a total of 13 digits for the auto-generate voucher number. (e.g. GR03/01-00001 where "03/01" represents January 2003, and "00001" represents that this is the first voucher of year 2003. The system will automatically go to 00002 for the second voucher of year 2003 under the same voucher type. When creating a new voucher of the next year, system will create a new set of sequence number and prior years' sequence number will be retained. Please refer to Common Setup – Voucher Type Maintenance for details). Users can use the auto-generate number or they can enter their own voucher number by overwriting the word 'Auto'.

If auto-generated voucher number option has not been selected: -

- a. Voucher number must be unique throughout the system. Please ensure the same voucher number will not be repeated for other vouchers in future.
- b. If the same voucher is to be repeated annually (such as receipt of yearly donation from an organization), users may consider to put the year in the first four digits of the voucher number, for example YYYYNNNNNN (value: 2003VOU001) where YYYY represents the 'Year' and NNNNNN represents the 'Voucher No.'. There are 10 digits for users to manually input the voucher number.
- c. If the same voucher is to be issued monthly (such as collection of school fees), users may consider to put the year and month in the first six digits of the voucher number, for example YYYYMMNNNN (value: 200301V001) where YYYY represents the 'Year', MM represents the 'Month' and

NNNN represents the 'Voucher No.'. There are 10 digits for users to manually input the voucher number.

- d. Voucher Prefix will be added in front of the voucher number input by users. Upon saving of voucher, the number of digits will become 12 because 2 digits of voucher prefix are added by the system. (e.g. GR2003VOU001 or GR200301V001)

3. Click **[Create Voucher]** button.

4. Enter the new voucher information in **Add Voucher Details** table.

5. Users can perform the following process to maintain the Accounting Line Information (Credit).

- a. To add a new accounting line, users should (i) enter the accounting line information in the **Accounting Line Information (Credit)** table, (ii) specify the school level / session, programme (if expenditure account code is selected), account code, particular (optional) and amount, and then (iii) click **[Add]** button to add the information entered.
- b. To edit an accounting line, users should select the line by clicking the **Line No.** link. Accounting line detail will be displayed in **Accounting Line Information (Credit)** table. Users can amend the information and click **[Save]** button to save the amended information.
- c. If any of the accounting lines is not required, users should select the check box next to **Line No.** and click **[Delete]** button to delete the existing accounting lines. Users can delete one or more accounting lines at the same time.

WebSAMS System Version 1.0.0 (BUILT-06082003) - Microsoft Internet Explorer

User: fmpuser Login Time: 07/08/2003 12:07 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 7 August 2003 16:19

Voucher Particulars

Voucher particulars: [Text Box]
 Gross Debit Amount: \$ 900.00
 Voucher Status: Draft

Accounting Line Information (Credit)

Sch Level/Session: Primary/AM
 Programme: [Dropdown]
 Account Code: [Search Icon] G1003001501 Grant Income
 Particular: [Text Box] Line particular
 Amount: \$ 500.00

Note: Programme is required for expenditure account only

Bank Ledger Information (Debit)

Chart of Account [Save] [Reset]

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Primary/AM	-	G1003001501 - Grant Income	500.00	
2	Primary/AM	-	G7004 - Furniture & Equipment Int Utilized	400.00	

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

[Delete]

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

[Save Voucher As Draft] [Save Voucher] [Back]

6. Users can (i) enter an account code directly or (ii) click the search picture next to **Account Code** text box to search for an account code from the pop-up screen. Click **[Copy]** or **[Select]** button to copy the code to **Accounting Line Information (Credit)** table. If copying is not required, please click **[Close]** button to return to **Accounting Line Information (Credit)** table.

Retrieve Account Details - Internet Explorer

Input Account Code

Account Code: [Text Box] Common Account Code: [Dropdown]
 Sort By: ☒ User Defined Order ☐ Account Code

[Copy] [Close]

Search Account Code

Fund Source & Ledger Code: 11701 - Grants outside OEBG/EOEBG
 Sub-Ledger Code: 501 - Capacity Enhancement Grant
 Account Code: [Text Box]

[Select] [Close]

7. User can select **Common Account Code** as defined in **FMP > Common Setup > Common Account Code**. Please refer to **FMP Common Setup – Common Account Code** user manual for detailed information.
8. If the desired account code cannot be found in step 6 or programme code cannot be found in accounting line information, click **[Chart of Account]** button to add a new account code or programme code. If the account code is in 'Inactive' status, users can also set the effective status of the code in the

COA Maintenance pop-up window. Please refer to **FMP Common Setup – COA Maintenance** user manual for detailed information.

http://192.168.6.151/jsp/fcs/coa/searchAccount.do - Microsoft Internet Explorer

[S-FCS07-01] FMP > Common Setup > Chart of Account Maintenance > Account

EMB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Source of Fund Code G - General Operating Fund

Ledger Code G1001 - Block Grant A/C

Sub-Ledger Code G1001001 - School & Class (#)

Account Type ALL

Account Range From: ALL To: ALL

Search Add Reset

G1001001051 - Postage and Stamp Duty
G1001001052 - Newspapers & Magazines
G1001001053 - Telephone
G1001001054 - Celebration & Entertainment
G1001001055 - Audit Fee
G1001001056 - Wreath & Flower Basket etc
G1001001057 - Professional Fee
G1001001058 - Travelling Allowance for Guest Speaker
G1001001059 - Supplementary Teaching Staff Salaries
G1001001060 - Staff Training

8

9. When users shift to **Bank Ledger Information (Debit)** link to enter the bank information, the previously inputted **Accounting Line Information (Credit)** will be auto-saved and added. Bank ledger set under Common Setup – Voucher Type Maintenance will be selected by default.

WebSAMS System Version 1.0.0 (BUILT-06082003) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Primary AM (School Type 2) User: fmpuser Login Time: 07/08/2003 12:07 Logout Help 中文版本

Current School Year: 2002 7 August 2003 16:23

[S-FBK06-04] FMP > Bookkeeping > Receipt Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001

Voucher Type Receipt voucher (Government Fund) (GR)

Voucher No. AUTO

Voucher Date (DD/MM/YYYY) 30/09/2001

Voucher Particulars Voucher particulars

Gross Debit Amount \$ 900.00

Voucher Status Draft

10

Accounting Line Information (Credit) Bank Ledger Information (Debit)

Bank Ledger Code G5001 - Bank - Government Fund

Bank Particular (Default same as Voucher Particulars)

11

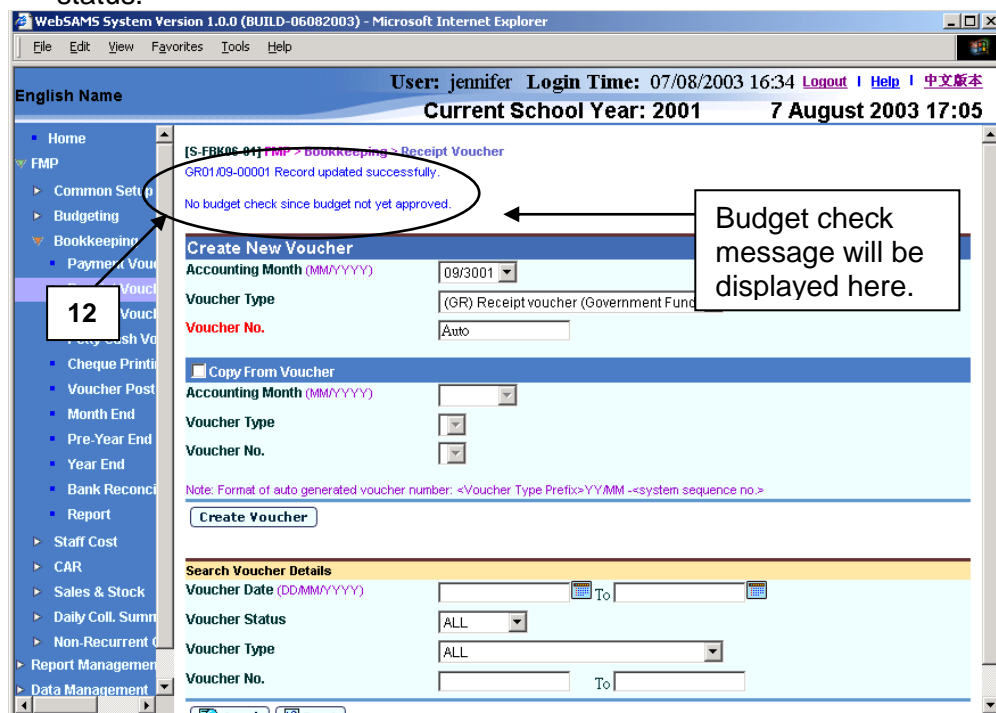
Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, ensure that the same voucher number will not be duplicated in future.

Save Voucher As Draft Save Voucher Back

9

10. Users may click **Accounting Line Information (Credit)** link and return to accounting line information details.

11. After filling in the voucher details, users can either click **[Save Voucher]** button to save the new receipt voucher as unposted or click **[Save Voucher As Draft]** button to save the new receipt voucher as draft. Budget check will be performed if users click **[Save Voucher]** button.
12. Voucher number will be displayed at the top of the page after saving. Budget check message will be displayed when voucher is saved as 'Unposted' status.



Post-effects

1. Audit trail will be kept for creating new voucher actions. Data will also be captured.
2. The receipts and committed amount of the approved budget will be updated if the voucher is saved as 'Unposted' status. There is no impact on budget if the voucher is saved as 'Draft' status.
3. Vouchers in 'Draft' or 'Unposted' status do not have any impact on the account balances in General Ledger when users enquire and print reports. After School Finance Staff have posted the vouchers to General Ledger, reports at the latest balance position can be obtained.
4. A voucher is ready to be printed out for Principal's approval after the voucher has been saved as 'Unposted' status.
5. If the receipt voucher is created under the voucher type of Sales and Stock (S&S) Module, the information of the voucher type, voucher no., voucher date, voucher particulars and voucher amount will be transmitted to S&S Module once the voucher is posted. For details of voucher type under S&S, please refer to Common Setup – Voucher Type Maintenance.
6. If the accounting year in Sales and Stock Module is finally closed while that accounting year is still active in Bookkeeping Module, vouchers for Sales and Stock Module created under Bookkeeping Module as mentioned in para 5

above will still be transmitted to Sales and Stock Module after voucher posting. Even if Final Year End Closing in Sales and Stock is confirmed in that accounting year, users should update these vouchers with “Stock Out Details” in Sales and Stock Module. After that, users should 'Complete' these vouchers in Sales and Stock Module before proceeding to Year End process in Bookkeeping Module.

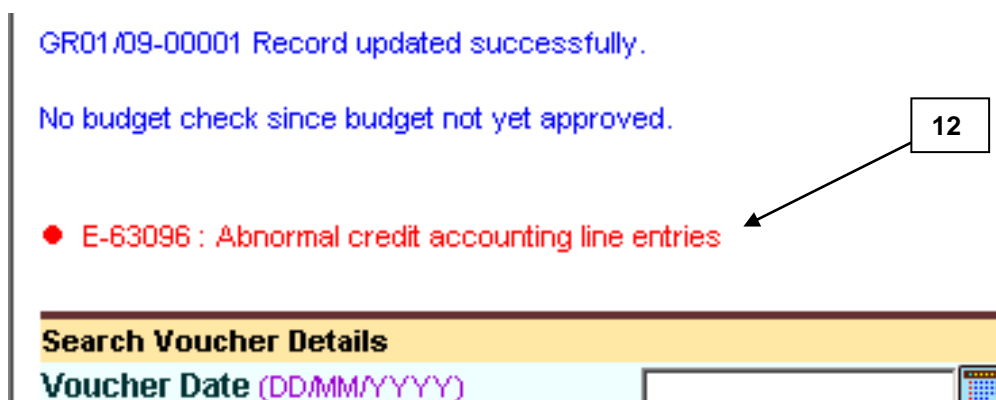


Notes

1. If auto-generate voucher number is not set in **Common Setup – Voucher Type Maintenance**, the voucher number textbox will be blank. If auto-generate voucher number is set, wording 'Auto' will be displayed in the voucher number textbox and the system will auto-generate the Receipt Voucher Number. However, users may choose to manually input the Receipt Voucher Number by overwriting the word 'Auto'. The system will check whether the Receipt Voucher Number is unique before adopting it.
2. It should be noted that voucher date is mandatory field in voucher detail. Voucher date can be any date as long as it falls within the selected accounting month. Default date will be set on the last day of the selected accounting month.
3. Users are required to enter one or more accounting lines in Accounting Line Information (Credit).
4. Duplicated accounting line entry with identical school level / session, programme and account code is allowed.
5. If the desired programme or account code has not been created or the code is not active, users are allowed to link to COA – Account Code Maintenance to create a new programme or a new account code or to set the status of the code as active. A new window will pop up and link to Account Code Maintenance page in Common Setup. Users are not required to quit from creating receipt voucher page. Upon finished viewing / updating COA, close the pop-up window and return to Receipt Voucher inputting screen. Data previously entered will still remain. Users can then continue to fill in voucher details.
6. Users must fill in Bank Ledger Information as the debit side of the voucher.
7. Upon saving the voucher, the system will perform the following checking:
 - a. Voucher Date is valid and within the selected accounting month;
 - b. Gross Debit amount is equal to the sum of accounting lines amount;
 - c. At least one accounting line exists;
 - d. Selected programme and account codes in the accounting lines are active as at the voucher date.
8. A voucher can be saved as 'Draft' or 'Unposted'. No budget check will be performed for “Draft” voucher.
9. Once a voucher is saved as 'Unposted', users are not allowed to re-save the voucher as 'Draft'.
10. Upon saving a voucher as 'Unposted', budget check will be performed (based on the budget check option defined in Common Setup - School

Accounting Information) if the budget of the selected accounting year has been approved. Please refer to Chapter 2.5 for budget check details.

11. Upon successfully saving the voucher as 'Unposted', 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)
12. Receipt voucher is normally used for recording income item. Accounting line with Expenditure / Liability Account Code is acceptable. However, a warning message will be displayed for such abnormal accounting line.



13. An extra 13th month started with letter "A" is created by the system as an Adjustment Month when users open an accounting year in Common Setup. Every accounting year will have its own Adjustment Month. It is used to record audit adjustment at the year end for easy identification of normal accounting entries from audit adjustments. Procedures for voucher creation in this Adjustment Month is identical to the other twelve months. Voucher date will be set on the last day of the accounting year by default (i.e. end of March or end of August for accounting periods 'April to March' or 'September to August' respectively). Transactions in the Adjustment month will be grouped together with other transactions in the last accounting month (i.e. March or August) under all reports except "Posted Receipt Transaction List (R-FBK003-E)", where users can print out report for only transactions recorded in the Adjustment Month.
14. If the **Accounting Line Information (Credit)** is incomplete or incorrect, the page cannot be shifted to the page **Bank Ledger Information (Debit)** and error message will be shown to inform user accordingly.

WebSAMS System Version 1.0.0 (BUILD-10092003a) - Microsoft Internet Explorer

User: jennifer Login Time: 15/09/2003 14:15 Logout | Help | 中文版本

Current School Year: 2002 15 September 2003 16:50

[S-FBK06-03] FMP > Bookkeeping > Receipt Voucher

Voucher for Adjustment Month.

Add Voucher Details

Accounting Month (MM/YYYY) A08/09

Voucher Type Receipt Voucher (Government Fund) (GR)

Voucher No. AUTO

Voucher Date (DD/MM/YYYY) 31/08/2009

Voucher Particulars Testing

Gross Debit Amount \$ 0.00

Voucher Status Draft

Adjustment Month

Accounting Line Information (Credit)

Sch Level/Session Primary/AM

Programme

Account Code G1003001501

Particulars Testing

Amount \$ 100

Note: Programme is required for expenditure account only

Chart of Account Add Reset Back

Bank Ledger Information (Debit)

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Please add accounting line information

Receipt Voucher

Copy from Voucher



Function Description

Users can create a new receipt voucher by copying from an existing voucher. Only vouchers created in Bookkeeping Module can be copied. All voucher details (including voucher particulars, accounting lines and bank ledger information) will be copied. However, voucher details copied will not include voucher number, voucher type, and voucher date. Users can choose to amend the voucher details before saving the new voucher.



Pre-requisites

The voucher to be copied must exist.



User Procedures

1. Click **[FMP] → [Bookkeeping] → [Receipt Voucher]** from the left menu.
2. There are two ways to copy receipt vouchers: (i) Copy from 'create receipt voucher' (detailed in step 3 to 7 below) or (ii) Copy from 'search receipt voucher' (detailed in step 8 to 14 below).

Copy from 'create receipt voucher' mode:

3. Select / enter the following voucher information in **Create New Voucher** table:

- Accounting Month
- Voucher Type
- Voucher No.

If the selected Voucher Type has been set to use system auto-generate voucher number, 'Auto' will appear in the voucher number textbox by default. There is a total of 13 digits for the auto-generate voucher number. (e.g. GR03/01-00001 where "03/01" represents January 2003, and "00001" represents that this is the first voucher of year 2003. The system will automatically go to 00002 for the second voucher of year 2003 under the same voucher type. When creating a new voucher of the next year, system will create a new set of sequence number and prior years' sequence number will be retained. Please refer to Common Setup – Voucher Type Maintenance for details). Users can use the auto-generate number or they can enter their own voucher number by overwriting the word 'Auto'.

The screenshot shows the 'Create New Voucher' form in the WebSAMS system. The left sidebar contains a navigation menu with items like CDS, HKAT, Applied Learning, HKEAA, FMP, Common Setup, Budgeting, Bookkeeping, Payment Voucher, Receipt Voucher, and others. The main area is titled '[S-FBK06-01] FMP > Bookkeeping > Receipt Voucher'. The form has two sections: 'Create New Voucher' and 'Search Voucher Details'. The 'Create New Voucher' section includes fields for 'Accounting Month (MM/YYYY)' (04/2017), 'Voucher Type' ((GR) Receipt voucher (Government Fund)), 'Voucher No.' (Auto), and a 'Copy From Voucher' checkbox. The 'Search Voucher Details' section includes fields for 'Voucher Date (DDMMYYYY)', 'Voucher Status', 'Voucher Type', 'Voucher No.', and an 'Advanced Search' section. Numbered callouts are present: 3 points to the 'Voucher Type' dropdown, 4 points to the 'Copy From Voucher' checkbox, 5 points to the 'Voucher No.' dropdown, and 6 points to the 'Create Voucher' button.

4. Click the **Copy From Voucher** check box.
5. Select an existing voucher from the drop-down list box.
6. Click [**Create Voucher**] button.
7. The selected voucher information is copied. Users can amend the new voucher information in **Add Voucher Details** table, add / edit / delete accounting line information, and edit bank ledger information of the copied voucher details. Please note that the new voucher will be created only after users click [**Save Voucher As Draft**] or [**Save Voucher**] button. (Please refer to Chapter 2.2.1 “Receipt Voucher – Create Voucher - Create New Voucher” – User Procedures step 4 to 11 for subsequent steps to create a new voucher.)

WebSAMS System Version 1.0.0 (BUILD-10092003a) - Microsoft Internet Explorer

User: jennifer Login Time: 15/09/2003 14:15 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 15 September 2003 17:03

[S-FBK06-03] FMP > Bookkeeping > Receipt Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001

Voucher Type Receipt voucher (Government Fund) (GR)

Voucher No. 7

Voucher Date (DD/MM/YYYY)

Voucher Particulars

Gross Debit Amount \$ 2,000.00

Voucher Status Draft

Bottom

Accounting Line Information (Credit)			Bank Ledger Information (Debit)		
Sch Level/Session	<input type="text"/>		Programme	<input type="text"/>	
Account Code	<input type="text"/>		Particulars	<input type="text"/>	
Particulars (Default same as Bank Particulars)					
Amount	<input type="text" value="\$"/>				

Note: Programme is required for expenditure account only

Chart of Account

<input type="checkbox"/>	Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
<input type="checkbox"/>	1	Primary/AM	-	G1019001501 - Grant Income	2,000.00	

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

Delete

Top

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Copy from 'search receipt voucher' and select from the list:

8. Select / enter the search criteria in the **Search Voucher Details** table. Voucher date or voucher no. must be entered for searching voucher.

[S-FBK06-01] FMP > Bookkeeping > Receipt Voucher

Create New Voucher

Accounting Month (MM/YYYY) 04/2017

Voucher Type ((GR) Receipt voucher (Government Fund))

Voucher No. Auto

☐ Copy From Voucher

Accounting Month (MM/YYYY)

Voucher Type

Voucher No.

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

Create Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

Voucher Status All

Voucher Type All

Voucher No. To

Advanced Search (Voucher Particulars, Account Code, Accounting Line Particulars, Amount, Bank Ledger Code, Bank Particulars)

Search Reset

9. For the **[Advanced Search (Voucher Particulars, Account Code, Accounting Line Particulars, Amount, Bank Ledger Code, Bank Particulars)]** search criteria, user may input the Voucher Particulars, Account Code, Accounting Line Particulars, Amount, Bank Ledger Code and Bank Particulars to search the related vouchers.

10. Click **[Search]** button. All receipt vouchers which match the searching criteria will be retrieved.

WebSAMS System Version 1.00 (Build: 15092003) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Primary AM (School Type 2) User: fmpuser Login Time: 17/09/2003 15:29 Logout Help 中文版本

Current School Year: 2002 17 September 2003 15:38

[S-FBK06-02] FMP > Bookkeeping > Receipt Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

Voucher Status All

Voucher Type All

Voucher No. To

Advanced Search (Voucher Particulars, Account Code, Accounting Line Particulars, Amount, Bank Ledger Code, Bank Particulars)

Search Reset

	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Debit Amount \$	Voucher Status
<input checked="" type="checkbox"/>	GR0129-01	30/09/2001	testing	2,000.00	Posted
<input type="checkbox"/>	GR0203-00001	30/03/2002	Test	7,880.00	Posted
<input type="checkbox"/>	GR0203-00002	31/03/2002	Testing	1,766.55	Posted
<input type="checkbox"/>	GR0205-01	30/09/2001	testing	300.00	Draft
<input type="checkbox"/>	GR0206-01	30/09/2001	testing	300.00	Unposted
<input type="checkbox"/>	GR0208-01	30/09/2001	testing with abnormal line	1,000.00	Unposted

Note: Posted voucher is not allowed to delete

Copy to Delete

11. Select a voucher by clicking the check box next to **Voucher No.**.

12. Click **[Copy to]** button. The selected voucher in step 11 will be automatically set at the "Copy From Voucher" portion.

WebSAMS System Version 1.0.0 (BUILD-06082003) - Microsoft Internet Explorer

Primary AM (School Type 2) User: fmpuser Login Time: 08/08/2003 10:11 Logout | Help | 中文版本

Current School Year: 2002 8 August 2003 12:26

[S-FBK06-01] FMP > Bookkeeping > Receipt Voucher

Create New Voucher

Accounting Month (MM/YYYY) 09/2001

Voucher Type (GR) Receipt voucher (Government Fund)

Voucher No. Auto

☒ Copy From Voucher

Accounting Month (MM/YYYY) 09/2001

Voucher Type (GR) Receipt voucher (Government Fund)

Voucher No. GR0129-01

Note: Format of auto generated voucher number: <Voucher Type Prefix>YYMM -<system sequence no>

Create Voucher

Search Voucher Details

Voucher Date (DDMM/YYYY)

Voucher Status All

Voucher Type All

Voucher No. To

Advanced Search (Voucher Particulars,Account Code,Accounting Line Particulars,Amount, Bank Ledger Code,Bank Particulars)

Search Reset

13. Select / enter the following voucher information in **Create New Voucher** table:

- Accounting Month
- Voucher Type
- Voucher No.

If the selected Voucher Type has been set to use system auto-generate voucher number, 'Auto' will appear in the voucher number textbox by default. There is a total of 13 digits for the auto-generate voucher number. (e.g. GR03/01-00001 where "03/01" represents January 2003, and "00001" represents that this is the first voucher of year 2003. The system will automatically go to 00002 for the second voucher of year 2003 under the same voucher type. When creating a new voucher of the next year, system will create a new set of sequence number and prior years' sequence number will be retained. Please refer to Common Setup – Voucher Type Maintenance for details). Users can use the auto-generate number or they can enter their own voucher number by overwriting the word 'Auto'.

14. Click **[Create Voucher]** button.

15. The selected voucher information is copied. Users can amend the new voucher information in **Add Voucher Details** table, add / edit / delete accounting line information, and edit bank ledger information of the copied voucher details. Please note that the new voucher will be created only after users click **[Save Voucher As Draft]** or **[Save Voucher]** button. (Please refer to Chapter 2.2.1 "Receipt Voucher – Create Voucher - Create New Voucher" – User Procedures step 4 to 11 for subsequent steps to create a new voucher.)

WebSAMS System Version 1.0.0 (BUILD-10092003a) - Microsoft Internet Explorer

User: jennifer Login Time: 15/09/2003 14:15 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 15 September 2003 17:03

[S-FBK06-03] FMP > Bookkeeping > Receipt Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001

Voucher Type Receipt voucher (Government Fund) (GR)

Voucher No. AUTO

Voucher Date (DD/MM/YYYY) 30/09/2001

Voucher Particulars testing

Gross Debit Amount \$ 2,000.00

Voucher Status Draft

Accounting Line Information (Credit)

Sch Level/Session

Programme

Account Code

Particulars (Default same as Bank Particulars)

Amount

Note: Programme is required for expenditure account only

Chart of Account Add Reset

Line No.	Sch Level/Session	Programme	Account Code	Amount	Budget Check
1	Primary/AM	-	G1019001501 - Grant Income	2,000.00	

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

Delete

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Save Voucher As Draft Save Voucher Back



Post-effects

1. Please refer to Chapter 2.2.1 “Receipt Voucher – Create Voucher - Create New Voucher” – Post-effects point 1 to 6.



Notes

1. Please refer to Chapter 2.2.1 “Receipt Voucher – Create Voucher - Create New Voucher” – Notes point 1 to 13.
2. Please note that the programme or account codes in the accounting line information of the copied voucher may not exist or may be inactive as at the voucher date of the designated voucher. The system will validate the above upon saving the new voucher, and display error messages for any non-existence of code or inactive code. Users should click **[Chart of Account]** button to add the missing code or to set the effective status of the code.

2.2.2 Update Voucher



Function Description

This function allows users to retrieve an existing receipt voucher and update the voucher details. Only draft or unposted vouchers can be updated. Posted voucher will appear as read-only mode. Vouchers created in Sales and Stock Module cannot be retrieved under this function.

A voucher can be saved as either 'Draft' or 'Unposted'. If the voucher is saved as 'Draft', the system will not go through budget check and the voucher is not ready to be posted. If the voucher is saved as 'Unposted', the system will go through budget check and voucher is ready to be posted. If the voucher to be updated is set to 'Unposted' status, it cannot be saved as 'Draft' status.



Pre-requisites

Only draft or unposted receipt vouchers created in Bookkeeping Module can be updated.



User Procedures

1. Click **[FMP] → [Bookkeeping] → [Receipt Voucher]** from the left menu.
2. Enter the search criteria in **Search Voucher Details** table. Voucher date or voucher no. must be entered for searching voucher.

The screenshot displays the 'Create New Voucher' form in the WebSAMS system. The left sidebar shows the navigation menu with 'Receipt Voucher' selected. The main form has two sections: 'Create New Voucher' and 'Search Voucher Details'. The 'Create New Voucher' section includes fields for 'Accounting Month (MM/YYYY)' (04/2017), 'Voucher Type' ((GR) Receipt voucher (Government Fund)), and 'Voucher No.' (Auto). Below this is a 'Copy From Voucher' section with similar fields. A note specifies the format of the auto-generated voucher number: <Voucher Type Prefix>YY/MM -<system sequence no.>. The 'Search Voucher Details' section includes fields for 'Voucher Date (DD/MM/YYYY)', 'Voucher Status' (All), 'Voucher Type' (All), and 'Voucher No.'. A 'Search' button is located at the bottom of the search section. Numbered callouts are present: '2' points to the 'Voucher Date' field, '3' points to the 'Voucher No.' field, and '4' points to the 'Search' button.

3. For the **[Advanced Search (Voucher Particulars, Account Code, Accounting Line Particulars, Amount, Bank Ledger Code, Bank Particulars)]** search criteria, user may input the Voucher Particulars, Account Code, Accounting Line Particulars, Amount, Bank Ledger Code and Bank Particulars to search the related vouchers.
4. Click **[Search]** button. All receipt vouchers created in Bookkeeping Module which match the searching criteria will be retrieved.

WebSAMS System Version 1.0.0 (BUILD-06082003) - Microsoft Internet Explorer

User: fmpuser Login Time: 08/08/2003 10:11 Logout | Help | 中文版本

Current School Year: 2002 8 August 2003 14:31

Primary AM (School Type 2)

[S-FBK06-02] FMP > Bookkeeping > Receipt Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY) 07/03/2016 To 07/03/2019

Voucher Status A11

Voucher Type A11

Voucher No. To

Advanced Search
(Voucher Particulars, Account Code, Accounting Line Particulars, Amount, Bank Ledger Code, Bank Particulars)

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

Search Back

	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Debit Amount \$	Voucher Status
<input type="checkbox"/>	GRBY0702-1	31/07/2003	part test	84.00	Draft
<input type="checkbox"/>	GRBYTEST01	31/03/2002	RV-PART 1	1,000.00	Posted
<input type="checkbox"/>	GRBYTEST02	31/03/2002	RV - PART 1	10.00	Posted
<input type="checkbox"/>	GRGR0702-1	31/07/2003	income	50,000.00	Unposted

Note: Posted voucher is not allowed to delete

Copy to Delete

- Click the **Voucher No.** link to update an existing voucher. For posted vouchers, voucher details page will be in read-only mode and it is not allowed to be edited.
- Amend the voucher information in **Update Voucher Details** table.

WebSAMS System Version 1.0.0 (BUILD-25082003) - Microsoft Internet Explorer

User: fmpuser Login Time: 26/08/2003 12:40 Logout | Help | 中文版本

Current School Year: 2002 26 August 2003 12:46

Primary AM (School Type 2)

[S-FBK06-03] FMP > Bookkeeping > Receipt Voucher

Update Voucher Details

Accounting Month (MM/YYYY) 07/2003

Voucher Type Receipt voucher (Government Fund) (GR)

Voucher No. GRBY0702-1

Voucher Date (DD/MM/YYYY) 31/07/2003

Voucher Particulars part test

Gross Debit Amount \$ 81.00

Voucher Status Draft

Accounting Line Information (Credit) Bank Ledger Information (Debit)

Sch Level/Session Programme

Account Code

Particular (Default same as Bank Particular)

Amount \$

Note: Programme is required for expenditure account only

Chart of Account Add Reset

	Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
<input type="checkbox"/>	1	Primary/AM	WFMP - Admin Programme	G1003001001 - Grant Expenses	57.00	
<input type="checkbox"/>	2	Primary/PM	2020 - test	G1005001051 - ASL Subject Expense - Disbursement	24.00	

7. Users can perform the following process to maintain the Accounting Line Information (Credit).
- To add a new accounting line, users should (i) enter the accounting line information in the **Accounting Line Information (Credit)** table, (ii) specify the school level / session, programme (if expenditure account code is selected), account code, particular (optional) and amount, and then (iii) click **[Add]** button to add the information entered.
 - To edit an accounting line, users should select the line by clicking the **Line No.** link. Accounting line detail will be displayed in **Accounting Line Information (Credit)** table. Users can amend the information and click **[Save]** button to save the amended information.
 - If any of the accounting lines is not required, users should select the check box next to **Line No.** and click **[Delete]** button to delete the existing accounting lines. Users can delete one or more accounting lines at the same time.

WebSAMS System Version 1.0.0 (BUILD-25082003) - Microsoft Internet Explorer

User: fmpuser Login Time: 26/08/2003 12:40 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 26 August 2003 12:47

Voucher Date (DD/MM/YYYY) 31/07/2003

Voucher Particulars part test

Gross Debit Amount \$ 81.00

Voucher Status Draft

8

Accounting Line Information (Credit) Bank Ledger Information (Debit)

Sch Level/Session Primary/AM

Programme

Account Code G7004

Particular

(Default same as Bank Particular)

Amount \$ 2000

Note: Programme is required for expenditure account only

Chart of Account Add Reset

7a

Line No.	Sch Level/Session	Programme	Account Code	Amount	Budget Check
1	Primary/AM	WFMP - Admin Programme	G1003001001 - Grant Expenses	57.00	
2	Primary/AM	2020 - test	G1005001051 - ASL Subject Expense - Biology	24.00	

10

7c

Delete

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

Save Voucher As Draft Save Voucher Preview & Print Back

WebSAMS System Version 1.0.0 (BUILD-25082003) - Microsoft Internet Explorer

User: fmpuser Login Time: 26/08/2003 12:40 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 26 August 20

Voucher Date (DD/MM/YYYY) 31/07/2003

Voucher Particulars part test

Gross Debit Amount \$ 81.00

Voucher Status Draft

Accounting Line Information (Credit)

Sch Level/Session Primary/AM

Programme WFMP - Admin Programme

Account Code G1003001001 Grant Expenses

Particular (Default Name as Bank Particular) part test

Amount \$ 57.00

Note: Programme is required for expenditure account only

Chart of Account Save Reset

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Primary/AM	WFMP - Admin Programme	G1003001001 - Grant	57.00	
2	Primary/PM	2020 - test	G1003001051 - ASL Subject Expense - Biology	24.00	

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

Delete

Save Voucher As Draft Save Voucher Preview & Print Back

8. Users can (i) enter an account code directly or (ii) click the search picture next to **Account Code** text box to search for an account code from the pop-up screen. Click **[Copy]** or **[Select]** button to copy the code to **Accounting Line Information (Credit)** table. If copying is not required, please click **[Close]** button to return to **Accounting Line Information (Credit)** table.

Retrieve Account Details - Internet Explorer

Input Account Code

Account Code

Common Account Code

Sort By

☒ User Defined Order

☐ Account Code

Copy Close

Search Account Code

Fund Source & Ledger Code 31700 - System Donation Income

Sub-Ledger Code 501 - System Donation Income

Account Code

Select Close

9. User can select **Common Account Code** as defined in **FMP > Common Setup > Common Account Code**. Please refer to **FMP Common Setup – Common Account Code user manual** for detailed information.
10. If the desired account code cannot be found in step 7 or programme code cannot be found in accounting line information, click **[Chart of Account]** button to add a new account code or programme code. If the account code is in 'Inactive' status, users can also set the effective status of the code in the

COA Maintenance pop-up window. Please refer to **FMP Common Setup – COA Maintenance** user manual for detailed information.

http://192.168.6.151/jsp/fcs/coa/searchAccount.do - Microsoft Internet Explorer

[S-FCS07-01] FMP > Common Setup > Chart of Account Maintenance > Account

EMB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Source of Fund Code G - General Operating Fund

Ledger Code G1001 - Block Grant A/C

Sub-Ledger Code G1001001 - School & Class (#)

Account Type ALL

Account Range From: ALL To: ALL

Search Add Reset

G1001001051 - Postage and Stamp Duty
G1001001052 - Newspapers & Magazines
G1001001053 - Telephone
G1001001054 - Celebration & Entertainment
G1001001055 - Audit Fee
G1001001056 - Wreath & Flower Basket etc
G1001001057 - Professional Fee
G1001001058 - Travelling Allowance for Guest Speaker
G1001001059 - Supplementary Teaching Staff Salaries
G1001001060 - Staff Training

10

11. When users shift to **Bank Ledger Information (Debit)** link to enter the bank information, the previously inputted **Accounting Line Information (Credit)** will be auto-saved and added.

WebSAMS System Version 1.0.0 (BUILD-25082003) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Primary AM (School Type 2) User: fmpuser Login Time: 26/08/2003 12:40 Logout Help 中文版本

Current School Year: 2002 26 August 2003 12:49

[S-FBK06-04] FMP > Bookkeeping > Receipt Voucher

Update Voucher Details

Accounting Month (MM/YYYY) 07/2003

Voucher Type Receipt voucher (Government Fund) (GR)

Voucher No. GRBY0702-1

Voucher Date (DD/MM/YYYY) 31/07/2003

Voucher Particulars part test

Gross Debit Amount \$ 81.00

Voucher Status Draft

Accounting Line Information (Credit) Bank Ledger Information (Debit)

Bank Ledger Code G5001 - Bank - Government Fund

Bank Particular (Default same as Voucher Particulars) part test

Save Voucher As Draft Save Voucher Preview & Print Back

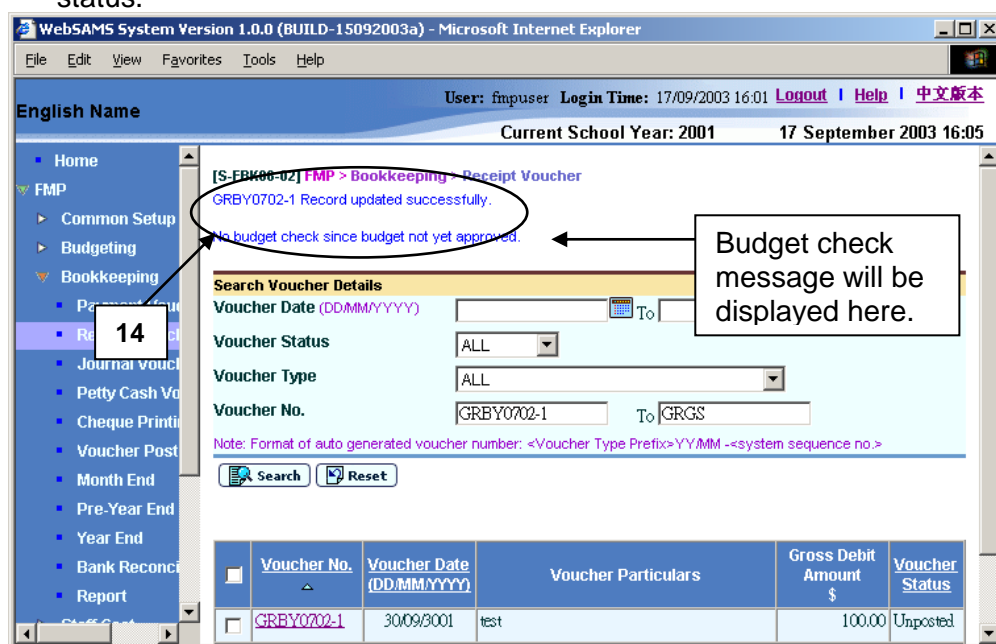
12

11

13

12. Users may click **Accounting Line Information (Credit)** link and return to accounting line information details.

13. After filling in the voucher details, users can either click **[Save Voucher]** button to save the updated receipt voucher as unposted or click **[Save Voucher As Draft]** button to save the updated receipt voucher as draft. Budget check will be performed if users click **[Save Voucher]** button. Please note that **[Save Voucher As Draft]** button will not be available if the voucher is already in 'Unposted' status.
14. Voucher number will be displayed at the top of the page after saving. Budget check message will be displayed when voucher is saved as 'Unposted' status.



Post-effects

1. Audit trail will be kept for updating voucher actions. Data will also be captured.
2. The receipts and committed amount of the approved budget will be updated if the voucher is saved as 'Unposted' status. There is no impact on budget if the voucher is saved as 'Draft' status.
3. Vouchers in 'Draft' or 'Unposted' status do not have any impact on the account balances in General Ledger when users enquire and print reports. After School Finance Staff have posted the vouchers to General Ledger, reports at the latest balance position can be obtained.
4. A voucher is ready to be printed out for Principal's approval after voucher has been saved as 'Unposted' status.
5. If the receipt voucher is created under the voucher type of Sales and Stock (S&S) Module, the information of the voucher type, voucher no., voucher date, voucher particulars and voucher amount will be transmitted to S&S Module once the voucher is posted. For details of voucher type under S&S, please refer to Common Setup – Voucher Type Maintenance.
6. If the accounting year in Sales and Stock Module is finally closed while that accounting year is still active in Bookkeeping Module, vouchers for Sales and Stock Module created under Bookkeeping Module as mentioned in para 5

above will still be transmitted to Sales and Stock Module after voucher posting. Even if Final Year End Closing in Sales and Stock is confirmed in that accounting year, users should update these vouchers with "Stock Out Details" in Sales and Stock Module. After that, users should 'Complete' these vouchers in Sales and Stock Module before proceeding to Year End process in Bookkeeping Module.



Notes

1. Posted voucher will be in display mode. The followings are the different display mode of the vouchers.
 - a. Edit mode for draft or unposted vouchers created in Bookkeeping Module

Accounting Line Information of an Unposted Voucher

Update Voucher Details

Accounting Month (MM/YYYY): 09/2001
Voucher Type: Receipt voucher (Government Fund) (GR)
Voucher No.: GR0206-01
Voucher Date (DDMM/YYYY): 30/09/2001
Voucher Particulars: testing
Gross Debit Amount: \$ 300.00
Voucher Status: Unposted

Accounting Line Information (Credit)

Sch Level/Session: Primary/AM
Programme: 0002 - eng descr
Account Code: G2004001001 - Grant Expenses
Particular: testing
Amount: \$ 100.00

Bank Ledger Information (Debit)

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Primary/AM	0002 - eng descr	G2004001001 - Grant Expenses	100.00	I
2	Primary/AM	0003 - 0003	C2002501001 - Grant Expenses	200.00	S

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

Buttons: Save Voucher, Preview & Print, Back

WebSAMS System Version 1.0.0 (BUILD-13082003c) - Microsoft Internet Explorer

User: jennifer Login Time: 19/08/2003 16:33 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 19 August 2003 17:57

[S-FBK06-04] FMP > Bookkeeping > Receipt Voucher

Update Voucher Details

Accounting Month (MM/YYYY) 09/2001

Voucher Type Receipt voucher (Government Fund) (GR)

Voucher No. GR0206-01

Voucher Date (DDMM/YYYY) 30/09/2001

Voucher Particulars testing

Gross Debit Amount \$ 300.00

Voucher Status Unposted

Bank Ledger Line Information of an Unposted Voucher

Accounting Line Information (Credit) Bank Ledger Information (Debit)

Bank Ledger Code G5001 - Bank - Government Fund

Bank Particular testing

Save Voucher Preview & Print Back

b. Display mode for posted vouchers created in Bookkeeping Module

WebSAMS System Version 1.0.0 (BUILD-06082003) - Microsoft Internet Explorer

User: fimpuser Login Time: 08/08/2003 10:11 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 8 August 2003 14:52

[S-FBK06-03] FMP > Bookkeeping > Receipt Voucher

Voucher Details

Accounting Month (MM/YYYY) 03/2002

Voucher Type Receipt voucher (Government Fund) (GR)

Voucher No. GRBYTEST01

Voucher Date (DDMM/YYYY) 31/03/2002

Voucher Particulars RV-PART 1

Gross Debit Amount \$ 1,000.00

Voucher Status Posted

Accounting Line Information of a Posted Voucher

Accounting Line Information (Credit) Bank Ledger Information (Debit)

Sch Level/Session Primary/AM

Programme 0001 Administrative Programme

Account Code G1011001001 Grant Expenses

Particular RV-PART 1

Amount \$ 300.00

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Primary/AM	0001 - Administrative Programme	G1011001001 - Grant Expenses	300.00	S
2	Primary/AM	0001 - Administrative Programme	G1011001052 - new acct eng desc	300.00	S
3	Primary/AM	-	G1011001501 - Grant Income	300.00	N/A
4	Primary/AM	0001 - Administrative Programme	G1011001051 - Home-School Co-operation Assoc. Expense	100.00	S

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

Preview & Print Back

WebSAMS System Version 1.0.0 (BUILD-06082003) - Microsoft Internet Explorer

User: fimpuser Login Time: 08/08/2003 10:11 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 8 August 2003 14:52

[S-FBK06-04] FMP > Bookkeeping > Receipt Voucher

Voucher Details

Accounting Month (MM/YYYY)	03/2002
Voucher Type	Receipt voucher (Government Fund) (GR)
Voucher No.	GRBYTEST01
Voucher Date (DDMM/YYYY)	31/03/2002
Voucher Particulars	RV-PART 1
Gross Debit Amount	\$1,000.00
Voucher Status	Posted

Accounting Line Information (Credit)

Bank Ledger Code	G5001 - Bank - Government Fund
Bank Particular	RV-PART 1
(Default same as Voucher Particulars)	

Bank Ledger Information (Debit)

Bottom

Preview & Print Back

Done Internet

- Users are required to enter one or more accounting lines in Accounting Line Information (Credit).
- Duplicated accounting line entry with identical school level / session, programme and account code is allowed.
- If the desired programme or account code has not been created or the code is not active, users are allowed to link to COA – Account Code Maintenance to create a new programme or a new account code or to set the status of the code as active. A new window will pop up and link to Account Code Maintenance page in Common Setup. Users are not required to quit from updating receipt voucher page. Upon finished viewing / updating COA, close the pop-up window and return to Receipt Voucher inputting screen. Data previously entered will still remain. Users can then continue to fill in voucher details.
- Upon saving the voucher, the system will perform the following checking:
 - Voucher Date is valid and within the selected accounting month;
 - Gross debit amount is equal to the sum of accounting lines amount;
 - At least one accounting line exists;
 - Selected programme and account codes in the accounting lines are active as at the voucher date.
- A voucher can be saved as 'Draft' or 'Unposted'. No budget check will be performed for "Draft" voucher.
- Once a voucher is saved as 'Unposted', users are not allowed to re-save the voucher as 'Draft'.
- Upon saving a voucher as 'Unposted', budget check will be performed (based on the budget check option defined in Common Setup - School Accounting Information) if the budget of the selected accounting year has been approved. Please refer to Chapter 2.5 for budget check details.
- Upon successfully saving the voucher as 'Unposted', 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)

10. Receipt voucher is normally used for recording income item. Accounting line with Expenditure / Asset Account Code is acceptable. However, a warning message will be displayed for such abnormal accounting line.

The screenshot displays a web application interface. At the top, a blue message bar states 'GR01/09-00001 Record updated successfully.' Below this, another blue message bar reads 'No budget check since budget not yet approved.' A red warning message, 'E-63096 : Abnormal credit accounting line entries', is shown below. A black arrow points from a box labeled '10' to this red message. At the bottom, there is a section titled 'Search Voucher Details' with a light blue background. It contains a label 'Voucher Date (DD/MM/YYYY)' followed by a text input field and a small calendar icon on the right.

11. If the **Accounting Line Information (Credit)** is incomplete or incorrect, the page cannot be shifted to the page **Bank Ledger Information (Debit)** and error message will be shown to inform user accordingly.

2.2.3 Delete Voucher



Function Description

This function allows users to delete a draft or unposted voucher. Posted voucher cannot be deleted. Deleted voucher number cannot be re-used. All deleted vouchers will be captured in “List of Deleted Vouchers (R-FBK040-E)” report, but they cannot be retrieved in all other online functions. When deleting an unposted voucher, actual income / expenditure captured in the approved budget will be rolled back.



Pre-requisites

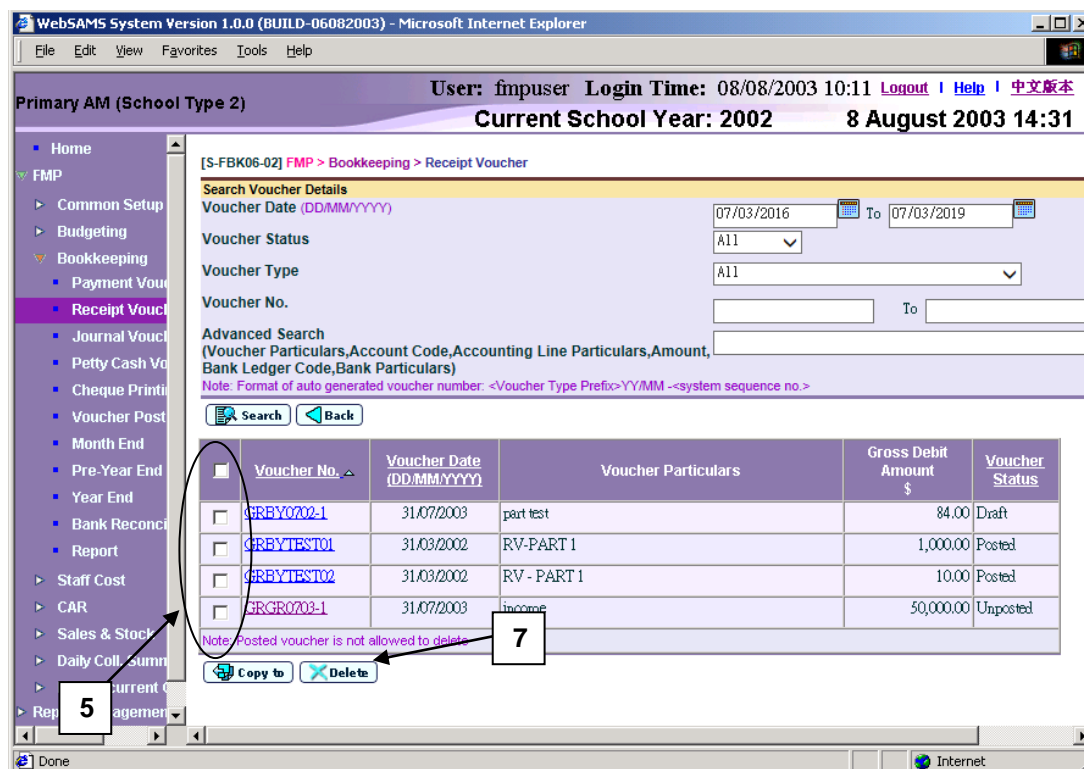
Only draft or unposted receipt vouchers created in Bookkeeping Module can be deleted.



User Procedures

1. Click **[FMP] → [Bookkeeping] → [Receipt Voucher]** from the left menu.

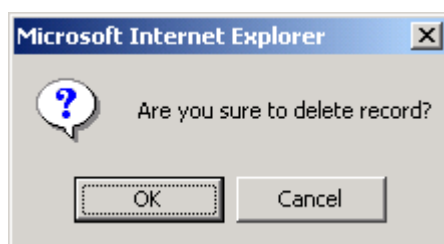
2. Enter the search criteria in **Search Voucher Details** table. Voucher date or voucher no. must be entered for searching voucher.
3. For the **[Advanced Search (Voucher Particulars, Account Code, Accounting Line Particulars, Amount, Bank Ledger Code ,Bank Particulars)]** search criteria, user may input the Voucher Particulars, Account Code, Accounting Line Particulars, Amount, Bank Ledger Code and Bank Particulars to search the related vouchers.
4. Click **[Search]** button. All receipt vouchers created in Bookkeeping Module which match the searching criteria will be retrieved.



5. Select the vouchers to be deleted by clicking the check box next to **Voucher No.** Users may delete one or more vouchers at the same time.
6. To delete a voucher, the voucher must be in either draft or unposted status. Posted vouchers are not allowed to be deleted.
7. Click **[Delete]** button to delete the selected vouchers.
8. A confirmation or error message will pop up.
 - a. If posted voucher is selected, error message will pop up. Deletion will be aborted.



- b. If all the selected vouchers are in draft or unposted status, a confirmation message for deletion will pop up. Click **[OK]** button to confirm deleting the selected vouchers. Vouchers will then be deleted.





Post-effects

1. Audit trail will be kept for delete actions. Data will also be captured.
2. The receipts and committed amount of the approved budget will be rolled back after deleting unposted vouchers.
3. List of deleted vouchers will be showed in “List of Deleted Vouchers (R-FBK040-E)” report.



Notes

1. The system will perform budget check rollback (if budget for the accounting year is approved) to revert to the original amount if users confirm to delete unposted vouchers.
2. After deletion, the system will update the receipt voucher status to ‘Deleted’ and such voucher(s) cannot be retrieved again.
3. Please note that voucher number cannot be re-used even if the voucher has been deleted.

2.2.4 Print Voucher Details



Function Description

This function allows users to print receipt voucher detailed information under 'Draft', 'Unposted' and 'Posted' status. Users should print out a receipt voucher under 'Unposted' status and submit it to supervisor together with supporting documents such as credit note or receipt issued for checking first. After that, Principal can approve this voucher by signing on the designed position of the voucher.



Pre-requisites

1. The voucher to be printed has been saved in the system.



User Procedures

1. Click **[FMP] → [Bookkeeping] → [Receipt Voucher]** from the left menu.
2. Enter the search criteria in **Search Voucher Details** table. Voucher date or voucher no. must be entered for searching voucher.
3. For the **[Advanced Search (Voucher Particulars, Account Code, Accounting Line Particulars, Amount, Bank Ledger Code, Bank Particulars)]** search criteria, user may input the Voucher Particulars, Account Code, Accounting Line Particulars, Amount, Bank Ledger Code and Bank Particulars to search the related vouchers.
4. Click **[Search]** button. All receipt vouchers which match the searching criteria will be retrieved.

WebSAMS System Version 1.0.0 (BUILD-06082003) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Primary AM (School Type 2) User: fmpuser Login Time: 08/08/2003 10:11 Logout | Help | 中文版本
Current School Year: 2002 8 August 2003 14:31

[S-FBK06-02] FMP > Bookkeeping > Receipt Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY) 07/03/2016 To 07/03/2019

Voucher Status A11

Voucher Type A11

Voucher No. To

Advanced Search
(Voucher Particulars, Account Code, Accounting Line Particulars, Amount,
Bank Ledger Code, Bank Particulars)

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

Search Back

	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Debit Amount \$	Voucher Status
<input type="checkbox"/>	GRBY0702-1	31/07/2003	part test	84.00	Draft
<input type="checkbox"/>	GRBYTEST01	31/03/2002	RV-PART 1	1,000.00	Posted
<input type="checkbox"/>	GRBYTEST02	31/03/2002	RV - PART 1	10.00	Posted
<input type="checkbox"/>	GRGR0703-1	31/07/2003	income	50,000.00	Unposted

Note: Posted voucher is not allowed to delete

Copy to Delete

5. Select the voucher by clicking **Voucher No.** link.

WebSAMS System Version 1.0.0 (BUILD-06082003) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Primary AM (School Type 2) User: fmpuser Login Time: 08/08/2003 10:11 Logout | Help | 中文版本
Current School Year: 2002 8 August 2003 15:46

Voucher Type Receipt Voucher (School Income & Expenditure) (CNY)

Voucher No. GRGR0703-1

Voucher Date (DD/MM/YYYY) 31/07/2003

Voucher Particulars income

Gross Debit Amount \$50,000.00

Voucher Status Unposted

Bottom

Accounting Line Information (Credit) Bank Ledger Information (Debit)

Sch Level/Session

Programme

Account Code

Particular (Default same as Bank Particular)

Amount \$

Note: Programme is required for expenditure account only

Chart of Account Add Reset

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Primary/PM	-	G1019001552 - Administration Grant	50,000.00	N/A

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

Delete

Save Voucher Preview & Print Back

6. Click **[Preview & Print]** button to preview and print the voucher.



Post-effects

1. Voucher report preview page (in PDF format) will pop up. Select Print Function and print the voucher through local printer.

R-FBK007-E PRIMARY SCHOOL (AM) (TYPE 2)
RECEIPT VOUCHER (UNPOSTED)

Sch Level/Session : ALL
Accounting Month : 07/2003
Voucher No Range : GRGR0703-1 to GRGR0703-1 (Sort by)

Print By : fmpuser
Date : 08/08/2003
Time : 15:53
Page : 1 of 1

LINE NO	ACCOUNT CODE	ACCOUNT NAME	LEVEL/ SESSION	AMOUNT		PARTICULARS	PROGRAMME CODE	PROGRAMME NAME
				DEBIT \$	CREDIT \$			
31/07/2003 Voucher No.: GRGR0703-1(Unposted) Voucher Particulars: income								
1	G5001	Bank - Government Fund	Pri/PM	50,000.00		income		
2	G1019001552	Administration Grant	Pri/PM		50,000.00	income		
Total :				50,000.00	50,000.00			

Other Remarks (If any) : _____

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

Date : _____ Date : _____ Date : _____

*** End of Report ***



Notes

1. Users can access to "Voucher Receipt (Draft, Unposted, Posted) (R-FBK007-E)" report in **[Report]** and select report category "FBK 1 – Vouchers and Others". Four formats (PDF, WORD, RICHTEXT and EXCEL) are available for report generation.
2. Users have to save the voucher before clicking **[Preview & Print]** button. If users click **[Preview & Print]** button after updating voucher information on the screen without clicking **[Save Voucher As Draft]** or **[Save Voucher]** button, PDF pop-up window will not include these changes.
3. There is layout difference in the receipt voucher at different status of 'Draft', 'Unposted' and 'Posted'. The followings are the layout of voucher in different status.

a. PDF format for 'Draft' voucher

R-FBK007-E
Sch Level/Session : ALL
Accounting Month : 07/2003
Voucher No Range : GRBY0702-1 to GRBY0702-1 (Sort by)

PRIMARY SCHOOL (AM) (TYPE 2)
RECEIPT VOUCHER (DRAFT)

Print By : jennifer
Date : 19/08/2003
Time : 15:29
Page : 1 of 1

LINE NO	ACCOUNT CODE	ACCOUNT NAME	LEVEL/SESSION	DEBIT \$	CREDIT \$	PARTICULARS	PROGRAMME CODE	PROGRAMME NAME
31/07/2003 Voucher No.: GRBY0702-1 (Draft) Voucher Particulars: Part test								
1	G5001	Bank - Government Fund	Pri/AM	60.00		part test		
2	G5001	Bank - Government Fund	Pri/PM	24.00		part test		
3	G1003001001	Grant Expenses	Pri/AM		57.00	part test	WFMP	Admin Programme
4	G1004001051	Integrated Science Expense (CDK)	Pri/AM		3.00	part test	001	testierwill programme
5	G1005001051	ASL Subject Expense - Biology	Pri/PM		24.00	part test	2020	test
Total :				84.00	84.00			

Other Remarks (if any) :

*** End of Report ***

b. PDF format for 'Unposted' voucher (There are specific signing positions of 'Prepared By', 'Checked By' and 'Approved By' at the bottom of the voucher).

R-FBK007-E
Sch Level/Session : ALL
Accounting Month : 07/2003
Voucher No Range : GRGR0703-1 to GRGR0703-1 (Sort by)

PRIMARY SCHOOL (AM) (TYPE 2)
RECEIPT VOUCHER (UNPOSTED)

Print By : fmpuser
Date : 08/08/2003
Time : 15:53
Page : 1 of 1

LINE NO	ACCOUNT CODE	ACCOUNT NAME	LEVEL/SESSION	DEBIT \$	CREDIT \$	PARTICULARS	PROGRAMME CODE	PROGRAMME NAME
31/07/2003 Voucher No.: GRGR0703-1 (Unposted) Voucher Particulars: income								
1	G5001	Bank - Government Fund	Pri/PM	50,000.00		income		
2	G1019001552	Administration Grant	Pri/PM		50,000.00	income		
Total :				50,000.00	50,000.00			

Other Remarks (if any) :

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

*** End of Report ***

c. PDF format for 'Posted' voucher

R-FBK007-E
PRIMARY SCHOOL (AM) (TYPE 2)
RECEIPT VOUCHER (POSTED)

Sch Level/Session : ALL
Accounting Month : 09/2001
Voucher No Range : GR0129-01 to GR0129-01 (Sort by)

Print By : jennifer
Date : 19/08/2003
Time : 15:30
Page : 1 of 1

LINE	ACCOUNT NO	ACCOUNT NAME	LEVEL/SESSION	AMOUNT		PARTICULARS	PROGRAMME CODE	PROGRAMME NAME
				DEBIT \$	CREDIT \$			
30/09/2001 Voucher No.: GR0129-01(Posted) Voucher Particulars: testing								
1	M5006	Bank Ledger 5006	Pri/AM	2,000.00		testing		
2	G1019001501	Grant Income	Pri/AM		2,000.00	testing		
Total :				2,000.00	2,000.00			
Other Remarks (if any) :								
*** End of Report ***								

4. Deleted vouchers cannot be printed out.

2.2.5 Export Voucher



Function Description

This function allows users to export the detailed information of receipt voucher with 'Draft', 'Unposted' and 'Posted' status.



Pre-requisites

The voucher to be exported has been saved in the system.



User Procedures

1. Click **[FMP]** → **[Bookkeeping]** → **[Receipt Voucher]** from the left menu.

[S-FBK06-01] FMP > Bookkeeping > Receipt Voucher

Create New Voucher

Accounting Month (MM/YYYY) 01/2003

Voucher Type ((GR) Receipt voucher (Government Fund))

Voucher No. Auto

☐ Copy From Voucher

Accounting Month (MM/YYYY)

Voucher Type

Voucher No.

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

Create Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

Voucher Status All

Voucher Type All

Voucher No. To

Advanced Search (Voucher Particulars,Account Code,Accounting Line Particulars,Amount, Bank Ledger Code,Bank Particulars)

Search Reset

2. Enter the search criteria in **Search Voucher Details** table. Voucher date or voucher no. must be entered for searching voucher.
3. For the **[Advanced Search (Voucher Particulars, Account Code, Accounting Line Particulars, Amount, Bank Ledger Code, Bank Particulars)]** search criteria, user may input the Voucher Particulars, Account Code, Accounting Line Particulars, Amount, Bank Ledger Code and Bank Particulars to search the related vouchers.
4. Click **[Search]** button. All receipt vouchers created in Bookkeeping Module which match the searching criteria will be retrieved.

WebSAMS System Version 1.0.0 (BUILD-06082003) - Microsoft Internet Explorer

User: fmpuser Login Time: 08/08/2003 10:11 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 8 August 2003 14:31

[S-FBK06-02] FMP > Bookkeeping > Receipt Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY) 07/03/2016 To 07/03/2019

Voucher Status All

Voucher Type All

Voucher No. To

Advanced Search (Voucher Particulars,Account Code,Accounting Line Particulars,Amount, Bank Ledger Code,Bank Particulars)

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

Search Back

<input type="checkbox"/>	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Debit Amount \$	Voucher Status
<input type="checkbox"/>	GRBY0702-1	31/07/2003	part test	84.00	Draft
<input type="checkbox"/>	GRBYTEST01	31/03/2002	RV-PART 1	1,000.00	Posted
<input type="checkbox"/>	GRBYTEST02	31/03/2002	RV - PART 1	10.00	Posted
<input type="checkbox"/>	GRGR0703-1	31/07/2003	income	50,000.00	Unposted

Note: Posted voucher is not allowed to delete

Copy to Delete Export

- Click **[Export]** button to export all vouchers of search result.



Post-effects

- Export voucher preview page (in EXCEL format) will pop up.

Line No.	School Level / Session	Voucher No.	Voucher Date	Voucher Particulars	Gross Debit Amount	Bank Ledger Code	Bank Particulars	Voucher Status	Line No.	Line Particulars	Programme Code	Account Code	Amount
16	Secondary/Whole Day	GR18/03-0001	31/03/2018	EDB Grants	30000.0	A5001(Bank - Government Fund)	EDB Grants	Unposted	3	EDB Grants			
17	Primary/PM	GR18/05-0001	31/05/2018	EDB Grants	750000.0	A5001(Bank - Government Fund)	EDB Grants	Unposted	2	EDB Grants			
18	Primary/AM	GR18/05-0001	31/05/2018	EDB Grants	750000.0	A5001(Bank - Government Fund)	EDB Grants	Unposted	1	EDB Grants			
19	Secondary/Whole Day	GR18/05-0001	31/05/2018	EDB Grants	750000.0	A5001(Bank - Government Fund)	EDB Grants	Unposted	3	EDB Grants			
20	Primary/PM	GR18/05-0001	31/05/2018	EDB Grants	3000.0	A5001(Bank - Government Fund)	EDB Grants	Unposted	2	EDB Grants			
21	Primary/AM	GR18/05-0001	31/05/2018	EDB Grants	3000.0	A5001(Bank - Government Fund)	EDB Grants	Unposted	1	EDB Grants			
22	Secondary/Whole Day	GR18/05-0001	31/05/2018	EDB Grants	3000.0	A5001(Bank - Government Fund)	EDB Grants	Unposted	3	EDB Grants			
23	Primary/PM	GR18/09-0001	30/09/2018	EDB Grants	1825000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	2	EDB Grants			
24	Primary/AM	GR18/09-0001	30/09/2018	EDB Grants	1825000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	1	EDB Grants			
25	Secondary/Whole Day	GR18/09-0001	30/09/2018	EDB Grants	1825000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	3	EDB Grants			
26	Primary/PM	GR18/10-0001	31/10/2018	EDB Grants	750000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	2	EDB Grants			
27	Primary/AM	GR18/10-0001	31/10/2018	EDB Grants	750000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	1	EDB Grants			
28	Secondary/Whole Day	GR18/10-0001	31/10/2018	EDB Grants	750000.0	A5001(Bank - Government Fund)	EDB Grants	Posted	3	EDB Grants			
29	Primary/PM	GR18/12-0001	31/12/2018	PTA Grants Receipt	2018000.0	A5001(Bank - Government Fund)	PTA Grants Receipt	Posted	2	PTA Grants f			
30	Primary/AM	GR18/12-0001	31/12/2018	PTA Grants Receipt	2018000.0	A5001(Bank - Government Fund)	PTA Grants Receipt	Posted	1	PTA Grants f			
31	Secondary/Whole Day	GR18/12-0001	31/12/2018	PTA Grants Receipt	2018000.0	A5001(Bank - Government Fund)	PTA Grants Receipt	Posted	3	PTA Grants f			
32	Primary/PM	GR19/02-0001	28/02/2019	Reading Grants	2018/11/30000.0	A5001(Bank - Government Fund)	Reading Grants	201 Posted	2	Reading Grar			
33	Primary/AM	GR19/02-0001	28/02/2019	Reading Grants	2018/11/30000.0	A5001(Bank - Government Fund)	Reading Grants	201 Posted	1	Reading Grar			
34	Secondary/Whole Day	GR19/02-0001	28/02/2019	Reading Grants	2018/11/30000.0	A5001(Bank - Government Fund)	Reading Grants	201 Posted	3	Reading Grar			
35	Primary/PM	RV17/09-0001	30/09/2017	School Fund Receipt	2040000.0	A5002(Bank - School Fund)	School Fund Receipt	Posted	2	School Fund			
36	Primary/AM	RV17/09-0001	30/09/2017	School Fund Receipt	2040000.0	A5002(Bank - School Fund)	School Fund Receipt	Posted	1	School Fund			
37	Secondary/Whole Day	RV17/09-0001	30/09/2017	School Fund Receipt	2040000.0	A5002(Bank - School Fund)	School Fund Receipt	Posted	3	School Fund			
38	Primary/PM	RV18/03-0001	31/03/2018	Prizes Sponsored by P	15000.0	A5002(Bank - School Fund)	Prizes Sponsored b	Unposted	2	Prizes Spons			
39	Primary/AM	RV18/03-0001	31/03/2018	Prizes Sponsored by P	15000.0	A5002(Bank - School Fund)	Prizes Sponsored b	Unposted	1	Prizes Spons			
40	Secondary/Whole Day	RV18/03-0001	31/03/2018	Prizes Sponsored by P	15000.0	A5002(Bank - School Fund)	Prizes Sponsored b	Unposted	3	Prizes Spons			
41	Primary/PM	RV18/07-0001	31/07/2018	Donation	3000.0	A5002(Bank - School Fund)	Donation	Unposted	2	Donation			
42	Primary/AM	RV18/07-0001	31/07/2018	Donation	3000.0	A5002(Bank - School Fund)	Donation	Unposted	1	Donation			
43	Secondary/Whole Day	RV18/07-0001	31/07/2018	Donation	3000.0	A5002(Bank - School Fund)	Donation	Unposted	3	Donation			
44	Primary/PM	RV18/10-0001	31/10/2018	School Fund Receipt	2040000.0	A5002(Bank - School Fund)	School Fund Receipt	Posted	2	School Fund			
45	Primary/AM	RV18/10-0001	31/10/2018	School Fund Receipt	2040000.0	A5002(Bank - School Fund)	School Fund Receipt	Posted	1	School Fund			



Notes

- Excel file includes following fields:
 - School Level / Session
 - Voucher No.
 - Voucher Date (DD/MM/YYYY)
 - Voucher Particulars
 - Gross Debit Amount \$
 - Bank Ledger Code (with description)
 - Bank Particulars
 - Voucher Status
 - Line No.
 - Line Particulars
 - Programme Code (with description)
 - Account Code (with description)
 - Amount \$
- Deleted vouchers cannot be printed out.

2.3 Journal Voucher

2.3.1 Create Voucher

Create New Voucher



Function Description

This function allows users to create new journal voucher in any one of the opened accounting months. Other than creating Bookkeeping journal voucher, users can also create Staff Cost provident fund (GSS) journal voucher. Users can choose to create journal voucher of any voucher types under Journal Voucher (please refer to Common Setup for Voucher Type Maintenance details). Staff Cost provident fund (GSS) journal voucher created in Bookkeeping Module will not update provident fund register upon posting the voucher.

Depending on the setup of the selected voucher type, users can either manually input voucher number or adopt the system auto-generate number. Users are required to add at least two accounting lines with total debit amount equal to total credit amount when the voucher is saved as 'Unposted'. Users can specify the school level / session, programme, account code, particular and amount for each of the accounting lines.

A new voucher can be saved as either 'Draft' or 'Unposted'. If the voucher is saved as 'Draft' status, the system will not go through budget check and the voucher is not ready to be posted. If the voucher is saved as 'Unposted' status, the system will go through budget check and voucher is ready to be posted.



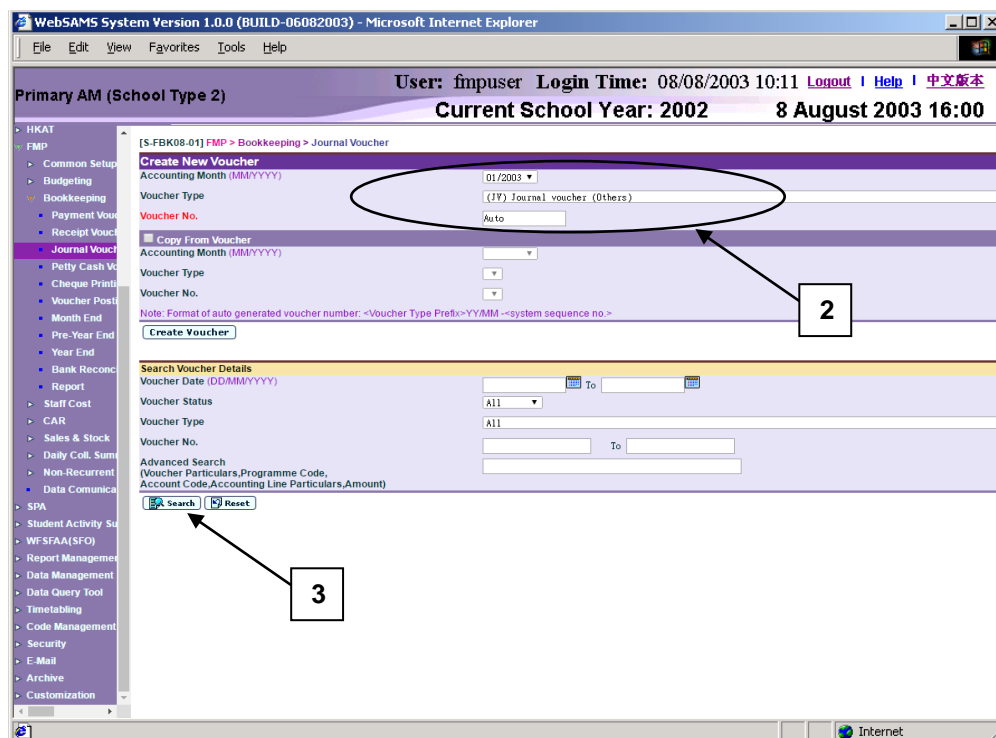
Pre-requisites

1. The voucher number to be created has not yet been used before.
2. Accounting year has been created and accounting month is opened.
3. Chart of account (source of fund, ledger, sub-ledger, account code and bank information) has been set up.
4. Voucher type (Auto-gen Voucher no) has been set up.



User Procedures

1. Click **[FMP]** → **[Bookkeeping]** → **[Journal Voucher]** from the left menu.



2. Select / enter the following voucher information in **Create New Voucher** table.

- Accounting Month
- Voucher Type
- Voucher No.

If the selected Voucher Type has been set to use system auto-generate voucher number, 'Auto' will appear in the voucher number textbox by default. There is a total of 13 digits for the auto-generate voucher number. (e.g. JV03/01-00001 where "03/01" represents January 2003, and "00001" represents that this is the first voucher of year 2003. The system will automatically go to 00002 for the second voucher of year 2003 under the same voucher type. When creating a new voucher of the next year, system will create a new set of sequence number and prior years' sequence number will be retained. Please refer to Common Setup – Voucher Type Maintenance for details). Users can use the auto-generate number or they can enter their own voucher number by overwriting the word 'Auto'.

If auto-generate voucher number option has not been selected: -

- a. Voucher number must be unique throughout the system. Please ensure the same voucher number will not be repeated for other vouchers in future.
- b. If the same voucher is to be repeated annually, users may consider to put the year in the first four digits of the voucher number, for example YYYYNNNNNN (value: 2003VOU001) where YYYY represents the 'Year' and NNNNNN represents the 'Voucher No.'. There are 10 digits for users to manually input the voucher number.
- c. If the same journal voucher is to be raised monthly, users may consider to put the year and month in the first six digits of the voucher number, for example YYYYMMNNNN (value:200301V001) where YYYY represents the 'Year', MM represents the 'Month' and NNNN represents the

'Voucher No.'. There are 10 digits for users to manually input the voucher number.

- d. Voucher Prefix will be added in front of the voucher number input by users. Upon saving of voucher, the number of digits will become 12 because 2 digits of voucher prefix are added by the system. (e.g. JV2003VOU001 or JV200301V001)

3. Click **[Create Voucher]** button.

The screenshot shows the WebSAMS System Version 1.0.0 (BUILD-06082003) in a Microsoft Internet Explorer browser. The user is 'fmpuser' and the login time is 08/08/2003 10:11. The current school year is 2002, and the date is 8 August 2003 16:06. The interface is for 'Primary AM (School Type 2)' and the user is in the 'Bookkeeping > Journal Voucher' section. The 'Add Voucher Details' section is highlighted with a circle and a box labeled '4'. It contains the following fields: Accounting Month (MM/YYYY) set to 09/2001, Voucher Type set to Journal voucher (JV), Voucher No. with an 'AUTO' button, Voucher Date (DDMMYYYY) set to 30/09/2001, Voucher Particulars, Gross Debit Amount set to \$ 0.00, Gross Credit Amount set to \$ 0.00, and Voucher Status set to Draft. Below this is the 'Accounting Line Information' section, which includes fields for Sch Level/Session (Primary/AM), Programme (WFMP - Programme code for converting GL balance in SAMs), Account Code (G1003001001), Dr/Cr (Dr), Particular (Line particular), and Amount (\$ 400). There are buttons for 'Chart of Account', 'Add', 'Reset', and 'Back'. A note at the bottom states: 'Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.'

4. Enter the new voucher information in **Add Voucher Details** table.
5. Users can perform the following process to maintain the Accounting Line Information.
 - a. To add a new accounting line, users should (i) enter the accounting line information in the **Accounting Line Information** table, (ii) specify the school level / session, programme (if expenditure account code is selected), account code, Debit or Credit, particular (optional) and amount, and then (iii) click **[Add]** button to add the information entered.
 - b. To edit an accounting line, users should select the line by clicking the **Line No.** link. Accounting line detail will be displayed in **Accounting Line Information** table. Users can amend the information and click **[Save]** button to save the amended information.
 - c. If any of the accounting lines is not required, users should select the check box next to **Line No.** and click **[Delete]** button to delete the existing accounting lines. Users can delete one or more accounting lines at the same time.

WebSAMS System Version 1.0.0 (BUILD-25082003) - Microsoft Internet Explorer

User: fmpuser Login Time: 26/08/2003 12:40 Logout | Help | 中文版本

Current School Year: 2002 26 August 2003 14:33

Primary AM (School Type 2)

Voucher Status: Draft

Accounting Line Information

Sch Level/Session: Primary/AM

Programme: [Search Icon] [G1003001501]

Account Code: [G1003001501]

Dr/Cr: Cr

Particular: test

Amount: \$ 8000

Note: Programme is required for expenditure account only

Chart of Account [Add] [Reset]

Line No.	Sch Level/Session	Programme	Account Code	Dr/Cr	Amount \$	Budget Check
1	Primary/AM	WFMP - Programme code for converting GL balance in SAMS	G1003001001 - Grant Expenses	Dr	7,000.00	
2	Primary/AM	-	G7004 - Furniture & Equipment Grant Utilized	Dr	1,000.00	

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

[Delete]

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Save Voucher As Draft Save Voucher Back

5a

5c

WebSAMS System Version 1.0.0 (BUILD-25082003) - Microsoft Internet Explorer

User: fmpuser Login Time: 26/08/2003 12:40 Logout | Help | 中文版本

Current School Year: 2002 26 August 2003 14:34

Primary AM (School Type 2)

Voucher Status: Draft

Accounting Line Information

Sch Level/Session: Primary/AM

Programme: WFMP - Programme code for converting GL balance in SAMS

Account Code: [Search Icon] [G1003001001] Grant Expenses

Dr/Cr: Dr

Particular: test

Amount: \$ 7000.00

Note: Programme is required for expenditure account only

Chart of Account [Save] [Reset]

Line No.	Sch Level/Session	Programme	Account Code	Dr/Cr	Amount \$	Budget Check
1	Primary/AM	WFMP - Programme code for converting GL balance in SAMS	G1003001001 - Grant Expenses	Dr	7,000.00	
2	Primary/AM	-	G7004 - Furniture & Equipment Grant Utilized		1,000.00	

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

[Delete]

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Save Voucher As Draft Save Voucher Back

6

8

9

5b

6. Users can (i) enter an account code directly or (ii) click the search picture next to **Account Code** text box to search for an account code from the pop-up screen. Click **[Copy]** or **[Select]** button to copy the code to **Accounting Line Information** table. If copying is not required, please click **[Close]** button to return to **Accounting Line Information** table.

7. User can select **Common Account Code** as defined in **FMP > Common Setup > Common Account Code**. Please refer to **FMP Common Setup – Common Account Code** user manual for detailed information.
8. If the desired account code cannot be found in step 6 or programme code cannot be found in accounting line information, click **[Chart of Account]** button to add a new account code or programme code. If the account code is in 'Inactive' status, users can also set the effective status of the code in the COA Maintenance pop-up window. Please refer to **FMP Common Setup – COA Maintenance** user manual for detailed information.

9. After filling in the voucher details, users can either click **[Save Voucher]** button to save the new journal voucher as unposted or click **[Save Voucher]**

As Draft] button to save the new journal voucher as draft. Budget check will be performed if users click **[Save Voucher]** button.

- Amounts of Debit and Credit for 'Draft' voucher need not to be balanced and no budget check will be performed for 'Draft' Voucher. Amounts of Debit and Credit for 'Unposted' voucher must be balanced and budget check will be performed.
- Voucher number will be displayed at the top of the page after saving. Budget check message will be displayed when voucher is saved as 'Unposted' status.

WebSAMS System Version 1.0.0 (BUILD-06082003) - Microsoft Internet Explorer

User: jennifer Login Time: 08/08/2003 16:39 Logout | Help | 中文版本

Current School Year: 2001 8 August 2003 16:34

[S-FBK08-01] FMP > Bookkeeping > Journal Voucher

JV01/09-00001 Record updated successfully.

No budget check since budget not yet approved.

Budget check message will be displayed here.

11

Create New Voucher

Accounting Month (MM/YYYY) 09/3001

Voucher Type ((JV) Journal voucher)

Voucher No. Auto

Copy From Voucher

Accounting Month (MM/YYYY)

Voucher Type

Voucher No.

Note: Format of auto generated voucher number: <Voucher Type Prefix>YYMM -<system sequence no.>

Create Voucher

Search Voucher Details

Voucher Date (DDMM/YYYY) To

Voucher Status ALL

Voucher Type ALL

Voucher No. To

Search Reset



Post-effects

- Audit trail will be kept for creating new voucher actions. Data will also be captured.
- The receipts and committed amount of the approved budget will be updated if the voucher is saved as 'Unposted' status. There is no impact on budget if the voucher is saved as 'Draft' status.
- Vouchers in 'Draft' or 'Unposted' status do not have any impact on the account balances in General Ledger when users enquire and print reports. After School Finance Staff have posted the voucher to General Ledger, reports at the latest balance position can be obtained.
- A voucher is ready to be printed out for Principal's approval after the voucher has been saved as 'Unposted' status.



Notes

- If auto-generate voucher number is not set in **Common Setup – Voucher Type Maintenance**, the voucher number textbox will be blank. If auto-

generate voucher number is set, wording 'Auto' will be displayed in the voucher number textbox and the system will auto-generate the Journal Voucher Number. However, users may choose to manually input the Journal Voucher Number by overwriting the word 'Auto'. The system will check whether the Journal Voucher Number is unique before adopting it.

2. It should be noted that voucher date is mandatory field in voucher detail. Voucher date can be any date as long as it falls within the selected accounting month. Default date will be set on the last day of the selected accounting month.
3. A draft journal voucher should have one or more accounting lines.
4. Total gross debit and credit amounts in the voucher accounting lines must be balanced when saving the voucher as unposted. No such checking is applied to draft vouchers.
5. An unposted journal voucher should have two or more accounting lines.
6. Duplicated accounting line entry with identical school level / session, programme and account code is allowed.
7. If the desired programme or account code has not been created or the code is not active, users are allowed to link to COA – Account Code Maintenance to create a new programme or a new account code or to set the status of the code as active. A new window will pop up and link to Account Code Maintenance page in Common Setup. Users are not required to quit from creating journal voucher page. Upon finished viewing / updating COA, close the pop-up window and return to Journal Voucher inputting screen. Data previously entered will still remain. Users can then continue to fill in voucher details.
8. Upon saving the voucher, the system will perform the following checking:
 - a. Voucher Date is valid and within the selected accounting month;
 - b. Total gross debit amount equals to total gross credit amount for unposted voucher;
 - c. At least one accounting line for draft vouchers, and at least two accounting lines for unposted vouchers;
 - d. Selected programme and account codes in the accounting lines are active as at the voucher date.
9. A voucher can be saved as 'Draft' or 'Unposted'. No budget check will be performed for "Draft" voucher.
10. Once a voucher is saved as 'Unposted', users are not allowed to re-save the voucher as 'Draft'.
11. Upon saving a voucher as 'Unposted', budget check will be performed (based on the budget check option defined in Common Setup - School Accounting Information) if the budget of the selected accounting year has been approved. Please refer to Chapter 2.5 for budget check details.
12. Upon successfully saving the voucher as 'Unposted', 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)

13. Journal voucher is normally used for recording expenses item as debit entry and income item as credit entry. Accounting line with Debit Income Account Code or Credit Expenditure Account Code is acceptable. However, a warning message will be displayed for such abnormal accounting line.

JV01/09-00001 Record updated successfully.

No budget check since budget not yet approved.

● E-63097 : Abnormal debit accounting line entries

Search Voucher Details

Voucher Date (DD/MM/YYYY)

13

14. An extra 13th month started with letter "A" is created by the system as an Adjustment Month when users open an accounting year in Common Setup. Every accounting year will have its own Adjustment Month. It is used to record audit adjustment at the year end for easy identification of normal accounting entries from audit adjustments. Procedures for voucher creation in this Adjustment Month is identical to the other twelve months. Voucher date will be set on the last day of the accounting year by default (i.e. end of March or end of August for accounting periods 'April to March' or 'September to August' respectively). Transactions in the Adjustment month will be grouped together with other transactions in the last accounting month (i.e. March or August) under all reports except "Posted Journal Transaction List (R-FBK004-E)", where users can print out report for only transactions recorded in the Adjustment Month.

WebSAMS System Version 1.0.0 (Build D-15092003) - Microsoft Internet Explorer

User: fmpuser Login Time: 16/09/2003 11:37 Logout | Help | 中文版本

Current School Year: 2002 16 September 2003 13:02

Voucher for Adjustment Month.

[S-FBK08-03] FMP > Bookkeeping > Journal Voucher

Add Voucher Details

Accounting Month (MM/YYYY)	A08/09
Voucher Type	Journal voucher (JV)
Voucher No.	AUTO
Voucher Date (DD/MM/YYYY)	31/08/2009
Voucher Particulars	Testing
Gross Debit Amount	\$ 0.00
Gross Credit Amount	\$ 0.00
Voucher Status	Draft

Accounting Line Information

Sch Level/Session	Primary/AM
Programme	E003 - E003 Eng
Account Code	G1003001001
Debit / Credit	Dr
Particulars	Testing
Amount	\$ 700

Note: Programme is required for expenditure account only

Chart of Account Add Reset Back

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Adjustment Month

Copy from Voucher



Function Description

Users can create a new journal voucher by copying from an existing voucher. Vouchers created in Bookkeeping or Staff Cost Module can be copied. All voucher details (including voucher particulars and accounting lines) will be copied. However, voucher details copied will not include voucher number, voucher type, and voucher date. Users can choose to amend the voucher details before saving the new voucher.



Pre-requisites

1. The voucher to be copied must exist.



User Procedures

1. Click **[FMP] → [Bookkeeping] → [Journal Voucher]** from the left menu.
2. There are two ways to copy journal vouchers: (i) Copy from 'create journal voucher' (detailed in step 3 to 7 below) or (ii) Copy from 'search journal voucher' (detailed in step 8 to 14 below).

Copy from 'create journal voucher' mode:

3. Select / enter the following voucher information in **Create New Voucher** table:
 - Accounting Month
 - Voucher Type
 - Voucher No.

If the selected Voucher Type has been set to use system auto-generate voucher number, 'Auto' will appear in the voucher number textbox by default. There is a total of 13 digits for the auto-generate voucher number. (e.g. JV03/01-00001 where "03/01" represents January 2003, and "00001" represents that this is the first voucher of year 2003. The system will automatically go to 00002 for the second voucher of year 2003 under the same voucher type. When creating a new voucher of the next year, system will create a new set of sequence number and prior years' sequence number will be retained. Please refer to Common Setup – Voucher Type Maintenance for details). Users can use the auto-generate number or they can enter their own voucher number by overwriting the word 'Auto'.

WebSAMS System Version 1.0.0 (BUILD-06082003) - Microsoft Internet Explorer

User: fmpuser Login Time: 08/08/2003 10:11 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 8 August 2003 17:22

[S-FBK08-01] FMP > Bookkeeping > Journal Voucher

Create New Voucher

Accounting Month (MM/YYYY) 09/2001

Voucher Type (JV) Journal voucher

Voucher No. Auto

☒ Copy From Voucher

Accounting Month (MM/YYYY) 08/2009

Voucher Type (JV) Journal voucher

Voucher No. JV0109-1

Note: Format of auto generated voucher number: <Voucher Type Prefix> VYMM <system sequence no >

Create Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

Voucher Status All

Voucher Type All

Voucher No.

Advanced Search (Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars, Amount)

Search Reset

4. Click the **Copy From Voucher** check box.
5. Select an existing voucher from the drop-down list box.
6. Click [**Create Voucher**] button.
7. The selected voucher information is copied. Users can amend the new voucher information in **Add Voucher Details** table, add / edit / delete accounting line information, and edit bank ledger information of the copied voucher details. Please note that the new voucher will be created only after users click [**Save Voucher As Draft**] or [**Save Voucher**] button. (Please refer to Chapter 2.3.1 “Journal Voucher – Create Voucher - Create New Voucher” – User Procedures step 4 to 10 for subsequent steps to create a new voucher.)

WebSAMS System Version 1.0.0 (BUILD-15092003) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

User: fmpuser Login Time: 16/09/2003 11:37 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 16 September 2003 12:53

[S-FBK08-03] FMP > Bookkeeping > Journal Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001

Voucher Type Journal voucher (JV)

Voucher No. AUTO

Voucher Date (DD/MM/YYYY) 30/09/2001

Voucher Particulars test

Gross Debit Amount \$ 600.00

Gross Credit Amount \$ 0.00

Voucher Status Draft

Accounting Line Information

Sch Level/Session

Programme

Account Code

Debit / Credit

Particulars

Amount

Note: Programme is required for expenditure account only

Chart of Account Add Reset

Line No.	Sch Level/Session	Programme	Account Code	Debit / Credit	Amount \$	Budget Check
1	Primary/AM	-	G1004007502 - Prior Year Adjustments	Dr	600.00	

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

Delete

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Save Voucher As Draft Save Voucher Back

Copy from 'search journal voucher' and select from the list:

8. Select / enter the search criteria in the **Search Voucher Details** table. Voucher date or voucher no. must be entered for searching voucher.

WebSAMS System Version 1.0.0 (BUILD-06082003) - Microsoft Internet Explorer

User: fmpuser Login Time: 08/08/2003 10:11 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 8 August 2003 17:24

[S-FBK08-01] FMP > Bookkeeping > Journal Voucher

Create New Voucher

Accounting Month (MM/YYYY) 09/2001

Voucher Type ((JV) Journal voucher)

Voucher No. Auto

☐ Copy From Voucher

Accounting Month (MM/YYYY)

Voucher Type

Voucher No.

Note: Format of auto generated voucher number: <Voucher Type Prefix>YYMM -<system sequence no.>

Create Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY)

Voucher Status All

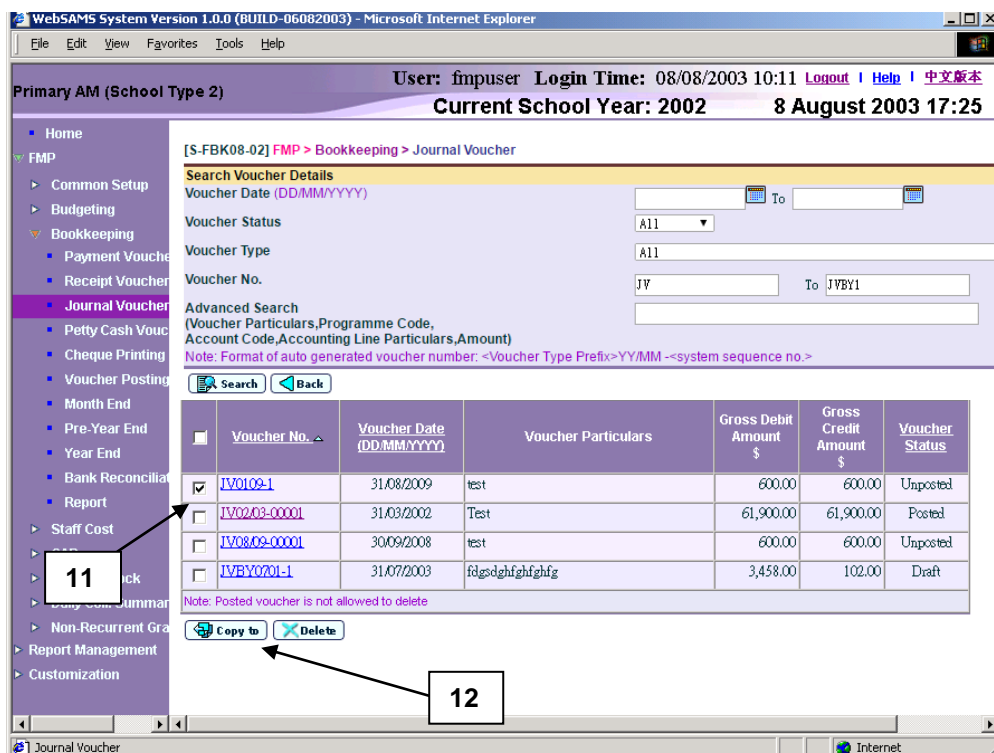
Voucher Type All

Voucher No. JV To JVBYS1

Advanced Search (Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars, Amount)

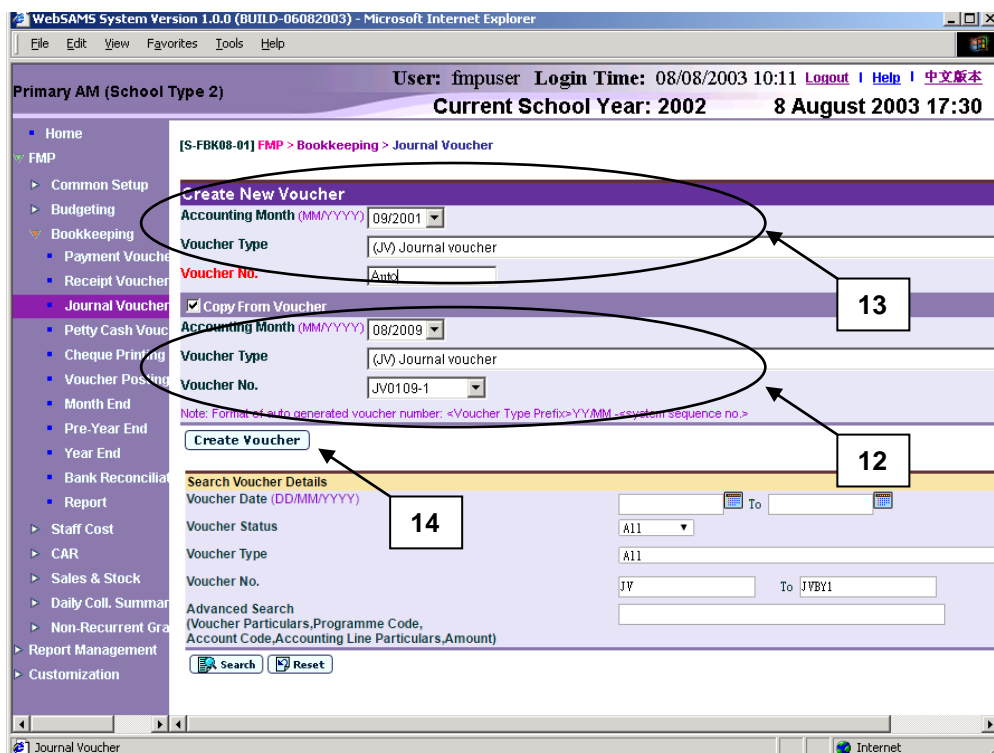
Search Reset

9. The **[Advanced Search (Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars, Amount)]** search criteria, user may input the Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars and Amount to search the related vouchers.
10. Click **[Search]** button. All journal vouchers created in Bookkeeping or Staff Cost Module which match the searching criteria will be retrieved.



11. Select a voucher by clicking the check box next to **Voucher No.**

12. Click [**Copy to**] button. The selected voucher in step 11 will be automatically set at the "Copy From Voucher" portion.



13. Select / enter the following voucher information in **Create New Voucher** table:

- Accounting Month
- Voucher Type

- Voucher No.

If the selected voucher type has been set to use system auto-generate voucher number, 'Auto' will appear in the voucher number textbox by default. There is a total of 13 digits for the auto-generate voucher number. (e.g. JV03/01-00001 where "03/01" represents January 2003, and "00001" represents that this is the first voucher of year 2003. The system will automatically go to 00002 for the second voucher of year 2003 under the same voucher type. When creating a new voucher of the next year, system will create a new set of sequence number and prior years' sequence number will be retained. Please refer to Common Setup – Voucher Type Maintenance for details). Users can use the auto-generate number or they can enter their own voucher number by overwriting the word 'Auto'.

14. Click **[Create Voucher]** button.

15. The selected voucher information is copied. Users can amend the new voucher information in **Add Voucher Details** table, add / edit / delete accounting line information, and edit bank ledger information of the copied voucher details. Please note that the new voucher will be created only after users click **[Save Voucher As Draft]** or **[Save Voucher]** button. (Please refer to Chapter 2.3.1 "Journal Voucher – Create Voucher - Create New Voucher" – User Procedures step 4 to 10 for subsequent steps to create a new voucher.)

WebSAMS System Version 1.0.0 (BUILD-15092003) - Microsoft Internet Explorer

User: fmpuser Login Time: 16/09/2003 11:37 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 16 September 2003 12:53

[S-FBK08-03] FMP > Bookkeeping > Journal Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 09/2001

Voucher Type Journal voucher (JV)

Voucher No. AUTO

Voucher Date (DD/MM/YYYY) 30/09/2001

Voucher Particulars test

Gross Debit Amount \$ 600.00

Gross Credit Amount \$ 0.00

Voucher Status Draft

Accounting Line Information

Sch Level/Session

Programme

Account Code

Debit / Credit

Particulars

Amount

Note: Programme is required for expenditure account only

Chart of Account Add Reset

Line No.	Sch Level/Session	Programme	Account Code	Debit / Credit	Amount	Budget Check
1	Primary/AM	-	G1004007502 - Prior Year Adjustments	Dr	600.00	

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

Delete

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Save Voucher As Draft Save Voucher Back



Post-effect

1. Please refer to Chapter 2.3.1 “Journal Voucher – Create Voucher - Create New Voucher” – Post-effects point 1 to 4.



Notes

1. Please refer to Chapter 2.3.1 “Journal Voucher – Create Voucher - Create New Voucher” – Notes point 1 to 14.
2. Please note that the programme or account codes in the accounting line information of the copied voucher may not exist or may be inactive as at the voucher date of the designated voucher. The system will validate the above upon saving the new voucher, and display error messages for any non-existence of code or inactive code. Users should click **[Chart of Account]** button to add the missing code or to set the effective status of the code.

2.3.2 Update Voucher



Function Description

This function allows users to retrieve an existing journal voucher and update the voucher details. Only draft or unposted vouchers can be updated. Posted voucher or voucher created in Staff Cost Module will appear as read-only mode. All vouchers created in Staff Cost Module can be enquired only but cannot be updated in Bookkeeping Module.

A voucher can be saved as either 'Draft' or 'Unposted'. If the voucher is saved as 'Draft', the system will not go through budget check and the voucher is not ready to be posted. If the voucher is saved as 'Unposted', the system will go through budget check and voucher is ready to be posted. If the voucher to be updated is set to 'Unposted' status, it cannot be saved as 'Draft' status.



Pre-requisites

1. Only draft or unposted journal vouchers created in Bookkeeping Module can be updated.



User Procedures

1. Click **[FMP] → [Bookkeeping] → [Journal Voucher]** from the left menu.
2. Enter the search criteria in **Search Voucher Details** table. Voucher date or voucher no. must be entered for searching voucher.

3. The **[Advanced Search (Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars, Amount)]** search criteria,

user may input the Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars and Amount to search the related vouchers.

- Click **[Search]** button. All journal vouchers created in Bookkeeping and Staff Cost which match the searching criteria will be retrieved.

WebSAMS System Version 1.0.0 (BUILD-06082003) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

User: fmpuser Login Time: 08/08/2003 10:11 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 8 August 2003 17:54

Home

FMP

Common Setup

Budgeting

Bookkeeping

Payment Voucher

Receipt Voucher

Journal Voucher

Petty Cash Voucher

Cheque Printing

Voucher Posting

Month End

Pre-Year End

Year End

Bank Reconciliation

Report

Staff Cost

CAR

Sales & Stock

Daily Coll. Summary

Non-Recurrent Grant

Report Management

Customization

[S-FBK08-02] FMP > Bookkeeping > Journal Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY) To

Voucher Status All

Voucher Type All

Voucher No. JV To JVB1

Advanced Search (Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars, Amount)

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

Search Back

	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Debit Amount \$	Gross Credit Amount \$	Voucher Status
<input type="checkbox"/>	JV0109-1	31/08/2009	test	600.00	600.00	Unposted
<input type="checkbox"/>	JV0203-00001	31/03/2002	Test	61,900.00	61,900.00	Posted
<input type="checkbox"/>	JV0809-00001	30/09/2008	test	600.00	600.00	Unposted
<input type="checkbox"/>	JVB10701-1	31/07/2003	fdgsdghfghfghfghf	3,458.00	102.00	Draft

Note: Posted voucher is not allowed to delete

Copy to Delete

5

Done Internet

- Click the **Voucher No.** link to update an existing voucher. For posted vouchers or vouchers created in Staff Cost Module, voucher details page will be in read-only mode and it is not allowed to be edited.
- Amend the voucher information in **Update Voucher Details** table.

WebSAMS System Version 1.0.0 (BUILD-25082003) - Microsoft Internet Explorer

User: fmpuser Login Time: 26/08/2003 12:40 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 26 August 2003 16:12

[S-FBK08-03] FMP > Bookkeeping > Journal Voucher

Update Voucher Details

Accounting Month (MM/YYYY) 07/2003

Voucher Type Journal voucher (JV)

Voucher No. JVBV0701-1

Voucher Date (DD/MM/YYYY) 31/07/2003

Voucher Particulars fdgsdghfghfghf

Gross Debit Amount \$ 3,458.00

Gross Credit Amount \$ 102.00

Voucher Status Draft

6

Accounting Line Information

Sch Level/Session Primary/AM

Programme WFMP - Admin Programme

Account Code G1003001001 Grant Expenses

Dr/Cr Dr

Particular (Default same as Voucher Particulars) test

Amount \$ 3423.00

Note: Programme is required for expenditure account only

Chart of Account Save Reset

Line No.	Sch Level/Session	Programme	Account Code	Dr/Cr	Amount	Budget Check
----------	-------------------	-----------	--------------	-------	--------	--------------

7. Users can perform the following process to maintain the Accounting Line Information.
- To add a new accounting line, users should (i) enter the accounting line information in the **Accounting Line Information** table, (ii) specify the school level / session, programme (if expenditure account code is selected), account code, Debit or Credit, particular (optional) and amount, and (iii) click **[Add]** button to add the information entered.
 - To edit an accounting line, users should select the line by clicking the **Line No.** link. Accounting line detail will be displayed in **Accounting Line Information table**. Users can amend the information and click **[Save]** button to save the amended information.
 - If any of the accounting lines is not required, users should select the check box next to **Line No.** and click **[Delete]** button to delete the existing accounting lines. Users can delete one or more accounting lines at the same time.

WebSAMS System Version 1.0.0 (BUILD-25082003) - Microsoft Internet Explorer

User: fmpuser Login Time: 26/08/2003 12:40 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 26 August 2003 16:13

9

Accounting Line Information

Sch Level/Session: Primary/AM

Programme: WFMP - Admin Programme

Account Code: G1003001001

Dr/Cr: Cr

Particular: test

Amount: \$ 70

Note: Programme is required for expenditure account only

Chart of Account Add Reset

10

Line No.	Sch Level/Session	Programme	Account Code	Dr/Cr	Amount \$	Budget Check
1	Primary/AM	WFMP - Admin Programme	G1003001001 - Grant Expenses	Dr	3,423.00	
2	Primary/PM	2020 - test	G1005001051 - ASL Subject Expense - Biology	Cr	99.00	
3	Primary/AM	HGHJ - gjhghgh	G1004001051 - Integrated Science Expense (CDG)	Dr	35.00	
4	Primary/AM	0099 - testestwill programme 0099	G1004001051 - Integrated Science Expense (CDG)	Cr	3.00	

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

Delete

Save Voucher As Draft Save Voucher Preview & Print Back

7a

WebSAMS System Version 1.0.0 (BUILD-25082003) - Microsoft Internet Explorer

User: fmpuser Login Time: 26/08/2003 12:40 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 26 August 2003 16:14

Accounting Line Information

Sch Level/Session: Primary/AM

Programme: WFMP - Admin Programme

Account Code: G1003001001 Grant Expenses

Dr/Cr: Dr

Particular: test

Amount: \$ 3,423.00

Note: Programme is required for expenditure account only

Chart of Account Save Reset

7b

Line No.	Sch Level/Session	Programme	Account Code	Dr/Cr	Amount \$	Budget Check
1	Primary/AM	WFMP - Admin Programme	G1003001001 - Grant Expenses	Dr	3,423.00	
2	Primary/PM	2020 - test	G1005001051 - ASL Subject Expense - Biology	Cr	99.00	
3	Primary/AM	HGHJ - gjhghgh	G1004001051 - Integrated Science Expense (CDG)	Dr	35.00	
4	Primary/AM	0099 - testestwill programme 0099	G1004001051 - Integrated Science Expense (CDG)	Cr	3.00	

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

Delete

7c

11

Save Voucher As Draft Save Voucher Preview & Print Back

8. Users can (i) enter an account code directly or (ii) click the search picture next to **Account Code** text box to search for an account code from the pop-up screen. Click **[Copy]** or **[Select]** button to copy the code to **Accounting**

Line Information table. If copying is not required, please click **[Close]** button to return to **Accounting Line Information** table.

Retrieve Account Details - Internet Explorer

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

9. User can select **Common Account Code** as defined in **FMP > Common Setup > Common Account Code**. Please refer to **FMP Common Setup – Common Account Code** user manual for detailed information.
10. If the desired account code cannot be found in step 7 or programme code cannot be found in accounting line information, click **[Chart of Account]** button to add a new account code or programme code. If the account code is in 'Inactive' status, users can also set the effective status of the code in the COA Maintenance pop-up window. Please refer to **FMP Common Setup – COA Maintenance** user manual for detailed information.

http://192.168.6.151/jsp/fcs/coa/searchAccount.do - Microsoft Internet Explorer

[S-FCS07-01] FMP > Common Setup > Chart of Account Maintenance > Account

EMB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Source of Fund Code

Ledger Code

Sub-Ledger Code

Account Type

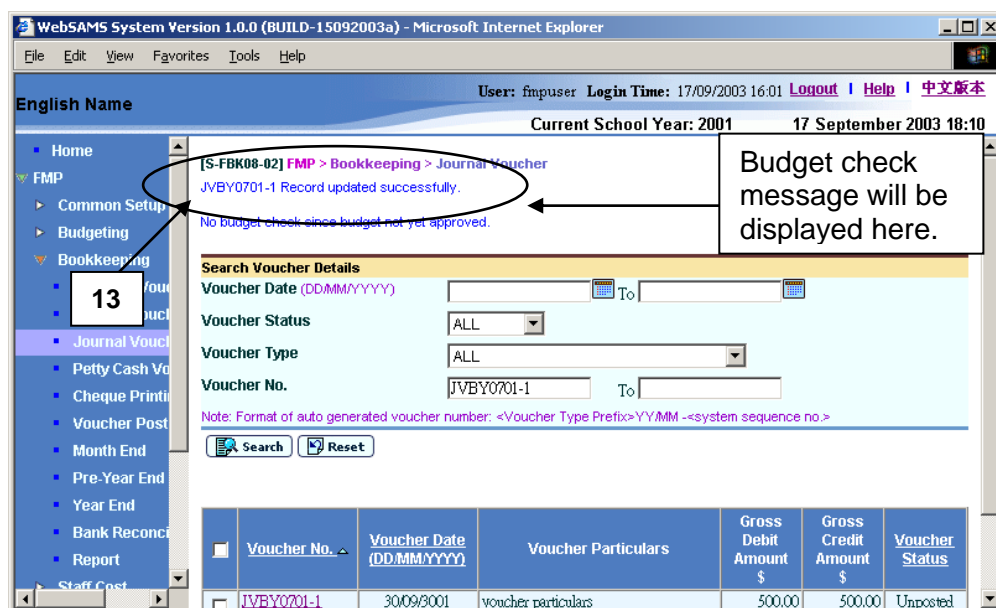
Account Range From To

G1001001051 - Postage and Stamp Duty
G1001001052 - Newspapers & Magazines
G1001001053 - Telephone
G1001001054 - Celebration & Entertainment
G1001001055 - Audit Fee
G1001001056 - Wreath & Flower Basket etc
G1001001057 - Professional Fee
G1001001058 - Travelling Allowance for Guest Speaker
G1001001059 - Supplementary Teaching Staff Salaries
G1001001060 - Staff Training

11. After filling in the voucher details, users can either click **[Save Voucher]** button to save the updated journal voucher as unposted or click **[Save Voucher As Draft]** button to save the updated journal voucher as draft.

Budget check will be performed if users click **[Save Voucher]** button. Please note that **[Save Voucher As Draft]** button will not be available if the voucher is already in 'Unposted' status.

- Amounts of Debit and Credit for 'Draft' status need not to be balanced and no budget check will be performed for 'Draft' Voucher. Amounts of Debit and Credit for 'Unposted' voucher must be balanced and budget check will be performed.
- Voucher number will be displayed at the top of the page after saving. Budget check message will be displayed when voucher is saved as 'Unposted' status.



Post-effects

- Audit trail will be kept for updating voucher actions. Data will also be captured.
- The receipts and committed amount of the approved budget will be updated if the voucher is saved as 'Unposted' status. There is no impact on budget if the voucher is saved as 'Draft' status.
- Vouchers in 'Draft' or 'Unposted' status do not have any impact on the account balances in General Ledger when users enquire and print reports. After School Finance Staff have posted the voucher to General Ledger, reports at the latest balance position can be obtained.
- A voucher is ready to be printed out for Principal's approval after voucher has been saved as 'Unposted' status.



Notes

- Posted voucher and voucher created in Staff Cost Module will be in display mode. The followings are the different display mode of the vouchers.

- a. Edit mode for draft or unposted vouchers created in Bookkeeping Module

WebSAMS System Version 1.0.0 (BUILD-13082003c) - Microsoft Internet Explorer

User: jennifer Login Time: 19/08/2003 16:33 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 19 August 2003 17:59

Voucher Type Journal voucher (JV)
Voucher No. JV08/09-00001
Voucher Date (DDMM/YYYY) 30/09/2008
Voucher Particulars test
Gross Debit Amount \$ 600.00
Gross Credit Amount \$ 600.00
Voucher Status Unposted

Accounting Line Information
Sch Level/Session Primary/AM
Programme
Account Code G1004007502 Prior Year Adjustments
Dr/Cr Dr
Particular (Default same as Voucher Particulars) test
Amount \$ 600.00

Note: Programme is required for expenditure account only

Chart of Account Save Reset

Line No.	Sch Level/Session	Programme	Account Code	Dr/Cr	Amount \$	Budget Check
1	Primary/AM	-	G1004007502 - Prior Year Adjustments	Dr	600.00	S
2	Primary/AM	-	G1003001502 - Prior Year Adjustments	Cr	500.00	I
3	Primary/AM	-	G7004 - Furniture & Equipment Grant Utilized	Cr	100.00	N/A

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

Journal Voucher

b. Display mode for posted vouchers created in Bookkeeping Module

WebSAMS System Version 1.0.0 (BUILD-13082003c) - Microsoft Internet Explorer

User: jennifer Login Time: 19/08/2003 16:33 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 19 August 2003 18:00

Home
Staff Deployment
Staff
FMP
Common Setup
Budgeting
Bookkeeping
Payment Voucher
Receipt Voucher
Journal Voucher
Petty Cash Voucher
Cheque Printing
Voucher Posting
Month End
Pre-Year End
Year End
Bank Reconciliation
Report
Staff Cost
CAR
Sales & Stock
Daily Coll. Summary
Non-Recurrent Grant
Report Management
Data Management
Customization

Voucher Details

Accounting Month (MM/YYYY) A1718
Voucher Type Journal voucher (JV)
Voucher No. JVTEST0001
Voucher Date (DDMM/YYYY) 31/08/2018
Voucher Particulars test
Gross Debit Amount \$ 1,000.00
Gross Credit Amount \$ 1,000.00
Voucher Status Posted

Accounting Line Information of a Posted Voucher

Accounting Line Information
Sch Level/Session Primary AM
Programme WFMP Admin Programme
Account Code G1003001001 Grant Expenses
Dr/Cr Dr
Particular (Default same as Voucher Particulars) test
Amount \$ 1000.00

Line No.	Sch Level/Session	Programme	Account Code	Dr/Cr	Amount \$	Budget Check
1	Primary/AM	WFMP - Admin Programme	G1003001001 - Grant Expenses	Dr	1,000.00	N/A
2	Primary/PM	-	G5002 - Bank - School Fund	Cr	1,000.00	N/A

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

Preview & Print Back

c. Display mode for unposted vouchers created in Staff Cost Module

WebSAMS System Version 1.0.0 (BUILD-13082003c) - Microsoft Internet Explorer

User: jennifer Login Time: 19/08/2003 16:33 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 19 August 2003 18:05

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

Voucher Details

Accounting Month (MM/YYYY) 08/2003
Voucher Type Staff Cost JV (PJ)
Voucher No. PJTEST9001
Voucher Date (DDMM/YYYY) 31/08/2003
Voucher Particulars test
Gross Debit Amount \$ 875.00
Gross Credit Amount \$ 875.00
Voucher Status Unposted

Accounting Line Information of a Staff Cost Unposted Voucher

Accounting Line Information
Sch Level/Session Primary AM
Programme WFMP Admin Programme
Account Code G1017001003 Teaching Staff P.F./MPF Con. deducted at source
Dr/Cr Dr
Particular (Default same as Voucher Particulars) test
Amount \$ 875.00

Line No.	Sch Level/Session	Programme	Account Code	Dr/Cr	Amount \$	Budget Check
1	Primary/AM	WFMP - Admin Programme	G1017001003 - Teaching Staff P.F./MPF Con. deducted at source	Dr	875.00	N/A
2	Primary/AM	-	G1017001508 - Teaching Staff P.F. Con. deducted at source by ED	Cr	875.00	N/A

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

2. A draft journal voucher should have one or more accounting lines.

3. An unposted journal voucher should have two or more accounting lines.
4. Total gross debit and credit amounts in the voucher accounting lines must be balanced when saving the voucher as unposted. No such checking is applied to draft vouchers.
5. Duplicated accounting line entry with identical school level / session, programme and account code is allowed.
6. If the desired programme or account code has not been created or the code is not active, users are allowed to link to COA – Account Code Maintenance to create a new programme or a new account code or to set the status of the code as active. A new window will pop up and link to Account Code Maintenance page in Common Setup. Users are not required to quit from updating journal voucher page. Upon finished viewing / updating COA, close the pop-up window and return to Journal Voucher inputting screen. Data previously entered will still remain. Users can then continue to fill in voucher details.
7. Upon saving the voucher, the system will perform the following checking:
 - a. Voucher Date is valid and within the selected accounting month;
 - b. Total gross debit amount equals to total gross credit amount for unposted voucher;
 - c. At least one accounting line for draft vouchers, and at least two accounting lines for unposted vouchers;
 - d. Selected programme and account codes in the accounting lines are active as at the voucher date.
8. A voucher can be saved as 'Draft' or 'Unposted'. No budget check will be performed for "Draft" voucher.
9. Once a voucher is saved as 'Unposted', users are not allowed to re-save the voucher as 'Draft'.
10. Upon saving a voucher as 'Unposted', budget check will be performed (based on the budget check option defined in Common Setup - School Accounting Information) if the budget of the selected accounting year has been approved. Please refer to Chapter 2.5 for budget check details.
11. Upon successfully saving the voucher as 'Unposted', 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)
12. Journal voucher is normally used for recording expenses item as Debit entry and income item as Credit entry. Accounting line with Debit Income Account Code or Credit Expenditure Account Code is acceptable. However, a warning message will be displayed for such abnormal accounting line.

JV01/09-00001 Record updated successfully.

No budget check since budget not yet approved.

12

● E-63097 : Abnormal debit accounting line entries

Search Voucher Details

Voucher Date (DD/MM/YYYY)



2.3.3 Delete Voucher



Function Description

This function allows users to delete a draft or unposted voucher. Posted vouchers and vouchers created in Staff Cost Module cannot be deleted. Deleted voucher number cannot be re-used. All deleted vouchers will be captured in “List of Deleted Vouchers (R-FBK040-E)” report, but they cannot be retrieved in all other online functions. When deleting an unposted voucher, actual income / expenditure captured in the approved budget will be rolled back.



Pre-requisites

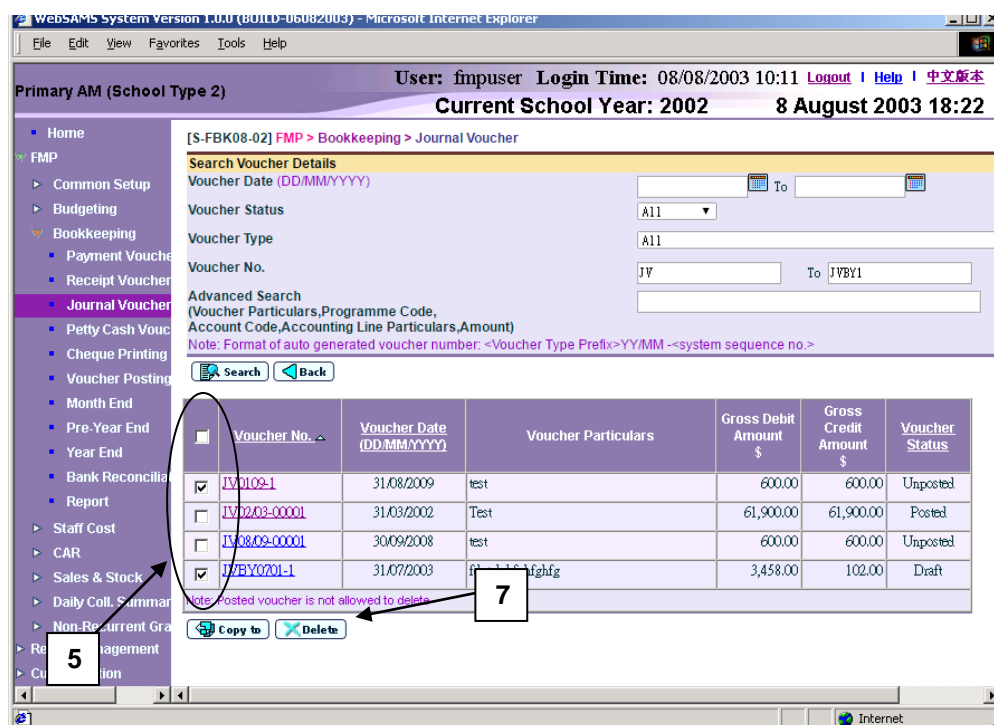
1. Only draft or unposted journal vouchers created in Bookkeeping Module can be deleted.



User Procedures

1. Click **[FMP] → [Bookkeeping] → [Journal Voucher]** from the left menu.

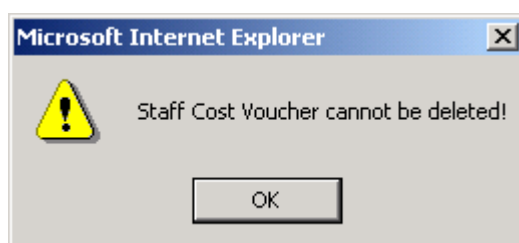
2. Enter the search criteria in **Search Voucher Details** table. Voucher date or voucher no. must be entered for searching voucher.
3. The **[Advanced Search (Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars, Amount)]** search criteria, user may input the Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars and Amount to search the related vouchers.
4. Click **[Search]** button. All journal vouchers created in Bookkeeping or Staff Cost Module which match the searching criteria will be retrieved.



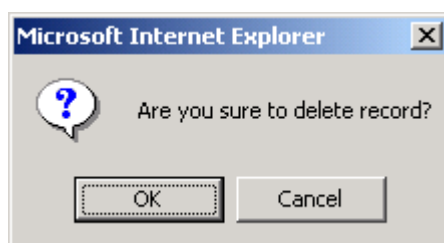
5. Select the vouchers to be deleted by clicking the check box next to **Voucher No.** Users may delete one or more vouchers at the same time.
6. To delete a voucher, the voucher must be in either draft or unposted status. Posted vouchers and vouchers created in Staff Cost Module are not allowed to be deleted.
7. Click **[Delete]** button to delete the selected vouchers.
8. A confirmation or error message will pop up.
 - a. If posted voucher is selected, error message will pop up. Deletion will be aborted.



- b. If any of the selected vouchers is created in Staff Cost Module, error message will pop up. Deletion will be aborted.



- c. If all the selected vouchers can be deleted, a confirmation message for deletion will pop up. Click **[OK]** button to confirm deleting the selected vouchers. Vouchers will then be deleted.



Post-effects

1. Audit trail will be kept for delete actions. Data will also be captured.
2. The receipts and committed amount of the approved budget will be rolled back after deleting unposted vouchers.
3. List of deleted vouchers will be showed in “List of Deleted Vouchers (R-FBK040-E)” report.



Notes

1. The system will perform budget check rollback (if the budget for the accounting year is approved) to revert to the original amount if users confirm to delete unposted vouchers.
2. After deletion, the system will update the journal voucher status to ‘Deleted’ and such voucher(s) cannot be retrieved again.
3. Please note that voucher number cannot be re-used even if the voucher has been deleted.

2.3.4 Print Voucher Details



Function Description

This function allows users to print journal voucher detailed information under 'Draft', 'Unposted' and 'Posted' status. Users should print out a journal voucher under 'Unposted' status and submit it to supervisor together with supporting documents for checking first. After that, Principal can approve this voucher by signing on the designed position of the voucher.



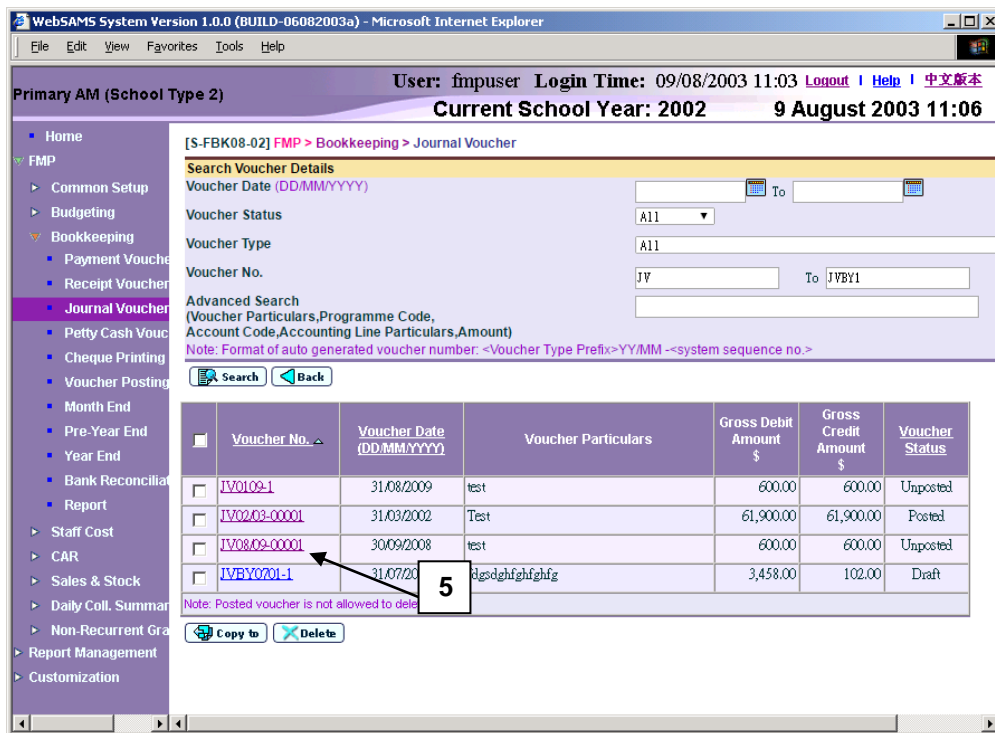
Pre-requisites

1. The voucher to be printed has been saved in the system.

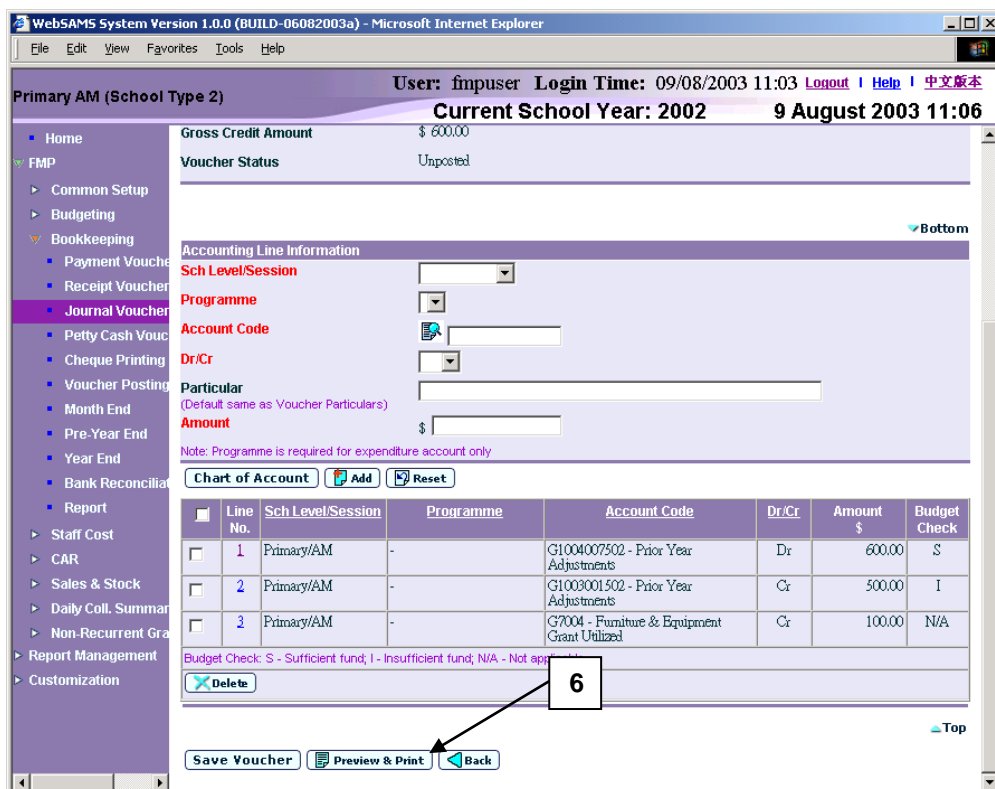


User Procedures

1. Click **[FMP] → [Bookkeeping] → [Journal Voucher]** from the left menu.
2. Enter the search criteria in **Search Voucher Details** table. Voucher date or voucher no. must be entered for searching voucher.
3. The **[Advanced Search (Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars, Amount)]** search criteria, user may input the Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars and Amount to search the related vouchers.
4. Click **[Search]** button. All journal vouchers created in Bookkeeping or Staff Cost Module which match with the searching criteria will be retrieved.



5. Select the voucher by clicking **Voucher No.** link.



6. Click **[Preview & Print]** button to preview and print the voucher.



Post-effects

1. Voucher report preview page (in PDF format) will pop out. Select Print Function and print the voucher through local printer.

R-FBK008-E PRIMARY SCHOOL (AM) (TYPE 2)
JOURNAL VOUCHER (UNPOSTED)

Sch Level/Session : ALL
Accounting Month : 09/2008
Voucher No Range : JV08/09-00001 to JV08/09-00001 (Sort by)

Print By : fmpuser
Date : 09/08/2003
Time : 11:13
Page : 1 of 1

LINE NO	ACCOUNT CODE	ACCOUNT NAME	LEVEL/SESSION	DEBIT \$	CREDIT \$	PARTICULARS	PROGRAMME CODE	PROGRAMME NAME
30/09/2008 Voucher No. : JV08/09-00001(Unposted) Voucher Particulars : test								
1	G1004007502	Prior Year Adjustments	Pri/AM	600.00		test		
2	G1003001502	Prior Year Adjustments	Pri/AM		500.00	test		
3	G7004	Furniture & Equipment Grant Utilized	Pri/AM		100.00	test		
Total :				600.00	600.00			

Other Remarks (If any) : _____

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

Date : _____ Date : _____ Date : _____

*** End of Report ***



Notes

1. Users can access to "Voucher Journal (Draft, Unposted, Posted) (R-FBK008-E)" report in **[Report]** and select report category "FBK 1 – Vouchers and Others". Four formats (PDF, WORD, RICHTEXT and EXCEL) are available for report generation.
2. Users have to save the voucher before clicking **[Preview & Print]** button. If users click **[Preview & Print]** button after updating voucher information on the screen without clicking **[Save Voucher As Draft]** or **[Save Voucher]** button, PDF pop-up window will not include these changes.
3. There is layout difference in the journal voucher at different status of 'Draft', 'Unposted' and 'Posted'. The followings are the layout of voucher in different status.

a. PDF format for 'Draft' voucher

R-FBK008-E PRIMARY SCHOOL (AM) (TYPE 2)
JOURNAL VOUCHER (DRAFT)

Sch Level/Session : ALL
Accounting Month : 09/2008
Voucher No Range : JVJEN1001 to JVJEN1001 (Sort by)

Print By : jennifer
Date : 19/08/2003
Time : 16:34
Page : 1 of 1

LINE NO	ACCOUNT CODE	ACCOUNT NAME	LEVEL/SESSION	DEBIT \$	CREDIT \$	PARTICULARS	PROGRAMME CODE	PROGRAMME NAME
30/09/2008	Voucher No. : JVJEN1001(Draft) Voucher Particulars : Testing							
1	G7004	Furniture & Equipment Grant Utilized	Pri/AM	45.00		Testing		
Total :				45.00	0.00			

Other Remarks (If any) : _____

*** End of Report ***

b. PDF format for 'Unposted' voucher (There are specific signing positions of 'Prepared By', 'Checked By' and 'Approved By' at the bottom of the voucher.)

R-FBK008-E PRIMARY SCHOOL (AM) (TYPE 2)
JOURNAL VOUCHER (UNPOSTED)

Sch Level/Session : ALL
Accounting Month : 09/2008
Voucher No Range : JV08/09-00001 to JV08/09-00001 (Sort by)

Print By : fmpuser
Date : 09/08/2003
Time : 11:13
Page : 1 of 1

LINE NO	ACCOUNT CODE	ACCOUNT NAME	LEVEL/SESSION	DEBIT \$	CREDIT \$	PARTICULARS	PROGRAMME CODE	PROGRAMME NAME
30/09/2008	Voucher No. : JV08/09-00001(Unposted) Voucher Particulars : test							
1	G1004007502	Prior Year Adjustments	Pri/AM	600.00		test		
2	G1003001502	Prior Year Adjustments	Pri/AM		500.00	test		
3	G7004	Furniture & Equipment Grant Utilized	Pri/AM		100.00	test		
Total :				600.00	600.00			

Other Remarks (If any) : _____

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

*** End of Report ***

c. PDF format for 'Posted' voucher

R-FBK00B-E

PRIMARY SCHOOL (AM) (TYPE 2)
JOURNAL VOUCHER (POSTED)

Sch Level/Session : ALL
Accounting Month : 08/2018 (Adjustment Month)
Voucher No Range : JVTEST0001 to JVTEST0001 (Sort by)

Print By : jennifer
Date : 19/08/2003
Time : 16:37
Page : 1 of 1

LINE NO	ACCOUNT CODE	ACCOUNT NAME	LEVEL/SESSION	DEBIT \$	CREDIT \$	PARTICULARS	PROGRAMME CODE	PROGRAMME NAME
31/08/2018	Voucher No. : JVTEST0001 (Posted) Voucher Particulars : test							
1	G1003001001	Grant Expenses	Pri/AM	1,000.00		test	WFMP	Admin Programme
2	G5002	Bank - School Fund	Pri/PM		1,000.00	test		
Total :				1,000.00	1,000.00			

Other Remarks (If any) :

*** End of Report ***

4. Deleted vouchers cannot be printed out.

2.3.5 Export Voucher



Function Description

This function allows users to export the detailed information of journal voucher with 'Draft', 'Unposted' and 'Posted' status.



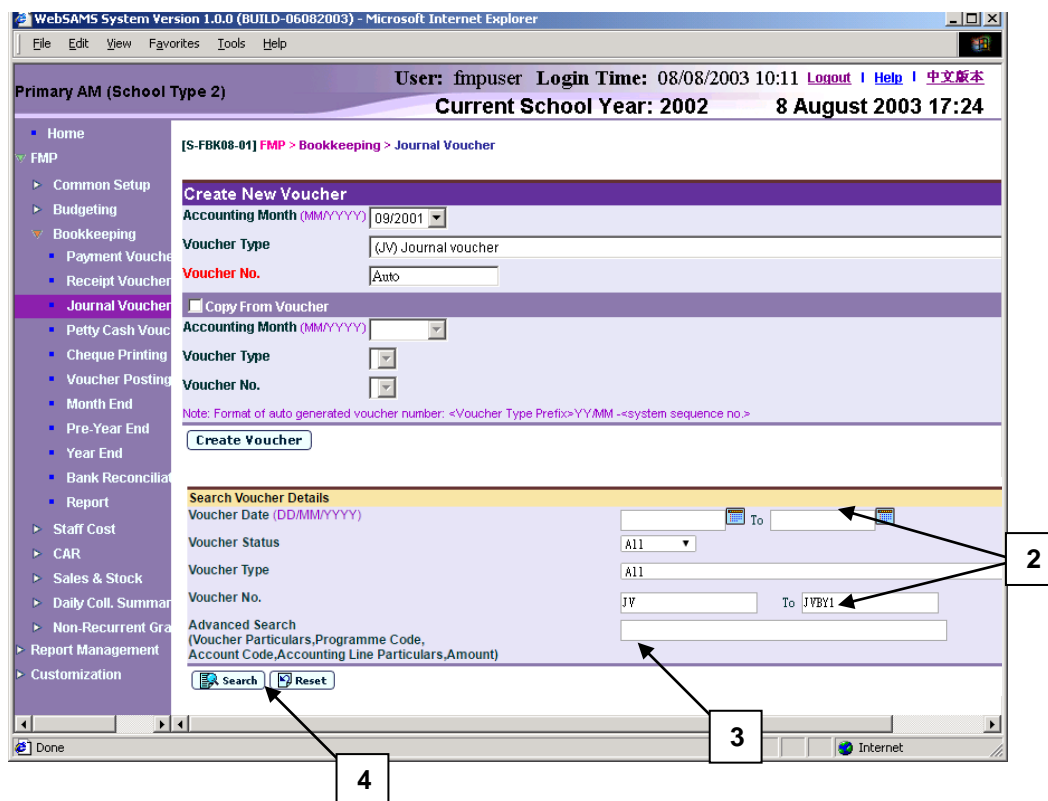
Pre-requisites

1. The voucher to be exported has been saved in the system.



User Procedures

1. Click **[FMP]** → **[Bookkeeping]** → **[Journal Voucher]** from the left menu.



2. Enter the search criteria in **Search Voucher Details** table. Voucher date or voucher no. must be entered for searching voucher.
3. The **[Advanced Search (Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars, Amount)]** search criteria, user may input the Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars and Amount to search the related vouchers.
4. Click **[Search]** button. All journal vouchers created in Bookkeeping or Staff Cost Module which match the searching criteria will be retrieved.

WebSAMS System Version 1.0.0 (BUILD-06082003) - Microsoft Internet Explorer

User: fmpuser Login Time: 08/08/2003 10:11 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 8 August 2003 18:22

[S-FBK08-02] FMP > Bookkeeping > Journal Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY) To

Voucher Status All

Voucher Type All

Voucher No. JV To JVBV1

Advanced Search
(Voucher Particulars, Programme Code, Account Code, Accounting Line Particulars, Amount)
Note: Format of auto generated voucher number: <Voucher Type Prefix>YYMM -<system sequence no.>

Search Back

	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Debit Amount \$	Gross Credit Amount \$	Voucher Status
<input checked="" type="checkbox"/>	JV0109-1	31/08/2009	test	600.00	600.00	Unposted
<input type="checkbox"/>	JV0203-00001	31/03/2002	Test	61,900.00	61,900.00	Posted
<input type="checkbox"/>	JV0809-00001	30/09/2008	test	600.00	600.00	Unposted
<input checked="" type="checkbox"/>	JVBV0201-1	31/07/2003	fdgsdghfghfghf	3,458.00	102.00	Draft

Note: Posted voucher is not allowed to delete

Copy to Delete Export

5

5. Click [Export] button to export all vouchers of search result.



Post-effects

1. Export voucher preview page (in EXCEL format) will pop up.

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ADD-INS

Clipboard Font Alignment Number Styles Cells Editing

School Level / Session

	A	B	C	D	E	F	G	H	I	J
	School Level / Session	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Debit Amount \$	Gross Credit Amount \$	Voucher Status	Line No.	Line Particulars	Programme Code (with description)
1	Primary/AM	JV01	31/08/2001	Voucher Particular - Test	20000.0	20000.0	Posted	1	Test Report FBK 27	C001(CHINESE (AM))
2	Primary/AM	JV01	31/08/2001	Voucher Particular - Test	20000.0	20000.0	Posted	2	Voucher Particular -	
3	Primary/AM	JV01	31/08/2001	transfer to subs.	20000.0	20000.0	Posted	3	transfer to subs.	
4	Primary/AM	JV01/10-0000	31/10/2001	transfer to subs.	20000.0	20000.0	Posted	1	transfer to subs.	
5	Primary/AM	JV01/10-0000	31/10/2001	transfer to subs.	20000.0	20000.0	Posted	2	transfer to subs.	
6	Primary/AM	JV02	31/08/2001	Test Salaries Grant acc	26000.0	26000.0	Posted	1	Teachinf Staff Salari	WFMP(Admin Programme)
7	Primary/AM	JV02	31/08/2001	Test Salaries Grant acc	26000.0	26000.0	Posted	2	teachinf staff salarie	WFMP(Admin Programme)
8	Primary/AM	JV02	31/08/2001	Test Salaries Grant acc	26000.0	26000.0	Posted	3	teachinf staff	0002(ECON (AM))
9	Primary/AM	JV02	31/08/2001	Test Salaries Grant acc	26000.0	26000.0	Posted	4	teaching staff	0002(ECON (AM))
10	Primary/AM	JV02	31/08/2001	Test Salaries Grant acc	26000.0	26000.0	Posted	5	teaching staff	AC01(ACTIVITY 01 (AM))
11	Primary/AM	JV02	31/08/2001	Test Salaries Grant acc	26000.0	26000.0	Posted	6	teachinf staff	
12	Primary/AM	JV02	31/08/2001	Test Salaries Grant acc	26000.0	26000.0	Posted	1	Testing	
13	Primary/AM	JV02/09-0000	30/09/2002	Testing journal	1000.0	1000.0	Posted	2	Testing Journal	T001(Testing Curriculum)
14	Primary/AM	JV02/09-0000	30/09/2002	Testing	2323.0	2323.0	Posted	1	Testing	T001(Testing Curriculum)
15	Primary/AM	JV02/09-0000	30/09/2002	Testing	2323.0	2323.0	Posted	2	Testing	
16	Primary/AM	JV02/09-0000	30/09/2002	Testing	2323.0	2323.0	Posted	1	Testing	T001(Testing Curriculum)
17	Primary/AM	JV02/09-0000	30/09/2002	Testing	2323.0	2323.0	Posted	2	Testing	
18	Primary/AM	JV03	31/08/2001	test salary grant accou	25000.0	25000.0	Posted	1	supply staff	0002(ECON (AM))
19	Primary/AM	JV03	31/08/2001	test salary grant accou	25000.0	25000.0	Posted	2	supply staff	C001(CHINESE (AM))
20	Primary/AM	JV03	31/08/2001	test salary grant accou	25000.0	25000.0	Posted	3	supply staff	0002(ECON (AM))
21	Primary/AM	JV03	31/08/2001	test salary grant accou	25000.0	25000.0	Posted	4	supply staff	
22	Primary/AM	JV03	31/08/2001	test salary grant accou	25000.0	25000.0	Posted	5	supply staff	
23	Primary/AM	JV03	31/08/2001	test salary grant accou	25000.0	25000.0	Posted	6	supply staff	
24	Primary/AM	JV03/08-0000	31/08/4003	pya for nac	100.0	100.0	Posted	1	pya for nac	C001(CHINESE (PM))
25	Primary/AM	JV03/08-0000	31/08/4003	pya for nac	100.0	100.0	Posted	2	pya for nac	WFMP(Admin Programme)
26	Primary/AM	JV03/08-0000	31/08/4003	refundable to edb for na	10.0	10.0	Posted	1	refundable to edb for	
27	Primary/AM	JV03/08-0000	31/08/4003	refundable to edb for na	10.0	10.0	Posted	2	refundable to edb for	
28	Primary/AM	JV03/08-0000	31/08/4003	refunded to edb for nac	100.0	100.0	Posted	1	refunded to edb for r	
29	Primary/AM	JV03/08-0000	31/08/4003	refunded to edb for nac	100.0	100.0	Posted	2	refunded to edb for r	WFMP(Admin Programme)
30	Primary/AM	JV03/08-0000	31/08/4003	trf to subscption	100.0	100.0	Posted	1	trf to subscption	
31	Primary/AM	JV03/08-0000	31/08/4003	trf to subscption	100.0	100.0	Posted	2	trf to subscption	
32	Primary/AM	JV04	31/08/2001	test salary grant accou	15000.0	15000.0	Posted	1	prior year adj	
33	Primary/AM	JV04	31/08/2001	test salary grant accou	15000.0	15000.0	Posted	2	test salary grant ac	WFMP(Admin Programme)
34	Primary/AM	JV04	31/08/2001	test Salary Grant Acco	34000.0	34000.0	Posted	1	supporting staff	0001(MATHS (AM)) 123456789 12345678
35	Primary/AM	JV05	31/08/2001	test Salary Grant Acco	34000.0	34000.0	Posted	2	test Salary Grant Ac	
36	Primary/AM	JV05	31/08/2001	test Salary Grant Acco	34000.0	34000.0	Posted	4	test Salary Grant Ac	
37	Primary/AM	JV05	31/08/2001	test Salary Grant Acco	34000.0	34000.0	Posted	5	test Salary Grant Ac	
38	Primary/AM	JV05	31/08/2001	test Salary Grant Acco	34000.0	34000.0	Posted	6	test Salary Grant Ac	

Sheet 1



Notes

1. Excel file includes following fields:
 - School Level / Session
 - Voucher No.
 - Voucher Date (DD/MM/YYYY)
 - Voucher Particulars
 - Gross Debit Amount \$
 - Gross Credit Amount \$
 - Voucher Status
 - Line No.
 - Line Particulars
 - Programme Code (with description)
 - Account Code (with description)
 - Debit / Credit
 - Amount \$
2. Deleted vouchers cannot be printed out.

2.4 Petty Cash Voucher

2.4.1 Create Voucher

Create New Voucher



Function Description

This function allows users to create new petty cash voucher in any one of the opened accounting months. Users can choose to create petty cash voucher of any voucher types under Petty Cash Voucher (please refer to Common Setup for Voucher Type Maintenance details).

Depending on the setup of the selected voucher type, users can either manually input voucher number or adopt the system auto-generate number. Users are required to (i) input cash ledger information (credit), and (ii) add in one or more accounting lines as debit entries. Users can specify the school level / session, programme, account code, particular, quotation/tender number and amount for each of the accounting lines.

A new voucher can be saved as either 'Draft' or 'Unposted'. If the voucher is saved as 'Draft' status, the system will not go through budget check and the voucher is not ready to be posted. If the voucher is saved as 'Unposted' status, the system will go through budget check and voucher is ready to be posted.



Pre-requisites

1. The voucher number to be created has not yet been used before.
2. Accounting year has been created and accounting month is opened.
3. Chart of account (source of fund, ledger, sub-ledger, account code and cash ledger information) has been set up.
4. Voucher type (Default Cash Ledger A/C and Auto-gen Voucher no.) has been set up.



User Procedures

1. Click **[FMP]** → **[Bookkeeping]** → **[Petty Cash Voucher]** from the left menu.

2. Select / enter the following voucher information in **Create New Voucher** table:

- Accounting Month
- Voucher Type
- Voucher No.

If the selected Voucher Type has been set to use system auto-generate voucher number, 'Auto' will appear in the voucher number textbox by default. There is a total of 13 digits for the auto-generate voucher number. (e.g. GC03/01-00001 where "03/01" represents January 2003, and "00001" represents that this is the first voucher of year 2003. The system will automatically go to 00002 for the second voucher of year 2003 under the same voucher type. When creating a new voucher of the next year, system will create a new set of sequence number and prior years' sequence number will be retained. Please refer to Common Setup – Voucher Type Maintenance for details). Users can use the auto-generate number or they can enter their own voucher number by overwriting the word 'Auto'.

If auto-generate voucher number option has not been selected: -

- a. Voucher number must be unique throughout the system. Please ensure the same voucher number will not be repeated for other vouchers in future.
- b. If the same voucher is to be repeated annually, users may consider to put the year in the first four digits of the voucher number, for example YYYYNNNNNN (value: 2003VOU001) where YYYY represents the 'Year' and NNNNNN represents the 'Voucher No.'. There are 10 digits for users to manually input the voucher number.
- c. If the same voucher is to be paid monthly, users may consider to put the year and month in the first six digits of the voucher number, for example YYYYMMNNNN (value: 200301V001) where YYYY represents the 'Year', MM represents the 'Month' and NNNN represents the 'Voucher No.'. There are 10 digits for users to manually input the voucher number.
- d. Voucher Prefix will be added in front of the voucher number input by users. Upon saving of voucher, the number of digits will become 12

because 2 digits of voucher prefix are added by the system. (e.g. GC2003VOU001 or GC200301V001)

3. Click **[Create Voucher]** button.

WebSAMS System Version 1.0.0 (BUILD-06082003a) - Microsoft Internet Explorer

User: fmpuser Login Time: 09/08/2003 11:03 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 9 August 2003 11:36

[S-FBK05-03] FMP > Bookkeeping > Petty Cash Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Petty cash (Government Fund) (GC)

Voucher No. AUTO

Voucher Date (DD/MM/YYYY) 31/01/2003

Voucher Particulars test

Quotation/Tender Number

Gross Credit Amount \$ 0.00

Voucher Status Draft

Accounting Line Information (Debit) Cash Ledger Information (Credit)

Sch Level/Session Primary/AM

Programme CHIN - Chinese

Account Code 61003001001 Grant Expenses

Particulars (Default same as Cash Particulars)

Amount \$

Note: Programme is required for expenditure account only

Chart of Account Add Reset Back

Please add accounting line information

4. Enter the new voucher information in **Add Voucher Details** table.
5. Users can perform the following process to maintain the Accounting Line Information (Debit).
 - a. To add a new accounting line, users should (i) enter the accounting line information in the **Accounting Line Information (Debit)** table, (ii) specify the school level / session, programme (if expenditure account code is selected), account code, particular (optional) and amount, and then (iii) click **[Add]** button to add the entered information.
 - b. To edit an accounting line, users should select the line by clicking the **Line No.** link. Accounting line detail will be displayed in **Accounting Line Information (Debit)** table. Users can amend the information and click **[Save]** button to save the amended information.
 - c. If any of the accounting lines is not required, users should select the check box next to **Line No.** and click **[Delete]** button to delete the existing accounting lines. Users can delete one or more accounting lines at the same time.

WebSAMS System Version 1.0.0 (BUILD-25082003a) - Microsoft Internet Explorer

User: fmpuser Login Time: 27/08/2003 16:03 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 27 August 2003 16:00

Gross Credit Amount \$ 790.00
Voucher Status Draft

Accounting Line Information (Debit) Cash Ledger Information (Credit)

Sch Level/Session Primary/AM
Programme WFMP - Programme code for converting GL balance in SAMS
Account Code G1001001052 Newspapers & Magazines
Particular newspaper
Amount \$ 260.50

Note: Programme is required for expenditure account only

Chart of Account Add Reset

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Primary/AM	WFMP - Programme code for converting GL balance in SAMS	G1003001001 - Grant Expenses	700.00	
2	Primary/AM	WFMP - Programme code for converting GL balance in SAMS	G1001001051 - Postage and Stamp Duty	90.00	

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

Save Voucher As Draft Save Voucher Back

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

WebSAMS System Version 1.0.0 (BUILD-25082003a) - Microsoft Internet Explorer

User: fmpuser Login Time: 27/08/2003 16:03 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 27 August 2003 16:02

Gross Credit Amount \$ 790.00
Voucher Status Draft

Accounting Line Information (Debit) Cash Ledger Information (Credit)

Sch Level/Session Primary/AM
Programme WFMP - Programme code for converting GL balance in SAMS
Account Code G1003001001 Grant Expenses
Particular newspaper
Amount \$ 700.00

Note: Programme is required for expenditure account only

Chart of Account Save Reset

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Primary/AM	WFMP - Programme code for converting GL balance in SAMS	G1003001001 - Grant Expenses	700.00	
2	Primary/AM	WFMP - Programme code for converting GL balance in SAMS	G1001001051 - Postage and Stamp Duty	90.00	

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

Save Voucher As Draft Save Voucher Back

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

6. Users can (i) enter an account code directly or (ii) click the search picture next to **Account Code** text box to search for an account code from the pop-up screen. Click **[Copy]** or **[Select]** button to copy the code to **Accounting Line Information (Debit)** table. If copying is not required, please click **[Close]** button to return to **Accounting Line Information (Debit)** table.

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

7. User can select **Common Account Code** as defined in **FMP > Common Setup > Common Account Code**. Please refer to **FMP Common Setup – Common Account Code** user manual for detailed information.
8. If the desired account code cannot be found in step 6 or programme code cannot be found in accounting line information, click **[Chart of Account]** button to add a new account code or programme code. If the account code is in 'Inactive' status, users can also set the effective status of the code in the COA Maintenance pop-up window. Please refer to **FMP Common Setup – COA Maintenance** user manual for detailed information.

http://192.168.6.151/jsp/fcs/coa/searchAccount.do - Microsoft Internet Explorer

[S-FCS07-01] FMP > Common Setup > Chart of Account Maintenance > Account

EMB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Source of Fund Code

Ledger Code

Sub-Ledger Code

Account Type

Account Range From To

G1001001051 - Postage and Stamp Duty

G1001001052 - Newspapers & Magazines

G1001001053 - Telephone

G1001001054 - Celebration & Entertainment

G1001001055 - Audit Fee

G1001001056 - Wreath & Flower Basket etc

G1001001057 - Professional Fee

G1001001058 - Travelling Allowance for Guest Speaker

G1001001059 - Supplementary Teaching Staff Salaries

G1001001060 - Staff Training

9. When users shift to **Cash Ledger Information (Credit)** link to enter the cash ledger information, the previously inputted **Accounting Line Information (Debit)** will be auto-saved and added. Cash Ledger set under Common Setup – Voucher Type Maintenance will be selected by default.

WebSAMS System Version 1.0.0 (BUILD-06082003a) - Microsoft Internet Explorer

User: fmpuser Login Time: 09/08/2003 11:03 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 9 August 2003 11:36

[S-FBK05-04] FMP > Bookkeeping > Petty Cash Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Petty cash (Government Fund) (GC)

Voucher No. AUTO

Voucher Date (DD/MM/YYYY) 31/01/2003

Voucher Particulars test

Quotation/Tender Number

Gross Credit Amount \$ 1,200.00

Voucher Status Draft

Accounting Line Information (Debit) Cash Ledger Information (Credit)

Cash Ledger Code 05101 - Petty Cash - Government Fund

Cash Particulars (Default same as Voucher Particulars)

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, ensure that the same voucher number will not be duplicated in future.

Save Voucher As Draft Save Voucher Back

10. Users may click **Accounting Line Information (Debit)** link and return to accounting line information details.
11. After filling in the voucher details, users can either click **[Save Voucher]** button to save the new petty cash voucher as unposted or click **[Save Voucher As Draft]** button to save the new petty cash voucher as draft. Budget check will be performed if users click **[Save Voucher]** button.
12. Voucher number will be displayed at top of the page after saving. Budget check message will be displayed when voucher is saved as 'Unposted' status.

[S-FBK05-03] FMP > Bookkeeping > Petty Cash Voucher
GC17/04-00001 Record updated successfully.

E-63026 - Line 1: Insufficient fund at programme WFMP
E-63027 - Line 1: Insufficient fund at sub-ledger A1000001
E-63028 - Line 1: Insufficient fund at ledger A1000

Add Voucher Details

Accounting Month (MM/YYYY) 04/2017
Voucher Type Petty cash (Government Fund) (GC)
Voucher No. GC17/04-00001
Voucher Date (DD/MM/YYYY) 30/04/2017
Voucher Particulars petty
Quotation/Tender Number
Gross Credit Amount \$ 30.00
Voucher Status Unposted

Accounting Line Information (Debit) **Cash Ledger Information (Credit)**

Sch Level/Session
Programme
Account Code
Particulars
Amount
Note: Programme is required for expenditure account only

Chart of Account Add Reset

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Primary/AM	WFMP - Admin Programme	A1000001001 - Grant Expenses1	30.00	I

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

Delete

Save Voucher Preview & Print Back



Post-effects

1. Audit trail will be kept for creating new voucher actions. Data will also be captured.
2. The receipts and committed amount of the approved budget will be updated if the voucher is saved as 'Unposted' status. There is no impact on budget if the voucher is saved as 'Draft' status.
3. Vouchers in 'Draft' or 'Unposted' status do not have any impact on the account balances in General Ledger when users enquire and print reports. After School Finance Staff have posted the voucher to General Ledger, reports at the latest balance position can be obtained.
4. A voucher ready to be printed out for Principal's approval after voucher has been saved as 'Unposted' status.



Notes

1. If auto-generate voucher number is not set in **Common Setup –Voucher Type Maintenance**, the voucher number textbox will be blank. If auto-generate voucher number is set, wording 'Auto' will be displayed in the voucher number textbox and the system will auto-generate the Petty Cash Voucher Number. However, users may choose to manually input the Petty Cash Voucher Number by overwriting the word 'Auto'. The system will check whether the Petty Cash Voucher Number is unique before adopting it.
2. It should be noted that voucher date is mandatory field in voucher detail. Voucher date can be any date as long as it falls within the selected accounting month. Default date will be set on the last day of the selected accounting month. And quotation/tender number is an optional field.
3. Users must fill in Cash Ledger Information as the credit side of the voucher.

4. Users are required to enter one or more accounting line entries in Accounting Line Information (Debit).
5. Duplicated Income / Expenditure accounting line entry with identical school level / session, programme and account code is allowed. However, duplicated accounting line on Asset / Liability is not acceptable.
6. If the desired programme or account code has not been created or the code is not active, users are allowed to link to COA – Account Code Maintenance to create a new programme or a new account code or to set the status of the code as active. A new window will pop up and link to Account Code Maintenance page in Common Setup. Users are not required to quit from creating petty cash voucher page. Upon finished viewing / updating COA, close the pop-up window and return to Petty Cash Voucher inputting screen. Data previously entered will still remain. Users can then continue to fill in voucher details.
7. Upon saving the voucher, the system will perform the following checking:
 - a. Voucher Date is valid and within the selected accounting month;
 - b. Gross Credit amount is equal to sum of accounting lines amount;
 - c. At least one accounting line exists;
 - d. Selected programme and account codes in the accounting lines are active as at the voucher date.
8. A voucher can be saved as 'Draft' or 'Unposted'. No budget check will be performed for "Draft" voucher.
9. Once a voucher is saved as 'Unposted', users are not allowed to re-save the voucher as 'Draft'.
10. Upon saving a voucher as 'Unposted', budget check will be performed (based on the budget check option defined in Common Setup - School Accounting Information) if the budget of the selected accounting year has been approved. Please refer to Chapter 2.5 for budget check details.
11. Upon successfully saving the voucher as 'Unposted', 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)
12. Petty cash voucher is normally used for recording expenses item. Accounting line with Income / Asset Account Code is acceptable. However, a warning message will be displayed for such abnormal accounting line.

GC01/09-00001 Record updated successfully.

No budget check since budget not yet approved.

● E-63097 : Abnormal debit accounting line entries

Search Voucher Details

Voucher Date (DD/MM/YYYY) To

13

13. An extra 13th month started with letter “A” is created by the system as an Adjustment Month when users open an accounting year in Common Setup. Every accounting year will have its own Adjustment Month. It is used to record audit adjustment at the year end for easy identification of normal accounting entries from audit adjustments. Procedures for voucher creation in this Adjustment Month is identical to the other twelve months. Voucher date will be set on the last day of the accounting year by default (i.e. end of March or end of August for accounting periods ‘April to March’ or ‘September to August’ respectively). Transactions in the Adjustment month will be grouped together with other transactions in the last accounting month (i.e. March or August) under all reports except “Posted Petty Cash Transaction List (R-FBK001-E)”, where users can print out report for only transactions recorded in the Adjustment Month.

Voucher for Adjustment Month.

User: fmpuser Login Time: 09/08/2003 11:03 Logout | Help | 中文版本
Current School Year: 2002 9 August 2003 11:36

[S-FBK05-03] FMP > Bookkeeping > Petty Cash Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003
Voucher Type Petty cash (Government Fund) (GC)
Voucher No. AUTO
Voucher Date (DD/MM/YYYY) 31/01/2003
Voucher Particulars test
Quotation/Tender Number
Gross Credit Amount \$ 0.00
Voucher Status Draft

Accounting Line Information (Debit)

Sch Level/Session Primary/AM
Programme CHIN - Chinese
Account Code G1003001001 Grant Expenses
Particulars
(Default same as Cash Particulars)
Amount \$

Cash Ledger Information (Credit)

Note: Programme is required for expenditure account only

Chart of Account Add Reset Back

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Please add accounting line information

14. If the **Accounting Line Information (Debit)** is incomplete or incorrect, the page cannot be shifted to the page **Cash Ledger Information (Credit)** and error message will be shown to inform user accordingly.

Copy from Voucher



Function Description

Users can create a new petty cash voucher by copying from an existing voucher. All voucher details (including voucher particulars, accounting lines and cash ledger information) will be copied. However, voucher details copied will not include voucher number, voucher type, and voucher date. Users can choose to amend the voucher details before saving the new voucher.



Pre-requisites

1. The voucher to be copied must exist.



User Procedures

1. Click **[FMP] → [Bookkeeping] → [Petty Cash Voucher]** from the left menu.
2. There are two ways to copy petty cash vouchers: (i) Copy from 'create petty cash voucher' (detailed in step 3 to 7 below) or (ii) Copy from 'search petty cash voucher' (detailed in step 8 to 15 below).

Copy from 'create petty cash voucher' mode:

3. Select / enter the following voucher information in **Create New Voucher** table:
 - Accounting Month
 - Voucher Type
 - Voucher No.

If the selected Voucher Type has been set to use system auto-generate voucher number, 'Auto' will appear in the voucher number textbox by default. There is a total of 13 digits for the auto-generate voucher number. (e.g. GC03/01-00001 where "03/01" represents January 2003, and "00001" represents that this is the first voucher of year 2003. The system will automatically go to 00002 for the second voucher of year 2003 under the same voucher type. When creating a new voucher of the next year, system will create a new set of sequence number and prior years' sequence number will be retained. Please refer to Common Setup – Voucher Type Maintenance for details). Users can use the auto-generate number or they can enter their own voucher number by overwriting the word 'Auto'.

[S-FBK05-01] FMP > Bookkeeping > Petty Cash Voucher

Create New Voucher

Accounting Month (MM/YYYY) 04/2017

Voucher Type ((GC) Petty cash (Government Fund))

Voucher No. Auto

☒ Copy From Voucher

Accounting Month (MM/YYYY) 04/2017

Voucher Type ((GC) Petty cash (Government Fund))

Voucher No. 6C17/04-00001

Note: Format of auto generated voucher number: <Voucher Type Prefix>YYMM<System sequence no.>

Create Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY) To

Voucher Status All

Voucher Type All

Voucher No. To

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number To

Advanced Search

Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Cash Ledger Code, Cash Particulars

Search **Reset**

4. Click the **Copy From Voucher** check box.
5. Select an existing voucher from the drop-down list box.
6. Click [**Create Voucher**] button.
7. The selected voucher information is copied. Users can amend the new voucher information in **Add Voucher Details** table, add / edit / delete accounting line information, and edit cash ledger information of the copied voucher details. Please note that the new voucher will be created only after users click [**Save Voucher As Draft**] or [**Save Voucher**] button. (Please refer to Chapter 2.4.1 “Petty Cash Voucher – Create Voucher - Create New Voucher” – User Procedures step 4 to 11 for subsequent steps to create a new voucher.)

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

User: fmpuser Login Time: 06/08/2003 12:20 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 6 August 2003 12:13

[S-FBK05-03] FMP > Bookkeeping > Petty Cash Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Petty cash (Government Fund) (GC)

Voucher No. AUTO

Voucher Date (DD/MM/YYYY) 31/01/2003

Voucher Particulars petty cash particular

Quotation/Tender Number

Gross Credit Amount \$ 1,000.00

Voucher Status Draft

Accounting Line Information (Debit) **Cash Ledger Information (Credit)**

Sch Level/Session

Programme

Account Code

Particulars (Default same as Cash Particulars)

Amount \$

Note: Programme is required for expenditure account only

Chart of Account Add Reset

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Secondary/Whole Day	WFMP - Admin Programme	G1003001001 - Grant Expenses	1,000.00	

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

Delete

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Save Voucher As Draft Save Voucher Back

Copy from 'search petty cash voucher' and select from the list:

8. Select / enter the search criteria in the **Search Voucher Details** table. Voucher date or voucher no. must be entered for searching voucher.
9. After the **[Search Voucher(s) with Quotation/Tender Number Only]** button is clicked, user may input the quotation / tender number range to search the selected vouchers with quotation/tender number.

[S-FBK05-01] FMP > Bookkeeping > Petty Cash Voucher

Create New Voucher

Accounting Month (MM/YYYY) 04/2017

Voucher Type (GC) Petty cash (Government Fund)

Voucher No. Auto

☐ Copy From Voucher

Accounting Month (MM/YYYY)

Voucher Type

Voucher No.

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

Create Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY) To

Voucher Status All

Voucher Type All

Voucher No. To

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number To

Advanced Search (Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Cash Ledger Code, Cash Particulars)

Search Reset

10. For the **[Advanced Search (Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Cash Ledger Code, Cash Particulars)]** search criteria, user may input the Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Cash Ledger Code and Cash Particulars to search the related vouchers.

11. Click **[Search]** button.

[S-FBK05-02] FMP > Bookkeeping > Petty Cash Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY) 07/03/2016 To 07/03/2019

Voucher Status All

Voucher Type All

Voucher No. To

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number To

Advanced Search (Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Cash Ledger Code, Cash Particulars)

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

Search Back

	Voucher No.	Date (YYY)	Voucher Particulars	Gross Credit Amount \$	Voucher Status
<input type="checkbox"/>	8C17/04-00001	017	petty	30.00	Unposted

Note 1: Posted voucher is not allowed to delete
Note 2: All vouchers in search result are exported

Copy to Delete Export

12. Select a voucher by clicking the check box next to **Voucher No.**

13. Click **[Copy to]** button. The selected voucher in step 12 will be automatically set at the “Copy From Voucher” portion.

The screenshot shows the 'Create New Voucher' form. The left sidebar contains a navigation menu with items like FMP, Common Setup, Budgeting, Bookkeeping, etc. The main form area has a title bar '[S-FBK05-01] FMP > Bookkeeping > Petty Cash Voucher'. The form is divided into two main sections. The top section, labeled '14', contains fields for 'Accounting Month (MM/YYYY)' (04/2017), 'Voucher Type' ((9C) Petty cash (Government Fund)), and 'Voucher No.' (Auto). The bottom section, labeled '13', contains a 'Copy From Voucher' section with the same fields as the top section, but with 'Voucher No.' set to '0C17/04-00001'. Below this is a 'Create Voucher' button. At the bottom of the form is a 'Search Voucher Details' section with various filters and a 'Search' button, labeled '15'.

14. Select / enter the following voucher information in **Create New Voucher** table:

- Accounting Month
- Voucher Type
- Voucher No.

If the selected Voucher Type has been set to use system auto-generate voucher number, 'Auto' will appear in the voucher number textbox by default. There is a total of 13 digits for the auto-generate voucher number. (e.g. GC03/01-00001 where “03/01” represents January 2003, and “00001” represents that this is the first voucher of year 2003. The system will automatically go to 00002 for the second voucher of year 2003 under the same voucher type. When creating a new voucher of the next year, system will create a new set of sequence number and prior years' sequence number will be retained. Please refer to Common Setup – Voucher Type Maintenance for details). Users can use the auto-generate number or they can enter their own voucher number by overwriting the word 'Auto'.

15. Click **[Create Voucher]** button.

16. The selected voucher information is copied. Users can amend the new voucher information in **Add Voucher Details** table, add / edit / delete accounting line information, and edit cash ledger information of the copied voucher details. Please note that the new voucher will be created only after users click **[Save Voucher As Draft]** or **[Save Voucher]** button. (Please refer to Chapter 2.4.1 “Petty Cash Voucher – Create Voucher - Create New Voucher” – User Procedures step 4 to 11 for subsequent steps to create a new voucher.)

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

User: fimpuser Login Time: 06/08/2003 12:20 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 6 August 2003 12:13

[S-FBK05-03] FMP > Bookkeeping > Petty Cash Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Petty cash (Government Fund) (GC)

Voucher No. AUTO

Voucher Date (DD/MM/YYYY) 31/01/2003

Voucher Particulars test posted

Quotation/Tender Number 200301-CV-002

Gross Credit Amount \$ 100.00

Voucher Status Draft

Accounting Line Information (Debit) **Cash Ledger Information (Credit)**

Sch Level/Session Programme Account Code Particulars Amount

(Default same as Cash Particulars)

Note: Programme is required for expenditure account only

Chart of Account Add Reset

Line No.	Sch Level/Session	Programme	Account Code	Amount	Budget Check
1	Primary/AM	ENGL - English	G1017001002 - Teaching Staff Salaries excl P.F. Contributions	100.00	

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

Delete

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please ensure that the same voucher number will not be duplicated in future.

Save Voucher As Draft Save Voucher Back



Post-effects

1. Please refer to Chapter 2.4.1 “Petty Cash Voucher – Create Voucher - Create New Voucher” – Post-effects point 1 to 4.



Notes

1. Please refer to Chapter 2.4.1 “Petty Cash Voucher – Create Voucher - Create New Voucher” – Notes point 1 to 13.
2. Please note that the programme or account codes in the accounting line information of the copied voucher may not exist or may be inactive as at the voucher date of the designated voucher. The system will validate the above upon saving the new voucher, and display error messages for any non-existence of code or inactive code. Users should click **[Chart of Account]** button to add the missing code or to set the effective status of the code.

2.4.2 Update Voucher



Function Description

This function allows users to retrieve an existing petty cash voucher and update the voucher details. Only draft or unposted vouchers can be updated. Posted voucher will appear as read-only mode.

A voucher can be saved as either 'Draft' or 'Unposted'. If the voucher is saved as 'Draft', the system will not go through budget check and the voucher is not ready to be posted. If the voucher is saved as 'Unposted', the system will go through budget check and voucher is ready to be posted. If the voucher to be updated is set to 'Unposted' status, it cannot be saved as 'Draft' status.



Pre-requisites

1. Only draft or unposted petty cash vouchers can be updated.



User Procedures

1. Click **[FMP] → [Bookkeeping] → [Petty Cash Voucher]** from the left menu.
2. Enter the search criteria in **Search Voucher Details** table. Voucher date or voucher no. must be entered for searching voucher.
3. After the **[Search Voucher(s) with Quotation/Tender Number Only]** button is clicked, user may input the quotation / tender number range to search the selected vouchers with quotation/tender number.

4. For the **[Advanced Search (Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Cash Ledger Code, Cash Particulars)]** search criteria, user may input the Voucher Particulars, Quotation/Tender Reference,

Programme Code, Account Code, Accounting Line Particulars, Amount, Cash Ledger Code and Cash Particulars to search the related vouchers.

- Click **[Search]** button. All petty cash vouchers which match the searching criteria will be retrieved.

Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Credit Amount \$	Voucher Status
8C17/04-00001	30/04/2002	petty	30.00	Unposted

- Click the **Voucher No.** link to update an existing voucher. For posted vouchers, voucher details page will be in read-only mode and is not allowed to be edited.

- Amend the voucher information in **Update Voucher Details** table.

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Primary/AM	CHIN - Chinese	G1004005001 - Grant Expenses	1,000.00	

- Users can perform the following process to maintain the Accounting Line Information (Debit).

- a. To add a new accounting line, users should (i) enter the accounting line information in the **Accounting Line Information (Debit)** table, (ii) specify the school level / session, programme (if expenditure account code is selected), account code, particular (optional) and amount, and then (iii) click **[Add]** button to add the information entered.
- b. To edit an accounting line, users should select the line by clicking the **Line No.** link. Accounting line detail will be displayed in **Accounting Line Information (Debit)** table. Users can amend the information and click **[Save]** button to save the amended information.
- c. If any of the accounting lines is not required, users should select the check box next to **Line No.** and click **[Delete]** button to delete the existing accounting lines. Users can delete one or more accounting lines at the same time.

Primary AM (School Type 2)

User: fmpuser Login Time: 27/08/2003 16:55 Logout | Help | 中文版本

Current School Year: 2002 27 August 2003 17:09

Status: Draft

Accounting Line Information (Debit)

Sch Level/Session: Primary/AM

Programme: E003 - E003 Eng

Account Code: G1001001051 Postage and Stamp Duty

Particular: test

Amount: \$ 80.20

Note: Programme is required for expenditure account only

Chart of Account Add Reset

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Check
1	Primary/PM	WFMP - Admin Programme	G1003001001 - Grant Expenses	3,432.00	
	Primary/AM	-	G7004 - Furniture & Equipment Grant Utilized	700.00	

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

Delete

Save Voucher As Draft Save Voucher Preview & Print Back

Primary AM (School Type 2)

User: fmpuser Login Time: 27/08/2003 16:55 Logout | Help | 中文版本

Current School Year: 2002 27 August 2003 17:09

Gross Credit Amount: \$ 4,132.00

Voucher Status: Draft

Accounting Line Information (Debit)

Sch Level/Session: Primary/PM

Programme: WFMP - Admin Programme

Account Code: G1003001001 Grant Expenses

Particular: test

Amount: \$ 3432.00

Note: Programme is required for expenditure account only

Chart of Account Save Reset

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Primary/PM	WFMP - Admin Programme	G1003001001 - Grant Expenses	3,432.00	
2	Primary/AM	-	G7004 - Furniture & Equipment Grant Utilized	700.00	

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

Delete

Save Voucher As Draft Save Voucher Preview & Print Back

9. Users can (i) enter an account code directly or (ii) click the search picture next to **Account Code** text box to search for an account code from the pop-up screen. Click **[Copy]** or **[Select]** button to copy the code to **Accounting Line Information (Debit)** table. If copying is not required, please click **[Close]** button to return to **Accounting Line Information (Debit)** table.

10. User can select **Common Account Code** as defined in **FMP > Common Setup > Common Account Code**. Please refer to **FMP Common Setup – Common Account Code** user manual for detailed information.
11. If the desired account code cannot be found in step 7 or programme code cannot be found in accounting line information, click **[Chart of Account]** button to add a new account code or programme code. If the account code is in 'Inactive' status, users can also set the effective status of the code in the COA Maintenance pop-up window. Please refer to **FMP Common Setup – COA Maintenance** user manual for detailed information.

12. When users shift to **Cash Ledger Information (Credit)** link to enter the cash ledger information, the previously inputted **Accounting Line Information (Debit)** will be auto-saved and added.

WebSAMS System Version 1.0.0 (BUILD-06082003a) - Microsoft Internet Explorer

User: fmpuser Login Time: 09/08/2003 11:03 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 9 August 2003 11:36

[S-FBK05-04] FMP > Bookkeeping > Petty Cash Voucher

Add Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Petty cash (Government Fund) (GC)

Voucher No. AUTO

Voucher Date (DD/MM/YYYY) 31/01/2003

Voucher Particulars test

Quotation/Tender Number

Gross Credit Amount \$ 1,200.00

Voucher Status Draft

Accounting Line Information (Debit) Cash Ledger Information (Credit)

Cash Ledger Code G5101 - Petty Cash - Government Fund

Cash Particulars

(Default same as Voucher Particulars)

Note: Voucher number must be unique throughout the system. If auto generated voucher number option has not been selected, please that the same voucher number will not be duplicated in future.

Save Voucher As Draft Save Voucher Back

13. Users may click **Accounting Line Information (Debit)** link and return to accounting line information details.
14. After filling in the voucher details, users can either click **[Save Voucher]** button to save the updated petty cash voucher as unposted or click **[Save Voucher As Draft]** button to save the updated petty cash voucher as draft. Budget check will be performed if users click **[Save Voucher]** button.
15. Voucher number will be displayed at the top of the page after saving. Budget check message will be displayed when voucher is saved as 'Unposted' status.

WebSAMS System Version 1.0.0 (BUILD-25082003b) - Microsoft Internet Explorer

User: fmpuser Login Time: 27/08/2003 16:55 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 27 August 2003 17:13

[S-FBK05-02] FMP > Bookkeeping > Petty Cash Voucher

GC03/01-00007 Record updated successfully.

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

Search Voucher Details

Voucher Date (DD/MM/YYYY)

Voucher Status A11

Voucher Type A11

Voucher No. GC02/10-00001 To GC03/10-00007

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number To

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

Search Back

Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Credit Amount \$
GC02/10-00001	31/10/2002	petty cash particular	1,000.00



Post-effects

1. Audit trail will be kept for updating voucher actions. Data will also be captured.
2. The receipts and committed amount of the approved budget will be updated if the voucher is saved as 'Unposted' status. There is no impact on budget if the voucher is saved as 'Draft' status.
3. Vouchers in 'Draft' or 'Unposted' status do not have any impact on the account balances in General Ledger when users enquire and print reports. After School Finance Staff have posted the voucher to General Ledger, reports at the latest balance position can be obtained.
4. A voucher is ready to be printed out for Principal's approval after voucher has been saved as 'Unposted' status.



Notes

1. Posted voucher will be in display mode. The followings are the different display mode of the vouchers.
 - a. Edit mode for draft or unposted vouchers created in Bookkeeping Module

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

User: fmpuser Login Time: 06/08/2003 12:20 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2003

[S-FBK05-03] FMP > Bookkeeping > Petty Cash Voucher

Update Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Petty cash (Government Fund) (0C)

Voucher No. 0003/01-00007

Voucher Date (DDMM/YYYY) 28/01/2003

Voucher Particulars tes test

Quotation/Tender Number XBP2003-AB30

Gross Credit Amount \$ 1,000.00

Voucher Status Unposted

Accounting Line Information (Debit)

Sch Level/Session Primary/AM

Programme CHIN - Chinese

Account Code 61004005001 - Grant Expenses

Particulars (Default same as Cash Particulars)

Amount \$ 1,000.00

Note: Programme is required for expenditure account only

Chart of Account Add Reset

Line No.	Sch Level/Session	Programme	Account Code	Amount	Budget Check
1	Primary/AM	CHIN - Chinese	61004005001 - Grant Expenses	1,000.00	I

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

Delete

Save Voucher Preview & Print Back

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

User: fmpuser Login Time: 06/08/2003 12:20 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2003

[S-FBK05-04] FMP > Bookkeeping > Petty Cash Voucher

Update Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Petty cash (Government Fund) (0C)

Voucher No. 0003/01-00007

Voucher Date (DD/MM/YYYY) 28/01/2003

Voucher Particulars tes test

Quotation/Tender Number KBR2003-AB50

Gross Credit Amount \$ 1,000.00

Voucher Status Unposted

Accounting Line Information (Debit) Cash Ledger Information (Credit)

Cash Ledger Code 05101 - Petty Cash - Government Fund

Cash Particulars tes test

(Default same as Voucher Particulars)

Save Voucher Preview & Print Back

Cash Ledger Information of an Unposted Voucher

b. Display mode for posted vouchers created in Bookkeeping Module

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

User: fmpuser Login Time: 06/08/2003 12:20 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2003

[S-FBK05-03] FMP > Bookkeeping > Petty Cash Voucher

Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Petty cash (Government Fund) (0C)

Voucher No. 0003/01-00004

Voucher Date (DD/MM/YYYY) 30/01/2003

Voucher Particulars petty cash particular

Quotation/Tender Number

Gross Credit Amount \$ 1,000.00

Voucher Status Posted

Accounting Line Information (Debit) Cash Ledger Information (Credit)

Line	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Secondary/Whole Day	WFMP - Admin Programme	01003001001 - Grant Expenses	1,000.00	I

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

Preview & Print Back

Accounting Line Information of a Posted Voucher

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

User: fmpuser Login Time: 06/08/2003 12:20 Logout Help 中文版本

Primary AM (School Type 2) Current School Year 13

[S-FBK05-04] FMP > Bookkeeping > Petty Cash Voucher

Voucher Details

Accounting Month (MM/YYYY)	01/2003
Voucher Type	Petty cash (Government Fund) (GC)
Voucher No.	003/01-00004
Voucher Date (DD/MM/YYYY)	30/01/2003
Voucher Particulars	petty cash particular
Quotation/Tender Number	
Gross Credit Amount	\$ 1,000.00
Voucher Status	Posted

Accounting Line Information (Debit)

Cash Ledger Code	65101 - Petty Cash - Government Fund
Cash Particulars	petty cash particular (CK)

Cash Ledger Information (Credit)

Bottom

Preview & Print Back

- Users are required to enter one or more accounting lines in Accounting Line Information (Debit).
- Duplicated Income / Expenditure accounting line entry with identical school level / session, programme and account code is allowed. However, duplicated accounting line on Asset / Liability is not acceptable.
- If the desired programme or account code has not been created or the code is not active, users are allowed to link to COA – Account Code Maintenance to create a new programme or a new account code or to set the status of the code as active. A new window will pop up and link to Account Code Maintenance page in Common Setup. Users are not required to quit from updating petty cash voucher page. Upon finished viewing / updating COA, close the pop-up window and return to Petty Cash Voucher inputting screen. Data previously entered will still remain. Users can then continue to fill in voucher details.
- Upon saving the voucher, the system will perform the following checking:
 - Voucher Date is valid and within the selected accounting month;
 - Gross Credit amount is equal to the sum of accounting lines amount;
 - At least one accounting line exists;
 - Selected programme and account codes in the accounting lines are active as at the voucher date.
- A voucher can be saved as 'Draft' or 'Unposted'. No budget check will be performed for "Draft" voucher.
- Once a voucher is saved as 'Unposted', users are not allowed to re-save the voucher as 'Draft'.
- Upon saving a voucher as 'Unposted', budget check will be performed (based on the budget check option defined in Common Setup - School Accounting Information) if the budget of the selected accounting year has been approved. Please refer to Chapter 2.5 for budget check details.
- Upon successfully saving the voucher as 'Unposted', the system will set the following budget check status to each of the accounting line:

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

10. Petty cash voucher is normally used for recording expenses item. Accounting line with Income / Asset Account Code is acceptable. However, a warning message will be displayed for such abnormal accounting line.

GC01/09-00001 Record updated successfully.

No budget check since budget not yet approved.

● E-63097 : Abnormal debit accounting line entries

Search Voucher Details

Voucher Date (DD/MM/YYYY) To

11. If the **Accounting Line Information (Debit)** is incomplete or incorrect, the page cannot be shifted to the page **Cash Ledger Information (Credit)** and error message will be shown to inform user accordingly.

2.4.3 Delete Voucher



Function Description

This function allows users to delete a draft or unposted voucher. Posted voucher cannot be deleted. Deleted voucher number cannot be re-used. All deleted vouchers will be captured in “List of Deleted Vouchers (R-FBK040-E)” report, but they cannot be retrieved in all other online functions. When deleting an unposted voucher, actual income / expenditure captured in the approved budget will be rolled back.



Pre-requisites

1. Only draft or unposted petty cash vouchers can be deleted.



User Procedures

1. Click **[FMP]** → **[Bookkeeping]** → **[Petty Cash Voucher]** from the left menu.

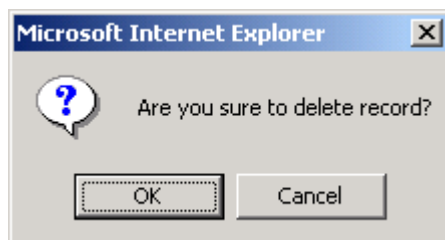
2. Enter the search criteria in **Search Voucher Details** table. Voucher date or voucher no. must be entered for searching voucher.
3. After the **[Search Voucher(s) with Quotation/Tender Number Only]** button is clicked, user may input the quotation / tender number range to search the selected vouchers with quotation/tender number.
4. For the **[Advanced Search (Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Cash Ledger Code, Cash Particulars)]** search criteria, user may input the Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Cash Ledger Code and Cash Particulars to search the related vouchers.
5. Click **[Search]** button. All petty cash vouchers which match the searching criteria will be retrieved.

Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Credit Amount	Voucher Status
3017/04-00001	30/04/2017	petty	30.00	Unposted

6. Select the vouchers to be deleted by clicking the check box next to **Voucher No.** Users may delete one or more vouchers at the same time.
7. To delete a voucher, the voucher must be in either draft or unposted status. Posted vouchers are not allowed to be deleted.
8. Click [**Delete**] button to delete the selected vouchers.
9. A confirmation or error message will pop up.
 - a. If posted voucher is selected, error message will pop up. Deletion will be aborted.



- b. If the selected vouchers are all in draft or unposted status, a confirmation message for deletion will pop up. Click [**OK**] button to confirm deleting the selected vouchers. Vouchers will then be deleted.



Post-effects

1. Audit trail will be kept for delete actions. Data will also be captured.
2. The receipts and committed amount of the approved budget will be rolled back after deleting unposted vouchers.

3. List of deleted vouchers will be showed in “List of Deleted Vouchers (R-FBK040-E)” report.



Notes

1. The system will perform budget check rollback (if the budget for the accounting year is approved) to revert to the original amount if users confirm to delete unposted vouchers.
2. After deletion, the system will update the petty cash voucher status to ‘Deleted’ and such voucher(s) cannot be retrieved again.
3. Please note that voucher number cannot be re-used even if the voucher has been deleted.

2.4.4 Print Voucher Details



Function Description

This function allows users to print petty cash voucher detailed information under 'Draft', 'Unposted' and 'Posted' status. Users should print out a petty cash voucher under 'Unposted' status and submit it to supervisor together with supporting documents such as invoice for checking first. After that, Principal can approve this voucher by signing on the designed position of the voucher.



Pre-requisites

1. The voucher to be printed has been saved in the system.



User Procedures

1. Click **[FMP] → [Bookkeeping] → [Petty Cash Voucher]** from the left menu.

2. Enter the search criteria in **Search Voucher Details** table. Voucher date or voucher no. must be entered for searching voucher.
3. After the **[Search Voucher(s) with Quotation/Tender Number Only]** button is clicked, user may input the quotation / tender number range to search the selected vouchers with quotation/tender number.
4. For the **[Advanced Search (Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Cash Ledger Code, Cash Particulars)]** search criteria, user may input the Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Cash Ledger Code and Cash Particulars to search the related vouchers.
5. Click **[Search]** button. All petty cash vouchers which match the searching criteria will be retrieved.

[S-FBK05-02] FMP > Bookkeeping > Petty Cash Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY) 07/03/2016 To 07/03/2019

Voucher Status All

Voucher Type All

Voucher No. To

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number To

Advanced Search
(Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Cash Ledger Code, Cash Particulars)

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

Search Back

	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Credit Amount \$	Voucher Status
<input type="checkbox"/>	6C17/04-00001	30/04/2017	petty	30.00	Unposted

Note 1: Posted voucher is not allowed to delete
Note 2: All vouchers of search result are displayed

Copy to Delete Export

6. Select the voucher by clicking **Voucher No.** link.

WebSAMS System Version 1.0.0 (BUILD-30072003c) - Microsoft Internet Explorer

User: fmpuser Login Time: 06/08/2003 12:20 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 6 August 2003 12:13

[S-FBK05-03] FMP > Bookkeeping > Petty Cash Voucher

Update Voucher Details

Accounting Month (MM/YYYY) 01/2003

Voucher Type Petty cash (Government Fund) (6C)

Voucher No. 6C03/01-00007

Voucher Date (DD/MM/YYYY) 28/01/2003

Voucher Particulars tes test

Quotation/Tender Number ABP2003-AB30

Gross Credit Amount \$ 1,000.00

Voucher Status Unposted

Accounting Line Information (Debit) Cash Ledger Information (Credit)

Sch Level/Session Programme Account Code Particulars Amount

Note: Programme is required for expenditure account only

Chart of Account Add Reset

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Primary/AM	CHIN - China	G1004005001 - Grant Expenses	1,000.00	1

Budget Check: S - Sufficient fund; I - Insufficient fund; N/A

Delete

Save Voucher Preview & Print Back

7. Click **[Preview & Print]** button to preview and print the voucher.



Post-effects

1. Voucher report preview page (in PDF format) will pop out. Select Print Function and print the voucher through local printer.

R-FBK005-E
PRIMARY SCHOOL (AM) (TYPE 2)
PETTY CASH VOUCHER (UNPOSTED)

Sch Level/Session : ALL
Accounting Month : 09/2008
Voucher No. Range : GC08/09-00001 to GC08/09-00001 (Sort by)

Print By : fmpuser
Date : 09/08/2003
Time : 13:18
Page : 1 of 1

LINE NO	ACCOUNT CODE	ACCOUNT NAME	LEVEL/SESSION	AMOUNT		PARTICULARS	PROGRAMME CODE	PROGRAMME NAME
				DEBIT \$	CREDIT \$			
30/09/2008 Voucher No.: GC08/09-00001(Unposted) Voucher Particulars: voucher particulars								
1	G1003001001	Grant Expenses	Pri/AM	50.00		cash particulars	WFMP	Admin Programme
2	G5102	Petty Cash - School Fund	Pri/AM		50.00	cash particulars		
Total :				50.00	50.00			

Other Remarks (If any) : _____

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

Date : _____ Date : _____ Date : _____

*** End of Report ***



Notes

1. Users can access to “Voucher Petty Cash (Draft, Unposted, Posted) (R-FBK005-E)” report in **[Report]** and select report category “FBK 1 – Vouchers and Others”. Four formats (PDF, WORD, RICHTEXT and EXCEL) are available for report generation.
2. Users have to save the voucher before clicking **[Preview & Print]** button. If users click **[Preview & Print]** button after updating voucher information on the screen without clicking **[Save Voucher As Draft]** or **[Save Voucher]** button, PDF pop-up window will not include these changes.
3. There is layout difference in the petty cash voucher at different status of ‘Draft’, ‘Unposted’ and ‘Posted’. The followings are the layout of voucher in different status.

a. PDF format for 'Draft' voucher

R-FBK005-E
PRIMARY SCHOOL (AM) (TYPE 2)
PETTY CASH VOUCHER (DRAFT)

Sch Level/Session : ALL
Accounting Month : 09/2008
Voucher No. Range : GCTEST6602 to GCTEST6602 (Sort by)

Print By : jennifer
Date : 19/08/2003
Time : 16:55
Page : 1 of 1

LINE NO	ACCOUNT CODE	ACCOUNT NAME	LEVEL/SESSION	AMOUNT		PARTICULARS	PROGRAMME CODE	PROGRAMME NAME
				DEBIT \$	CREDIT \$			
30/09/2008 Voucher No.: GCTEST6602(Draft) Voucher Particulars: testing								
1	G1003001001	Grant Expenses	Pri/PM	700.00		testing	WFMP	Admin Programme
2	G5102	Petty Cash - School Fund	Pri/PM		700.00	testing		
Total :				700.00	700.00			

Other Remarks (if any) :

*** End of Report ***

b. PDF format for 'Unposted' voucher (There are specific signing positions of 'Prepared By', 'Checked By' and 'Approved By' at the bottom of the voucher.)

R-FBK005-E
PRIMARY SCHOOL (AM) (TYPE 2)
PETTY CASH VOUCHER (UNPOSTED)

Sch Level/Session : ALL
Accounting Month : 09/2008
Voucher No. Range : GC08/09-00001 to GC08/09-00001 (Sort by)

Print By : fmpuser
Date : 09/08/2003
Time : 13:18
Page : 1 of 1

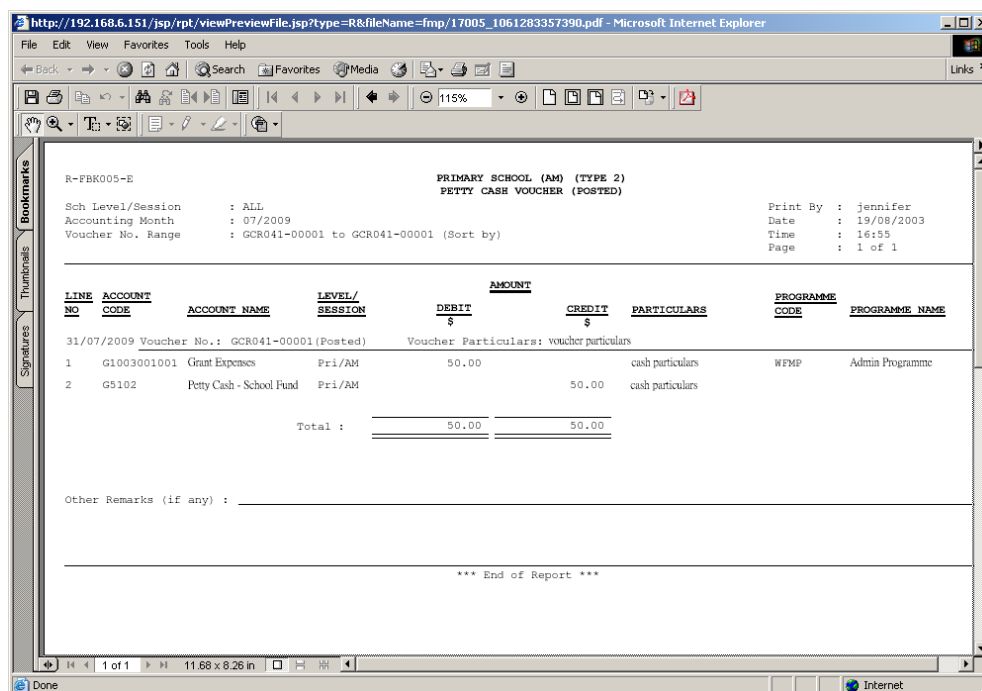
LINE NO	ACCOUNT CODE	ACCOUNT NAME	LEVEL/SESSION	AMOUNT		PARTICULARS	PROGRAMME CODE	PROGRAMME NAME
				DEBIT \$	CREDIT \$			
30/09/2008 Voucher No.: GC08/09-00001(Unposted) Voucher Particulars: voucher particulars								
1	G1003001001	Grant Expenses	Pri/AM	50.00		cash particulars	WFMP	Admin Programme
2	G5102	Petty Cash - School Fund	Pri/AM		50.00	cash particulars		
Total :				50.00	50.00			

Other Remarks (if any) :

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

*** End of Report ***

c. PDF format for 'Posted' voucher



4. Deleted vouchers cannot be printed out.

2.4.5 Export Voucher



Function Description

This function allows users to export the detailed information of petty cash voucher with 'Draft', 'Unposted' and 'Posted' status.



Pre-requisites

1. The voucher to be exported has been saved in the system.



User Procedures

1. Click **[FMP]** → **[Bookkeeping]** → **[Petty Cash Voucher]** from the left menu.

Create New Voucher

Accounting Month (MM/YYYY) 04/2017

Voucher Type (GC) Petty cash (Government Fund)

Voucher No. Auto

☐ Copy From Voucher

Accounting Month (MM/YYYY)

Voucher Type

Voucher No.

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

Create Voucher

Search Voucher Details

Voucher Date (DD/MM/YYYY) To

Voucher Status All

Voucher Type All

Voucher No. To

☐ Search Voucher(s) with Quotation/Tender Number Only

Advanced Search (Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Cash Ledger Code, Cash Particulars)

Search **Reset**

- Enter the search criteria in **Search Voucher Details** table. Voucher date or voucher no. must be entered for searching voucher.
- After the **[Search Voucher(s) with Quotation/Tender Number Only]** button is clicked, user may input the quotation / tender number range to search the selected vouchers with quotation/tender number.
- For the **[Advanced Search (Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Cash Ledger Code, Cash Particulars)]** search criteria, user may input the Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Cash Ledger Code and Cash Particulars to search the related vouchers.
- Click **[Search]** button. All petty cash vouchers which match the searching criteria will be retrieved.

Search Voucher Details

Voucher Date (DD/MM/YYYY) 07/03/2016 To 07/03/2019

Voucher Status All

Voucher Type All

Voucher No. To

☐ Search Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number To

Advanced Search (Voucher Particulars, Quotation/Tender Reference, Programme Code, Account Code, Accounting Line Particulars, Amount, Cash Ledger Code, Cash Particulars)

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

Search **Back**

	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Credit Amount \$	Voucher Status
<input type="checkbox"/>	8C17/04-00001	30/04/2017	petty	30.00	Unposted

Note 1: Posted voucher is not allowed to delete
Note 2: All vouchers of search result are exported

Copy to **Delete** **Export**

- Click **[Export]** button to export all vouchers of search result.



Post-effects

1. Export voucher preview page (in EXCEL format) will pop up.

	A	B	C	D	E	F	G	H	I
1	School Level / Session	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Quotation / Tender No.	Gross Credit Amount \$	Cash Ledger Code (with description)	Cash Particulars	Voucher Stat
2	Primary/AM	GC17/04-0001	30/04/2017	petty		30.0	G5101(Petty Cash - Government Fund)	petty	Unposted
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									



Notes

1. Excel file includes following fields:

- School Level / Session
- Voucher No.
- Voucher Date (DD/MM/YYYY)
- Voucher Particulars
- Quotation / Tender No.
- Gross Credit Amount \$
- Cash Ledger Code (with description)
- Cash Particulars
- Voucher Status
- Line No.
- Line Particulars
- Programme Code (with description)
- Account Code (with description)
- Amount \$

2. Deleted vouchers cannot be printed out.

2.5 Budget Check



Function Description

The system will perform the function of budget check after a voucher is saved as 'Unposted' status. Appropriate checking will be carried out for each of the accounting lines based on the following settings:

1. Budget check option defined in Common Setup - School Accounting Information
 - For income account code, users can choose to set budget check option to 'No Check', 'Warning', or 'Error'. For expenditure account code, users can choose to set budget check option to 'Warning' or 'Error'.
 - 'No Check' selection is only available for income account code. If 'No Check' is selected, no checking will be carried out and no message will be prompted even if the budget is insufficient.
 - If 'Warning' is selected, budget check will be carried out. Budget check messages will be displayed if any of the accounting line amounts exceeds the budget amount. Voucher will still be saved.
 - If 'Error' is selected, budget check will be carried out. Budget check messages will be displayed if any of the accounting line amounts exceeds the budget amount. However, voucher will not be saved if any of the accounting lines has insufficient fund. Users can choose to save voucher as 'Draft' first, then revise budget before going back to Bookkeeping Module to edit this voucher.
2. Budget status of the selected accounting year of the school level / session specified in the voucher accounting lines.
 - For each of the accounting line entries, the system will check against the budget amount of the specified school level / session of the selected accounting year. Budget check can only be performed for approved budget.
3. Types of Account Code in voucher accounting lines.
 - Budget check can only be performed on Income / Expenditure Account Codes. There is no impact on Asset / Liability Account Codes.



Pre-requisites

1. Budget check will be carried out when users save voucher as 'Unposted'.



User Procedures

1. Save a voucher as 'Unposted'. Please refer to the detailed users procedures - Chapter (i) 2.1, (ii) 2.2, (iii) 2.3 and (iv) 2.4, to save (i) payment, (ii) receipt, (iii) journal and (iv) petty cash voucher respectively as 'Unposted'.



Post-effects

1. Actual income / expenditure will be captured if voucher can be saved successfully.
2. Budget check message will be displayed. Details of budget check messages under different scenario are listed in point 2 of 'Notes'.



Notes

1. Budget check message will point out the area, i.e. programme, sub-ledger, ledger, or OEBG General Domain, where accounting line amounts exceed the budget amount. "Budget Check Report (R-FBK045-E)" shows by how much accounting line amounts exceed the budget amount at programme, sub-ledger, ledger, or OEBG General Domain level. No message will be displayed if the budget check option is set to 'No Check' for income account code. The followings are some examples on budget check messages.
2. Different messages will be prompted under different scenario:
 - a. If the budget of the selected accounting year is not approved, no budget check will be carried out.

[S-FBK01-01] FMP > Bookkeeping > Payment Voucher

GP01/09-00001 Record updated successfully.

No budget check since budget not yet approved.

Create New Voucher

Accounting Month (MM/YYYY) 02/2002

Voucher Time

- b. If the budget is approved and the budget has sufficient fund to meet the amount in accounting lines, no budget check message will be displayed.

[S-FBK01-01] FMP > Bookkeeping > Payment Voucher

GPTEST7101 Record updated successfully.

Create New Voucher

Accounting Month (MM/YYYY) 09/2010

- c. If budget check option is set to 'Warning' and the budget has insufficient fund at programme, sub-ledger, ledger or OEBG General Domain level to meet the amount in accounting lines, budget check messages will be displayed and the accounting entries will be saved.

[S-FBK01-03] FMP > Bookkeeping > Payment Voucher
GP0114-02 Record updated successfully.

- E-63026 : Line 1 : Insufficient fund at programme 0001
- E-63027 : Line 1 : Insufficient fund at sub-ledger G2001001
- E-63028 : Line 1 : Insufficient fund at ledger G2001
- E-63029 : Line 1 : Insufficient fund at OEBG General Domain

Update Voucher Details	
Accounting Month (MM/YYYY)	09/2001
Voucher Type	Payment voucher Government Fund

- d. If budget check option is set to 'Warning' and the budget has insufficient fund for more than one accounting lines, messages specifying which accounting lines has insufficient fund will be displayed and the accounting entries will be saved.

[S-FBK01-03] FMP > Bookkeeping > Payment Voucher
GP0114-02 Record updated successfully.

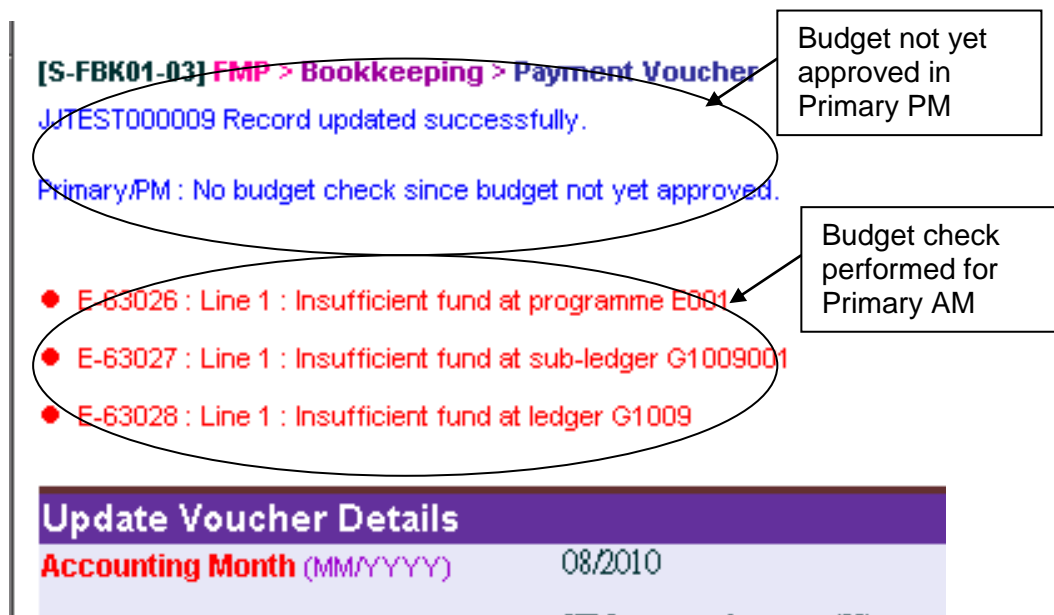
- E-63026 : Line 1 : Insufficient fund at programme 0001
- E-63027 : Line 1 : Insufficient fund at sub-ledger G2001001
- E-63028 : Line 1 : Insufficient fund at ledger G2001
- E-63029 : Line 1 : Insufficient fund at OEBG General Domain
- E-63026 : Line 2 : Insufficient fund at programme WFMP
- E-63027 : Line 2 : Insufficient fund at sub-ledger G1003001
- E-63028 : Line 2 : Insufficient fund at ledger G1003

Budget check for accounting line 1

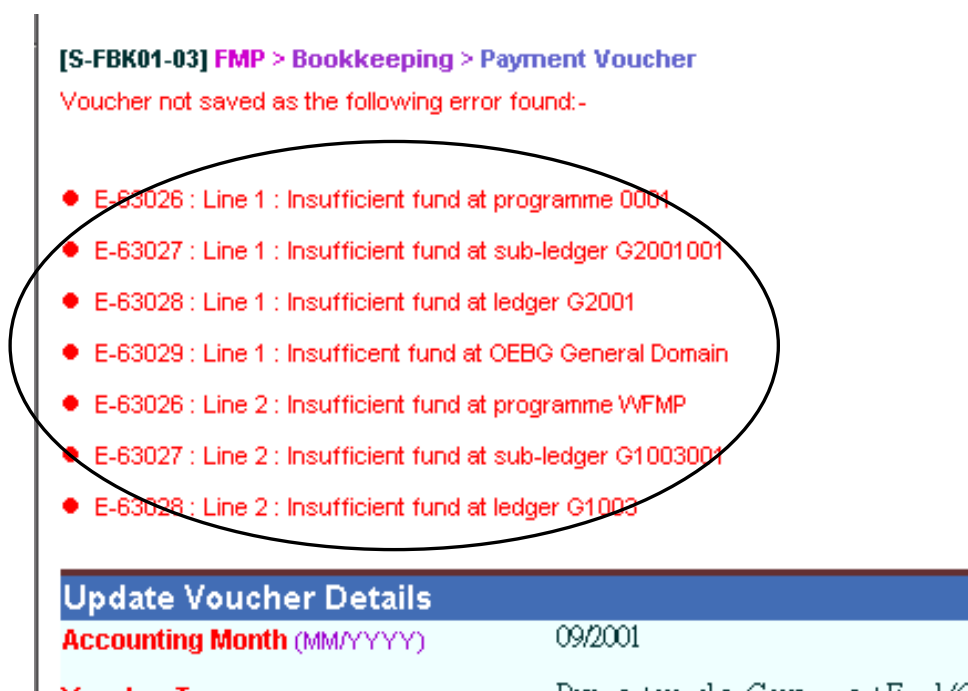
Budget check for accounting line 2

Update Voucher Details	
Accounting Month (MM/YYYY)	09/2001
Voucher Type	Payment voucher Government Fund

- e. If (i) budget check option is set to 'Warning', (ii) voucher accounting lines consist of multiple school levels / sessions (e.g. Primary AM and Primary PM), (iii) budget status of one of the school level / session is not approved (e.g. Primary PM), and (iv) budget status of the other school level / session is approved (e.g. Primary AM), budget check messages will point out which accounting lines has insufficient fund and which budget is not approved. Accounting entries will be saved.



- f. If budget check option is set to 'Error' and the budget has insufficient fund for accounting line(s), error messages will be prompted and accounting entries will not be saved. Users should save the voucher as draft (if the voucher is not in 'Unposted' status) and revise the budget before going back to Bookkeeping Module to edit this voucher.



3. After saving a voucher as 'Unposted' 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)

Version 1.0.0 (BUILD-06082003) - Microsoft Internet Explorer

orites Tools Help

User: fmpuser Login Time: 07/08/2003 12:07 Logout | Help | 中文版本

Type 2) Current School Year: 2002 7 August 2003 12:17

Accounting Line Information (Debit)				Bank Ledger Information (Credit)		
Sch Level/Session						
Programme						
Account Code						
Particular (Default same as Bank Particular)						
Amount				\$		

Note: Programme is required for expenditure account only

Chart of Account Add Reset

<input type="checkbox"/>	Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
<input type="checkbox"/>	1	Primary/AM	E001 - Primary 1 English	G1016001051 - Mortgage Interest Subsidy Payment-T	600.00	S
<input type="checkbox"/>	2	Primary/AM	WFMP - Admin Programme	G1003001001 - Grant Expenses	200.00	I
<input type="checkbox"/>	3	Primary/PM	-	G7004 - Furniture & Equipment Grant Utilized	400.00	N/A

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

Delete

3

Save Voucher Preview & Print Back

Top

2.6 Cheque Printing

Function Description

Users can create a payment voucher with payment method “Cheque – With Printing”. The bank ledger of this payment voucher should be set to use cheque printing under Common Setup. Users can retrieve this payment voucher under Cheque Printing to print the cheque. After the cheque is confirmed as “Successfully Printed”, the school clerk will pass the payment voucher together with the successfully printed cheque to supervisor / Principal for approval.

For payment voucher created in Bookkeeping and payroll / provident fund payment voucher created in Staff Cost Module, users will print out system cheques via this function if payment method “Cheque – With Printing” is selected.

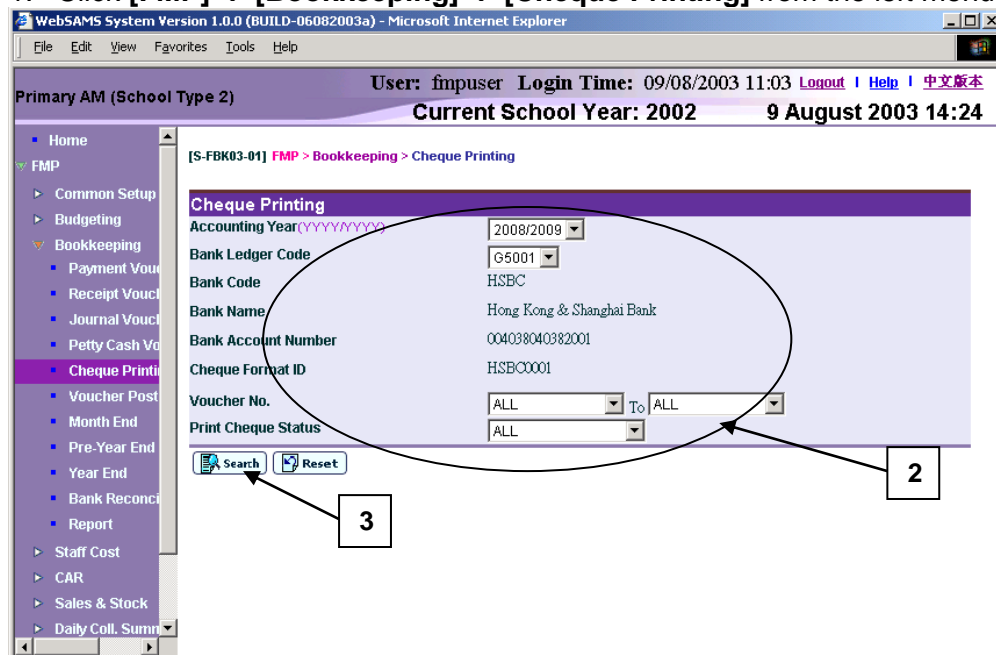
Vouchers with payment method “Cheque – Without Printing” cannot be retrieved in this function. Users are required to manually issue a cheque together with the voucher printout and submit them to supervisor / Principal for approval.

Pre-requisites

1. Bank ledger code of the payment voucher concerned is set to use ‘cheque printing’.
2. Cheque form has been mounted to the printer.
3. ‘Unposted’ payment vouchers with payment method “Cheque – With Printing” have been created.

User Procedures

1. Click **[FMP] → [Bookkeeping] → [Cheque Printing]** from the left menu.



The screenshot shows the WebSAMS System Version 1.0.0 (BUILD-06082003a) - Microsoft Internet Explorer. The user is logged in as fmpuser on 09/08/2003 11:03. The current school year is 2002, and the date is 9 August 2003 14:24. The left menu shows the navigation path: FMP > Bookkeeping > Cheque Printing. The main form is titled "Cheque Printing" and contains the following fields:

Cheque Printing	
Accounting Year (YYYYYY)	2008/2009
Bank Ledger Code	G5001
Bank Code	HSBC
Bank Name	Hong Kong & Shanghai Bank
Bank Account Number	004038040382001
Cheque Format ID	HSBC0001
Voucher No.	ALL
To	ALL
Print Cheque Status	ALL

At the bottom of the form, there are two buttons: Search and Reset. A red circle highlights the search criteria fields, and a red box with the number 2 is next to the search button. A red box with the number 3 is next to the search button.

2. Select / enter the following searching criteria in **Cheque Printing** table:

- Accounting Year
- Bank Ledger Code
- Voucher No.
- Print Cheque Status

Users must select both Accounting Year and Bank Ledger Code.

- Click **[Search]** button. All payment vouchers created in Bookkeeping or Staff Cost Module which match the searching criteria will be retrieved.

The screenshot displays the WebSAMS System Version 1.0.0 (BUILD-06082005) in Microsoft Internet Explorer. The user is 'fimpuser' with a login time of 09/08/2003 11:03. The current school year is 2002, and the date is 9 August 2003 14:30. The interface shows the 'Cheque Printing' form with the following fields:

- Accounting Year (YYYYYY): 2008/2009
- Bank Ledger Code: G5001
- Bank Code: HSBC
- Bank Name: Hong Kong & Shanghai Bank
- Bank Account Number: 004038040382001
- Cheque Format ID: HSBC0001
- Cheque Number: 0000000102
- Voucher No.: ALL To ALL
- Print Cheque Status: ALL

Below the form is a table titled 'Vouchers to be Paid' with columns: Voucher No., Voucher Date (DD/MM/YYYY), Gross Amount \$, Payee's Name, Voucher Particulars, Cheque Date (DD/MM/YYYY), Status, and Cheque Number. The table lists various vouchers, including GP03/01-00007, GP03/01-00008, GP03/01-00009, GP03/03-00005, PF000001, PF000002, PF000009, PF000010, PF000001, PF02/09-00001, PF02/09-00002, PF02/10-00008, PRP00008, and SP102002-001. A search button and a reset button are located below the form.

Annotations in the image include:

- 4: Points to the 'Cheque Number' field.
- 5: Points to the 'Voucher No.' column header.
- 6: Points to the 'Status' column header.
- 15: Points to the 'Voucher No.' column header.
- 16: Points to the 'Status' column header.

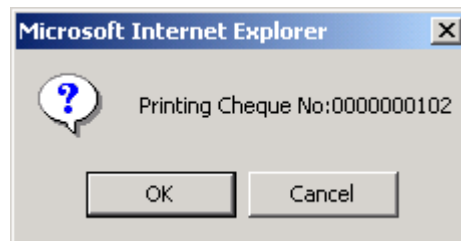
Notes at the bottom of the table:

- Note 1: A cheque is allowed to print for times only.
- Note 2: Payment method can be 'Reverse' back to 'Cheque - Without Printing'. Once selected, no further change is allowed.

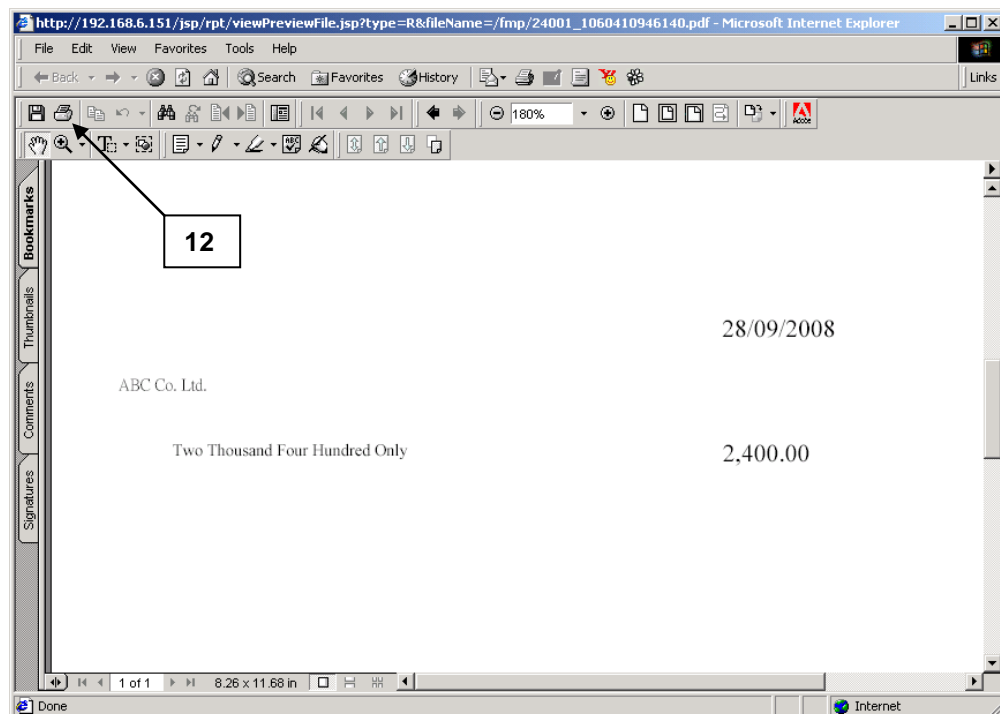
Buttons at the bottom: Print, Confirm, Reverse.

- Fill in the next cheque number to be printed. By default, it will be set to the next available cheque number of the selected bank. Users can set their own serial number by changing the Cheque Number field.
- Select the voucher by clicking the check box next to **Voucher No.** Only one voucher can be selected for cheque printing at a time.

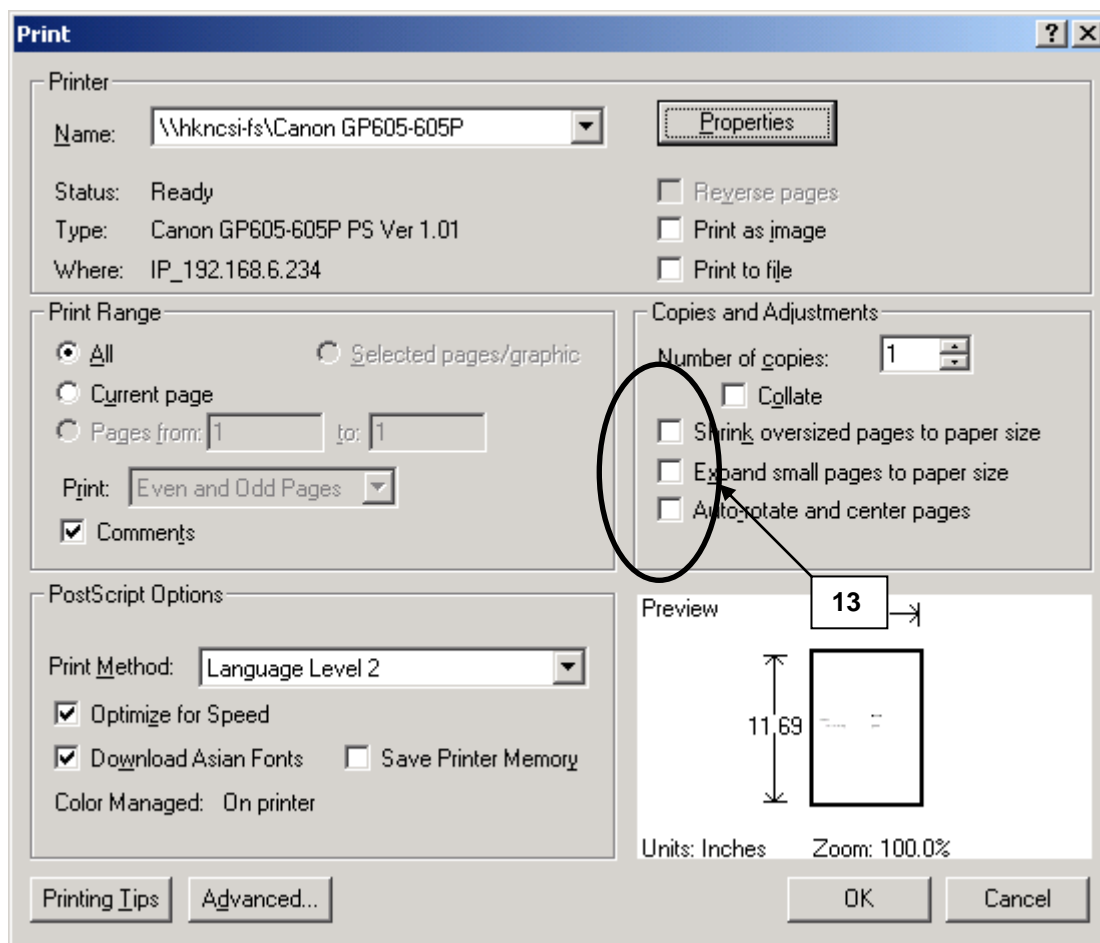
6. If the status is **New Voucher**, **Cheque Date** is defaulted as **Voucher Date**. Fill in the cheque date and click **[Print]** button to print the selected cheque.
7. If the **Cheque Date** entered is earlier than the **Voucher Date**, an error message will pop up. Click **[OK]** to abort.
8. If the **Cheque Date** entered is 90 days after the **Voucher Date**, an error message will pop up. Click **[OK]** to abort.
9. If the month of **Cheque Date** is different from the month of **Voucher Date**, a warning message will pop up. Click **[OK]** to proceed to the next step, or **[Cancel]** to abort.
10. If the date is valid, a confirmation message will pop up. Click **[OK]** to proceed to the next step, or **[Cancel]** to abort.



11. A cheque printout template will prompt out.



12. Place the cheque in the printer and click the printer button to print the cheque from the printout template.
13. At the Print Page, users should NOT check the three checkboxes for the adjustment of page layout.



14. If the cheque printing process is unsuccessful (e.g. paper jam), users may choose to print again by repeating the previous steps. Cheque for each voucher can be printed for the maximum of 3 times only.
15. If the cheque printed out is okay, users have to click **[Confirm]** button to confirm that the selected voucher is “Successfully Printed”. Multiple vouchers can be selected for confirming printed cheque at a time.
16. Cheque of the payment voucher cannot be printed after trying for three times. Users should click **[Reverse]** button to reverse the payment method to “Cheque - Without Printing”. Users may reverse the payment method to “Cheque – Without Printing” at any time provided that the cheque has not been confirmed as “Successfully Printed”. Users can then go back to Payment Voucher Maintenance to update the bank ledger information (cheque number, payee’s name) and manually issue the cheque.



Post-effects

1. Audit trail will be kept for cheque printing action. Data will also be captured.
2. Cheques will be printed.
3. Cheque printing for each voucher can be tried for the maximum of 3 times only.

4. School Finance Staff are allowed to post the payment vouchers after cheque has been printed and confirmed as “Successfully Printed”.



Notes

1. The system will retrieve all the selected payment vouchers with “Cheque - With Printing” payment method. It is only applicable to Payment Voucher.
2. Cheque number must be numeric and unique within the same bank.
3. If cheque printing of the voucher is not yet confirmed and cheque printing has been tried for less than three times, then this voucher is allowed for cheque printing (The checkbox next to the voucher number will be disabled if cheque printing is not allowed). In order to print out the cheques, **Cheque Number** must be provided. By default, it will be set to the next available cheque number of the selected bank. Users can set their own serial number by changing the Cheque Number field.
4. If the printed cheque is fine, users are required to confirm the “Print Cheque Status” of the voucher as “Successfully Printed”. Only voucher with cheque printing confirmed is allowed to perform voucher posting. Once cheque printing of the voucher has been confirmed, it is not allowed to delete the voucher.
5. If cheque printing is unsuccessful, the system allows users to re-print the cheque. Please note that the cheque number cannot be re-used. Cheque for each voucher can be printed for the maximum of three times only. After trying to print out a cheque for three times, the system will not allow cheque printing for this voucher anymore.
6. Users may choose to reverse the payment method of the voucher to “Cheque - Without Printing”. Users can then enter cheque information in Payment Voucher Maintenance page. Please note that once users have reversed the payment method, the system will not allow changing it back to “Cheque - With Printing” again.
7. When users select multiple Voucher records, the **[Print]** and **[Reverse]** buttons will be disabled.

2.7 Voucher Posting



Function Description

Users can (i) search for draft and unposted payment vouchers / receipt vouchers / journal vouchers / petty cash vouchers and (ii) prepare for posting of vouchers with status “R - Ready for Posting”.

Payment vouchers may have three status – “D – Draft”, “P – Cheque to Print” and “R – Ready for Posting”. Receipt, journal and petty cash vouchers may have two status – “D – Draft” and “R – Ready for Posting”. Vouchers in “D – Draft” status are not allowed to perform posting. Users need to save the vouchers as ‘Unposted’ before proceeding to voucher posting. Payment vouchers with payment method “Cheque – With Printing” but cheque is not printed and confirmed will have status “P – Cheque to Print”. Payment vouchers with payment method “Cheque – Without Printing” will not have this status. Vouchers with status “R – Ready for Posting” can be selected for voucher posting.

After the Principal has approved and signed on the voucher, users can then perform voucher posting. After a voucher is posted, the amount of the voucher will be updated to General Ledger of the voucher accounting month. Users can generate monthly, yearly or annual accounts reports to verify the amount. Posted Voucher is not allowed to be edited or deleted. Users should create a new Journal Voucher for making any amendment to a posted voucher.



Pre-requisites

1. School Principal has already given approval to the vouchers by signing the hardcopy of the vouchers and the cheques (for payment vouchers) if required.
2. For payment vouchers, system printed cheques (if any) have been confirmed.



User Procedures

1. Click **[FMP] → [Bookkeeping] → [Voucher Posting]** from the left menu.

PRIMARY SCHOOL AM (RESTRICTED) User: super1 Login Time: 16/04/2018 09:01 Logout Help 中文版
Current School Year: 2007 16 April 2018 9:
[S-FBK04-01] FMP > Bookkeeping > Voucher Posting
Voucher Type: Payment Voucher
Voucher No.: GP08/08-00001 To: GP15/07-00003
Voucher Date (DD/MM/YYYY):
Search Reset

2. Enter the following searching criteria:

- Voucher Type
- Voucher No. Range
- Voucher Date Range

Users must select Voucher Type and Voucher No.. By default, they will be set to 'ALL'.

3. Click **[Search]** button. All draft and unposted vouchers which match the searching criteria will be retrieved. Vouchers created from Staff Cost Module will not be listed here because posting of Staff Cost vouchers should be done in Staff Cost Module.

PRIMARY SCHOOL AM (RESTRICTED) User: super1 Login Time: 16/04/2018 09:01 Logout Help 中文版
Current School Year: 2007 16 April 2018 9:
[S-FBK04-02] FMP > Bookkeeping > Voucher Posting
Voucher Type: Payment Voucher
Voucher No.: GP08/08-00001 To: GP15/07-00003
Voucher Date (DD/MM/YYYY):
Search Reset
Posting Payment Voucher Search Result

	Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Amount \$	Voucher Status
<input type="checkbox"/>	GP08/08-00001	31/08/2008	Air-conditioner for 8/2016	2,000.00	P
<input type="checkbox"/>	GP10/12-00001	31/12/2010	Testing	5,000.00	R
<input type="checkbox"/>	GP15/07-00001	31/07/2015	Testing	1,000.00	P
<input type="checkbox"/>	GP15/07-00003	31/07/2015	Testing	1,000.00	D

Note: R - Ready for Posting, P - Cheque to Print, D - Draft
Posting Preview Ledger Balance

4. Users may select a voucher by clicking the **Voucher No.** link to view / edit voucher details before posting. Click **[Save Voucher]** button to save the amended information or **[Back to Voucher Posting]** button to abort editing the voucher, and return to the Voucher Posting page.

PRIMARY SCHOOL AM User: super1 Login Time: 16/04/2018 09:01 Logout | Help | 中文版

(RESTRICTED) Current School Year: 2007 16 April 2018 9:

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

Update Voucher Details

Accounting Month (MM/YYYY) 12/2010

Voucher Type Payment voucher (Govt Fund) (GP)

Voucher No. GP10/12-00001

Voucher Date (DD/MM/YYYY) 31/12/2010

Voucher Particulars Testing

Quotation/Tender Number

Gross Credit Amount \$ 5,000.00

Voucher Status Unposted

Accounting Line Information (Debit) Bank Ledger Information (Credit)

Sch Level/Session Primary/AM

Programme

Account Code

Particulars

(Default same as Bank Particulars)

Amount \$

Note: Programme is required for expenditure account only

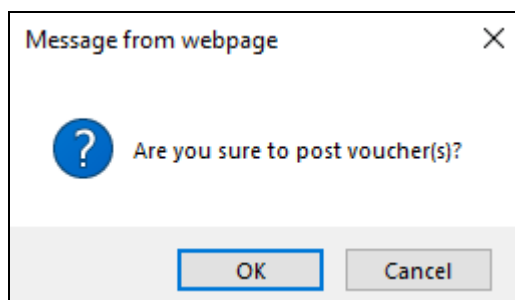
Chart of Account Add Reset

Line No.	Sch Level/Session	Programme	Account Code	Amount \$	Budget Check
1	Primary/AM	-	A10 2 - Prior Year	5,000.00	N/A

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

Buttons: Save Voucher Preview & Print Back to Voucher Posting

- Select the vouchers by clicking the checkbox next to **Voucher No.** Only checkboxes for vouchers with status “R – Ready for Posting” are enabled. Checkbox for voucher with Voucher Status “D – Draft” or “P – Cheque to Print” (for payment voucher only) will be disabled and will not be ready for posting. Users may select one or more vouchers for posting.
- Click **[Posting]** button to post the selected voucher(s) to General Ledger.
- A confirmation message will pop up. Click **[OK]** to proceed, or **[Cancel]** button to abort.



- Voucher will then be posted to General Ledger. Posted vouchers cannot be retrieved in this function after then.

PRIMARY SCHOOL AM (RESTRICTED) User: super1 Login Time: 16/04/2018 09:01 Logout | Help | 中文版 Current School Year: 2007 16 April 2018 10:

[S-FBK04-02] FMP > Bookkeeping > Voucher Posting

1 Record(s) posted successfully.

Voucher Type: Payment Voucher

Voucher No.: AA08/08-00001 To: GP15/07-00003

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

Search Reset

Navigation Menu:

- Staff
- CDS
- HKAT
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Payment Voucher
 - Receipt Voucher
 - Journal Voucher
 - Petty Cash Voucher
 - Cheque Printing
 - Voucher Posting
 - Month End
 - Pre-Year End
 - Year End
 - Bank Reconciliation
 - Report
 - Staff Cost
 - CAR
 - Sales & Stock
 - Daily Coll. Summary
 - Non-Recurrent Grant
- Student Activity Subsidies
- WFSFAA(SFO)

9. User may generate “Trial Balance (R-FBK009-E)” report to preview ledger balances with **Ready for posting vouchers included** before posting the vouchers. Click **[Preview Ledger Balance]** button and user will be directed to “Trial Balance (R-FBK009-E)” report page.

PRIMARY SCHOOL AM (RESTRICTED) User: super1 Login Time: 16/04/2018 09:01 Logout | Help | 中文版 Current School Year: 2007 16 April 2018 10:

[S-FBK15-09] FMP > Bookkeeping > Report

Trial Balance (R-FBK009-E):-
Built-in Template

Please input the print criteria.

School Level: Primary

School Session: All

Accounting Year: 1998/1999

Accounting Month: 09/1998

Source of Fund: All

Ledger Code: All To: All

Option: ☒ Ledger Level ☐ Sub-ledger/Account Level

Ready for Posting Vouchers Included: ☒

Format: PDF

Preview & Print To File Reset Back

Navigation Menu:

- HKAT
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Payment Voucher
 - Receipt Voucher
 - Journal Voucher
 - Petty Cash Voucher
 - Cheque Printing
 - Voucher Posting
 - Month End
 - Pre-Year End
 - Year End
 - Bank Reconciliation
 - Report
 - Staff Cost
 - CAR
 - Sales & Stock
 - Daily Coll. Summary
 - Non-Recurrent Grant
- Student Activity Subsidies

10. Select report criteria (School Session, Accounting Year, Accounting Month, Source of Fund, Ledger Code range, Option and Format). Check **Ready for Posting Voucher Included** checkbox to include the amount of vouchers of Ready for posting status in the report. Click **[Preview & Print]** to generate “Trial Balance (R-FBK009-E)” report.



Post-effects

1. The system will post the entries of the voucher to general ledger and update the correspondence balances of the voucher accounting month.

2. Voucher status will be updated to 'posted'.
3. If the voucher type is a payment voucher under Capital Asset Register Module which is effective as at the voucher date, the system will display a message to remind users to update asset purchase information in Capital Asset Register Module.

[S-FBK04-02] FMP > Bookkeeping > Voucher Posting

1 Record(s) posted successfully.

Please go to FMP > CAR module to proceed CAR voucher.

Voucher Type	Payment Voucher
Voucher No.	ALL
Voucher Date	

4. If the voucher type is a payment or receipt voucher under Sales and Stock Module which is effective as at the voucher date, the system will display a message to remind users to update stock purchase or sales information in Sales and Stock Module.

[S-FBK04-02] FMP > Bookkeeping > Voucher Posting

1 Record(s) posted successfully.

Please go to FMP > Sales & Stocks module to proceed S&S Voucher.

Voucher Type	Payment Voucher
Voucher No.	ALL
Voucher Date	

**Notes**

1. Approval by principal:
 - a. The financial staff member needs to print out the vouchers and cheques (for payment vouchers) and send the hardcopy for Principal to approve before voucher posting.
 - b. After Principal has signed on the vouchers, the School Account Staff can then post the vouchers.
 - c. This approval process can be brought into the system by assigning the right of posting to the Principal.
2. Draft Vouchers will be listed if they meet the selection criteria. However users are not allowed to select draft vouchers for posting. The checkbox will be disabled.
3. For payment vouchers, if the payment method is "Cheque with Printing", the system will check whether the cheques have been printed and confirmed. If

the cheques have not yet printed out and confirmed, posting is not allowed. Voucher status will show as "P – Cheque to Print" and the checkbox will be disabled.

4. Only vouchers with status are "R - Ready for Posting" can be selected for posting.
5. Users may choose to select one or more vouchers for posting at the same time.
6. Posted voucher is not allowed to be deleted. Users should create a new Journal Voucher for making any amendment to a posted voucher.

2.8 Month End



Function Description

This function allows users to perform month end closing on any one of the opened accounting months. After users have finished working on all the vouchers and preparing all the payroll of an opened accounting month, users can perform month end closing. The system will perform month end checking before proceeding to close the month. After the accounting month is closed, users may still re-open the accounting month in Common Setup – Accounting Year Maintenance, provided that the accounting year is not closed. There is no restriction on how many times users can re-open an accounting month. However, once the accounting year is final closed, no accounting month of the year can be opened.



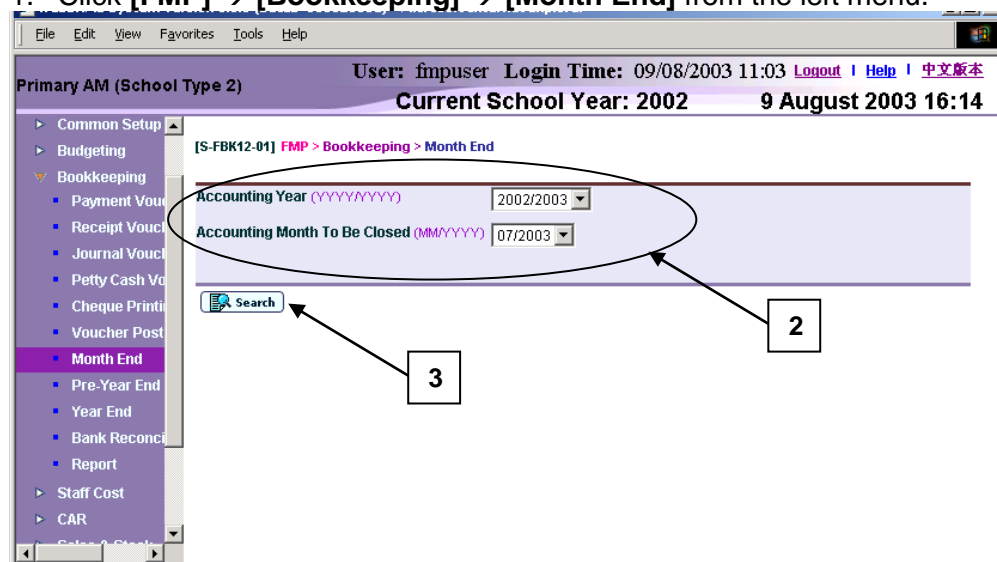
Pre-requisites

1. All vouchers of the selected accounting month have been posted.
2. If Staff Cost Module is effective, the corresponding payroll month in Staff Cost Module has been closed.



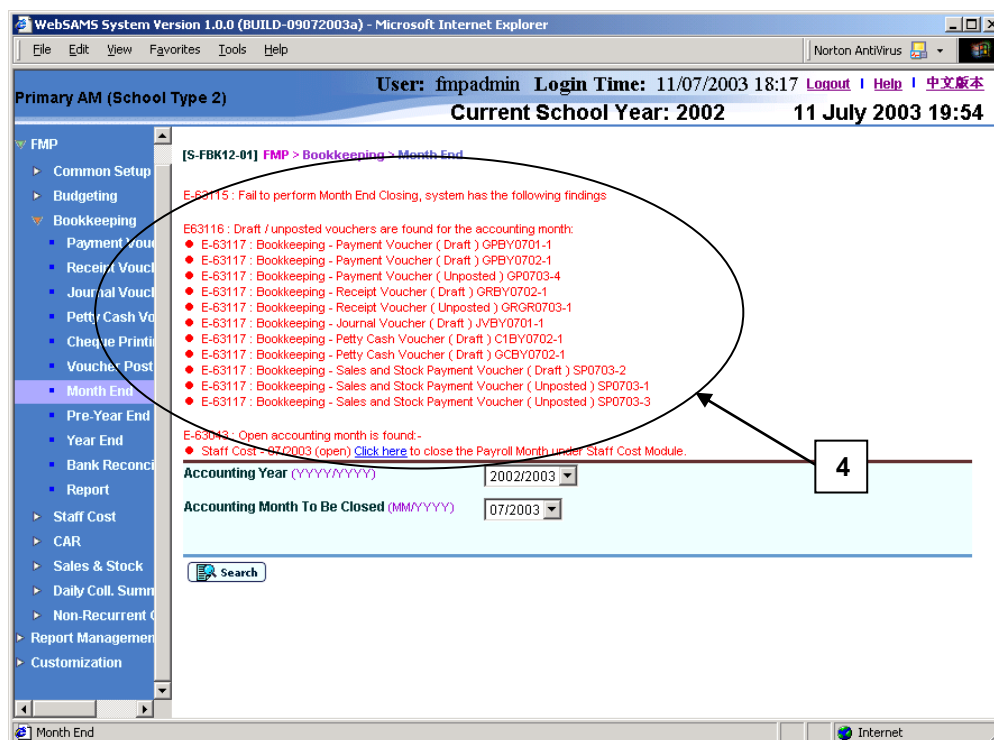
User Procedures

1. Click **[FMP] → [Bookkeeping] → [Month End]** from the left menu.

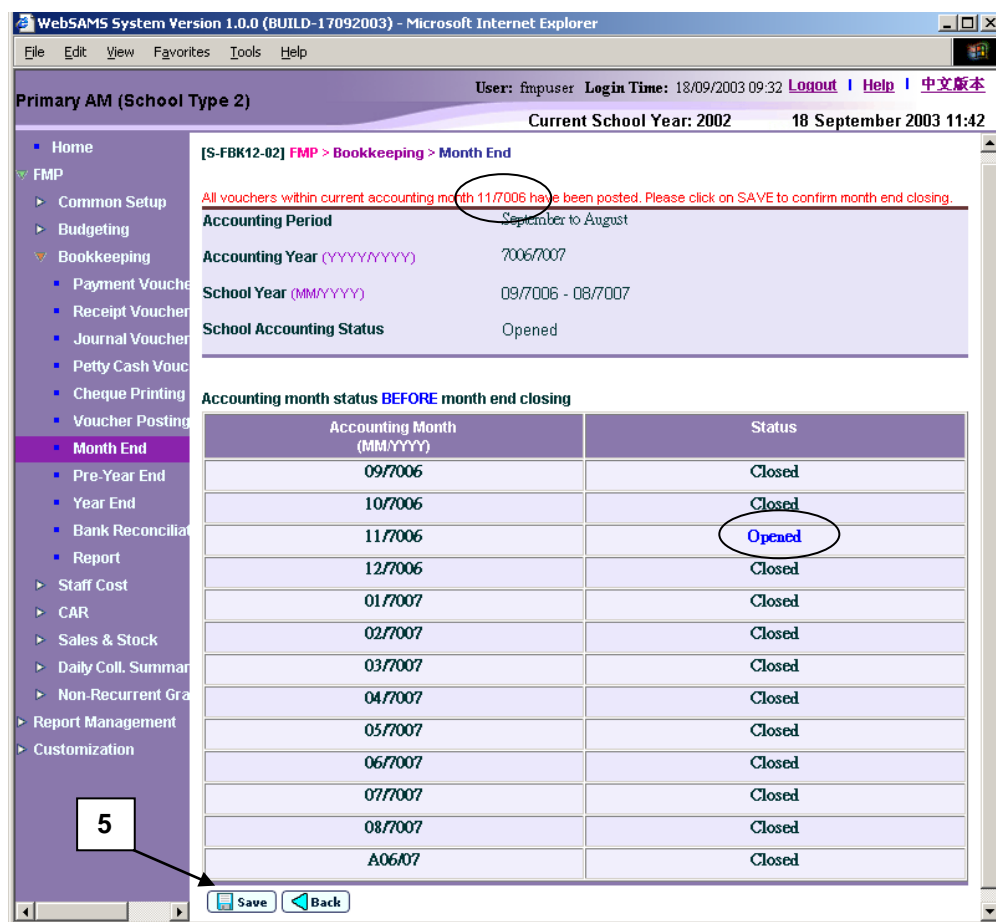


2. All the 'open' accounting months will be listed and grouped by accounting year. Users have to select the accounting month from the drop-down list box for month end process. Only one accounting month can be selected for month end process at a time.
3. Click **[Search]** button.

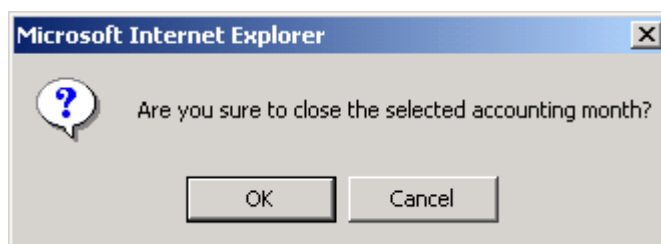
4. If outstanding items exist (e.g. vouchers not posted, Staff Cost payroll month not closed), error message will be displayed and month end process cannot be proceeded.



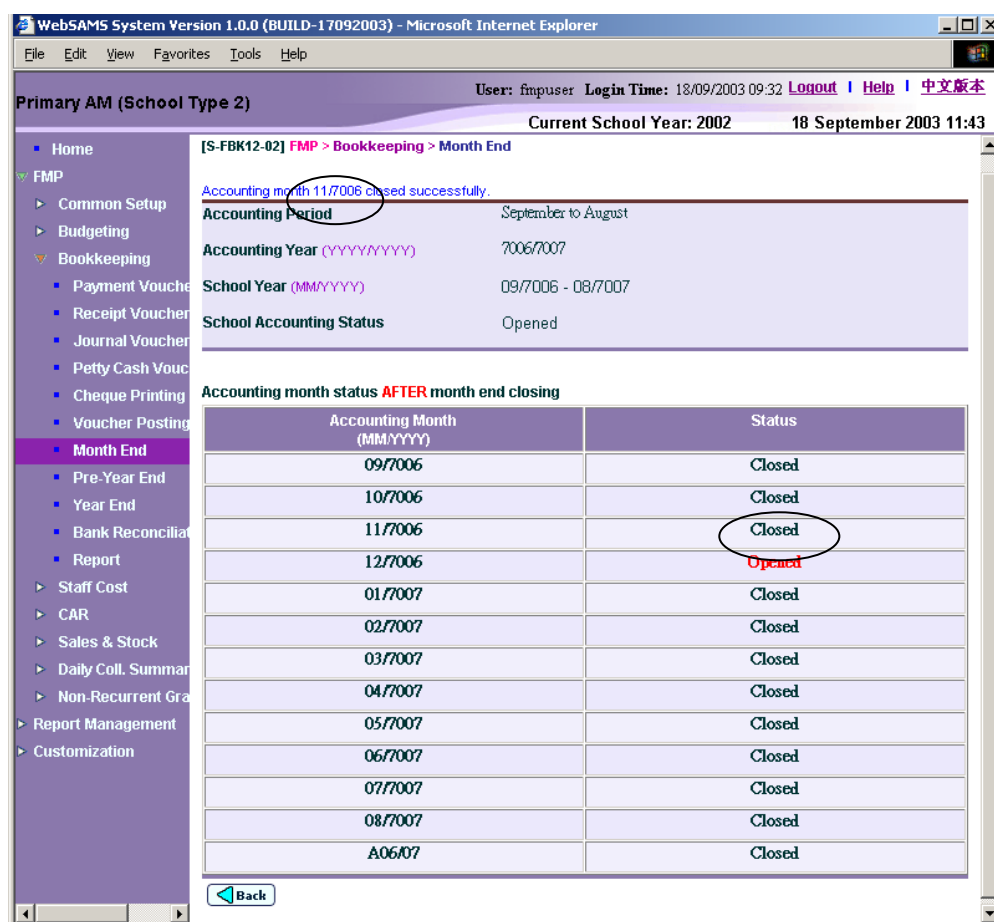
5. If no outstanding item exists, then the status (before month end closing) of all accounting months of the selected year will be listed. Click **[Save]** button to confirm the month end closing of the selected accounting month.



- A confirmation message will pop up. Click **[OK]** to proceed or **[Cancel]** to abort.



- Status (after month end closing) of all accounting months of the selected year will be listed.



8. An extra 13th month started with “A” will be created by the system as an Adjustment Month when users create a new accounting year in Common Setup. It is used to record audit adjustment at the year end for easy identification of normal accounting entries from audit adjustment as required by auditors. Procedure for month end process is identical to the other twelve normal months. Transactions in Adjustment Months will be grouped into the last month of the accounting year when users call reports. Exception is on reports Posted Payment / Receipt / Journal / Petty Cash Transaction List (R-FBK001-E to R-FBK004-E) where users can print out report for only transactions recorded in Adjustment Month. Please refer to Common Setup – Accounting Year Maintenance for details of Adjustment Month.



Post-effects

1. The status of the selected accounting month will be set to 'closed'. The next accounting month will be set to 'open' automatically. However, if the selected month is a 're-open' month or an adjustment month(since there is no next month for adjustment month), the next accounting month will not be set as 'open'.



Notes

1. Users should generate monthly reports after performing month end process of the corresponding month.

2. Re-opening of accounting months can be done in Common Setup - Accounting Year Maintenance. For control purpose, transactions created after re-opening of accounting month will be recorded in “List of Vouchers Entered During Re-opening of Accounting Month (R-FBK041-E)” report in extra.
3. An Adjustment Month will never be opened automatically during the month end process. To record transaction under the Adjustment Month, users should open the month in Common Setup – Accounting Year Maintenance.
4. If the accounting period of the school is ‘April to March’, the screen will show accounting months in ‘April-March’ sequence accordingly.

WebSAMS System Version 1.0.0 (BUILD-15092003b) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

English Name User: jennifer Login Time: 18/09/2003 11:33 Logout Help 中文版本

Current School Year: 2001 18 September 2003 11:45

[S-FBK12-02] FMP > Bookkeeping > Month End

All vouchers within current accounting month 04/2035 have been posted. Please click on SAVE to confirm month end closing.

Accounting Period April to March

Accounting Year (YYYY/YYYY) 2035/2036

School Year (MM/YYYY) 04/2035 - 03/2036

School Accounting Status Opened

Accounting month status BEFORE month end closing

Accounting Month (MM/YYYY)	Status
04/2035	Opened
05/2035	Closed
06/2035	Closed
07/2035	Closed
08/2035	Closed
09/2035	Opened
10/2035	Closed
11/2035	Closed
12/2035	Closed
01/2036	Closed
02/2036	Closed
03/2036	Closed
A35/36	Closed

Save Back

2.9 Pre-Year End



Function Description

This process allows users to select any opened accounting year and perform Pre-Year End checking for preparation of Year End Process. There are three stages of Year End process for different purposes: Pre-Year End, Provisional Year End and Final Year End (as detailed in Chapter 2.10). The purpose of Pre-Year End is to generate Pre-Year End reports to facilitate users to ensure the accounting data are correct before proceeding to Year End Process. Provisional Year End process allows rollover of accounting balance to the next accounting year and through which users can maintain both current and next accounting years at the same time. Final Year End is the stage of final close of accounting year. Once it is closed, no accounting data can be changed afterwards.



Pre-requisites

1. Opened accounting year should exist (with at least one accounting month which has once been opened).



User Procedures

1. Click **[FMP] → [Bookkeeping] → [Pre-Year End]** from the left menu.
2. All 'open' accounting years will be listed in the pull-down list box. Select the accounting year from the drop-down list box to perform Pre-Year End process.
3. Select the alternative: Alternative I / Alternative II / Both Alternative I & II. (only applicable to IMC Schools under Source of Fund "A")
4. Click **[Proceed]** button.

PRIMARY SCHOOL AM User: superi Login Time: 15/07/2010 15:29 Logout | Help | 中文版本
Current School Year: 2044 15 July 2010 15:57

[S-FBK13-01] FMP > Bookkeeping > Pre-Year End

Accounting Year To Be Checked (YYYY/MM) 2010/2011

Alternative Alternative I

Proceed

5. If outstanding items exist (e.g. vouchers not posted, Staff Cost payroll month not closed), error message will be displayed and Pre-Year End process cannot be carried out.

PRIMARY SCHOOL AM User: super1 Login Time: 15/07/2010 15:29 Logout | Help | 中文版本
Current School Year: 2044 15 July 2010 17:20

Bookkeeping

- Payment Voucher
- Receipt Voucher
- Journal Voucher
- Petty Cash Voucher
- Cheque Printing
- Voucher Posting
- Month End
- Pre-Year End**
- Year End
- Bank Reconciliation
- Report
- Staff Cost
- CAR
- Sales & Stock
- Daily Coll. Summary
- Non-Recurrent
- Data Communication

[S-FBK13-01] FMP > Bookkeeping > Pre-Year End

E-63107 : Fail to perform Pre-Year End Checking, system has the following findings

- E-63102 : Draft / unposted / incomplete vouchers are found for the accounting year:-
 - E-63118 : Bookkeeping - Receipt Voucher (Unposted) GR45633
 - E-63118 : Bookkeeping - Journal Voucher (Unposted) JV11111
 - E-63118 : Bookkeeping - Petty Cash Voucher (Unposted) GC33333
- E-63103 : Open accounting month(s) are found:-
 - E-63104 : Bookkeeping - 09/2007 (open)
 - E-63104 : Bookkeeping - 10/2007 (open)
 - E-63104 : Bookkeeping - 04/2008 (open)
 - E-63105 : Staff Cost - 09/2007 (open) [Click here](#) to close the Payroll Month under Staff Cost Module.

Accounting Year To Be Checked (YYYYYY) 2007/2008

Alternative Alternative I

Proceed

5

6. If no outstanding item exists, Pre-Year End reports will be generated in Report Management – Repository. Users may click the hyperlink to link to Report Management – Repository to view the reports.

PRIMARY SCHOOL AM User: super1 Login Time: 15/07/2010 15:29 Logout | Help | 中文版本
Current School Year: 2044 15 July 2010 17:22

Bookkeeping

- Payment Voucher
- Receipt Voucher
- Journal Voucher
- Petty Cash Voucher
- Cheque Printing
- Voucher Posting
- Month End
- Pre-Year End**
- Year End
- Bank Reconciliation
- Report
- Staff Cost
- CAR
- Sales & Stock
- Daily Coll. Summary
- Non-Recurrent
- Data Communication

[S-FBK13-01] FMP > Bookkeeping > Pre-Year End

All the pre-requisites for closing accounting year 2043/2044 have been fulfilled.

System is generating the reports in Report Repository.....

Please note that it will take some time for all the reports to be generated. You may [click here](#) or select Repository under Report Management menu item to view and download these reports later when the report status there is 'Done'.

Accounting Year To Be Checked (YYYYYY) 2043/2044

Alternative Alternative I

Back

6



Post-effects

1. Pre-Year End reports will be generated in Report Management - Repository.
2. The selected accounting year will still remain in 'open' status until users perform Final Year End Process.



Notes

1. Before processing to Pre-Year End process, the system will carry out the following checking:

- a. All vouchers created in Bookkeeping Module of the selected accounting year must be posted.
 - b. All Sales and Stock vouchers of the selected accounting year must be completed (if Sales and Stock Module is effective).
 - c. All accounting months of the selected accounting year must be closed.
 - d. All payroll months in Staff Cost Module of the selected accounting year must be closed (if Staff Cost Module is effective).
2. The system will list out relevant error messages if any of the above-mentioned cases is found. Pre-Year End process will not be able to proceed before users clear all errors prompted. Users are not allowed to perform Pre-Year End process if these outstanding transactions have not yet been rectified.
3. After Pre-Year End process, the following list of Pre-Year End reports will be generated in Report Management – Repository automatically. The purpose of generating Pre-Year End reports is for users to ensure the accounting data are correct before proceeding to Year End process. Please click the link to go to Report Management - Repository to download reports. The system displays message to notify users when the report generation process is taking place in Report Management. Please note that it will take some time for all the reports to be generated. The reports in Report Management will be ready when the status read as “Done”.
4. For Annual Accounts and Yearly Reports,
 - a. Depends on account balances that are captured under different source of fund (i.e. Source of Fund “A” and/or Source of Fund “G”) in the selected accounting year, the system will generate different sets of annual accounts reports for Source of Fund “A” and/or Source of Fund “G” when processing the Pre-Year End function.
 - b. If account balances involve both Source of Fund “A” and “G” in the selected accounting year, both sets of annual reports will be generated.
 - c. If account balances involve other source of fund in the selected accounting year, those balances could not be shown in the annual reports generated during Pre-Year End process. School users have to generate the reports for other sources of fund under the Bookkeeping Report function by selecting the relevant source of fund.
 - d. For Source of Fund “A” (IMC General Fund), the reports with category FBK 5a – Pre_Year End – IMC School will be generated and can be retrieved in Report Management Repository.
 - Accumulated Fund Account (R-FBK027-E)
 - Approved Collection for Specific Purposes Account (R-FBK025-E)
 - Balance Sheet (R-FBK028-E)
 - Balance Sheet (R-FBK054-E) (for Source of Fund “A” only)
 - Employer’s Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (Boarding Section) (R-FBK033-E)
 - Employer’s Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (R-FBK021-E)
 - EOEBG – Statement of Income and Expenditure Grants (R-FBK050-E)
 - EOEBG – Financial Statement (R-FBK056-E)

- EOEBG – Financial Statement (Alternative I) (R-FBK049-E)
- EOEBG – Financial Statement (Alternative II) (R-FBK055-E)
- General Funds Account / Tong Fai / Subscriptions : Income and Expenditure Account (R-FBK022-E)
- Gratuity Reserve Account (R-FBK029-E)
- List of Account Details (R-FBK023-E)
- Listing of Grants Balance (R-FBK038-E)
- Mortgage Interest Subsidy Scheme Account (R-FBK019-E)
- Non-Recurrent Grants for F&E Account (R-FBK020-E)
- Other Charges: Income and Expenditure Account Per Caput Grant Account (I) (R-FBK030-E)
- Outside OEBG/EOEBG Grant Accounts (R-FBK018-E)
- Salaries Grant Account (Boarding Section) (R-FBK032-E)
- Salaries Grant Account (R-FBK017-E)
- Sales of Exercise Books & Stationery / School Uniform / School Ties / School Badges Account (R-FBK031-E)
- Sales of Textbooks Account (R-FBK024-E)
- School's Furniture and Equipment Account (R-FBK051-E)
- Set-up Fund Account (R-FBK026-E)
- Teacher Relief Grant (R-FBK052-E)
- Teacher Training Grant – Special Education Needs (R-FBK053-E)
- e. For Source of Fund “G” (General Operating Fund), the reports with category FBK 5b – Pre_Year End – Aided schools under SMC will be generated and can be retrieved in Report Management Repository.
- Accumulated Fund Account (R-FBK027-E)
- Approved Collection for Specific Purposes Account (R-FBK025-E)
- Balance Sheet (R-FBK028-E)
- Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (Boarding Section) (R-FBK033-E)
- Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (R-FBK021-E)
- General Funds Account / Tong Fai / Subscriptions : Income and Expenditure Account (R-FBK022-E)
- Gratuity Reserve Account (R-FBK029-E)
- List of Account Details (R-FBK023-E)
- Listing of Grants Balance (R-FBK038-E)
- Mortgage Interest Subsidy Scheme Account (R-FBK019-E)
- Non-Recurrent Grants for F&E Account (R-FBK020-E)
- OEBG Financial Statement (R-FBK047-E)

- OEBG General Domain Statement of Income and Expenditure by Constituent Grants (R-FBK015-E)
 - OEBG Special Domain Statement of Income and Expenditure by Constituent Grants (R-FBK016-E)
 - Other Charges: Income and Expenditure Account Per Caput Grant Account (I) (R-FBK030-E)
 - Outside OEBG/EOEBG Grant Accounts (R-FBK018-E)
 - Salaries Grant Account (Boarding Section) (R-FBK032-E)
 - Salaries Grant Account (R-FBK017-E)
 - Sales of Exercise Books & Stationery / School Uniform / School Ties / School Badges Account (R-FBK031-E)
 - Sales of Textbooks Account (R-FBK024-E)
 - School's Furniture and Equipment Account (R-FBK051-E)
 - Set-up Fund Account (R-FBK026-E)
5. Sales and Stocks Reports (if Sales and Stock module is effective) and Capital Asset Register Reports (if Capital Asset Register module is effective) will be generated in one set of reports covering both Source of Fund "A" and Source of Fund "G" as well as all other sources of funds. The reports can be retrieved in Report Management Repository function under report category FSS 4 – Pre-Year End and FCA 3 – Register & Others respectively.
- Sales and Stocks Reports** (if Sales and Stock module is effective)
- Stock Balance (Group by Category) (R-FSS011B-E)
 - Stock Balance (Group by Stock Code) (R-FSS011A-E)
 - Stock Profit Report (R-FSS009-E)
- Capital Asset Register Reports**
- Depreciation Report (R-FCA009-E) (if Capital Asset Register module is effective)

2.10 Year End

2.10.1 Provisional Year End Closing



Function Description

This process allows users to select any opened accounting year and perform Provisional Year End checking. Balance of the current year will be rolled over to next year.

Provisional Year End allows users to maintain accounts of both current year and next year which have not yet gone through final closing.



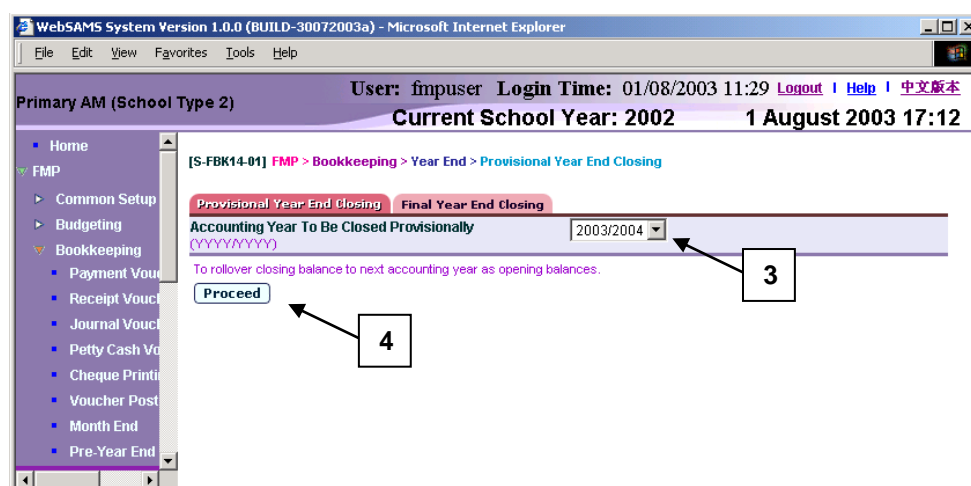
Pre-requisites

1. Opened accounting year should exist (with at least one accounting month which has once been opened).
2. Next accounting year has been opened in Common Setup – Accounting Year Maintenance.

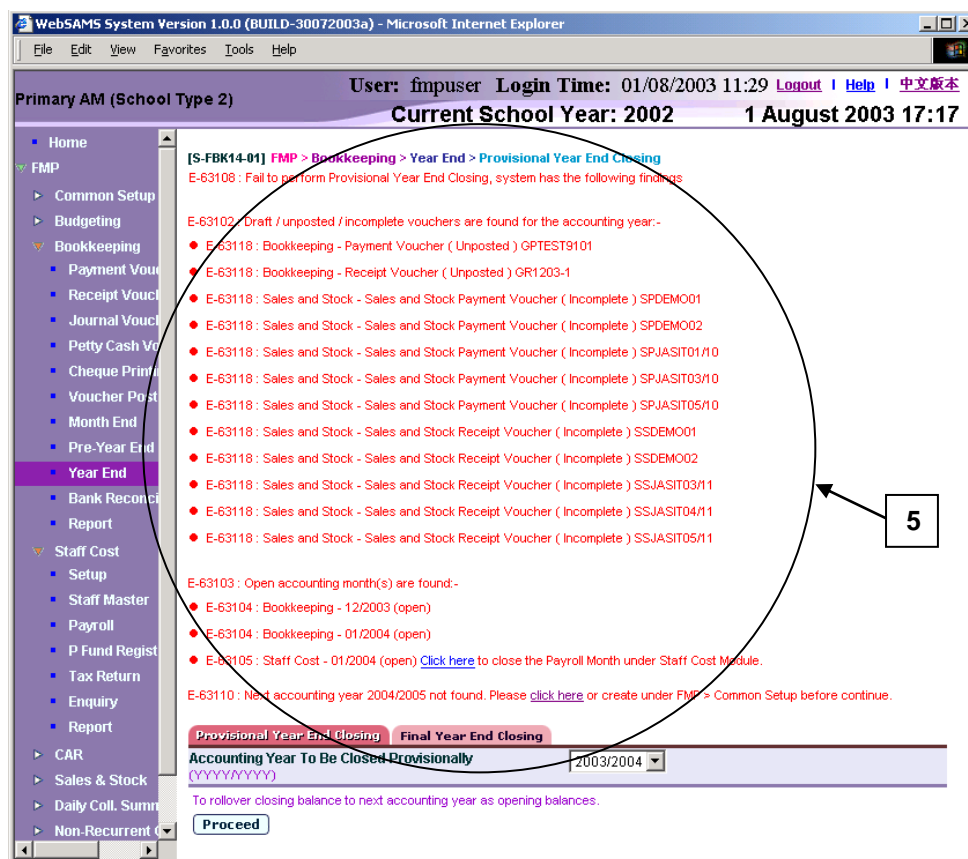


User Procedures

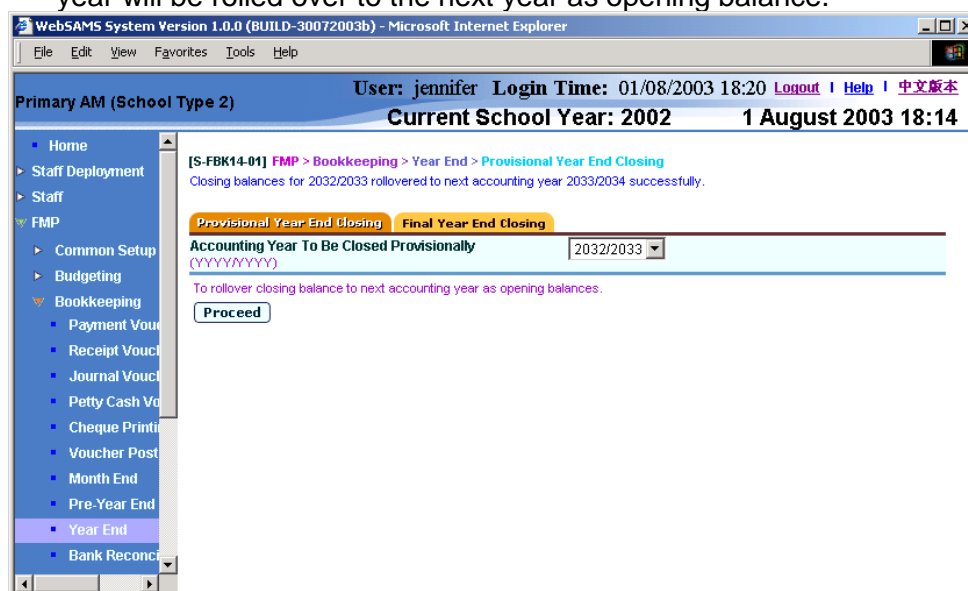
1. Click **[FMP] → [Bookkeeping] → [Year End]** from the left menu.
2. Click the **Provisional Year End Closing** tab.
3. All 'open' accounting years will be listed in the pull-down list box. Select the accounting year from the drop-down list box to perform Provisional Year End closing process.
4. Click **[Proceed]** button.



5. If outstanding items exist (e.g. vouchers not posted, Staff Cost payroll month not closed), error message will be displayed and Provisional Year End process cannot be carried out.



6. If no outstanding item exists, then closing balance of the selected accounting year will be rolled over to the next year as opening balance.



Post-effects

1. Closing balance of the selected accounting year will be rolled over to the next year as opening balance.

2. Users can still maintain vouchers under the selected accounting year of Provisional Year End.
3. The selected accounting year will still remain in 'open' status until users perform Final Year End Process.
4. User can start to enter transaction in the next accounting year.



Notes

1. Before proceeding to provisional Year End process, the system will perform the following checking:
 - a. All vouchers created in Bookkeeping Module of the selected accounting year must be posted.
 - b. All Sales and Stock vouchers of the selected accounting year must be completed (if Sales and Stock Module is effective).
 - c. All accounting months of the selected accounting year must be closed.
 - d. All Staff Cost payroll months of the selected accounting year must be closed (if Staff Cost Module is effective).
 - e. Next accounting year must be opened for rollover.
2. The system will list out error messages if any of the above-mentioned cases is found. Provisional Year End process will not be able to proceed before users clear all errors prompted. Users are not allowed to perform Provisional Year End process if these outstanding transactions have not yet been rectified.
3. After the system has done the checking, the system will:
 - a. Roll over closing balance of the selected accounting year to the next year as opening balance
 - For Ledger Type: Asset / Liability
 - Rollover the closing balances of the selected accounting year to the opening balances of the next accounting year.
 - For Ledger Type: Surplus / Deficit for accounts
 - Rollover the closing balances of the selected accounting year to the opening balances of the next accounting year.
 - Rollover sub-ledger and account level balance to sub-ledger level of the next accounting year.

2.10.2 Final Year End Closing



Function Description

This process allows users to select any opened accounting year and perform Final Year End checking. Accounting year will be final closed through the process and balance will be rolled over to next year.

Final closed accounting year cannot be re-opened; and all the accounting months in the final closed accounting year cannot be re-opened.



Pre-requisites

1. Opened accounting year should exist (with at least one accounting month which has once been opened).
2. Next accounting year has been opened in Common Setup – Accounting Year Maintenance.



User Procedures

1. Click **[FMP] → [Bookkeeping] → [Year End]** from the left menu.
2. Click the **Final Year End Closing** tab.
3. All the 'open' accounting years will be listed in the pull-down list box. Select the accounting year from the drop-down list box to perform Final Year End closing process.
4. Select the alternative: Alternative I / Alternative II / Both Alternative I & II. (only applicable to IMC schools under Source of Fund "A")
5. Click **[Proceed]** button.

6. If outstanding items exist (e.g. vouchers not posted, Staff Cost payroll month not closed), error message will be displayed and Final Year End process cannot be carried out.

PRIMARY SCHOOL AM User: super1 Login Time: 15/07/2010 17:22 Logout | Help | 中文版本 | Current School Year: 2054 15 July 2010 17:26

[S-FBK14-02] FMP > Bookkeeping > Year End > Final Year End Closing

E-63109 : Fail to perform Final Year End Closing, system has the following findings

E-63102 : Draft / unposted / incomplete vouchers are found for the accounting year:-

- E-63118 : Bookkeeping - Receipt Voucher (Unposted) GR45633
- E-63118 : Bookkeeping - Journal Voucher (Unposted) JV11111
- E-63118 : Bookkeeping - Petty Cash Voucher (Unposted) GC33333

E-63103 : Open accounting month(s) / Sales and Stock year are found:-

- E-63104 : Bookkeeping - 09/2007 (open)
- E-63104 : Bookkeeping - 10/2007 (open)
- E-63104 : Bookkeeping - 04/2008 (open)
- E-63105 : Staff Cost - 09/2007 (open) [Click here](#) to close the Payroll Month under Staff Cost Module.

Provisional Year End Closing Final Year End Closing

Accounting Year To Be Closed (YYYY/YYY) 2007/2008

Alternative Alternative I

Reminder:

1. Please ensure the account of this year has been confirmed by Education Bureau.
2. Final Closed Accounting Year cannot be re-opened.

Proceed

7. If there is no outstanding item, **[Confirm]** button will appear. Click **[Confirm]** button to confirm to proceed with the process or click **[Cancel]** button to abort.

PRIMARY SCHOOL AM User: super1 Login Time: 15/07/2010 15:29 Logout | Help | 中文版本 | Current School Year: 2044 15 July 2010 17:44

[S-FBK14-02] FMP > Bookkeeping > Year End > Final Year End Closing

All the pre-requisites for closing accounting year 2043/2044 have been fulfilled. Please click on CONFIRM to perform the year end closing.

Provisional Year End Closing Final Year End Closing

Accounting Year To Be Closed (YYYY/YYY) 2043/2044

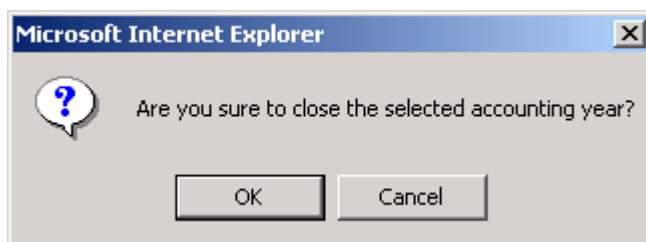
Alternative Alternative I

Reminder:

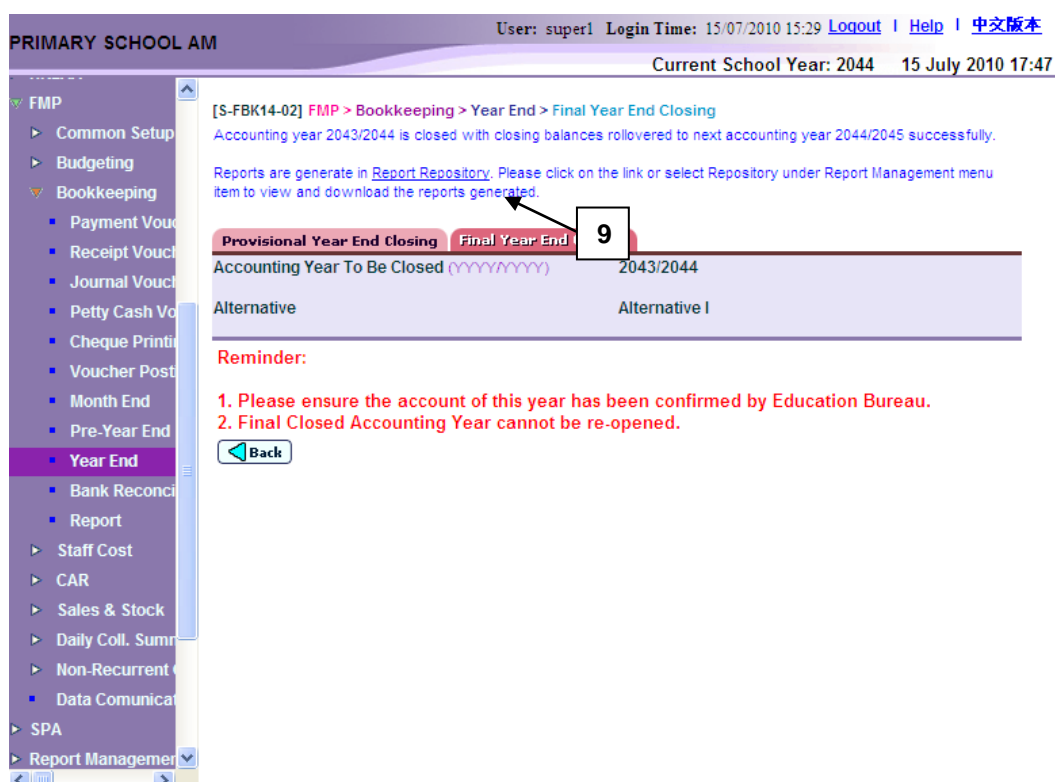
1. Please ensure the account of this year has been confirmed by Education Bureau.
2. Final Closed Accounting Year cannot be re-opened.

Confirm Cancel

8. A confirmation message will pop up. Click **[OK]** to proceed or **[Cancel]** to abort.



- Final year end reports will be generated automatically in Report Management – Repository. Closing balance will be rolled over to next year. Accounting year will be closed. Users may click the hyperlink to switch to Report Management – Repository for viewing the reports.



Post-effects

- Final year-end reports will be generated in Report Management - Repository.
- Accounting year will be closed. First accounting month of the next accounting year will be opened automatically by the system.
- Closing balance of the selected accounting year will be rolled over to the next year as opening balance.



Notes

- Final Closed Accounting Year cannot be re-opened.
- Before proceeding to Final Year End process, the system will perform the following checking:

- a. All vouchers created in Bookkeeping Module of the selected accounting year must be posted.
 - b. All Sales and Stock vouchers of the selected accounting year must be completed (if Sales and Stock Module is effective).
 - c. All accounting months of the selected accounting year must be closed.
 - d. All Staff Cost payroll months of the selected accounting year must be closed (if Staff Cost Module is effective).
 - e. Next accounting year must be opened.
 - f. Sales and Stock year end closing must be performed.
3. The system will list out error messages if any of the above-mentioned cases is found. Final Year End process will not be able to proceed before users clear all errors prompted. Users are not allowed to perform Final Year End process if these outstanding transactions have not yet been rectified.
4. After the system has done the checking, the system will:
 - a. Roll over closing balance of the selected accounting year to the next year as opening balance
 - For Ledger Type: Asset / Liability
 - Rollover the closing balances of the selected accounting year to the opening balances of the next accounting year.
 - For Ledger Type: Surplus / Deficit for accounts
 - Rollover the closing balances of the selected accounting year to the opening balances of the next accounting year.
 - Rollover sub-ledger and account level balance to sub-ledger level of the next accounting year.
 - a. Close the selected accounting year
 - b. Generate the following reports and store them into Report Management - Repository. Please click the link to go to Report Repository to view reports. The system displays message to notify users when the reports generation process is taking place in report management. Please note that it will take some time to generate all the reports. The reports in Report management are ready when the status read as "Done":
5. For Monthly Report and Annual Accounts Reports,
 - a. Depends on account balances captured under different source of fund (Source of Fund "A" and/or Source of Fund "G") in the selected accounting year, the system will generate different sets of annual accounts reports for Source of Fund "A" and/or Source of Fund "G" when during processing the Year End function.
 - b. If account balances involve both Source of Fund "A" and Source of Fund "G" in the selected accounting year, both sets of annual reports will be generated.
 - c. If account balances involve other source of fund in the selected accounting year, those balances could not be shown in the annual reports generated during Final Year End process. School users have to generate the reports for other sources of funds manually under the Bookkeeping Report function by selecting the relevant source of fund.
 - d. For Source of Fund "A" (IMC General Fund), all reports under report category FBK 6a – Year End – IMC School will be generated and can be retrieved in Report Management Repository function.

- Accumulated Fund Account (R-FBK027-E)
- Approved Collection for Specific Purposes Account (R-FBK025-E)
- Balance Sheet (R-FBK014-E)
- Balance Sheet (R-FBK028-E)
- Balance Sheet (for Source of Fund “A” only) (R-FBK054-E)
- Bank / Petty Cash Account (R-FBK011-E)
- Employer’s Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (Boarding Section) (R-FBK033-E)
- Employer’s Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (R-FBK021-E)
- EOEBG – Statement of Income and Expenditure Grants (R-FBK050-E)
- EOEBG – Financial Statement (R-FBK056-E)
- EOEBG – Financial Statement (Alternative I) (R-FBK049-E)
- EOEBG – Financial Statement (Alternative II) (R-FBK055-E)
- General Funds Account / Tong Fai / Subscriptions : Income and Expenditure Account (R-FBK022-E)
- Gratuity Reserve Account (R-FBK029-E)
- Income / Expenditure Account (R-FBK012-E)
- Ledger Account (R-FBK010-E)
- List of Account Details (R-FBK023-E)
- Mortgage Interest Subsidy Scheme Account (R-FBK019-E)
- Non-Recurrent Grants for F&E Account (R-FBK020-E)
- Other Charges: Income and Expenditure Account Per Caput Grant Account (I) (R-FBK030-E)
- Outside OEBG/EOEBG Grant Accounts (R-FBK018-E)
- Salaries Grant Account (Boarding Section) (R-FBK032-E)
- Salaries Grant Account (R-FBK017-E)
- Sales of Textbooks Account (R-FBK024-E)
- School’s Furniture and Equipment Account (R-FBK051-E)
- Set-up Fund Account (R-FBK026-E)
- Teacher Relief Grant (R-FBK052-E)
- Teacher Training Grant – Special Education Needs (R-FBK053-E)
- Trial Balance (R-FBK009-E)
- e. For Source of Fund “G” (General Operating Fund), all reports under report category FBK 6b – Year End – Aided Schools under SMC will be generated and can be retrieved in Report Management Repository function.
- Accumulated Fund Account (R-FBK027-E)
- Approved Collection for Specific Purposes Account (R-FBK025-E)

- Balance Sheet (R-FBK014-E)
- Balance Sheet (R-FBK028-E)
- Bank / Petty Cash Account (R-FBK011-E)
- Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (Boarding Section) (R-FBK033-E)
- Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (R-FBK021-E)
- General Funds Account / Tong Fai / Subscriptions : Income and Expenditure Account (R-FBK022-E)
- Gratuity Reserve Account (R-FBK029-E)
- Income / Expenditure Account (R-FBK012-E)
- Ledger Account (R-FBK010-E)
- List of Account Details (R-FBK023-E)
- Mortgage Interest Subsidy Scheme Account (R-FBK019-E)
- Non-Recurrent Grants for F&E Account (R-FBK020-E)
- OEBG Financial Statement (R-FBK047-E)
- OEBG General Domain Statement of Income and Expenditure by Constituent Grants (R-FBK015-E)
- OEBG Special Domain Statement of Income and Expenditure by Constituent Grants (R-FBK016-E)
- Other Charges: Income and Expenditure Account Per Caput Grant Account (I) (R-FBK030-E)
- Outside OEBG/EOEBG Grant Accounts (R-FBK018-E)
- Salaries Grant Account (Boarding Section) (R-FBK032-E)
- Salaries Grant Account (R-FBK017-E)
- Sales of Textbooks Account (R-FBK024-E)
- School's Furniture and Equipment Account (R-FBK051-E)
- Set-up Fund Account (R-FBK026-E)
- Trial Balance (R-FBK009)

2.11 Bank Reconciliation



Function Description

Users can reconcile the transaction upon receiving the hardcopy bank statements to avoid error and fraud. Only posted vouchers with bank ledger transactions are able to be reconciled in this function. There are three recon status: “Match” means that the transaction matched with bank statement; “Unmatch” means that the transaction does not match or is not found in the bank statement; and “Other” is used for those Journal transactions with bank ledger but they are non-payment or receipt transactions.

The default reconciliation status of a bank ledger transaction is “Unmatch”. Users should retrieve the vouchers after verifying them with the bank statements and set the reconciliation status to “Match”.



Pre-requisites

1. The financial staff member has received the bank statements.
2. Vouchers with transaction of bank ledger code have been posted.



User Procedures

1. Click **[FMP] → [Bookkeeping] → [Bank Reconciliation]** from the left menu.

2. Enter the following searching criteria to retrieve the transaction from the system:
 - Reconciliation Month To Prepare
 - Bank Ledger Code
 - Transaction Type
 - Voucher No. Range

- Transaction Date Range
- Recon Status (ALL, Unmatch, Match and Other)

3. Click **[Search]** button.

WebSAMS System Version 1.0.0 (BUILD-08082003) - Microsoft Internet Explorer

User: fmpuser Login Time: 09/08/2003 11:03 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 9 August 2003 17:04

[S-FBK11-02] FMP > Bookkeeping > Bank Reconciliation

Reconciliation Month To Prepare (MM/YYYY) 09/2008

Bank Ledger Code G5001 - Bank - Government Fund

Transaction Type ALL

Voucher No. GPTTEST3001 To GPTTEST8056

Transaction Date (DD/MM/YYYY) To

Recon Status ALL

Search Reset

Transaction Date (DD/MM/YYYY)	Voucher No.	Cheque No.	Transaction Amount \$	Dr/Cr	Recon Status	Remarks	Reconciliation Month To Prepare (MM/YYYY)
30/09/2008	GPTTEST3001		600.00	Cr	Match	Matched with bank stmt on 30/9/2008	09/2008
30/09/2008	GPTTEST6001	6001000003	1,000.00	Cr	Match	Matched with bank stmt on 30/9/2008	09/2008
30/09/2008	GPTTEST6001B		1,000.00	Cr	Unmatch		09/2008
23/09/2008	GPTTEST7005		3,070.00	Cr	Other	Non-payment transaction	09/2008
31/08/2008	GPTTEST7008		3,070.00	Cr	Other	Non-payment transaction	09/2008
30/09/2008	GPTTEST8056	898889898	100.00	Cr	Unmatch		09/2008
31/07/2003	GPTTEST8056		100.00	Cr	Unmatch		09/2008
16/12/2002	GPTTEST8056	0000000008	221.00	Cr	Unmatch	Not match with bank statement	09/2008

Match Unmatch Other Save Remarks

4. Select the transaction by clicking the check box next to **Transaction Date (DD/MM/YYYY)**. Users may select more than one transaction at the same time.
5. If the transaction matches with the bank statement, then click **[Match]** button to change the **Recon Status** of the selected transaction to **"Match"** and save all the entered remarks.
6. If the transaction does not match with or is not found in the bank statement, click **[Unmatch]** button to change the **Recon Status** of the selected transaction to **"Unmatch"** and save all the entered remarks.
7. For journal transaction with bank ledger which is adjustment and non-cash movement in nature, click **[Other]** button to change the **Recon Status** of the selected transaction to **"Other"** and save all the entered remarks.
8. If users have just added or updated the remark field without changing the recon status, they should click **[Save Remarks]** to save changes in Remarks.



Post-effects

1. Transactions will be set to **"Match"**, **"Unmatch"** or **"Other"**.
2. Remarks will be saved.

- Transactions with status set to “Match” or “Other” will not appear in the next or future reconciliation months. Transactions with status set as “Unmatch” will, however, re-appear in the next or future reconciliation months until the status is set as either “Match” or “Other”.



Notes

- All newly posted vouchers with bank ledger transaction will be set to ‘Unmatch’ by default.
- Users can choose to fill in and save the remarks without changing the transaction status. The remarks text field is for remarks entry.
- The School Account Staff can (i) click the checkbox to mark the transaction as “Other” if the cheque has been voided or (ii) mark the transaction as ‘Match’ if the cheque has been presented at the bank. In any case, users are allowed to change back the status to ‘Unmatch’ any time afterwards.
- Reconciliation status and remarks for “Match” or “Other” can be amended only in the month when the status is changed from default “Unmatch”. For example, if the voucher is created in September 2003 and the status is changed to “Match” or “Other” in December 2003, this transaction will be shown as display mode throughout the Reconciliation Months from September to November 2003 during which change is not allowed. Users can change both the status and remarks of this transaction under December 2003 only.

WebSAMS System Version 1.0.0 (Build-06082003a) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

User: fmpuser Login Time: 09/08/2003 11:03 Logout Help 中文版本

Current School Year: 2002 9 August 2003 17:22

Primary AM (School Type 2)

[S-FBK11-02] FMP > Bookkeeping > Bank Reconciliation

Reconciliation Month To Prepare (MM/YYYY) 09/2008

Bank Ledger Code G5001 - Bank - Government Fund

Transaction Type ALL

Voucher No. GPTTEST3001 To GPTTEST8056

Transaction Date (DD/MM/YYYY) To

Recon Status ALL

Search Reset

Transaction Date (DD/MM/YYYY)	Voucher No.	Cheque No.	Transaction Amount \$	Dr/Cr	Recon Status	Remarks	Reconciliation Month To Prepare (MM/YYYY)
30/09/2008	GPTTEST3001		600.00	Cr	Match	Matched with bank stat on 30/9/2008	10/2008
30/09/2008	GPTTEST6001	600100003	1,000.00	Cr	Match	Matched with bank stat on 30/9/2008	10/2008
30/09/2008	GPTTEST6001B		1,000.00	Cr	Unmatch		09/2008
23/09/2008	GPTTEST7005		3,070.00	Cr	Other	Non-payment transaction	10/2008
31/08/2008	GPTTEST7008		3,070.00	Cr	Other	Non-payment transaction	10/2008
30/09/2008	GPTTEST8013	898889898	1,000.00	Cr	Unmatch		09/2008
31/07/2003	GPTTEST8053		100.00	Cr	Unmatch		09/2008
16/12/2002	GPTTEST8056	000000008	221.00	Cr	Unmatch	[Not match with bank statement]	09/2008

Match Unmatch Other Save Remarks

- For voided cheques that are marked as “Other”, users need to handle the corresponding adjustment manually. For example, if the cheque issued is lost by the payee, the cheque will not be presented to the bank. Then users need to (i) mark this cheque as “Other” in bank reconciliation, (ii) create a

journal voucher to adjust the posted payment voucher, and (iii) create a new payment voucher to the payee again.

2.12 Data Communication

2.12.1 Prepare Outgoing Data



Function Description

This function can prepare “List of Account Details” data in 3 different formats, which are raw data, tabular and report format.



Pre-requisites

Un-prepare

1. One interface file has been prepared.

Confirm

2. One interface file has been prepared.

Preview

3. One interface file has been prepared.



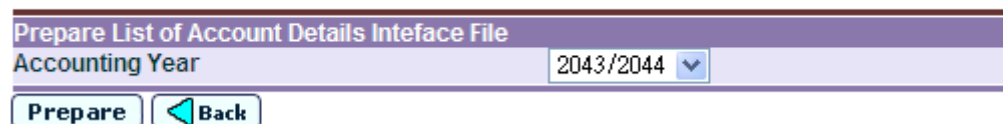
User Procedures

1. Click **[FMP] → [Data Communication]** on the left menu.
2. Click the Prepare Outgoing Data tab.



3. Click the **[Prepare]** button to prepare the interface file. On the next screen, user will be required to specify the accounting year and then click **[Prepare]** button to proceed.

[S-FBK17-02] FMP > Data Communication > Prepare Outgoing Data



4. Click the **[Un-prepare]** button to un-prepare the interface file.
5. Click the **[Confirm]** button to confirm interface file (and the interface file will then be ready for submission to the EDB through CDS).
6. Specify the Preview Type and click the **[Preview]** button to preview the interface file or its report.



Post-effects

Prepare

- After the entire 3 formats have been prepared, the file status will be changed to “Prepared” and the preview type column with Report, Table and Raw data type will be available for users to preview.

Un-Prepare

- The file status will be blank.

Confirm

- The file status will be blank.
- A CDS message with raw data is ready to send out to EDB via CDS module.
- A record of the CDS message can be retrieved in Confirmed Outgoing Data page for reference.

Preview

- The data file is displayed in a pop-up window and user is allowed to print or save the data file.



Notes

Prepare

1. Only one prepared interface file is allowed at a moment. After the interface file is un-prepared or confirmed, users are allowed to prepare another interface file for the same accounting year again for submission or reference.
2. Only income and expenditure related to grants are included in the data file. Hence, the Ledger Codes to be included only cover from “1000” to “4999”. For those Ledger Codes of “5xxx”, they are balance sheet items and are excluded.

2.12.2 Confirmed Outgoing Data



Function Description

This function allows users to retrieve the history of the confirmed messages that are created under FMP module.



Pre-requisites

N/A



User Procedures

1. Click **[FMP] → [Data Communication]** on the left menu.
2. Click the Confirm Outgoing Data tab to view the list of confirmed outgoing data generated by Data Communication.

[S-FBK17-03] **FMP** > Data Communication > Confirmed Outgoing Data

Prepare Outgoing Data		Confirmed Outgoing Data								
	Message ID	Message Status	Description	Creation Time	Ack Time	Subject (Type)	Party	Priority	School Reference	Owner
	683	Received	FMPGRANT.DAT - List of Account Details	02/07/2010 11:51 AM	05/07/2010 09:27 AM	FMP Grant Statement (Data)	EDB	Normal		JimmyLam
	Attachment									

Note: If the message status of a particular message(s) is 'Processing' over 30 minutes, please restart the WebSAMS server and start ad hoc transmission in CDS again.



Post-effects

N/A



Notes

N/A

2.13 Report

2.13.1 Generate Report



Function Description

Users can generate Bookkeeping reports through this report function. “All categories” include all reports under Bookkeeping Module. These reports are further separately classified into different categories according to their report nature.

Users can view the reports of the following categories:

- All Categories
- FBK 1 - Vouchers & Others
- FBK 2 - Monthly Report
- FBK 3 - Yearly Report
- FBK 4a - Annual Accounts – IMC School
- FBK 4b - Annual Accounts – Aided Schools under SMC
- FBK 5a - Pre-Year End – IMC School
- FBK 5b - Pre-Year End – Aided Schools under SMC
- FBK 6a - Year End – IMC School
- FBK 6b - Year End – Aided Schools under SMC



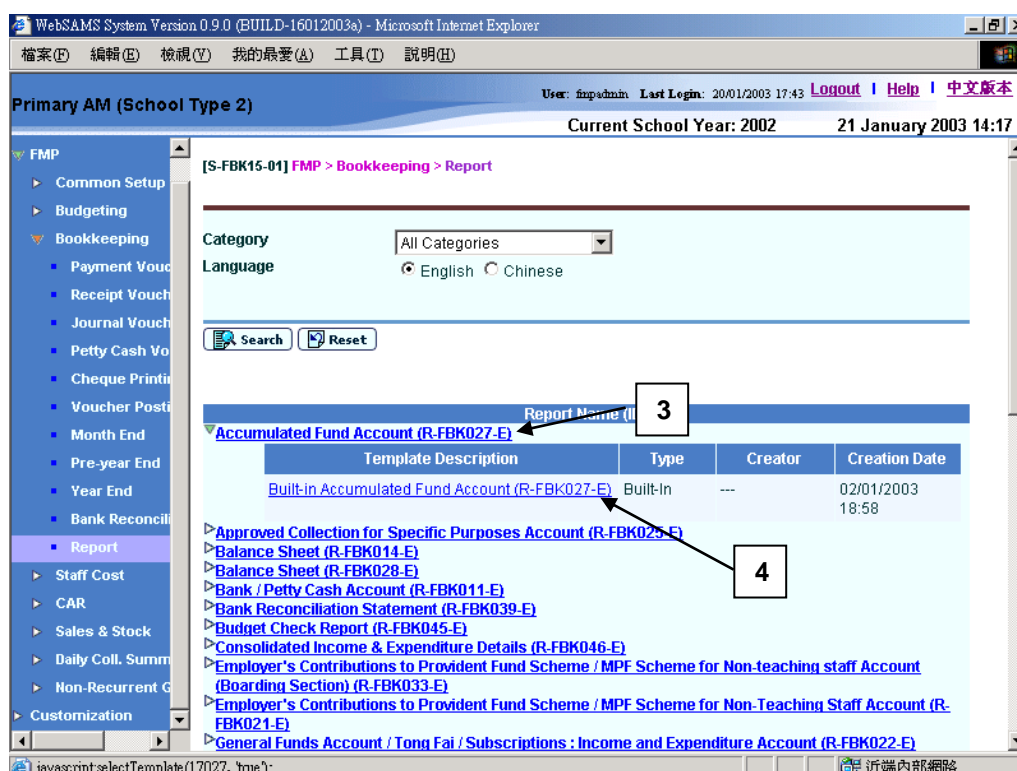
Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 are required in order to view the reports.

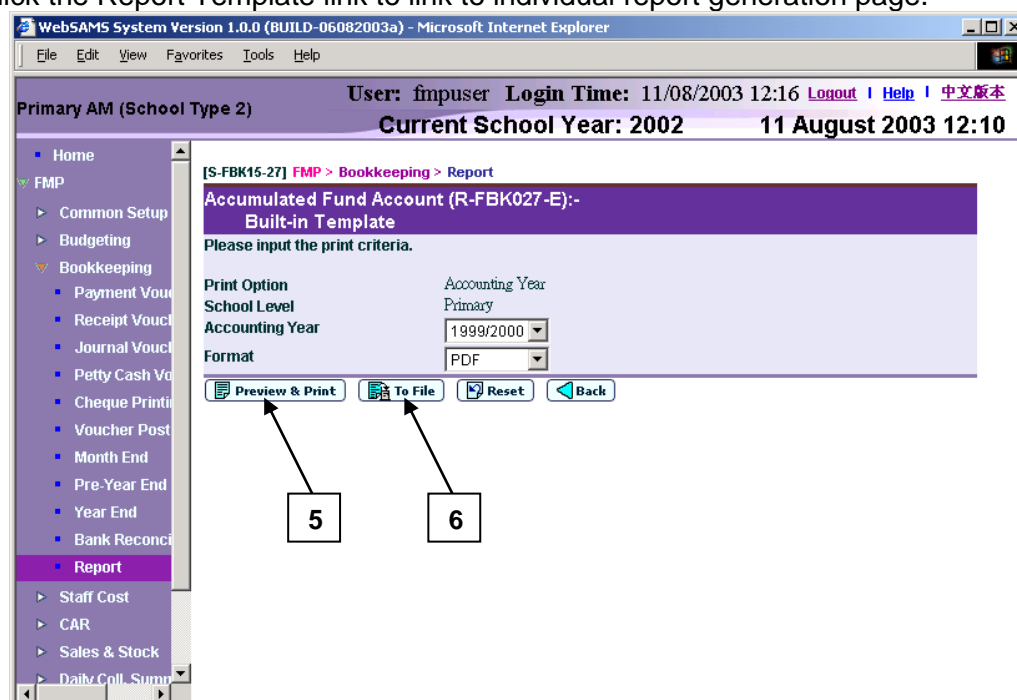


User Procedures

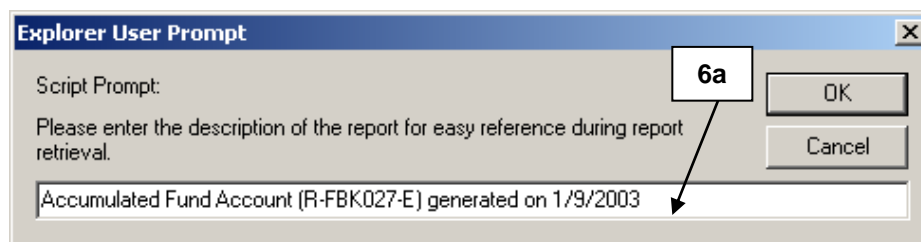
1. Click **[FMP]** → **[Bookkeeping]** → **[Report]** from the left menu.
2. Users can select category and language. All reports under the selected category will be displayed after clicking **[search]** button.
3. When users click the Report Name (Report ID) link, list of built-in and user-defined report templates will be displayed.



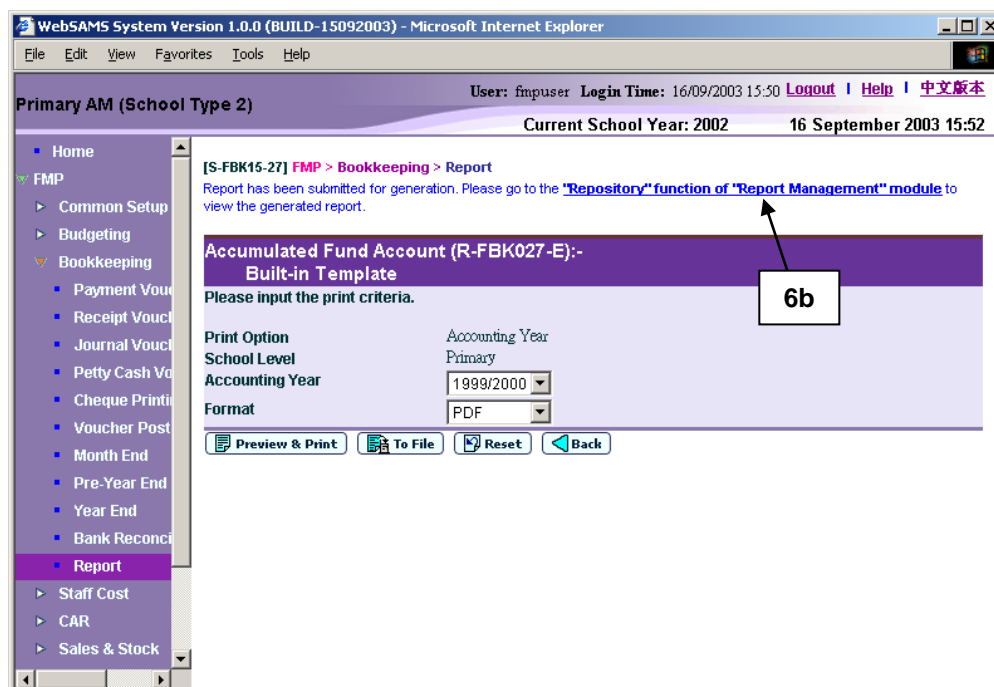
4. Click the Report Template link to link to individual report generation page.



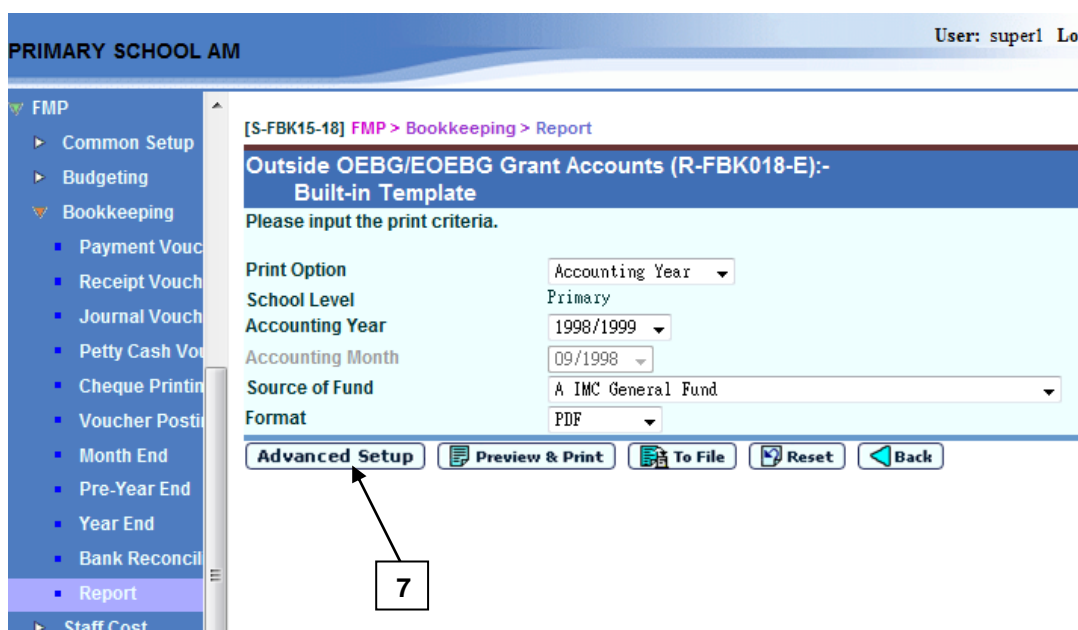
5. Enter the report criteria into the parameter screen and click **[Preview & Print]** to generate the report online. A report window will pop up. Print the report to local print queue or save to local hard disk from the pop-up window.
6. Users can choose to generate the report backend by clicking **[To File]** button.
- a. Users are required to fill in the report description. Report will then be generated and stored in Report Repository. No report window will pop up.



- b. Users can click the hyperlink to go to Report Repository to download the report or click **[Report Management] → [Repository]** from the left menu to download the report later.



7. For some reports, users can set up the ledger account selection rule to control which ledger / sub-ledger / ledger account to present in the report. To modify the rule, users can click the **[Advance Setup]** button.



- Users can add new selection rule by clicking **[Add]** button. After the required fields are inputted, click the **[Save]** button to save the changes.
- Users can select the existing rules and click **[Delete]** button to delete the rules.
- Users can also reset the modified rules to default rule by clicking **[Reset To Default]** button.

PRIMARY SCHOOL AM User: super1 Login Time: 10/08/20

Current School

FMP

- Common Setup
- Budgeting
- Bookkeeping
 - Payment Voucher
 - Receipt Voucher
 - Journal Voucher
 - Petty Cash Voucher
 - Cheque Printing
 - Voucher Posting
 - Month End
 - Pre-Year End
 - Year End
 - Bank Reconciliation
 - Report
- Staff Cost
- CAR

[S-FBK15-18] FMP > Bookkeeping > Report

	Include/Exclude	Source of Fund	Ledger	Sub-Ledger	Account
<input type="checkbox"/>	I	*	1000-1699	*	*
<input type="checkbox"/>	E	*	1003	*	*
<input type="checkbox"/>	E	*	1016-1018	*	*
<input type="checkbox"/>	E	*	1023-1024	*	*
<input type="checkbox"/>	E	*	1056-1057	*	*
<input type="checkbox"/>	E	*	1060	*	*
<input type="checkbox"/>	E	*	1065	*	*
<input type="checkbox"/>	E	*	1092	*	*
<input type="checkbox"/>	E	*	1099	*	*
<input type="checkbox"/>	E	*	1100	*	*
<input type="checkbox"/>	E	*	1101	*	*
<input type="checkbox"/>	E	A	1067	001	*

7a 7b 7c



Post-effects

- If **[Preview & Print]** button is clicked, the selected report is generated for users to preview in a pop-up window.
- If **[To File]** button is clicked, the selected report is generated and stored in Report Management - Repository. After clicking the **[To File]** button, a textbox will pop up and users may fill in the description of the report in the textbox during report retrieval in Report Management – Repository for easy reference.
- For reports which can set up the selection rule, they select the ledger / sub-ledger / ledger accounts based on the selection rule for report generation.



Notes

- List of Bookkeeping reports are:

All Categories

- Accumulated Fund Account (R-FBK027-E)
- Approved Collection for Specific Purposes Account (R-FBK025-E)
- Balance Sheet (R-FBK014-E)
- Balance Sheet (R-FBK028-E)

- Balance Sheet (for Source of Fund “A” only) (R-FBK054-E)
- Bank / Petty Cash Account (R-FBK011-E)
- Bank Reconciliation Statement (R-FBK039-E)
- Budget Check Report (R-FBK045-E)
- Consolidated Income & Expenditure Details (R-FBK046-E)
- Employer’s Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (Boarding Section) (R-FBK033-E)
- Employer’s Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (R-FBK021-E)
- EOEBG – Statement of Income and Expenditure (R-FBK050-E)
- EOEBG – Financial Statement (R-FBK056-E)
- EOEBG – Financial Statement (Alternative I) (R-FBK049-E)
- EOEBG – Financial Statement (Alternative II) (R-FBK055-E)
- General Funds Account / Tong Fai / Subscriptions : Income and Expenditure Account (R-FBK022-E)
- Government Funds Reconciliation Statement (R-FBK042-E)
- Gratuity Reserve Account (R-FBK029-E)
- Income & Expenditure Details (R-FBK034-E)
- Income / Expenditure Account (R-FBK012-E)
- Ledger Account (R-FBK010-E)
- List of Account Details (R-FBK023-E)
- List of Deleted Vouchers (R-FBK040-E)
- List of Voucher Number (R-FBK043-E)
- List of Vouchers Entered During Re-opening of Accounting Month (R-FBK041-E)
- Listing of Grants Balance (R-FBK038-E)
- Mortgage Interest Subsidy Scheme Account (R-FBK019-E)
- Non-Recurrent Grants for F&E Account (R-FBK020-E)
- OEBG Financial Statement (R-FBK035-E)
- OEBG Financial Statement (R-FBK047-E)
- OEBG General Domain Statement of Income and Expenditure by Constituent Grants (R-FBK015-E)
- OEBG Special Domain Statement of Income and Expenditure by Constituent Grants (R-FBK016-E)
- OEBG Statement of Actual Expenditure (R-FBK036-E)
- OEBG Statement of Actual Expenditure Special Domain (R-FBK037-E)
- Other Charges: Income and Expenditure Account Per Caput Grant Account (I) (R-FBK030-E)
- Outside OEBG/EOEBG Grant Accounts (R-FBK018-E)

- Posted Journal Transaction List (R-FBK004-E)
- Posted Payment Transaction List (R-FBK002-E)
- Posted Petty Cash Transaction List (R-FBK001-E)
- Posted Receipt Transaction List (R-FBK003-E)
- Salaries Grant Account (Boarding Section) (R-FBK032-E)
- Salaries Grant Account (R-FBK017-E)
- Sales of Exercise Books & Stationery / School Uniform / School Ties / School Badges Account (R-FBK031-E)
- Sales of Textbooks Account (R-FBK024-E)
- School's Furniture and Equipment Account (R-FBK051-E)
- Set-up Fund Account (R-FBK026-E)
- Statement of Account (R-FBK013-E)
- Summary of Cheques Used (R-FBK044-E)
- Teacher Relief Grant (R-FBK052-E)
- Teacher Training Grant – Special Education Needs (R-FBK053-E)
- Trial Balance (R-FBK009-E)
- Voucher Journal (Draft, Unposted, Posted) (R-FBK008-E)
- Voucher Payment (Draft, Unposted, Posted) (R-FBK006-E)
- Voucher Petty Cash (Draft, Unposted, Posted) (R-FBK005-E)
- Voucher Receipt (Draft, Unposted, Posted) (R-FBK007-E)
- Financial Management Report (R-FBK057-E)

Vouchers & Others

- Budget Check Report (R-FBK045-E)
- List of Deleted Vouchers (R-FBK040-E)
- List of Voucher Number (R-FBK043-E)
- List of Vouchers Entered During Re-opening of Accounting Month (R-FBK041-E)
- Posted Journal Transaction List (R-FBK004-E)
- Posted Payment Transaction List (R-FBK002-E)
- Posted Petty Cash Transaction List (R-FBK001-E)
- Posted Receipt Transaction List (R-FBK003-E)
- Summary of Cheques Used (R-FBK044-E)
- Voucher Journal (Draft, Unposted, Posted) (R-FBK008-E)
- Voucher Payment (Draft, Unposted, Posted) (R-FBK006-E)
- Voucher Petty Cash (Draft, Unposted, Posted) (R-FBK005-E)
- Voucher Receipt (Draft, Unposted, Posted) (R-FBK007-E)

Monthly Report

- Balance Sheet (R-FBK014-E)
- Bank / Petty Cash Account (R-FBK011-E)
- Bank Reconciliation Statement (R-FBK039-E)
- Consolidated Income & Expenditure Details (R-FBK046-E)
- Income & Expenditure Details (R-FBK034-E)
- Income / Expenditure Account (R-FBK012-E)
- Ledger Account (R-FBK010-E)
- OEBG Financial Statement (R-FBK035-E)
- OEBG Statement of Actual Expenditure (R-FBK036-E)
- OEBG Statement of Actual Expenditure Special Domain (R-FBK037-E)
- Statement of Account (R-FBK013-E)
- Trial Balance (R-FBK009-E)
- Financial Management Report (R-FBK057-E)

Yearly Report

- Government Funds Reconciliation Statement (R-FBK042-E)
- Listing of Grants Balance (R-FBK038-E)
- Sales of Exercise Books & Stationery / School Uniform / School Ties / School Badges Account (R-FBK031-E)

Annual Accounts – IMC School

- Accumulated Fund Account (R-FBK027-E)
- Approved Collection for Specific Purposes Account (R-FBK025-E)
- Balance Sheet (R-FBK028-E)
- Balance Sheet (for Source of Fund “A” only) (R-FBK054-E)
- Employer’s Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (R-FBK021-E)
- Employer’s Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (Boarding Section) (R-FBK033-E)
- EOEBG – Statement of Income and Expenditure Grants (R-FBK050-E)
- EOEBG – Financial Statement (R-FBK056-E)
- EOEBG – Financial Statement (Alternative I) (R-FBK049-E)
- EOEBG – Financial Statement (Alternative II) (R-FBK055-E)
- General Funds Account / Tong Fai / Subscriptions : Income and Expenditure Account (R-FBK022-E)
- Gratuity Reserve Account (R-FBK029-E)
- List of Account Details (R-FBK023-E)
- Mortgage Interest Subsidy Scheme Account (R-FBK019-E)
- Non-Recurrent Grants for F&E Account (R-FBK020-E)

- Other Charges: Income and Expenditure Account Per Caput Grant Account (I) (R-FBK030-E)
- Outside OEBG/EOEBG Grant Accounts (R-FBK018-E)
- Salaries Grant Account (Boarding Section) (R-FBK032-E)
- Salaries Grant Account (R-FBK017-E)
- Sales of Textbooks Account (R-FBK024-E)
- School's Furniture and Equipment Account (R-FBK051-E)
- Set-up Fund Account (R-FBK026-E)
- Teacher Relief Grant (R-FBK052-E)
- Teacher Training Grant – Special Education Needs (R-FBK053-E)

Annual Accounts – Aided Schools under SMC

- Accumulated Fund Account (R-FBK027-E)
- Approved Collection for Specific Purposes Account (R-FBK025-E)
- Balance Sheet (R-FBK028-E)
- Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (Boarding Section) (R-FBK033-E)
- Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (R-FBK021-E)
- General Funds Account / Tong Fai / Subscriptions : Income and Expenditure Account (R-FBK022-E)
- Gratuity Reserve Account (R-FBK029-E)
- List of Account Details (R-FBK023-E)
- Mortgage Interest Subsidy Scheme Account (R-FBK019-E)
- Non-Recurrent Grants for F&E Account (R-FBK020-E)
- OEBG Financial Statement (R-FBK047-E)
- OEBG General Domain Statement of Income and Expenditure by Constituent Grants (R-FBK015-E)
- OEBG Special Domain Statement of Income and Expenditure by Constituent Grants (R-FBK016-E)
- Other Charges: Income and Expenditure Account Per Caput Grant Account (I) (R-FBK030-E)
- Outside OEBG/EOEBG Grant Accounts (R-FBK018-E)
- Salaries Grant Account (Boarding Section) (R-FBK032-E)
- Salaries Grant Account (R-FBK017-E)
- Sales of Textbooks Account (R-FBK024-E)
- School's Furniture and Equipment Account (R-FBK051-E)
- Set-up Fund Account (R-FBK026-E)

Pre-Year End – IMC School

- Accumulated Fund Account (R-FBK027-E)
- Approved Collection for Specific Purposes Account (R-FBK025-E)
- Balance Sheet (R-FBK028-E)
- Balance Sheet (for Source of Fund “A” only) (R-FBK054-E)
- Employer’s Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (Boarding Section) (R-FBK033-E)
- Employer’s Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (R-FBK021-E)
- EOEBG – Statement of Income and Expenditure Grants (R-FBK050-E)
- EOEBG – Financial Statement (R-FBK056-E)
- EOEBG – Financial Statement (Alternative I) (R-FBK049-E)
- EOEBG – Financial Statement (Alternative II) (R-FBK055-E)
- General Funds Account / Tong Fai / Subscriptions : Income and Expenditure Account (R-FBK022-E)
- Gratuity Reserve Account (R-FBK029-E)
- List of Account Details (R-FBK023-E)
- Listing of Grants Balance (R-FBK038-E)
- Mortgage Interest Subsidy Scheme Account (R-FBK019-E)
- Non-Recurrent Grants for F&E Account (R-FBK020-E)
- Other Charges: Income and Expenditure Account Per Caput Grant Account (I) (R-FBK030-E)
- Outside OEBG/EOEBG Grant Accounts (R-FBK018-E)
- Salaries Grant Account (Boarding Section) (R-FBK032-E)
- Salaries Grant Account (R-FBK017-E)
- Sales of Exercise Books & Stationery / School Uniform / School Ties / School Badges Account (R-FBK031-E)
- Sales of Textbooks Account (R-FBK024-E)
- School’s Furniture and Equipment Account (R-FBK051-E)
- Set-up Fund Account (R-FBK026-E)
- Teacher Relief Grant (R-FBK052-E)
- Teacher Training Grant – Special Education Needs (R-FBK053-E)

Pre-Year End – Aided Schools under SMC

- Accumulated Fund Account (R-FBK027-E)
- Approved Collection for Specific Purposes Account (R-FBK025-E)
- Balance Sheet (R-FBK028-E)
- Employer’s Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (Boarding Section) (R-FBK033-E)
- Employer’s Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (R-FBK021-E)

- General Funds Account / Tong Fai / Subscriptions : Income and Expenditure Account (R-FBK022-E)
- Gratuity Reserve Account (R-FBK029-E)
- List of Account Details (R-FBK023-E)
- Listing of Grants Balance (R-FBK038-E)
- Mortgage Interest Subsidy Scheme Account (R-FBK019-E)
- Non-Recurrent Grants for F&E Account (R-FBK020-E)
- OEBG Financial Statement (R-FBK047-E)
- OEBG General Domain Statement of Income and Expenditure by Constituent Grants (R-FBK015-E)
- OEBG Special Domain Statement of Income and Expenditure by Constituent Grants (R-FBK016-E)
- Other Charges: Income and Expenditure Account Per Caput Grant Account (I) (R-FBK030-E)
- Outside OEBG/EOEBG Grant Accounts (R-FBK018-E)
- Salaries Grant Account (Boarding Section) (R-FBK032-E)
- Salaries Grant Account (R-FBK017-E)
- Sales of Exercise Books & Stationery / School Uniform / School Ties / School Badges Account (R-FBK031-E)
- Sales of Textbooks Account (R-FBK024-E)
- School's Furniture and Equipment Account (R-FBK051-E)
- Set-up Fund Account (R-FBK026-E)

Year End – IMC School

- Accumulated Fund Account (R-FBK027-E)
- Approved Collection for Specific Purposes Account (R-FBK025-E)
- Balance Sheet (R-FBK014-E)
- Balance Sheet (R-FBK028-E)
- Balance Sheet (for Source of Fund “A” only) (R-FBK054-E)
- Bank / Petty Cash Account (R-FBK011-E)
- Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (Boarding Section) (R-FBK033-E)
- Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (R-FBK021-E)
- EOEBG – Statement of Income and Expenditure Grants (R-FBK050-E)
- EOEBG – Financial Statement (R-FBK056-E)
- EOEBG – Financial Statement (Alternative I) (R-FBK049-E)
- EOEBG – Financial Statement (Alternative II) (R-FBK055-E)
- General Funds Account / Tong Fai / Subscriptions : Income and Expenditure Account (R-FBK022-E)

- Gratuity Reserve Account (R-FBK029-E)
- Income / Expenditure Account (R-FBK012-E)
- Ledger Account (R-FBK010-E)
- List of Account Details (R-FBK023-E)
- Mortgage Interest Subsidy Scheme Account (R-FBK019-E)
- Non-Recurrent Grants for F&E Account (R-FBK020-E)
- Other Charges: Income and Expenditure Account Per Caput Grant Account (I) (R-FBK030-E)
- Outside OEBG/EOEBG Grant Accounts (R-FBK018-E)
- Salaries Grant Account (Boarding Section) (R-FBK032-E)
- Salaries Grant Account (R-FBK017-E)
- Sales of Textbooks Account (R-FBK024-E)
- School's Furniture and Equipment Account (R-FBK051-E)
- Set-up Fund Account (R-FBK026-E)
- Teacher Relief Grant (R-FBK052-E)
- Teacher Training Grant – Special Education Needs (R-FBK053-E)
- Trial Balance (R-FBK009-E)

Year End – Aided Schools under SMC

- Accumulated Fund Account (R-FBK027-E)
- Approved Collection for Specific Purposes Account (R-FBK025-E)
- Balance Sheet (R-FBK014-E)
- Balance Sheet (R-FBK028-E)
- Bank / Petty Cash Account (R-FBK011-E)
- Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (Boarding Section) (R-FBK033-E)
- Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (R-FBK021-E)
- General Funds Account / Tong Fai / Subscriptions : Income and Expenditure Account (R-FBK022-E)
- Gratuity Reserve Account (R-FBK029-E)
- Income / Expenditure Account (R-FBK012-E)
- Ledger Account (R-FBK010-E)
- List of Account Details (R-FBK023-E)
- Mortgage Interest Subsidy Scheme Account (R-FBK019-E)
- Non-Recurrent Grants for F&E Account (R-FBK020-E)
- OEBG Financial Statement (R-FBK047-E)
- OEBG General Domain Statement of Income and Expenditure by Constituent Grants (R-FBK015-E)

- OEBG Special Domain Statement of Income and Expenditure by Constituent Grants (R-FBK016-E)
 - Other Charges: Income and Expenditure Account Per Caput Grant Account (I) (R-FBK030-E)
 - Outside OEBG/EOEBG Grant Accounts (R-FBK018-E)
 - Salaries Grant Account (Boarding Section) (R-FBK032-E)
 - Salaries Grant Account (R-FBK017-E)
 - Sales of Textbooks Account (R-FBK024-E)
 - School's Furniture and Equipment Account (R-FBK051-E)
 - Set-up Fund Account (R-FBK026-E)
 - Trial Balance (R-FBK009-E)
2. Specific Source of Fund "G" (General Operating Fund) ledgers are hardcoded for most of the reports of Annual Accounts. Other source of funds or ledgers created by the school in Common Setup cannot be extracted for these hardcoded reports. List of hardcoded reports are:
- OEBG Financial Statement (R-FBK035-E)
 - OEBG Financial Statement (R-FBK047-E)
 - OEBG General Domain Statement of Income and Expenditure by Constituent Grants (R-FBK015-E)
 - OEBG Special Domain Statement of Income and Expenditure by Constituent Grants (R-FBK016-E)
 - OEBG Statement of Actual Expenditure (R-FBK036-E)
 - OEBG Statement of Actual Expenditure Special Domain (R-FBK037-E)
3. Following reports are only support the specific Source of Fund "A" (IMC General Fund) ledgers:
- EOEBG – Financial Statement (R-FBK056-E)
 - EOEBG - Financial Statement (Alternative I) (R-FBK049-E)
 - EOEBG - Financial Statement (Alternative II) (R-FBK055-E)
 - EOEBG – Statement of Income and Expenditure Grants (R-FBK050-E)
 - Teacher Relief Grant (R-FBK052-E)
 - Teacher Training Grant – Special Education Needs (R-FBK053-E)
4. Following reports are allowed to define the ledger account selection rule to control which ledger / sub-ledger / ledger account to present in report:
- EOEBG – Financial Statement (R-FBK056-E)
 - EOEBG - Statement of Income and Expenditure Grants (R-FBK050-E)
 - Outside OEBG/EOEBG Grant Accounts (R-FBK018-E)
5. For selection rule setup, the exclusion rule has a higher priority than the exclusion rule.

3 input formats are accepted:

Description	Format		
	Ledger	Sub-ledger	Account
Specify a single code	XXXX (e.g. 1067)	XXX (e.g. 001)	XXX (e.g. 500)
Specify a range. A symbol “-” is used to split the lower and upper bound	XXXX-XXXX (e.g. 1067-1999)	XXX-XXX (e.g. 001-005)	XXX-XXX (e.g. 500-999)
Include all codes	*	*	*

Different reports may have different set of input criteria.

3.1 Accumulated Fund Account (R-FBK027-E)

- This function allows users to generate “Accumulated Fund Account (R-FBK027-E)” report based on the selected print criteria.

PRIMARY SCHOOL AM User: super1 Login Time: 08/09/2009 09:58 Logout | Help | 中文版本
Current School Year: 2007 8 September 2009 14:06

[S-FBK15-27] FMP > Bookkeeping > Report

Accumulated Fund Account (R-FBK027-E):-
Built-in Template

Please input the print criteria.

Print Option	Accounting Year
School Level	Primary
Accounting Year	2009/2010
Accounting Month	09/2009
Source of Fund	A IMC General Fund
Format	PDF

[Preview & Print](#) [To File](#) [Reset](#) [Back](#)

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- Only posted transactions will be captured in this report.

3.2 Approved Collection for Specific Purposes Account (R-FBK025-E)

- This function allows users to generate “Approved Collection for Specific Purposes Account (R-FBK025-E)” report based on the selected print criteria.

PRIMARY SCHOOL AM User: super1 Login Time: 08/09/2009 09:58 Logout | Help | 中文版本
Current School Year: 2007 8 September 2009 14:07

[S-FBK15-25] FMP > Bookkeeping > Report

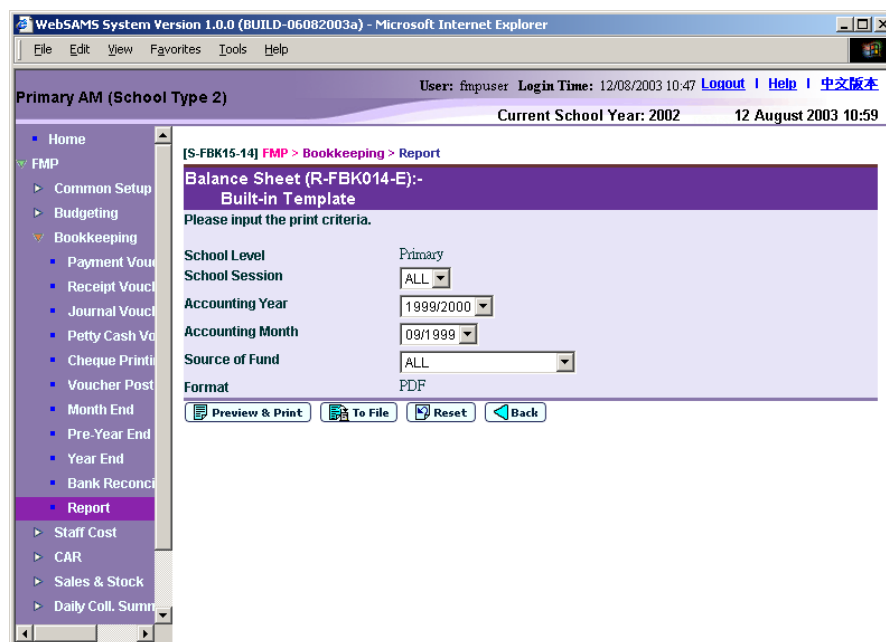
**Approved Collection for Specific Purposes Account (R-FBK025-E):-
Built-in Template**

Please input the print criteria.

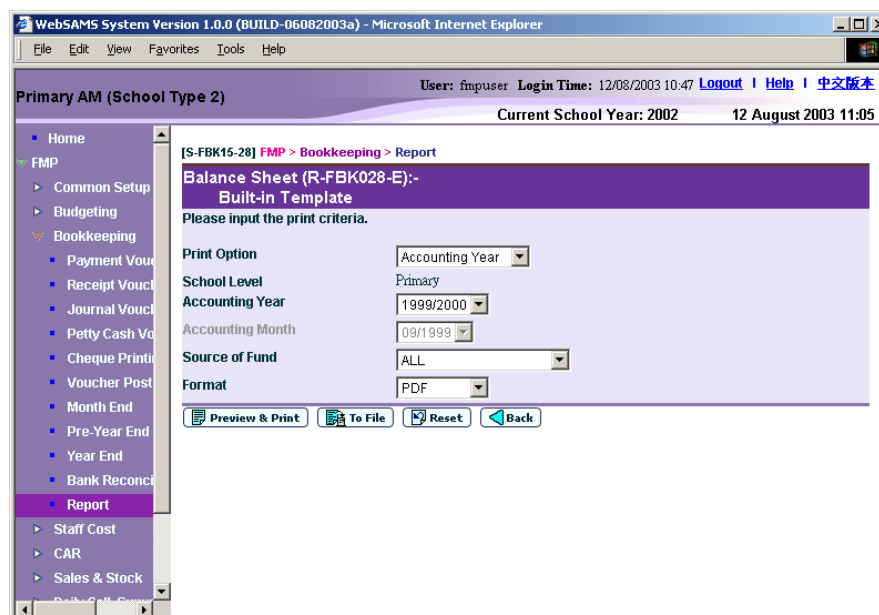
Print Option	Accounting Year
School Level	Primary
Accounting Year	1998/1999
Accounting Month	09/1998
Source of Fund	A IMC General Fund
Format	PDF

[Preview & Print](#) [To File](#) [Reset](#) [Back](#)

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
 - Only posted transactions will be captured in this report.
- 3.3 Balance Sheet (R-FBK014-E)
- This function allows users to generate “Balance Sheet (R-FBK014-E)” report based on the selected print criteria. This report can only be generated in PDF format.



- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level
 - School Session
 - Accounting Year
 - Accounting Month
 - Source of Fund
 - Format (PDF)
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
 - Only posted transactions will be captured in this report.
- 3.4 Balance Sheet (R-FBK028-E)
- This function allows users to generate “Balance Sheet (R-FBK028-E)” report based on the selected print criteria.



- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- Only posted transactions will be captured in this report.

3.5 Balance Sheet (for Source of Fund "A" only) (R-FBK054-E)

- This function allows users to generate "Balance Sheet (for Source of Fund "A" only) (R-FBK054-E)" report based on the selected print criteria.

PRIMARY SCHOOL AM User: super! Login Time: 27/07/2010 15:31 Logout Help 中文版本
Current School Year: 2044 27 July 2010 15:55

[S-FBK15-54] FMP > Bookkeeping > Report

Balance Sheet (For Source of Fund "A" Only) (R-FBK054-E):-
Built-in Template

Please input the print criteria.

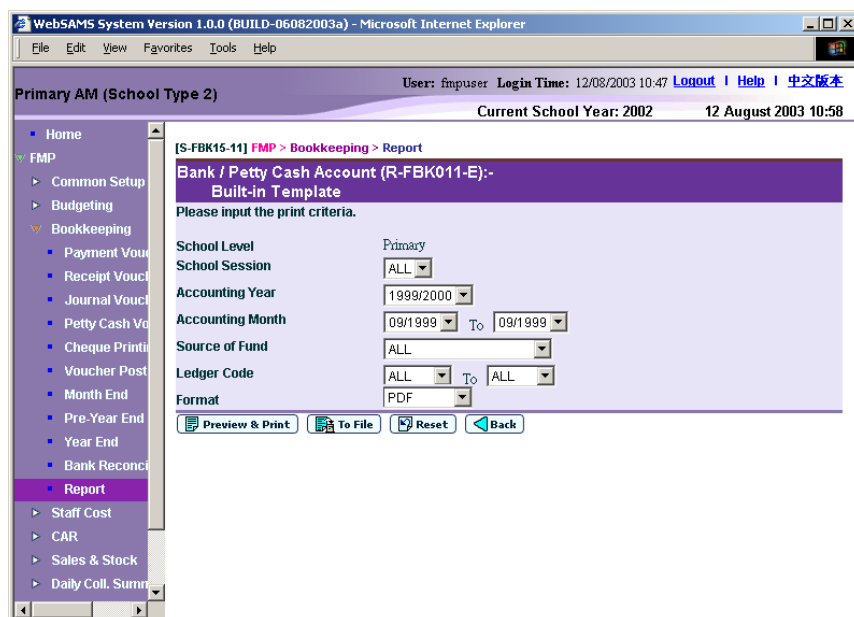
Print Option	Accounting Year
School Level	Primary
Accounting Year	1998/1999
Accounting Month	09/1998
Source of Fund	A IMC General Fund
Format	PDF

[Preview & Print](#) [To File](#) [Reset](#) [Back](#)

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- Specific Source of Fund "A" (IMC General Fund) Ledger codes are hardcoded for this report. Other sources of funds or ledgers created by the school in Common Setup cannot be extracted for this report.
- Only posted transactions will be captured in this report.

3.6 Bank / Petty Cash Account (R-FBK011-E)

- This function allows users to generate "Bank / Petty Cash Account (R-FBK011-E)" report based on the selected print criteria.



- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level
 - School Session
 - Accounting Year
 - Accounting Month Range
 - Source of Fund
 - Ledger Code Range
 - Format (PDF, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- Only posted transactions will be captured in this report.
- Payee Name (if available) will be shown in the report.

3.7 Bank Reconciliation Statement (R-FBK039-E)

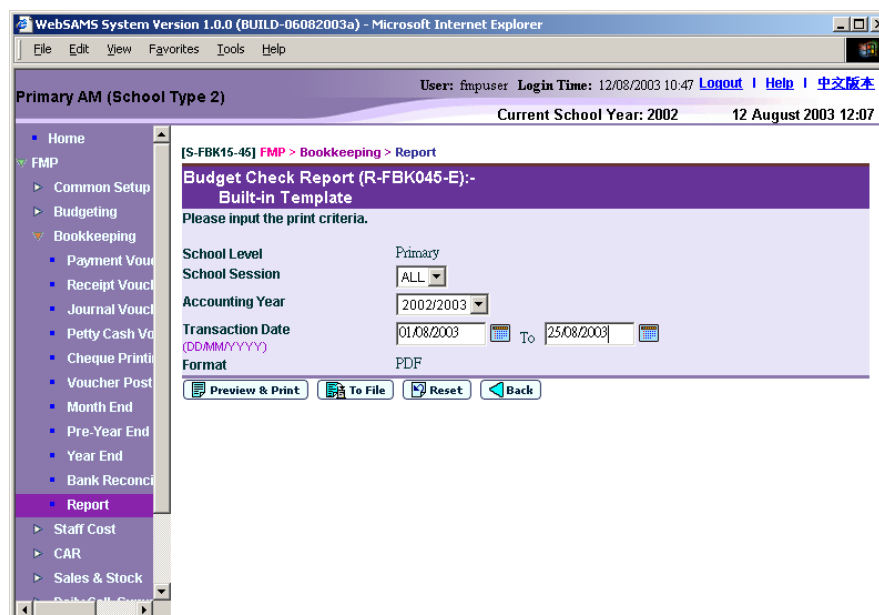
- This function allows users to generate “Bank Reconciliation Statement (R-FBK039-E)” report based on the selected print criteria.

The screenshot shows the WebSAMS System Version 1.0.0 (BUILD-06082003a) running in Microsoft Internet Explorer. The user is 'fmpuser' with a login time of 12/08/2003 10:47. The current school year is 2002, and the date is 12 August 2003 11:25. The left sidebar shows a navigation menu with 'FMP' expanded, containing 'Common Setup', 'Budgeting', 'Bookkeeping', 'Payment Voucher', 'Receipt Voucher', 'Journal Voucher', 'Petty Cash Voucher', 'Cheque Printing', 'Voucher Posting', 'Month End', 'Pre-Year End', 'Year End', 'Bank Reconciliation', 'Report', 'Staff Cost', 'CAR', and 'Sales & Stock'. The 'Report' option is selected. The main content area displays the 'Bank Reconciliation Statement (R-FBK039-E) Built-in Template'. It prompts the user to 'Please input the print criteria.' and includes the following fields: 'Bank Ledger Code' (G5001 Bank - Government Fund), 'Reconciliation Month' (09/2003), 'Amount Not Yet Recorded' (2500), and 'Format' (PDF). At the bottom, there are buttons for 'Preview & Print', 'To File', 'Reset', and 'Back'.

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Bank Ledger Code
 - Reconciliation Month
 - Amount Not Yet Recorded
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- If there are transactions which appeared in the bank statement but not yet recorded in the ledger, users are required to enter the net amount in the box "Amount Not Yet Recorded". The amount can be positive or negative. Users should enter negative amount for net payment or positive amount for net receipt. If there is no such adjustment, please enter zero "0".
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.

3.8 Budget Check Report (R-FBK045-E)

- This function allows users to generate "Budget Check Report (R-FBK045-E)" based on the selected print criteria. This report can only be generated in PDF format.



- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level
 - School Session
 - Accounting Year
 - Transaction Date Range
 - Format (PDF)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.

3.9 Consolidated Income & Expenditure Details (R-FBK046-E)

- This function allows users to generate “Consolidated Income & Expenditure Details (R-FBK046-E)” report based on the selected print criteria.

The screenshot shows the WebSAMS System Version 1.0.0 (BUILD-06082003a) running in Microsoft Internet Explorer. The user is 'fmpuser' with a login time of 12/08/2003 10:47. The current school year is 2002, and the date is 12 August 2003 12:08. The navigation menu on the left includes options like Home, FMP, Common Setup, Budgeting, Bookkeeping, and Report. The main content area displays the 'Consolidated Income & Expenditure Details (R-FBK046-E)' report configuration. It includes a 'Built-in Template' section and a 'Please input the print criteria' section with the following fields:

- School Level: Primary
- Accounting Year: 1999/2000
- Accounting Month: 09/1999 To 09/1999
- Source of Fund: ALL
- Ledger Code: ALL To ALL
- Format: PDF

At the bottom of the criteria section are four buttons: 'Preview & Print', 'To File', 'Reset', and 'Back'.

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level
 - Accounting Year
 - Accounting Month Range
 - Source of Fund
 - Ledger Code Range
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
 - Only posted transactions will be captured in this report.
- 3.10 Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (Boarding Section) (R-FBK033-E)
- This function allows users to generate “Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (Boarding Section) (R-FBK033-E)” report based on the selected print criteria.

PRIMARY SCHOOL AM User: super1 Login Time: 08/09/2009 09:58 Logout | Help | 中文版本
Current School Year: 2007 8 September 2009 14:10

[S-FBK15-33] FMP > Bookkeeping > Report

Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (Boarding Section) (R-FBK033-E):-
Built-in Template

Please input the print criteria.

Print Option Accounting Year
School Level Primary
Accounting Year 2009/2010
Accounting Month 09/2009
Source of Fund A IMC General Fund
Format PDF

Preview & Print To File Reset Back

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
 - Only posted transactions will be captured in this report.
- 3.11 Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (R-FBK021-E)
- This function allows users to generate “Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (R-FBK021-E)” report based on the selected print criteria.

PRIMARY SCHOOL AM User: super1 Login Time: 08/09/2009 09:58 Logout | Help | 中文版本
Current School Year: 2007 8 September 2009 14:11

[S-FBK15-21] FMP > Bookkeeping > Report

Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (R-FBK021-E):-
Built-in Template

Please input the print criteria.

Print Option Accounting Year
School Level Primary
Accounting Year 2009/2010
Accounting Month 09/2009
Source of Fund A IMC General Fund
Format PDF

Preview & Print To File Reset Back

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- Only posted transactions will be captured in this report.

3.12 EOEBG – Financial Statement (R-FBK056-E)

- This function allows users to generate “EOEBG – Financial Statement (R-FBK056-E)” report based on the selected print criteria and ledger account selection rule.

PRIMARY SCHOOL AM User: super1

[S-FBK15-56] FMP > Bookkeeping > Report

**EOEBG - Financial Statement (R-FBK056-E)-
Built-in Template**

Please input the print criteria.

Print Option	Accounting Year
School Level	Primary
Accounting Year	1998/1999
Accounting Month	09/1998
Source of Fund	A IMC General Fund
Format	PDF

Advanced Setup **Preview & Print** **To File** **Reset** **Back**

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - Users can modify the ledger account selection rule by clicking the **[Advanced Setup]** button.
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
 - Specific Source of Fund “A” (IMC General Fund) Ledger codes are hardcoded for this report. Other source of funds or ledgers created by the school in Common Setup cannot be extracted for this report.
 - Only posted transactions will be captured in this report.
- 3.13 EOEBG – Financial Statement (Alternative I) (R-FBK049-E)
- This function allows users to generate “EOEBG – Financial Statement (Alternative I) (R-FBK049-E)” report based on the selected print criteria.

PRIMARY SCHOOL AM User: super1 Login Time: 08/09/2009 09:58 Logout | Help | 中文版本
Current School Year: 2007 8 September 2009 14:12

[S-FBK15-49] FMP > Bookkeeping > Report

**EOEBG - Financial Statement (R-FBK049-E):-
Built-in Template**

Please input the print criteria.

Print Option	Accounting Year
School Level	Primary
Accounting Year	1998/1999
Accounting Month	09/1998
Source of Fund	A IMC General Fund
Format	PDF

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
 - Specific Source of Fund “A” (IMC General Fund) Ledger codes are hardcoded for this report. Other source of funds or ledgers created by the school in Common Setup cannot be extracted for this report.
 - Only posted transactions will be captured in this report.
- 3.14 EOEBG – Financial Statement (Alternative II) (R-FBK055-E)
- This function allows users to generate “EOEBG – Financial Statement (Alternative II) (R-FBK055-E)” report based on the selected print criteria.

PRIMARY SCHOOL AM

[S-FBK15-55] FMP > Bookkeeping > Report

EOEBG – Financial Statement (Alternative II) (R-FBK055-E):-
Built-in Template

Please input the print criteria.

Print Option	Accounting Year
School Level	Primary
Accounting Year	1998/1999
Source of Fund	A IMC General Fund
Format	PDF

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- Specific Source of Fund “A” (IMC General Fund) Ledger codes are hardcoded for this report. Other source of funds or ledgers created by the school in Common Setup cannot be extracted for this report.
- Only posted transactions will be captured in this report.

3.15 EOEBG – Statement of Income and Expenditure Grants (R-FBK050-E)

- This function allows users to generate “EOEBG – Statement of Income and Expenditure Grants (R-FBK050-E)” report based on the selected print criteria.

PRIMARY SCHOOL AM User: super

[S-FBK15-50] FMP > Bookkeeping > Report

**EOEBG - Statement of Income and Expenditure Grants (R-FBK050-E):-
Built-in Template**

Please input the print criteria.

Print Option Accounting Year

School Level Primary

Accounting Year

Accounting Month A IMC General Fund

Source of Fund PDF

Format

Advanced Setup **Preview & Print** **To File** **Reset** **Back**

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - Users can modify the ledger account selection rule by clicking the **[Advanced Setup]** button.
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
 - Specific Source of Fund “A” (IMC General Fund) Ledger codes are hardcoded for this report. Other source of funds or ledgers created by the school in Common Setup cannot be extracted for this report.
 - The account code in range [502 – 550] will not be included in the report.
 - Only posted transactions will be captured in this report.
- 3.16 General Funds Account / Tong Fai / Subscriptions: Income and Expenditure Account (R-FBK022-E)
- This function allows users to generate “General Funds Account / Tong Fai / Subscriptions: Income and Expenditure Account (R-FBK022-E)” report based on the selected print criteria.

PRIMARY SCHOOL AM User: super1 Login Time: 08/09/2009 09:58 Logout | Help | 中文版本
Current School Year: 2007 8 September 2009 14:13

[S-FBK15-22] FMP > Bookkeeping > Report

General Funds Account / Tong Fai / Subscriptions : Income and Expenditure Account (R-FBK022-E):-
Built-in Template

Please input the print criteria.

Print Option	Accounting Year
School Level	Primary
Accounting Year	2009/2010
Accounting Month	09/2009
Source of Fund	A IMC General Fund
Format	PDF

[Preview & Print](#) [To File](#) [Reset](#) [Back](#)

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- Only posted transactions will be captured in this report.

3.17 Government Funds Reconciliation Statement (R-FBK042-E)

- This function allows users to generate "Government Funds Reconciliation Statement (R-FBK042-E)" report based on the selected print criteria.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: winnieho Login Time: 18/09/2006 14:25 Logout | Help | 中文版本

Current School Year: 2005 18 September 2006 14:32

[S-FBK15-42] FMP > Bookkeeping > Report

Government Funds Reconciliation Statement (R-FBK042-E):
Built-in Template

Please input the print criteria.

School Level Primary
Accounting Year 1999/2000
Source of Fund G General Operating Fund
Format PDF

Preview & Print To File Reset Back

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level
 - Accounting Year
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- To generate the report, user has to select the Source of Fund Code from A to G.

3.18 Gratuity Reserve Account (R-FBK029-E)

- This function allows users to generate “Gratuity Reserve Account (R-FBK029-E)” report based on the selected print criteria.

PRIMARY SCHOOL AM

User: super1 Login Time: 08/09/2009 09:58 Logout | Help | 中文版本

Current School Year: 2007 8 September 2009 14:14

[S-FBK15-29] FMP > Bookkeeping > Report

Gratuity Reserve Account (R-FBK029-E):
Built-in Template

Please input the print criteria.

Print Option Accounting Year
School Level Primary
Accounting Year 2009/2010
Accounting Month 09/2009
Source of Fund A IMC General Fund
Format PDF

Preview & Print To File Reset Back

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
 - Only posted transactions will be captured in this report.
- ### 3.19 Income & Expenditure Details (R-FBK034-E)
- This function allows users to generate “Income & Expenditure Details (R-FBK034-E)” report based on the selected print criteria.

The screenshot shows the WebSAMS System Version 1.0.0 (BUILD-06082003a) interface in Microsoft Internet Explorer. The user is logged in as 'fmpuser' on 12/08/2003 at 10:47. The current school year is 2002, and the date is 12 August 2003 at 11:24. The left sidebar shows the 'Report' menu item under 'Bookkeeping' is selected. The main content area displays the 'Income & Expenditure Details (R-FBK034-E)' report configuration screen. The screen prompts the user to 'Please input the print criteria.' and lists the following criteria:

- School Level: Primary
- School Session: ALL
- Accounting Year: 1999/2000
- Accounting Month: 09/1999 To 09/1999
- Source of Fund: ALL
- Ledger Code: ALL To ALL
- Format: PDF

At the bottom of the form, there are four buttons: 'Preview & Print', 'To File', 'Reset', and 'Back'.

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level
 - School Session
 - Accounting Year
 - Accounting Month Range
 - Source of Fund
 - Ledger Code Range
 - Format (PDF, WORD, RICHTEXT, EXCEL)

- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- Only posted transactions will be captured in this report.
- System will sum up all the ledger sub-totals of income and expenditure and display the total at the end of the report.

3.20 Income / Expenditure Account (R-FBK012-E)

- This function allows users to generate “Income / Expenditure Account (R-FBK012-E)” report based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-06082003a) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

User: fmpuser Login Time: 12/08/2003 10:47 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 12 August 2003 10:59

[S-FBK15-12] FMP > Bookkeeping > Report

Income / Expenditure Account (R-FBK012-E):
Built-in Template

Please input the print criteria.

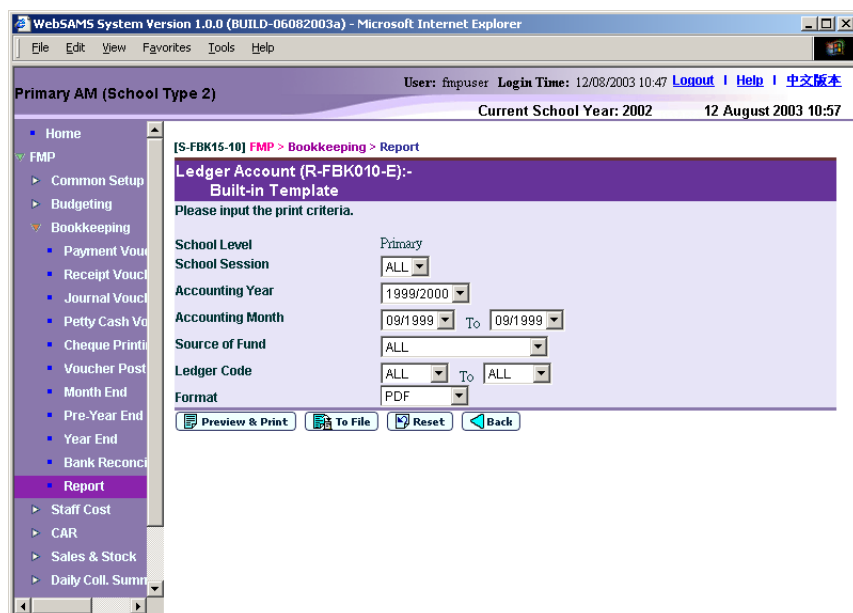
School Level: Primary
School Session: ALL
Accounting Year: 1999/2000
Accounting Month: 09/1999 To 09/1999
Source of Fund: ALL
Ledger Code: ALL To ALL
Format: PDF

Preview & Print To File Reset Back

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level
 - School Session
 - Accounting Year
 - Accounting Month Range
 - Source of Fund
 - Ledger Code Range
 - Format (PDF, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- Only posted transactions will be captured in this report.

3.21 Ledger Account (R-FBK010-E)

- This function allows users to generate “Ledger Account (R-FBK010-E)” report based on the selected print criteria.



- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level
 - School Session
 - Accounting Year
 - Accounting Month Range
 - Source of Fund
 - Ledger Code Range
 - Format (PDF, EXCEL)
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
 - Only posted transactions will be captured in this report.
- 3.22 List of Account Details (R-FBK023-E)
- This function allows users to generate “List of Account Details (R-FBK023-E)” report based on the selected print criteria.

PRIMARY SCHOOL AM User: super1 Login Time: 08/09/2009 09:58 Logout | Help | 中文版本
Current School Year: 2007 8 September 2009 14:41

[S-FBK15-23] FMP > Bookkeeping > Report

List of Account Details (R-FBK023-E):-
Built-in Template

Please input the print criteria.

Print Option	Accounting Year
School Level	Primary
Accounting Year	2009/2010
Accounting Month	09/2009
Source of Fund	A IMC General Fund
Ledger Code	All To All
Format	PDF

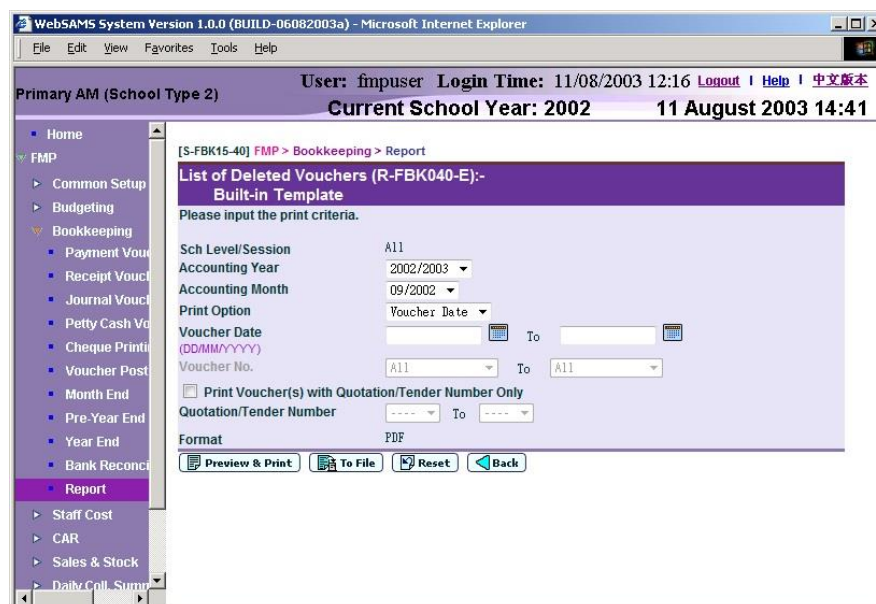
Note: This report excludes ledger code 1003, 1016, 1017, 1018, 1023, 1024, 1056, 1057, 1060, 1701 to 1704.

Preview & Print To File Reset Back

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Ledger Code Range
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- This report excludes ledger code 1003, 1016, 1017, 1018, 1023, 1024, 1056, 1057, 1060, 1701 to 1704 as reports for these ledgers are separately provided.
- For IMC School, this report also excludes ledger code A1092 as reports for these ledgers are separately provided.
- Only posted transactions will be captured in this report.

3.23 List of Deleted Vouchers (R-FBK040-E)

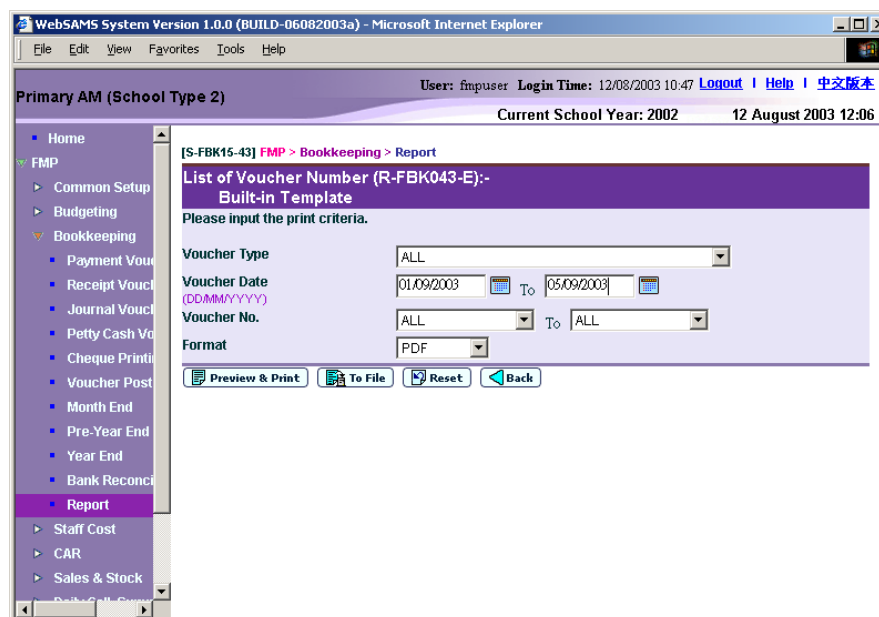
- This function allows users to generate "List of Deleted Vouchers (R-FBK040-E)" report based on the selected print criteria. This report can only be generated in PDF format.



- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level / Session
 - Accounting Year
 - Accounting Month
 - Print Option (Voucher Date or Voucher No.)
 - Voucher Date Range
 - Voucher No. Range
 - Quotation/Tender Number Range
 - Format (PDF)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.

3.24 List of Voucher Number (R-FBK043-E)

- This function allows users to generate “List of Voucher Number (R-FBK043-E)” report based on the selected print criteria.



- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Voucher Type
 - Voucher Date Range
 - Voucher No. Range
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- 3.25 List of Vouchers Entered During Re-opening of Accounting Month (R-FBK041-E)
- This function allows users to generate “List of Vouchers Entered During Re-opening of Accounting Month (R-FBK041-E)” report based on the selected print criteria. This report can only be generated in PDF format.

WebSAMS System Version 1.0.0 (BUILD-06082003a) - Microsoft Internet Explorer

Primary AM (School Type 2) User: fmpuser Login Time: 12/08/2003 10:47 Logout | Help | 中文版本

Current School Year: 2002 12 August 2003 12:05

[S-FBK15-41] FMP > Bookkeeping > Report

List of Vouchers Entered During Re-opening of Accounting Month (R-FBK041-E):-
Built-in Template

Please input the print criteria.

Sch Level/Session ALL
Accounting Year 1999/2000
Accounting Month 09/1999
Voucher Date (DDMMYYYY) To
Format PDF

Preview & Print To File Reset Back

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level / Session
 - Accounting Year
 - Accounting Month
 - Voucher Date Range
 - Format (PDF)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.

3.26 Listing of Grants Balance (R-FBK038-E)

- This function allows users to generate “Listing of Grants Balance (R-FBK038-E)” report based on the selected print criteria.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

L Shaped Merged Primary School User: devtester Login Time: 18/08/2006 10:06 Logout | Help | 中文版本

Current School Year: 2004 18 August 2006 11:16

[S-FBK15-38] FMP > Bookkeeping > Report

Listing of Grants Balance (R-FBK038-E):-
Built-in Template

Please input the print criteria.

Print Option Accounting Year
School Level Primary
Accounting Year 1999/2000
Accounting Month 09/1999
Source of Fund ALL
Format PDF

Preview & Print To File Reset Back

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month)
 - School Level
 - Accounting Year
 - Accounting Month
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- To generate the report, user has to select the Source of Fund Code from A to G.
- Only posted transactions will be captured in this report.

3.27 Mortgage Interest Subsidy Scheme Account (R-FBK019-E)

- This function allows users to generate “Mortgage Interest Subsidy Scheme Account (R-FBK019-E)” report based on the selected print criteria.

PRIMARY SCHOOL AM User: super1 Login Time: 08/09/2009 09:58 Logout | Help | 中文版本
Current School Year: 2007 8 September 2009 14:17

[S-FBK15-19] FMP > Bookkeeping > Report

Mortgage Interest Subsidy Scheme Account (R-FBK019-E):-
Built-in Template

Please input the print criteria.

Print Option	Accounting Year
School Level	Primary
Accounting Year	2009/2010
Accounting Month	09/2009
Source of Fund	A IMC General Fund
Format	PDF

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)

- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- Only posted transactions will be captured in this report.

3.28 Non-Recurrent Grants for F&E Account (R-FBK020-E)

- This function allows users to generate “Non-Recurrent Grants for F&E Account (R-FBK020-E)” report based on the selected print criteria.

PRIMARY SCHOOL AM User: super1 Login Time: 08/09/2009 09:58 Logout | Help | 中文版本
Current School Year: 2007 8 September 2009 14:17

[S-FBK15-20] FMP > Bookkeeping > Report

Non-Recurrent Grants for F&E Account (R-FBK020-E):-
Built-in Template

Please input the print criteria.

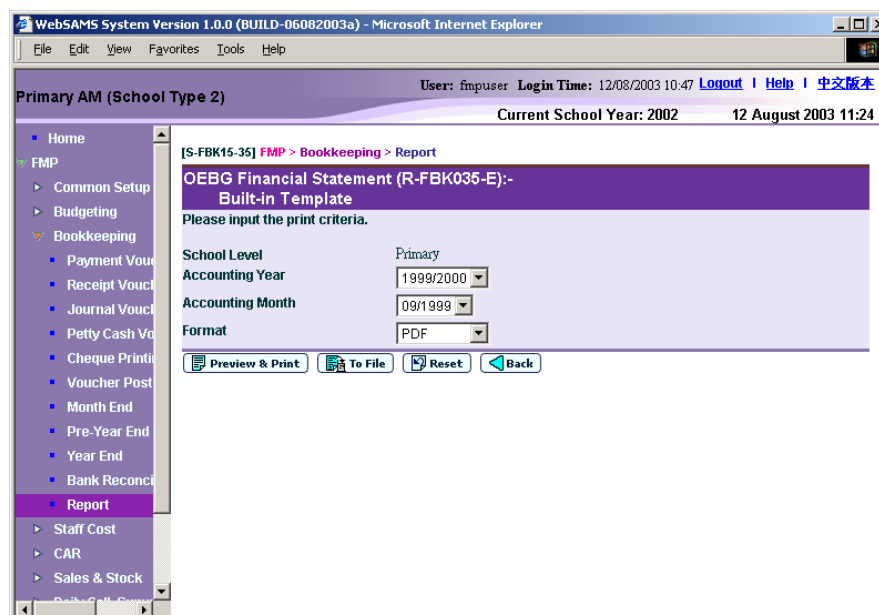
Print Option	Accounting Year
School Level	Primary
Accounting Year	2009/2010
Accounting Month	09/2009
Source of Fund	A IMC General Fund
Format	PDF

[Preview & Print](#) [To File](#) [Reset](#) [Back](#)

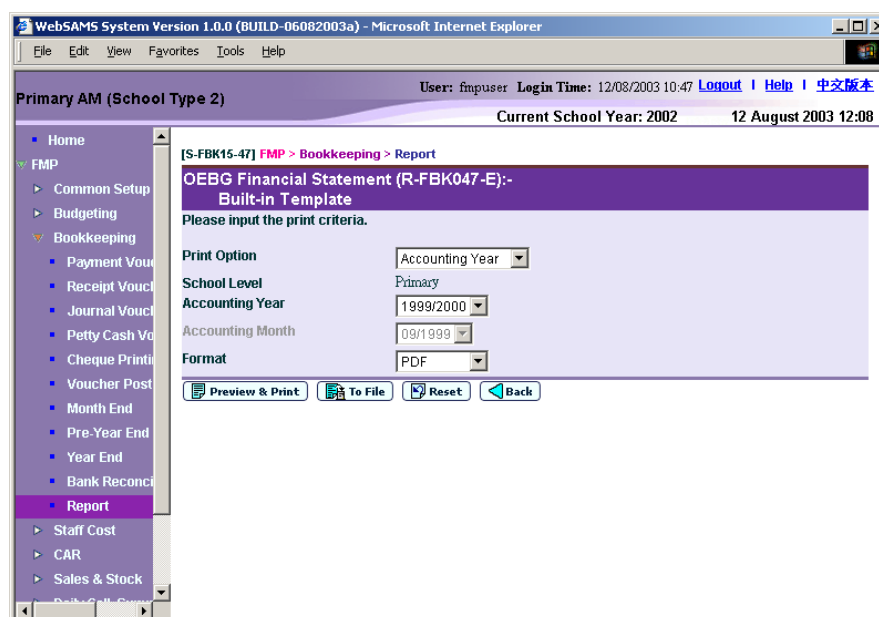
- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- Only posted transactions will be captured in this report.

3.29 OEBG Financial Statement (R-FBK035-E)

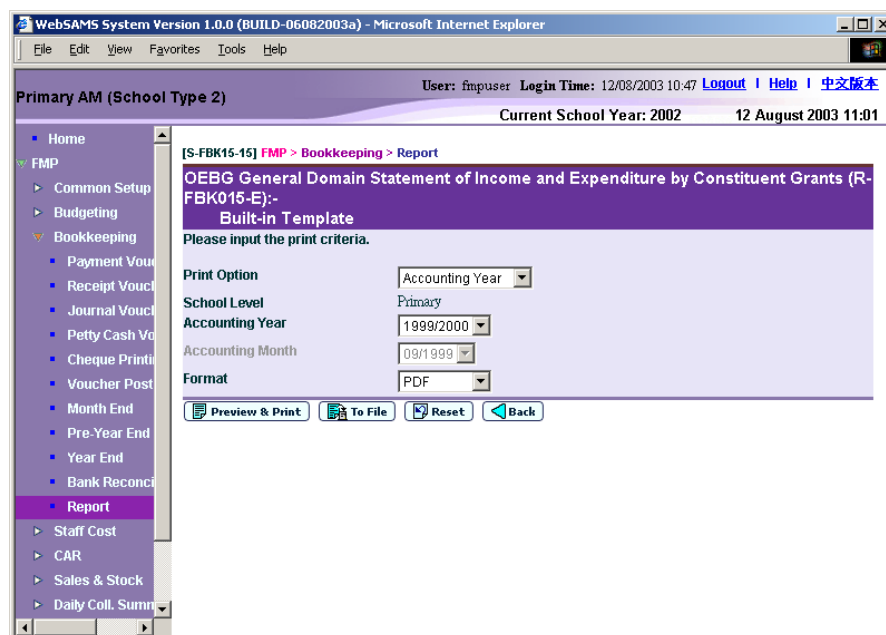
- This function allows users to generate “OEBG Financial Statement (R-FBK035-E)” report based on the selected print criteria.



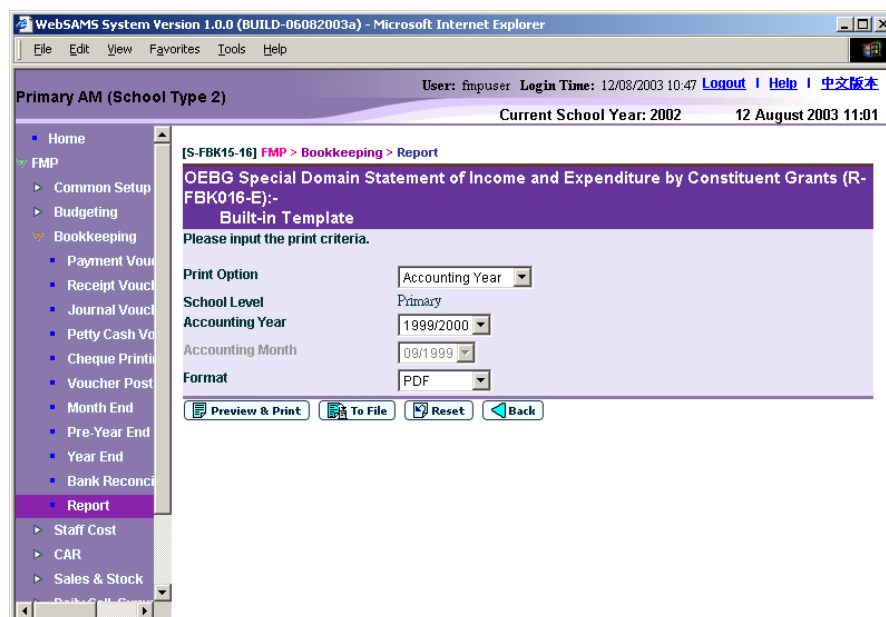
- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level
 - Accounting Year
 - Accounting Month
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
 - Specific Source of Fund “G” (General Operating Fund) Ledger codes are hardcoded for this report. Other source of funds or ledgers created by the school in Common Setup cannot be extracted for this report.
 - Only posted transactions will be captured in this report.
- 3.30 OEBG Financial Statement (R-FBK047-E)
- This function allows users to generate “OEBG Financial Statement (R-FBK047-E)” report based on the selected print criteria.



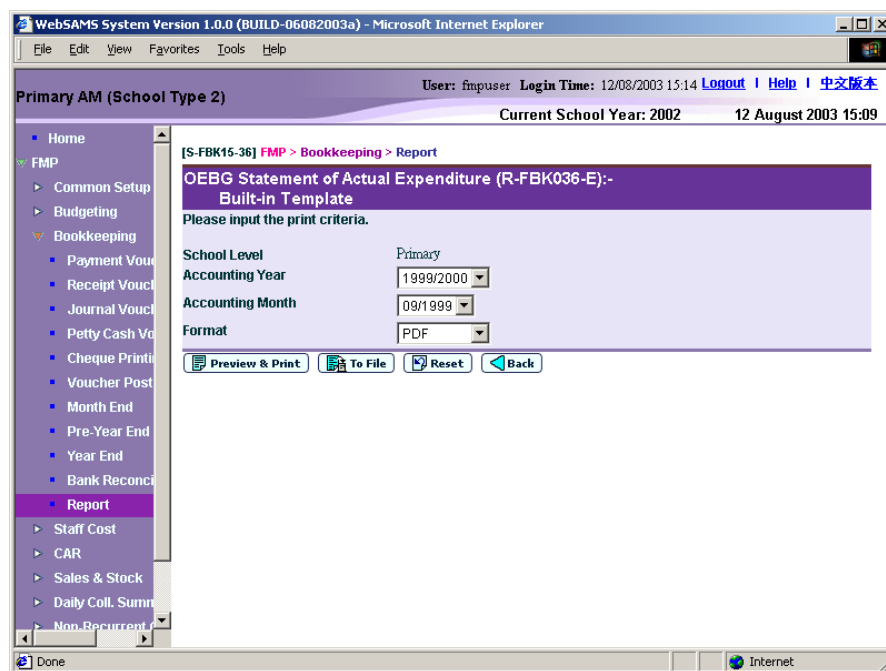
- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
 - Specific Source of Fund "G" (General Operating Fund) Ledger codes are hardcoded for this report. Other source of funds or ledgers created by the school in Common Setup cannot be extracted for this report.
 - Only posted transactions will be captured in this report.
- 3.31 OEBG General Domain Statement of Income and Expenditure by Constituent Grants (R-FBK015-E)
- This function allows users to generate "OEBG General Domain Statement of Income and Expenditure by Constituent Grants (R-FBK015-E)" report based on the selected print criteria.



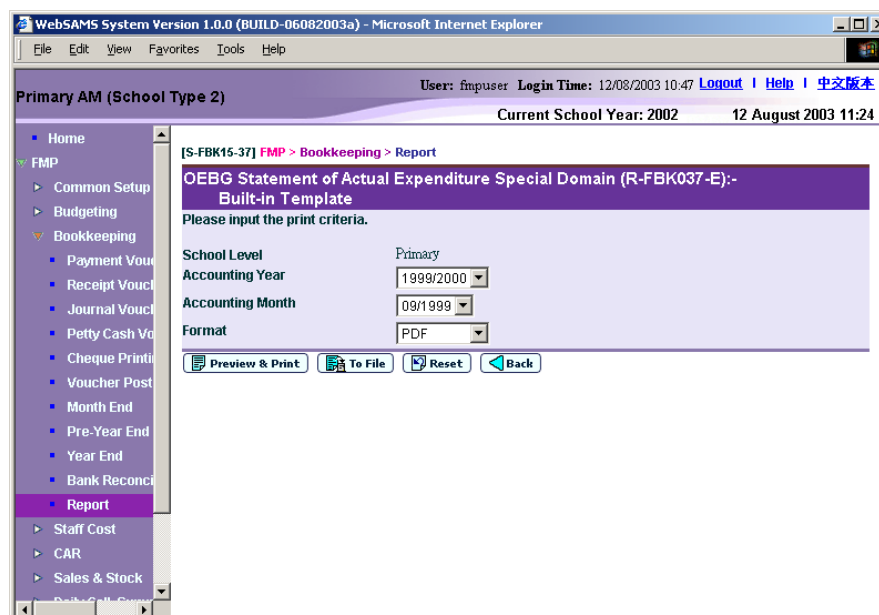
- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
 - Specific Source of Fund “G” (General Operating Fund) Ledger codes are hardcoded for this report. Other source of funds or ledgers created by the school in Common Setup cannot be extracted for this report.
 - Only posted transactions will be captured in this report.
- 3.32 OEBG Special Domain Statement of Income and Expenditure by Constituent Grants (R-FBK016-E)
- This function allows users to generate “OEBG Special Domain Statement of Income and Expenditure by Constituent Grants (R-FBK016-E)” report based on the selected print criteria.



- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
 - Specific Source of Fund "G" (General Operating Fund) Ledger codes are hardcoded for this report. Other source of funds or ledgers created by the school in Common Setup cannot be extracted for this report.
 - Only posted transactions will be captured in this report.
- 3.33 OEBG Statement of Actual Expenditure (R-FBK036-E)
- This function allows users to generate "OEBG Statement of Actual Expenditure (R-FBK036-E)" report based on the selected print criteria.



- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level
 - Accounting Year
 - Accounting Month
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
 - Specific Source of Fund “G” (General Operating Fund) Ledger codes are hardcoded for this report. Other source of funds or ledgers created by the school in Common Setup cannot be extracted for this report.
 - Only posted transactions will be captured in this report.
- 3.34 OEBG Statement of Actual Expenditure Special Domain (R-FBK037-E)
- This function allows users to generate “OEBG Statement of Actual Expenditure Special Domain (R-FBK037-E)” report based on the selected print criteria.



- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level
 - Accounting Year
 - Accounting Month
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
 - Specific Source of Fund “G” (General Operating Fund) Ledger codes are hardcoded for this report. Other source of funds or ledgers created by the school in Common Setup cannot be extracted for this report.
 - Only posted transactions will be captured in this report.
- 3.35 Other Charges: Income and Expenditure Account Per Caput Grant Account (I) (R-FBK030-E)
- This function allows users to generate “Other Charges: Income and Expenditure Account Per Caput Grant Account (I) (R-FBK030-E)” report based on the selected print criteria.

PRIMARY SCHOOL AM User: super1 Login Time: 08/09/2009 09:58 Logout | Help | 中文版本
Current School Year: 2007 8 September 2009 14:19

[S-FBK15-30] FMP > Bookkeeping > Report

Other Charges: Income and Expenditure Account Per Caput Grant Account (I) (R-FBK030-E):-
Built-in Template
Please input the print criteria.

Print Option Accounting Year
School Level Primary
Accounting Year 2009/2010
Accounting Month 09/2009
Source of Fund A IMC General Fund
Format PDF

Preview & Print To File Reset Back

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
 - Only posted transactions will be captured in this report.
- 3.36 Outside OEBG/EOEBG Grant Accounts (R-FBK018-E)
- This function allows users to generate “Outside OEBG/EOEBG Grant Accounts (R-FBK018-E)” report based on the selected print criteria.

PRIMARY SCHOOL AM User: super1 Lo

[S-FBK15-18] FMP > Bookkeeping > Report

**Outside OEBG/EOEBG Grant Accounts (R-FBK018-E):-
Built-in Template**

Please input the print criteria.

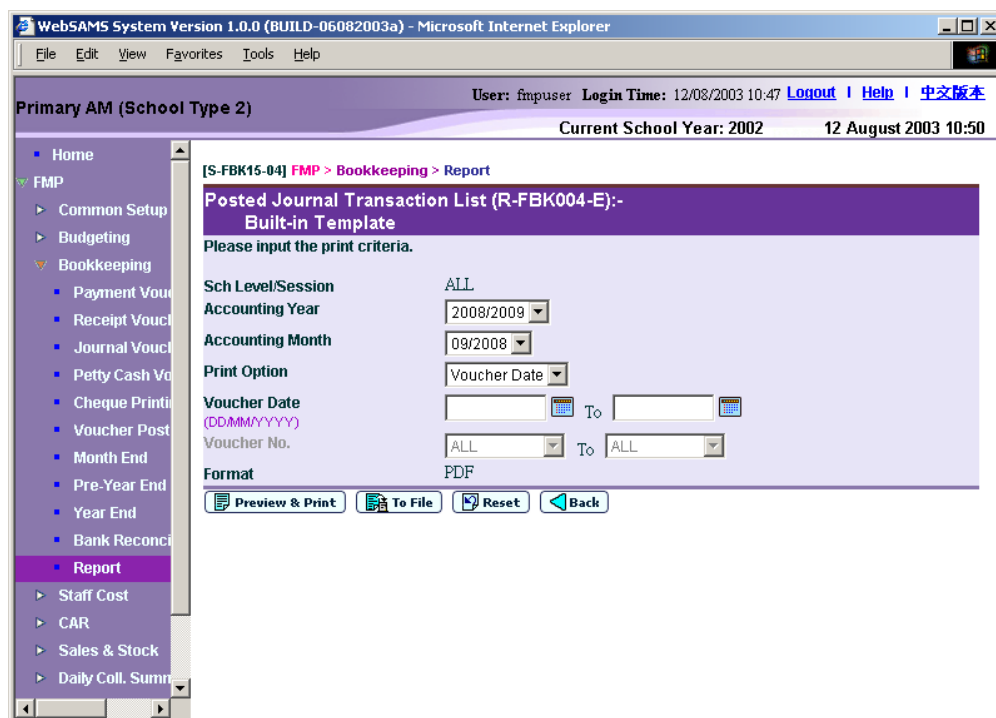
Print Option	Accounting Year
School Level	Primary
Accounting Year	1998/1999
Accounting Month	09/1998
Source of Fund	A IMC General Fund
Format	PDF

Advanced Setup **Preview & Print** **To File** **Reset** **Back**

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can modify the ledger account selection rule by clicking the **[Advanced Setup]** button.
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- The report only includes the ledgers which ledger type is "Grants outside OEBG/ EOEBG".
- Only posted transactions will be captured in this report.

3.37 Posted Journal Transaction List (R-FBK004-E)

- This function allows users to generate "Posted Journal Transaction List (R-FBK004-E)" report based on the selected print criteria. This report can only be generated in PDF format.



- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level / Session
 - Accounting Year
 - Accounting Month
 - Print Option (Voucher Date or Voucher No.)
 - Voucher Date Range
 - Voucher No. Range
 - Format (PDF)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- Only posted journal voucher will be captured in this report.

3.38 Posted Payment Transaction List (R-FBK002-E)

- This function allows users to generate “Posted Payment Transaction List (R-FBK002-E)” report based on the selected print criteria. This report can only be generated in PDF format.

WebSAMS System Version 1.0.0 (BUILD-06082003a) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Primary AM (School Type 2) User: fmpuser Login Time: 11/08/2003 12:16 Logout | Help | 中文版本

Current School Year: 2002 11 August 2003 14:41

[S-FBK15-02] FMP > Bookkeeping > Report

Posted Payment Transaction List (R-FBK002-E):-
Built-in Template

Please input the print criteria.

Sch Level/Session All

Accounting Year 2002/2003

Accounting Month 09/2002

Print Option Voucher Date

Voucher Date (DD/MM/YYYY) To

Voucher No. All To All

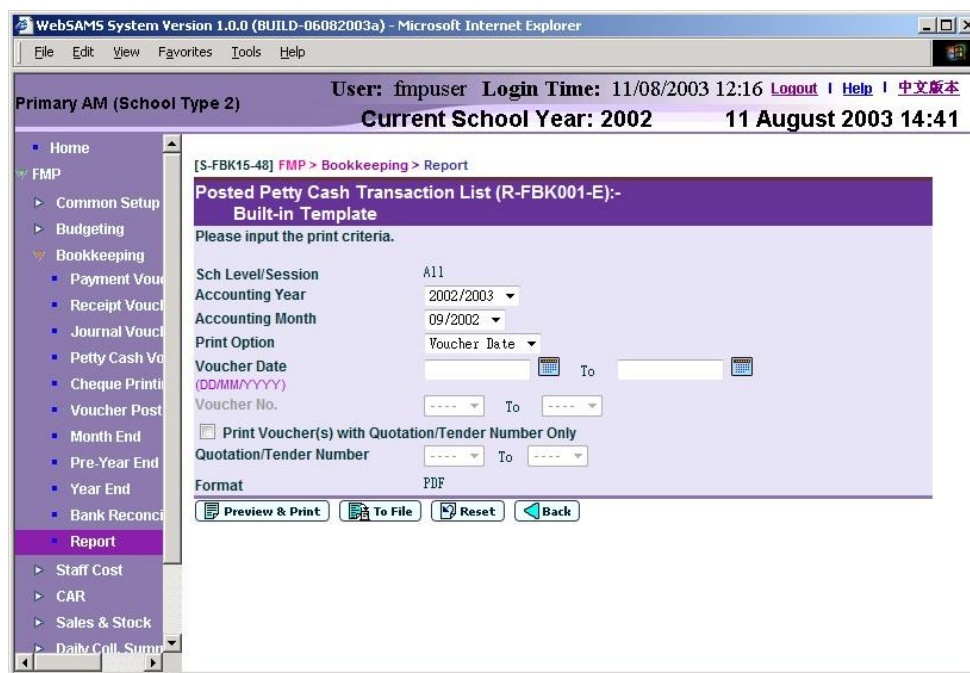
☐ Print Voucher(s) with Quotation/Tender Number Only

Quotation/Tender Number To

Format PDF

Preview & Print To File Reset Back

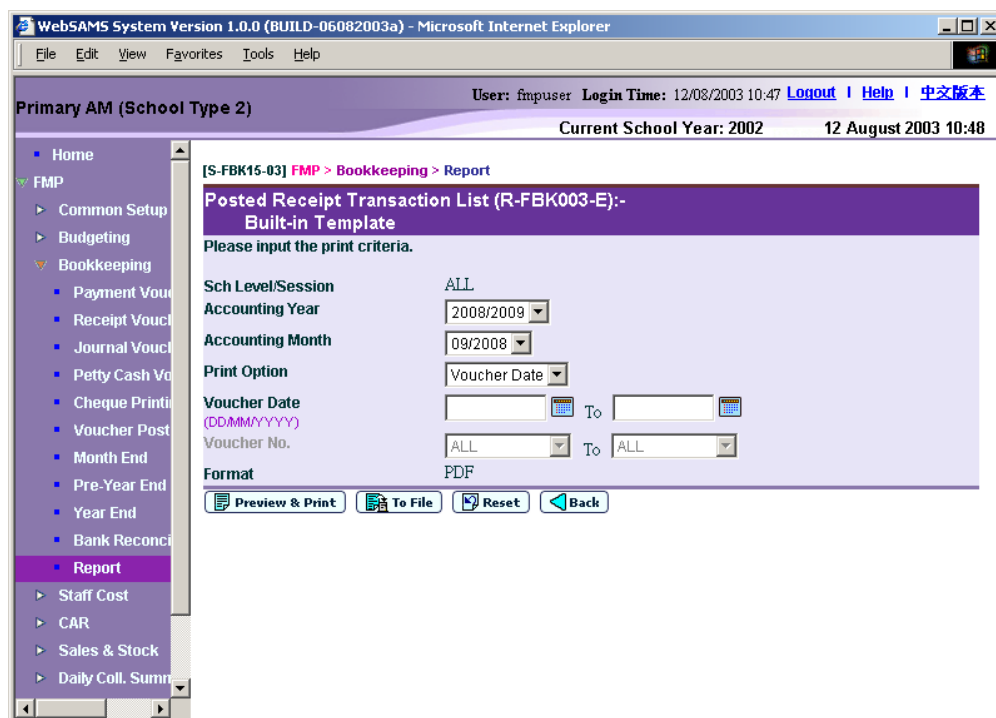
- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level / Session
 - Accounting Year
 - Accounting Month
 - Print Option (Voucher Date or Voucher No.)
 - Voucher Date Range
 - Voucher No. Range
 - Quotation/Tender Number Range
 - Format (PDF)
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
 - Only posted payment voucher will be captured in this report.
- 3.39 Posted Petty Cash Transaction List (R-FBK001-E)
- This function allows users to generate the “Posted Petty Cash Transaction List (R-FBK001-E)” report based on the selected print criteria. This report can only be generated in PDF format.



- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level / Session
 - Accounting Year
 - Accounting Month
 - Print Option (Voucher Date or Voucher No.)
 - Voucher Date Range
 - Voucher No. Range
 - Quotation/Tender Number Range
 - Format (PDF)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- Only posted petty cash voucher will be captured in this report.

3.40 Posted Receipt Transaction List (R-FBK003-E)

- This function allows users to generate “Posted Receipt Transaction List (R-FBK003-E)” report based on the selected print criteria. This report can only be generated in PDF format.



- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level / Session
 - Accounting Year
 - Accounting Month
 - Print Option (Voucher Date or Voucher No.)
 - Voucher Date Range
 - Voucher No. Range
 - Format (PDF)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- Only posted receipt voucher will be captured in this report.

3.41 Salaries Grant Account (Boarding Section) (R-FBK032-E)

- This function allows users to generate “Salaries Grant Account (Boarding Section) (R-FBK032-E)” report based on the selected print criteria.

PRIMARY SCHOOL AM User: super1 Login Time: 08/09/2009 09:58 Logout | Help | 中文版本
Current School Year: 2007 8 September 2009 14:21

[S-FBK15-32] FMP > Bookkeeping > Report

**Salaries Grant Account (Boarding Section) (R-FBK032-E):-
Built-in Template**

Please input the print criteria.

Print Option Accounting Year
School Level Primary
Accounting Year 2009/2010
Accounting Month 09/2009
Source of Fund A IMC General Fund
Format PDF

Preview & Print To File Reset Back

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- Only posted transactions will be captured in this report.

3.42 Salaries Grant Account (R-FBK017-E)

- This function allows users to generate “Salaries Grant Account (R-FBK017-E)” report based on the selected print criteria.
- In this screen, users can select the appropriate criteria to generate the report. The criteria are:

PRIMARY SCHOOL AM User: super1 Login Time: 08/09/2009 09:58 Logout | Help | 中文版本
Current School Year: 2007 8 September 2009 14:21

[S-FBK15-17] FMP > Bookkeeping > Report

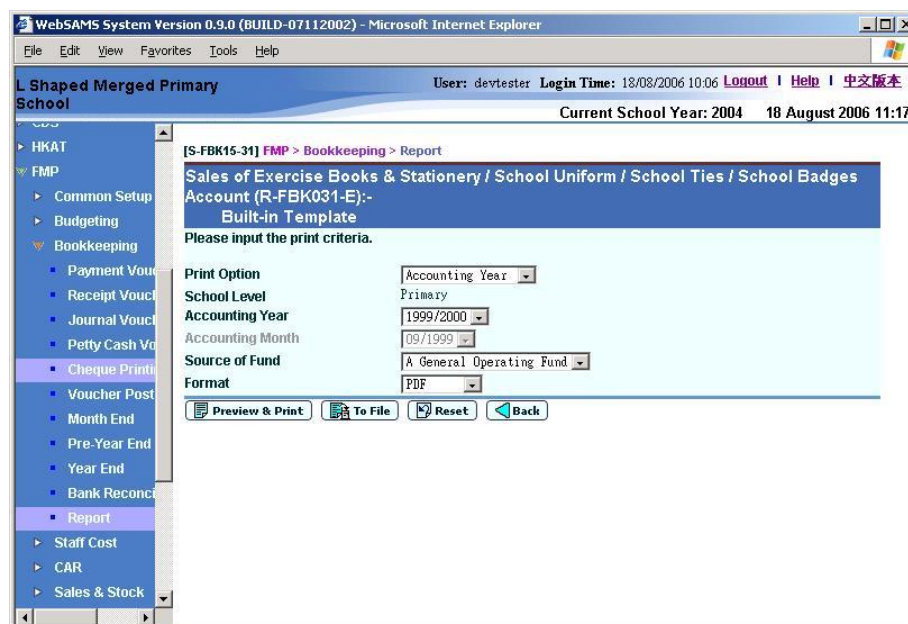
Salaries Grant Account (R-FBK017-E):-
Built-in Template

Please input the print criteria.

Print Option Accounting Year
School Level Primary
Accounting Year 2009/2010
Accounting Month 09/2009
Source of Fund A IMC General Fund
Format PDF

Preview & Print To File Reset Back

- Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
 - Only posted transactions will be captured in this report.
- 3.43 Sales of Exercise Books & Stationery / School Uniform / School Ties / School Badges Account (R-FBK031-E)
- This function allows users to generate “Sales of Exercise Books & Stationery / School Uniform / School Ties / School Badges Account (R-FBK031-E)” report based on the selected print criteria.



- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month)
 - School Level
 - Accounting Year
 - Accounting Month
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- To generate the report, user has to select the Source of Fund Code from A to G.
- Only posted transactions will be captured in this report.

3.44 Sales of Textbooks Account (R-FBK024-E)

- This function allows users to generate “Sales of Textbooks Account (R-FBK024-E)” report based on the selected print criteria.

PRIMARY SCHOOL AM User: super1 Login Time: 08/09/2009 09:58 Logout | Help | 中文版本
Current School Year: 2007 8 September 2009 14:22

[S-FBK15-24] FMP > Bookkeeping > Report

Sales of Textbooks Account (R-FBK024-E):-
Built-in Template

Please input the print criteria.

Print Option	Accounting Year
School Level	Primary
Accounting Year	2009/2010
Accounting Month	09/2009
Source of Fund	A IMC General Fund
Format	PDF

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- Only posted transactions will be captured in this report.

3.45 School's Furniture and Equipment Account (R-FBK051-E)

- This function allows users to generate "School's Furniture and Equipment Account (R-FBK051-E)" report based on the selected print criteria.

PRIMARY SCHOOL AM User: super1 Login Time: 08/09/2009 09:58 Logout | Help | 中文版本
Current School Year: 2007 8 September 2009 14:23

[S-FBK15-51] FMP > Bookkeeping > Report

School's Furniture and Equipment Account (R-FBK051-E):-
Built-in Template

Please input the print criteria.

Print Option	Accounting Year
School Level	Primary
Accounting Year	2009/2010
Accounting Month	09/2009
Source of Fund	A IMC General Fund
Format	PDF

[Preview & Print](#) [To File](#) [Reset](#) [Back](#)

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- Only posted transactions will be captured in this report.

3.46 Set-up Fund Account (R-FBK026-E)

- This function allows users to generate "Set-up Fund Account (R-FBK026-E)" report based on the selected print criteria.

PRIMARY SCHOOL AM User: super1 Login Time: 08/09/2009 09:58 Logout | Help | 中文版本
Current School Year: 2007 8 September 2009 14:23

[S-FBK15-26] FMP > Bookkeeping > Report

Set-up Fund Account (R-FBK026-E):-
Built-in Template

Please input the print criteria.

Print Option	Accounting Year
School Level	Primary
Accounting Year	2009/2010
Accounting Month	09/2009
Source of Fund	A IMC General Fund
Format	PDF

[Preview & Print](#) [To File](#) [Reset](#) [Back](#)

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- Only posted transactions will be captured in this report.

3.47 Statement of Account (R-FBK013-E)

- This function allows users to generate "Statement of Account (R-FBK013-E)" report based on the selected print criteria. This report can only be generated in PDF format.

WebSAMS System Version 1.0.0 (BUILD-06082003a) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

User: fmpuser Login Time: 12/08/2003 10:47 Logout | Help | 中文版本

Primary AM (School Type 2) Current School Year: 2002 12 August 2003 10:59

[S-FBK15-13] FMP > Bookkeeping > Report

Statement of Account (R-FBK013-E):-
Built-in Template

Please input the print criteria.

School Level	Primary
School Session	ALL
Accounting Year	1999/2000
Accounting Month	09/1999
Source of Fund	ALL
Ledger Code	ALL To ALL
Sub-Ledger Code	ALL To ALL
Format	PDF

Preview & Print To File Reset Back

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level
 - School Session
 - Accounting Year
 - Accounting Month

- Source of Fund
- Ledger Code Range
- Sub-Ledger Code Range
- Format (PDF)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- Only posted transactions will be captured in this report.

3.48 Summary of Cheques Used (R-FBK044-E)

- This function allows users to generate “Summary of Cheques Used (R-FBK044-E)” report based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-06082003a) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

User: fmpuser Login Time: 12/08/2003 10:47 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 12 August 2003 12:07

[S-FBK15-44] FMP > Bookkeeping > Report

Summary of Cheques Used (R-FBK044-E):
Built-in Template

Please input the print criteria.

Accounting Year: 2008/2009

Bank Ledger Code: G5001 Bank - Government Fund

Cheque Date (DD/MM/YYYY): To

Cheque No.: ALL To ALL

Group By: Cheque No.

Format: PDF

Preview & Print To File Reset Back

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Accounting Year
 - Bank Ledger Code
 - Cheque Date Range
 - Cheque No. Range
 - Group By (Cheque No. or Voucher No.)
 - Format (PDF)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.

3.49 Teacher Relief Grant (R-FBK052-E)

- This function allows users to generate “Teacher Relief Grant (R-FBK052-E)” report based on the selected print criteria.

PRIMARY SCHOOL AM User: super1 Login Time: 08/09/2009 09:58 Logout | Help | 中文版本
Current School Year: 2007 8 September 2009 14:24

[S-FBK15-52] FMP > Bookkeeping > Report

Teacher Relief Grant (R-FBK052-E):-
Built-in Template

Please input the print criteria.

Print Option	Accounting Year
School Level	Primary
Accounting Year	2009/2010
Accounting Month	09/2009
Source of Fund	A IMC General Fund
Format	PDF

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
 - Specific Source of Fund “A” (IMC General Fund) Ledger codes are hardcoded for this report. Other source of funds or ledgers created by the school in Common Setup cannot be extracted for this report.
 - Only posted transactions will be captured in this report.
- 3.50 Teacher Training Grant – Special Education Needs (R-FBK053-E)
- This function allows users to generate “Teacher Training Grant – Special Education Needs (R-FBK053-E)” report based on the selected print criteria.

PRIMARY SCHOOL AM User: super1 Login Time: 08/09/2009 09:58 Logout | Help | 中文版本
Current School Year: 2007 8 September 2009 14:25

[S-FBK15-53] FMP > Bookkeeping > Report

Teacher Training Grant - Special Education Needs (R-FBK053-E):-
Built-in Template

Please input the print criteria.

Print Option	Accounting Year
School Level	Primary
Accounting Year	2009/2010
Accounting Month	09/2009
Source of Fund	A IMC General Fund
Format	PDF

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - Print Option (Accounting Year / Accounting Month) (Only available for selection from report category FBK 4 - Annual Accounts)
 - School Level
 - Accounting Year
 - Accounting Month (Only available for selection from report category FBK 4 - Annual Accounts)
 - Source of Fund
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- Specific Source of Fund "A" (IMC General Fund) Ledger codes are hardcoded for this report. Other source of funds or ledgers created by the school in Common Setup cannot be extracted for this report.
- Only posted transactions will be captured in this report.

3.51 Trial Balance (R-FBK009-E)

- This function allows users to generate "Trial Balance (R-FBK009-E)" report based on the selected print criteria.

PRIMARY SCHOOL AM User: super1 Login Time: 16/04/2018 09:01 Logout Help 中文版
(RESTRICTED) Current School Year: 2007 16 April 2018 10:
[S-FBK15-09] FMP > Bookkeeping > Report
Trial Balance (R-FBK009-E):-
Built-in Template
Please input the print criteria.
School Level Primary
School Session All
Accounting Year 1998/1999
Accounting Month 09/1998
Source of Fund All
Ledger Code All To All
Option ☒ Ledger Level ☐ Sub-Ledger/Account Level
Ready for Posting Vouchers Included ☒
Format PDF
Preview & Print To File Reset Back

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level
 - School Session
 - Accounting Year
 - Accounting Month
 - Source of Fund
 - Ledger Code Range
 - Option
 - Ready for Posting Vouchers Included
 - Format (PDF, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- Only posted transactions will be captured in this report.
- When **Ready for Posting Vouchers Included** checkbox is checked, the voucher amount with Ready for Posting status and posted transactions will be captured in the report.

3.52 Voucher Journal (Draft, Unposted, Posted) (R-FBK008-E)

- This function allows users to generate “Voucher Journal (Draft, Unposted, Posted) (R-FBK008-E)” report based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-06082003a) - Microsoft Internet Explorer

User: fmpuser Login Time: 12/08/2003 10:47 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 12 August 2003 10:57

[S-FBK15-08] FMP > Bookkeeping > Report

Voucher Journal (Draft, Unposted, Posted) (R-FBK008-E):-
Built-in Template

Please input the print criteria.

Sch Level/Session: ALL

Accounting Year: 2008/2009

Accounting Month: 09/2008

Voucher Status: ALL

Print Option: Voucher Date

Voucher Date (DD/MM/YYYY): [] To []

Voucher No.: ALL To ALL

Format: PDF

Buttons: Preview & Print, To File, Reset, Back

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level / Session
 - Accounting Year
 - Accounting Month
 - Voucher Status (ALL, Draft, Unposted or Posted)
 - Print Option (Voucher Date or Voucher No.)
 - Voucher Date Range
 - Voucher No. Range
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- There is difference in layout at different status of 'Draft', 'Unposted' and 'Posted'. For unposted voucher, position for 'Prepared by', 'Checked By' and 'Approved By' signature are designed to suit the need in procedures for preparing voucher.

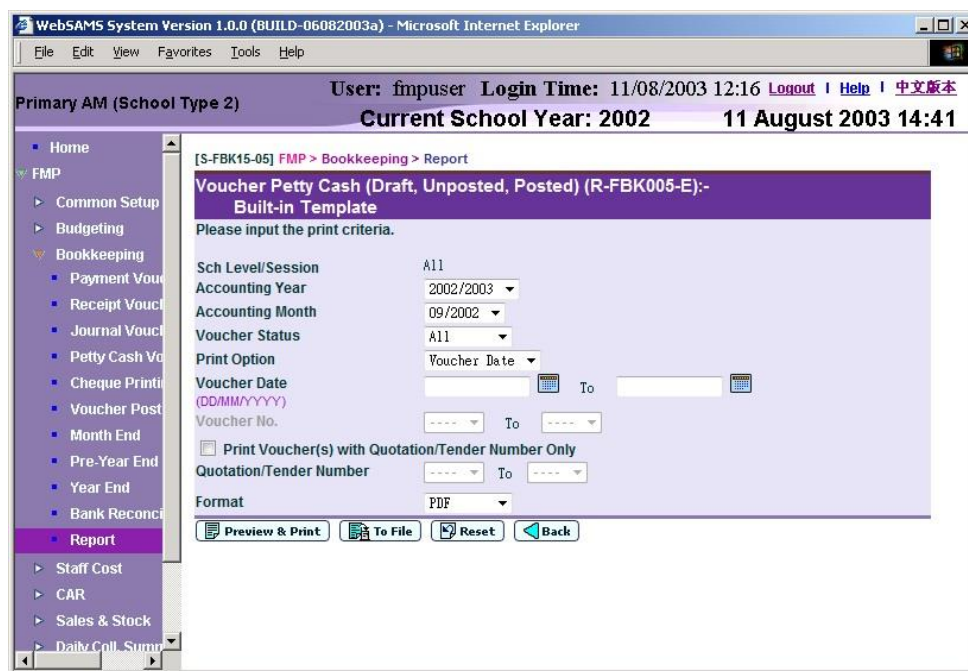
3.53 Voucher Payment (Draft, Unposted, Posted) (R-FBK006-E)

- This function allows users to generate "Voucher Payment (Draft, Unposted, Posted) (R-FBK006-E)" report based on the selected print criteria.

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level / Session
 - Accounting Year
 - Accounting Month
 - Voucher Status (ALL, Draft, Unposted or Posted)
 - Print Option (Voucher Date or Voucher No.)
 - Voucher Date Range
 - Voucher No. Range
 - Quotation/Tender Number Range
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- There is difference in layout at different status of 'Draft', 'Unposted' and 'Posted'. For unposted voucher, position for 'Prepared by', 'Checked By' and 'Approved By' signature are designed to suit the need in procedures for preparing voucher.

3.54 Voucher Petty Cash (Draft, Unposted, Posted) (R-FBK005-E)

- This function allows users to generate "Voucher Petty Cash (Draft, Unposted, Posted) (R-FBK005-E)" report based on the selected print criteria.



- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level / Session
 - Accounting Year
 - Accounting Month
 - Voucher Status (ALL, Draft, Unposted or Posted)
 - Print Option (Voucher Date or Voucher No.)
 - Voucher Date Range
 - Voucher No.
 - Quotation/Tender Number Range
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- There is difference in layout at different status of 'Draft', 'Unposted' and 'Posted'. For unposted voucher, position for 'Prepared by', 'Checked By' and 'Approved By' signature are designed to suit the need in procedures for preparing voucher.

3.55 Receipt Voucher (Draft, Unposted, Posted) (R-FBK007-E)

- This function allows users to generate "Receipt Voucher (Draft, Unposted, Posted) (R-FBK007-E)" report based on the selected print criteria.

WebSAMS System Version 1.0.0 (BUILD-06082003a) - Microsoft Internet Explorer

User: fmpuser Login Time: 12/08/2003 10:47 Logout Help 中文版本

Primary AM (School Type 2) Current School Year: 2002 12 August 2003 10:56

[S-FBK15-07] FMP > Bookkeeping > Report

Voucher Receipt (Draft, Unposted, Posted) (R-FBK007-E):-
Built-in Template

Please input the print criteria.

Sch Level/Session: ALL

Accounting Year: 2008/2009

Accounting Month: 09/2008

Voucher Status: ALL

Print Option: Voucher Date

Voucher Date (DDMM/YYYY): To

Voucher No.: ALL To ALL

Format: PDF

Buttons: Preview & Print, To File, Reset, Back

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level / Session
 - Accounting Year
 - Accounting Month
 - Voucher Status (ALL, Draft, Unposted or Posted)
 - Print Option (Voucher Date or Voucher No.)
 - Voucher Date Range
 - Voucher No. Range
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
- There is difference in layout at different status of 'Draft', 'Unposted' and 'Posted'. For unposted voucher, position for 'Prepared by', 'Checked By' and 'Approved By' signature are designed to suit the need in procedures for preparing voucher.

3.56 Financial Management Report (R-FBK057-E)

- This function allows users to generate "Financial Management Report (R-FBK057-E)" report based on the selected print criteria.

- In this screen, users can select the appropriate criteria to generate the report. The criteria are:
 - School Level
 - School Session
 - Accounting Year
 - Accounting Month
 - Source of Fund
 - Format (PDF, EXCEL)
 - Users can modify the ledger account selection rule by clicking the **[Advanced Setup]** button.
 - Users can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management - Repository by clicking the **[To File]** button.
 - Only posted transactions will be captured in this report.
4. WebSAMS report is built on PDF format with Crystal Report Application, minor alignment issue may be possibly located when printing in other formats.