

USER MANUAL Financial Monitoring and Planning - Daily Collection Summary

(Document 27e)

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1 Module Overview

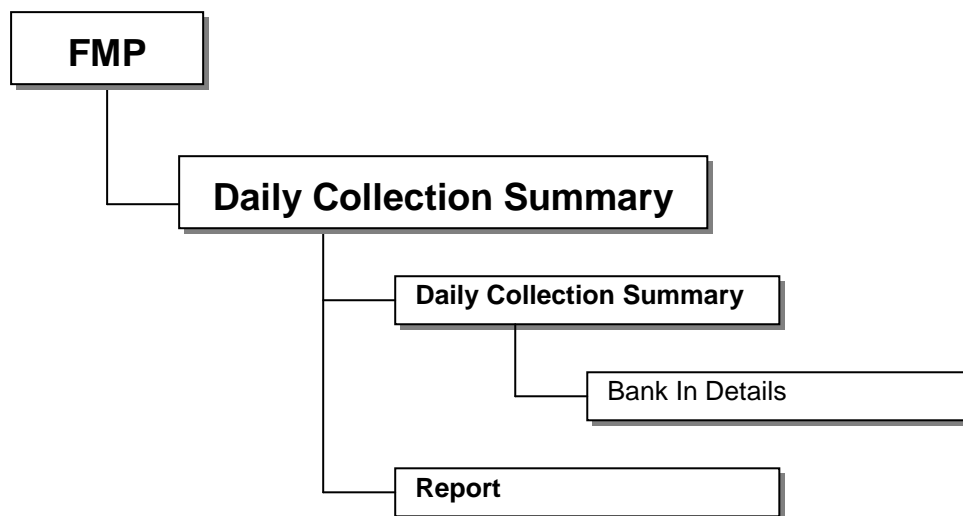
1.1 Introduction

1.1.1 Objective

This module allows users to maintain the Daily Collection Summary for the current accounting year. Year end closing concept does not apply here and therefore, there is no Pre-Year End and Year End process in this Module. The followings are some of the key features of FMP Daily Collection Summary Module:

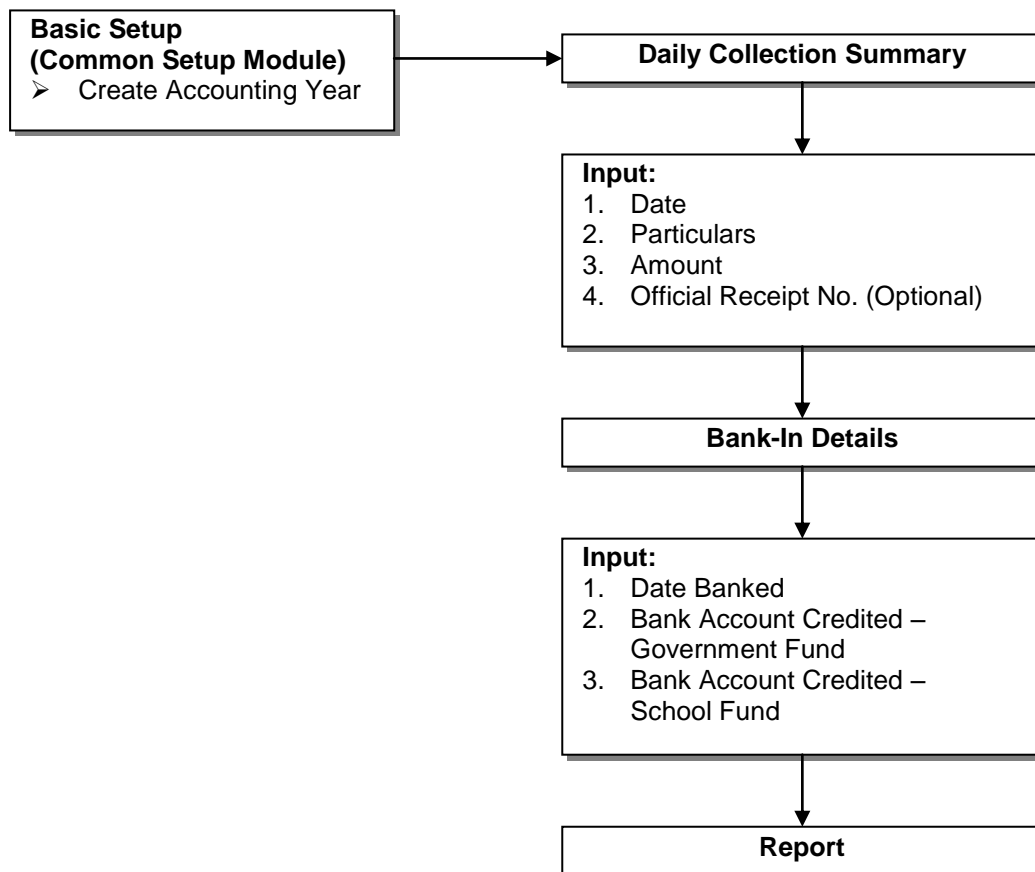
- a. Users may choose to use Daily Collection Summary Module only, or any other FMP modules.
- b. Daily Collection Summary is used to record the nature of the receipts, collected amount, official receipt no. and banking information. The receipts of Daily Collection Summary may include donation, photocopying charges, fees received from programme activities and school fees.

1.2 Function Chart

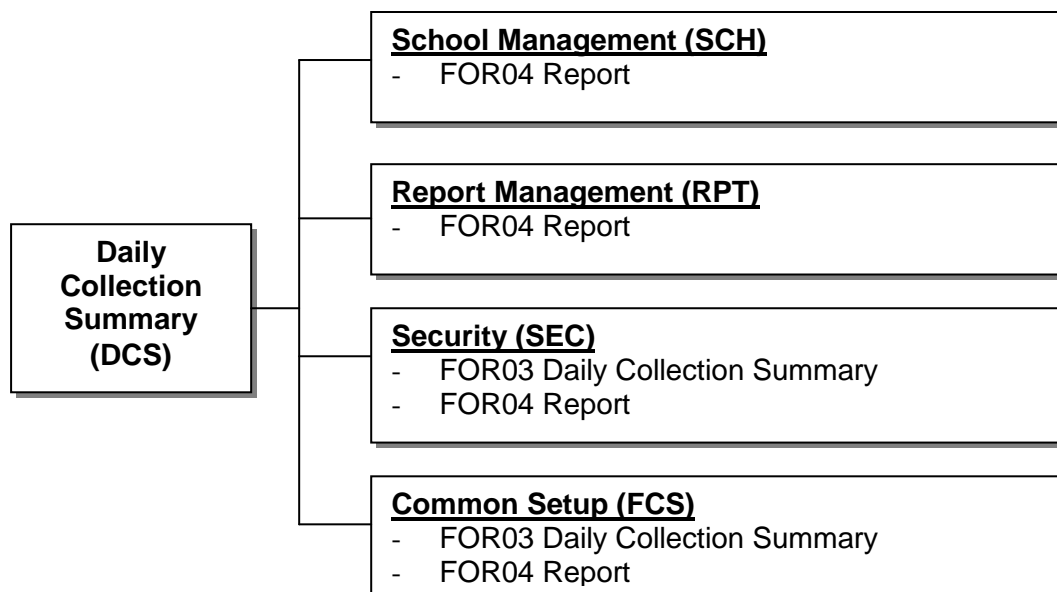


1.3 Flow Diagram

a. Daily Collection Summary



1.4 Interactions with Other Modules



FOR03 – Daily Collection Summary

- Common Setup (FCS)
 - Daily Collection Summary Module is effective.
- Security (SEC)
 - Insert Audit Trail to Security.
 - Check access rights to insert / update / delete daily collection summary records.



FOR04 – Report

- School Management (SCH)
 - Retrieve school name.
- Report Management (RPT)
 - Retrieve report template.
- Common Setup (FCS)
 - Daily Collection Summary Module is effective.
- Security (SEC)
 - Check access rights to preview & print / save report to file.

2 Operation Procedures

2.1 Maintain Daily Collection Summary

2.1.1 Daily Collection Summary - Add Transaction



Function Description

Users can add a new daily collection transaction. Users are required to enter the information of Cash Receipts and Bank-In Details. The receipts of the Daily Collection Summary may include donation, photocopying charges, fees received from programme activities and school fees.



Pre-requisites

1. Daily Collection Summary Module must be effective.



User Procedures

1. Click **[FMP] → [Daily Coll. Summary] → [Daily Coll. Summary]** from the left menu.
2. Select School Level and enter the Date. School Level can be selected for through train school.

3. Click **[Add]** button to add a new transaction. A new transaction line will be displayed.

4. Fill in the information. Please note that the Official Receipts No. is an optional field. Users can leave it blank.

5. If users have the bank-in details, i.e. the date banked, the amount collected for government fund and school fund, users can click the **Link** hyperlink to fill in **Bank In Details**. Filling in bank-in details is optional.
6. a) Click **[Save and Back]** button to save the bank-in detail and return back to transaction detail (Inputted information at **[S-FOR03-01]** page **will also be saved**, or
- b) Click **[Back]** button to return back to transaction detail without saving the Bank In Details.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: jennifer Login Time: 21/08/2003 16:33 Logout | Help | 中文版本

English Name Current School Year: 2001 21 August 2003 17:05

[S-FOR03-02] FMP > Daily Collection Summary > Daily Collection Summary

Bank In Details

School Level Primary

Date (DD/MM/YYYY) 21/10/2002

Particulars Air-conditioner Maintenance Fee

Amount \$ 10,000.00

Official Receipt No.

Date Banked (DD/MM/YYYY)	Bank Account Credited	
	Government Fund	School Fund
21/10/2002	5000	5000

Save and Back Back

6a 6b

5

7. If users want to continue to add other transactions, repeat steps 3 to 6.

8. Click **[Save]** button. All the input transactions will be saved.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: fmpuser Login Time: 16/10/2003 17:10 Logout | Help | 中文版本

English Name Current School Year: 2001 16 October 2003 17:14

[S-FOR03-01] FMP > Daily Collection Summary > Daily Collection Summary

School Level Primary

Date (DD/MM/YYYY) 01/01/2002 To 31/10/2012

Search Add Reset

Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank In Details	Voucher No.
21/10/2002	Air-conditioner Maintenance Fee	10,000.00		Link	

Bottom

Top

Add Edit Delete Save Generate Receipt Voucher

8



Post-effects

1. The transaction(s) is added in the Daily Collection Summary. The information of Cash Receipts and Bank-In Details are recorded in the summary.



Notes

1. Receipt No. together with transaction date must be unique in Daily Collection Summary. That is, same official receipt no. cannot be appeared in more than one transaction with the same transaction date. However, there is no restriction on the number of transaction with the same transaction date if official receipt no. is not entered.

2. Bank-in Date of the transaction must be the same or later than the transaction date. Otherwise, an error message will be prompted when trying to save the record and no record will be saved.
3. If Government fund or School fund amount is / are entered (i.e. not equal to 0) in the Bank-In Details, the sum of Government fund amount and School fund amount must be equal to the transaction amount. Otherwise, an error message will be prompted when trying to save the record and no record will be saved.
4. The transaction amount must be greater than zero.
5. Future date is not allowed.
6. Upon saving, the system will check the completeness of all the mandatory fields.

2.1.2 Daily Collection Summary - Modify Transaction



Function Description

Users can modify existing transactions. The change will be effective instantly.



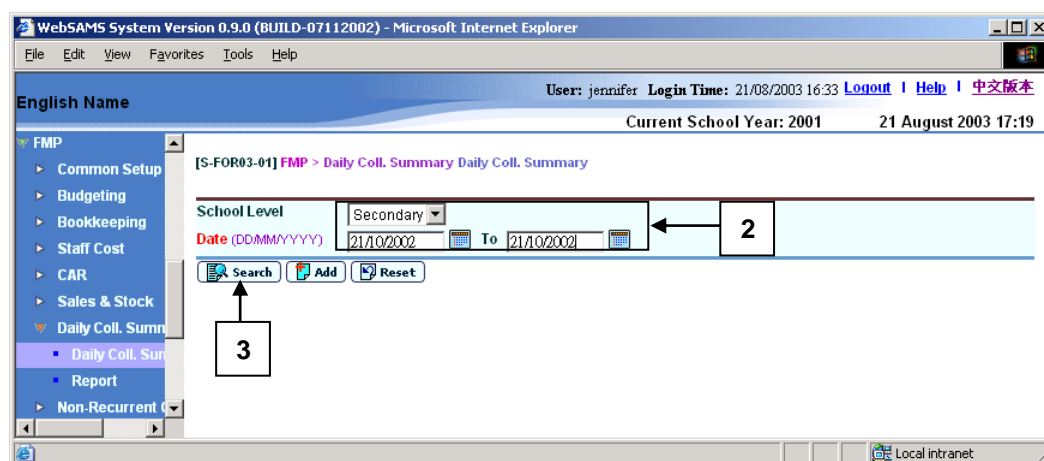
Pre-requisites

1. The transaction must exist.
2. The related receipt voucher has not been deleted or posted.

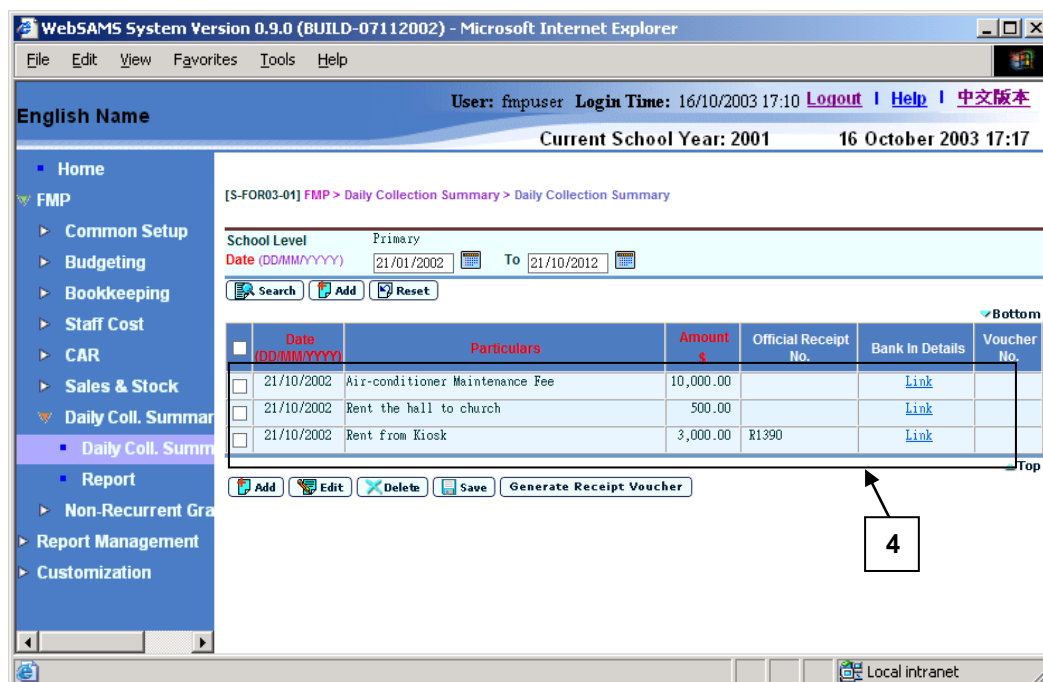


User Procedures

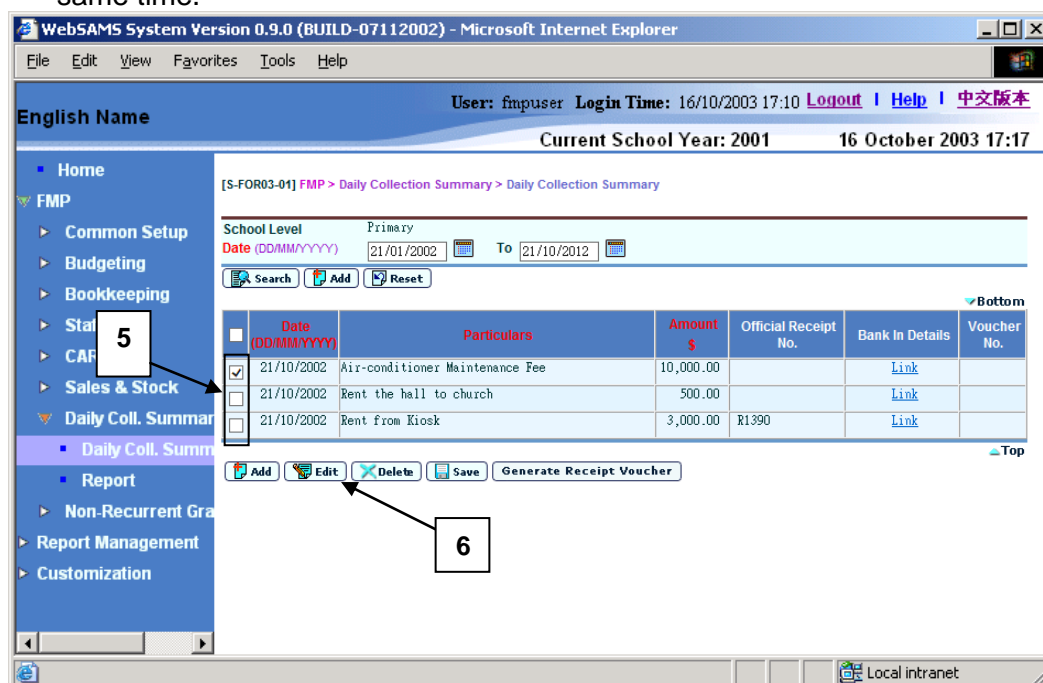
1. Click **[FMP] → [Daily Coll. Summary] → [Daily Coll. Summary]** from the left menu.
2. Select School Level and enter the Date. School Level can be selected for through train school.
3. Click **[Search]** button.



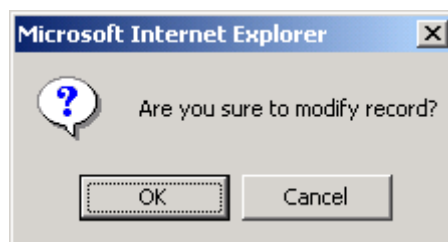
4. Matched transactions will be shown in display mode.



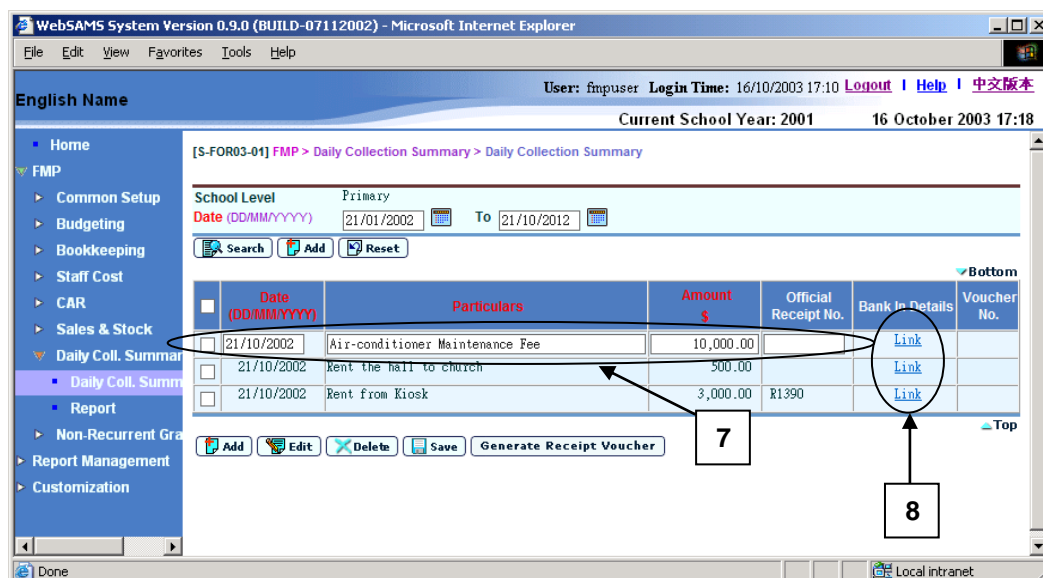
5. Select the checkbox next to the transaction date of the records to be modified. Users may select one or more transactions to be modified at the same time.



6. Click **[Edit]** button. Confirmation message will pop up.
 - a. Click **[Cancel]** to abort.
 - b. Click **[OK]** to proceed. The selected transaction(s) will be changed to edit mode after confirmation.



7. Update the transaction detail.



8. If users have the bank-in details, i.e. the date banked, the amount collected for government fund and school fund, users can click the **Link** hyperlink to fill in **Bank In Details**. Filling in bank-in details is optional.
9. Edit bank-in information.
10. a) Click **[Save and Back]** button to save the bank-in detail and return back to transaction detail (Inputted information at **[S-FOR03-01]** page will also be saved, or
- b) **[Back]** button to return back to transaction detail without saving the Bank In Details.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: jennifer Login Time: 21/08/2003 16:33 Logout | Help | 中文版本

English Name Current School Year: 2001 21 August 2003 17:32

[S-FOR03-02] FMP > Daily Coll. Summary Daily Coll. Summary

Bank In Details

School Level Secondary
Date (DD/MM/YYYY) 21/10/2002
Particulars Air-Conditioner Fee
Amount \$ 20,000.00
Official Receipt No.

Date Banked (DD/MM/YYYY)	Bank Account Credited	
	Government Fund \$	School Fund \$
21/10/2002	10000	10000

Save and Back Back

10a 10b

11. Click **[Save]** button to save the change.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: fmpuser Login Time: 16/10/2003 17:10 Logout | Help | 中文版本

English Name Current School Year: 2001 16 October 2003 17:18

[S-FOR03-01] FMP > Daily Collection Summary > Daily Collection Summary

School Level Primary
Date (DD/MM/YYYY) 21/01/2002 To 21/10/2012
Search Add Reset

Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank In Details	Voucher No.
21/10/2002	Air-conditioner Maintenance Fee	20,000.00		Link	
21/10/2002	Rent the hall to church	500.00		Link	
21/10/2002	Rent from Kiosk	3,000.00	R1390	Link	

Add Edit Delete Save Generate Receipt Voucher

11



Post-effects

1. The transaction is updated in the Daily Collection Summary. The information of Cash Receipts and Bank-In Details are recorded in the Summary.
2. Update daily collection summary record will not auto-update the receipt voucher record, and vice versa.



Notes

1. Receipt No. together with transaction date must be unique in daily collection summary. That is, same official receipt no. cannot be appeared in more than one transaction with the same transaction date. However, there is no restriction on the number of transaction with the same transaction date if official receipt no. is not entered.

2. Bank-in Date of the transaction must be the same or later than the transaction date. Otherwise, an error message will be prompted and no record will be saved.
3. If Government fund or School fund amount is / are entered (i.e. not equal to 0) in the Bank-In Details, the sum of Government fund amount and School fund amount must be equal to the transaction amount. Otherwise, an error message will be prompted and no record will be saved.
4. The transaction amount must be greater than zero.
5. Future date is not allowed.
6. Upon saving, the system will check the completeness of all the mandatory fields.

2.1.3 Daily Collection Summary - Delete Transaction



Function Description

Users can delete a transaction from the Daily Collection Summary.



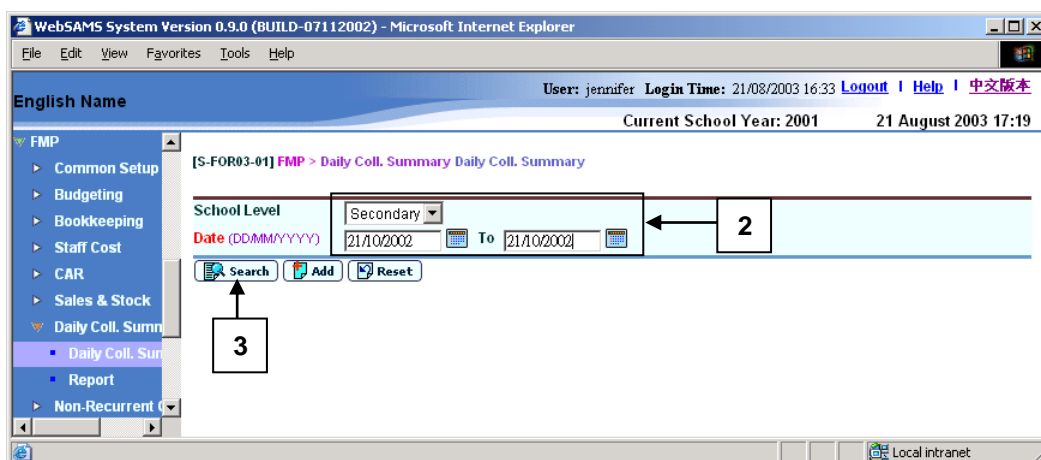
Pre-requisites

1. The transaction must exist.
2. The related receipt voucher has not been deleted or posted.

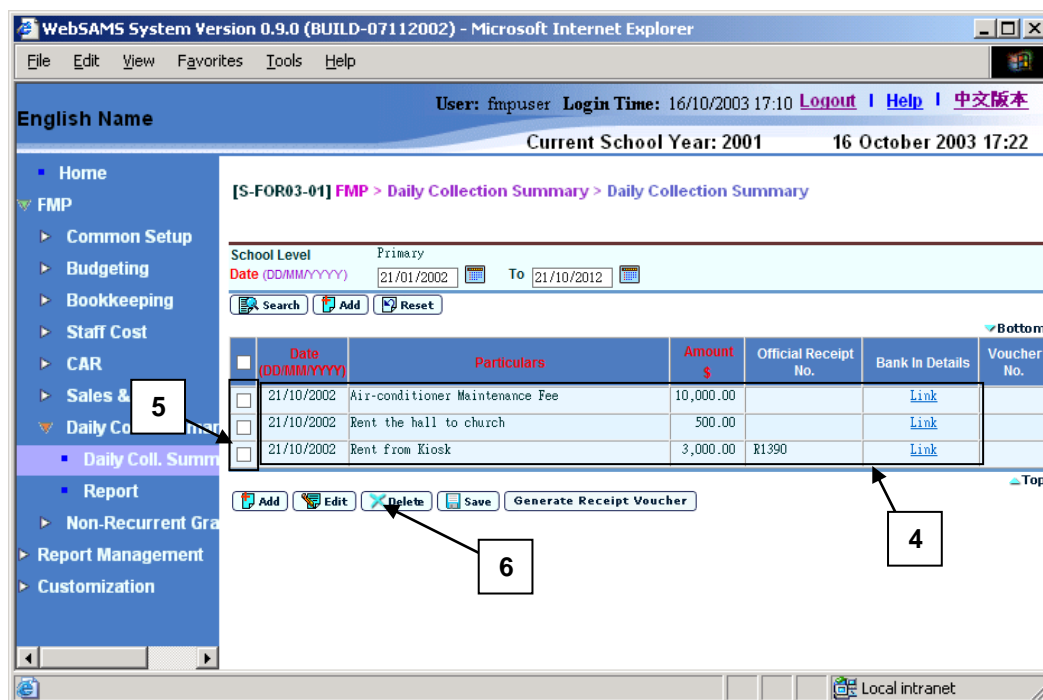


User Procedures

1. Click **[FMP] → [Daily Coll. Summary] → [Daily Coll. Summary]** from the left menu.
2. Select School Level and enter the Date. School Level can be selected for through train school.
3. Click **[Search]** button.



4. Matched transactions will be displayed.



5. Select the checkbox next to the transaction date of the records to be deleted. Users may select one or more transactions to be deleted at the same time.
6. Click **[Delete]** to delete the transaction(s). The whole record of Cash Receipts and Bank-In Details will be removed from the Summary.



Post-effects

1. The transaction is deleted in the Daily Collection Summary.



Notes

1. Official Receipt No. can be re-entered for other records after the transaction has been deleted.

2.1.4 Daily Collection Summary – Generate Receipt Voucher



Function Description

Users can generate a receipt voucher based on daily collection summary record.



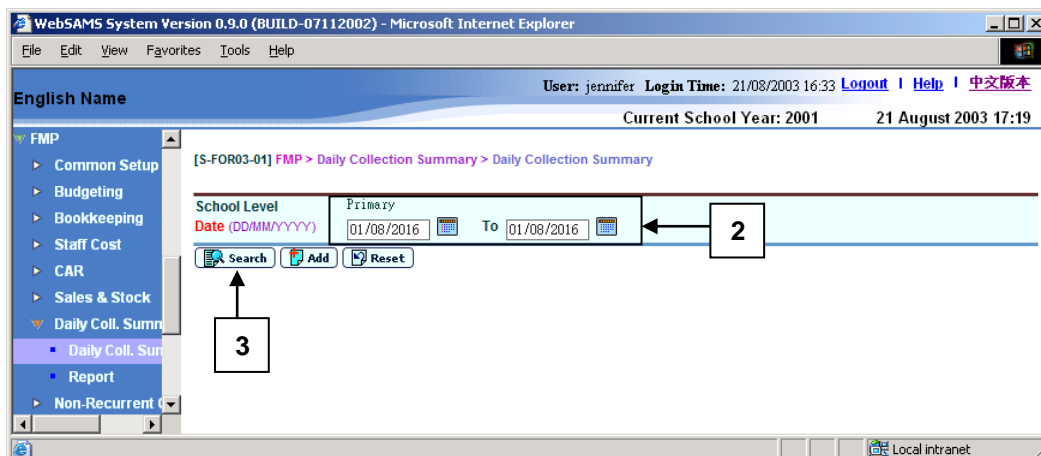
Pre-requisites

1. The transaction must exist.
2. The accounting month must be open.
3. The related receipt voucher has not been created.

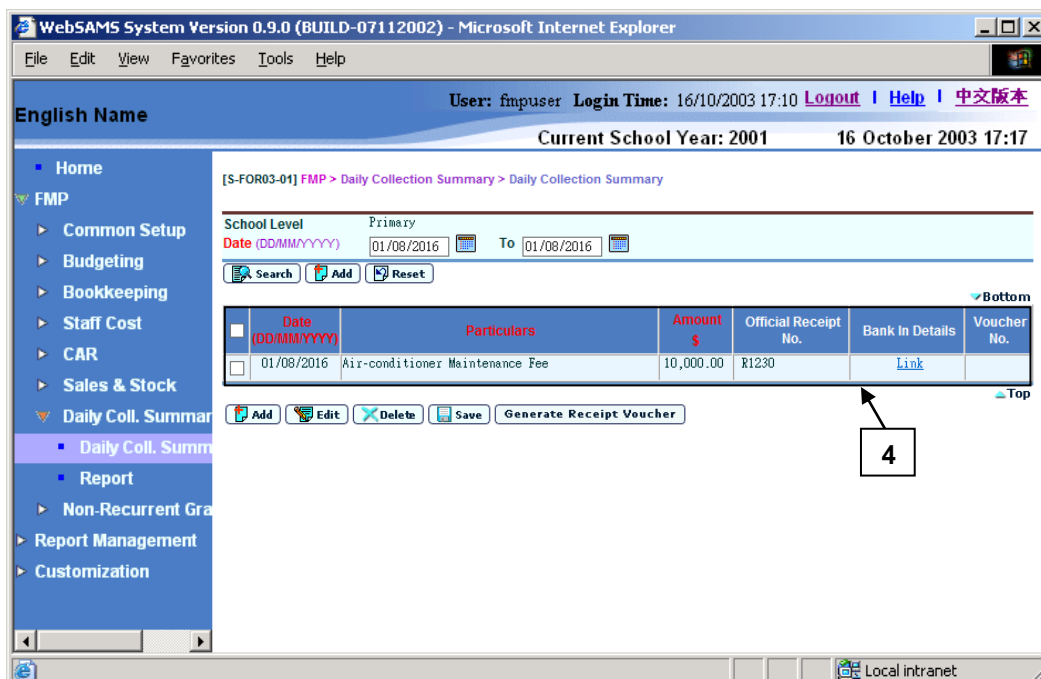


User Procedures

1. Click **[FMP] → [Daily Coll. Summary] → [Daily Coll. Summary]** from the left menu.
2. Select School Level and enter the Date. School Level can be selected for through train school.
3. Click **[Search]** button.



4. Matched transactions will be shown in display mode.



5. Select the checkbox of a transaction record. Only one transaction can be selected at one time.

WebSAMS System Version 0.9.0 (BUILD-07112002) - Microsoft Internet Explorer

User: fmpuser Login Time: 16/10/2003 17:10 Logout | Help | 中文版本

English Name

Current School Year: 2001 16 October 2003 17:17

[S-FOR03-01] FMP > Daily Collection Summary > Daily Collection Summary

School Level: Primary

Date (DD/MM/YYYY): 01/08/2016 To: 01/08/2016

Search Add Reset

Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank In Details	Voucher No.
01/08/2016	Air-conditioner Maintenance Fee	10,000.00	R1230	Link	

Bottom

Add Edit Delete Save Generate Receipt Voucher

Top

Local intranet

6. Click **[Generate Receipt Voucher]** button to generate a receipt voucher, the screen will be switched to Bookkeeping to create receipt voucher **[S-FBK06-03]**.

PRIMARY SCHOOL AM (RESTRICTED)

User: super1 Login Time: 19/01/2017 09:28 Logout | Help | 中文版本

Current School Year: 2007 19 January 2017 10:

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

Add Voucher Details

Accounting Month (MM/YYYY): 08/2016

Voucher Type: ((AR) Test FBK autogen - don't touch)

Voucher No.: AUTO

Voucher Date (DD/MM/YYYY): 31/08/2016

Voucher Particulars: Air-conditioner Maintenance Fee

Gross Debit Amount: \$ 0.00

Voucher Status: Draft

Bottom

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

Sch Level/Session: [v]

Programme: [v]

Account Code: [v]

Particulars: [v]

Amount: \$ 10000

Note: Programme is required for expenditure account only

Chart of Account Add Reset Back

Top

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

7. The fields of **“Accounting Month”**, **“Voucher Date”**, **“Voucher Particulars”** & **“Amount”** will be pre-filled in the receipt voucher form, and users can select other accounting month / voucher type and amend the voucher date / particulars / amount as necessary.
8. Enter the voucher information in **Add Voucher Details** table.
9. Users can perform the following process to maintain the Accounting Line Information (Credit).

- a. To add an 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.

10. **[Back]** button to return back to Add Voucher Details.

The screenshot shows the 'PRIMARY SCHOOL AM' interface. At the top, it says '(RESTRICTED)' and 'Current School Year: 2007'. The voucher details are as follows:

Voucher No.	Voucher Date (DD/MM/YYYY)	Voucher Particulars	Gross Debit Amount	Voucher Status
AUTO	31/08/2016	Air-conditioner Maintenance Fee	\$ 10,000.00	Draft

The 'Accounting Line Information (Credit)' table is shown below:

Line No.	Sch Level/Session	Programme	Account Code	Particulars	Amount
1	Primary/AM	-	G1003001501 - Grant Income - Approved Collection		10000.00

Callouts in the image:

- 9a: Points to the 'Sch Level/Session' dropdown menu.
- 9b: Points to the 'Account Code' text box.
- 9c: Points to the 'Line No.' column header in the accounting line table.
- 13: Points to the 'Amount' field in the accounting line table.

Buttons at the bottom include 'Save Voucher As Draft', 'Save Voucher', and 'Back'.

11. 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 - Microsoft Internet Explorer

Input Account Code

Account Code: G1010001051

Copy Close

Search Account Code

Fund Source & Ledger Code: G1010 - Whole Sch Appr Guidance Prog Fund Gr A/C

Sub-Ledger Code: 001 - Guidance Programme Funds (#)

Account Code: 051 - Whole School Approach Expense

Select Close

11

12. If the desired account code cannot be found in step 11 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** users 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

ALL

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

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13. Click **Bank Ledger Information (Debit)** link to enter the bank information. Bank ledger set under Common Setup – Voucher Type Maintenance will be selected by default.

PRIMARY SCHOOL AM User: superl Login Time: 19/01/2017 09:28 Logout | Help | 中文版本
(RESTRICTED) Current School Year: 2007 19 January 2017 11:00

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

Add Voucher Details

Accounting Month (MM/YYYY) 08/2016

Voucher Type (AR) Test FBK autogen - don't touch

Voucher No. AUTO

Voucher Date (DD/MM/YYYY) 31/08/2016

Voucher Particulars Air-conditioner Maintenance Fee

Debit Amount \$ 10,000.00

Voucher Status Draft

14

15

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

Bank Ledger Code 65002 - Bank - School Fund

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

Save Voucher As Draft Save Voucher Back

13

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

15. 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.

16. System return back to transaction detail **[S-FOR03-01]** page. And show the Voucher record save successfully message at the top of the page after saving.

PRIMARY SCHOOL AM User: superl Login Time: 19/01/2017 10:53 Logout | Help | 中文版本
(RESTRICTED) Current School Year: 2007 19 January 2017 11:08

[S-FOR03-01] FMP > Daily Collection Summary > Daily Collection Summary

Record saved successfully.

School Level Primary

Date (DD/MM/YYYY) 01/08/2016 To 01/08/2016

Search Add Reset

16

Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank In Details	Voucher No.
01/08/2016	Air-conditioner Maintenance Fee	10,000.00	R1230	Link	AR16/08-00005 (Unposted)

Add Edit Delete Save Generate Receipt Voucher

17

17. The voucher number will be displayed at the "Voucher No." column and show the voucher status as "Unposted" or "Draft".



Post-effects

1. Update daily collection summary record will not auto-update the receipt voucher record, and vice versa.



Notes

1. The fields of “Accounting Month”, “Voucher Date”, “Voucher Particulars” & “Amount” will be pre-filled in the receipt voucher form, and user should select “Voucher Type” by selection box. The “Accounting Month” must be open, otherwise error message will be shown.
2. The “Accounting Month” is the month of date of collection record selected and “Voucher Date” is the last day of the “Accounting Month”. Users can select other accounting month and amend the voucher date / particulars / amount as necessary.
3. When receipt vouchers have been created in Bookkeeping, the voucher no. and status will be captured under the column “Voucher No.” of the Daily Collection Summary [S-FOR03-01].
4. If voucher is of status as Draft or Unposted
 - The button "Generate Receipt Voucher" will be dimmed for the related DCS record but the record can be updated or deleted in DCS.
5. If voucher has been Deleted
 - The button "Generate Receipt Voucher" remained dimmed for the related DCS record and the record cannot be updated.
6. If voucher has been Posted
 - The button “Generate Receipt Voucher” remained dimmed for the related DCS record and the record cannot be updated or deleted.
7. Voucher Posting is also required in the Bookkeeping to update the account balances in General Ledger.

2.1.5 Generate Report



Function Description

Users can generate report to list out daily collection transactions captured in the system.



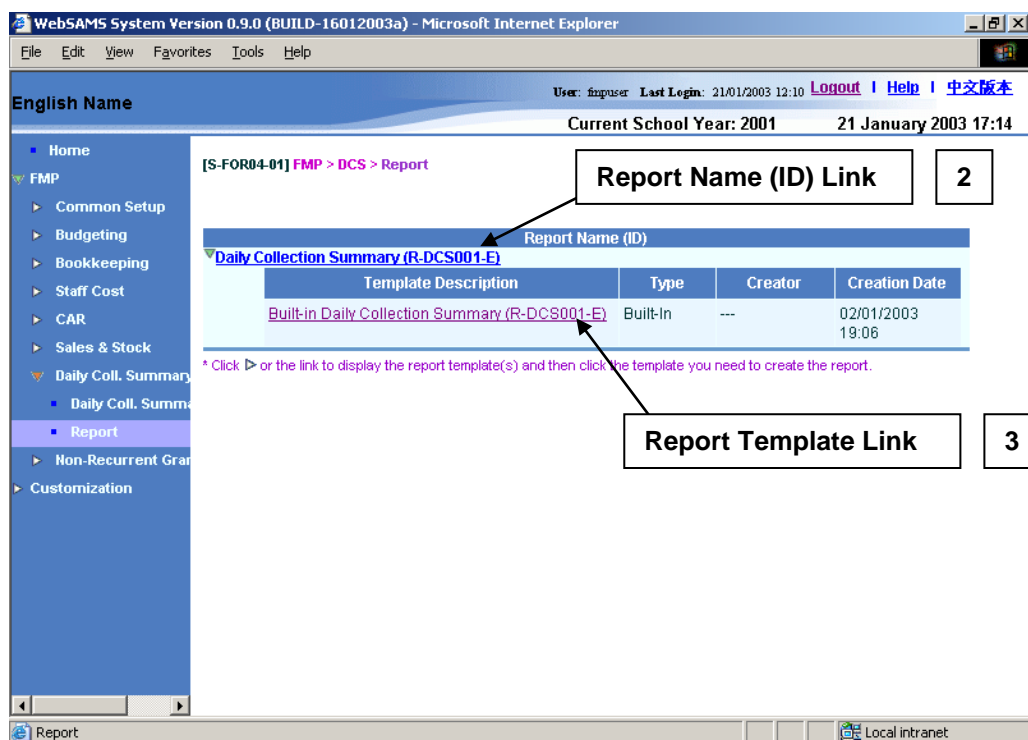
Pre-requisites

Adobe Acrobat Reader and Microsoft Office 2000 are required in order to view the reports

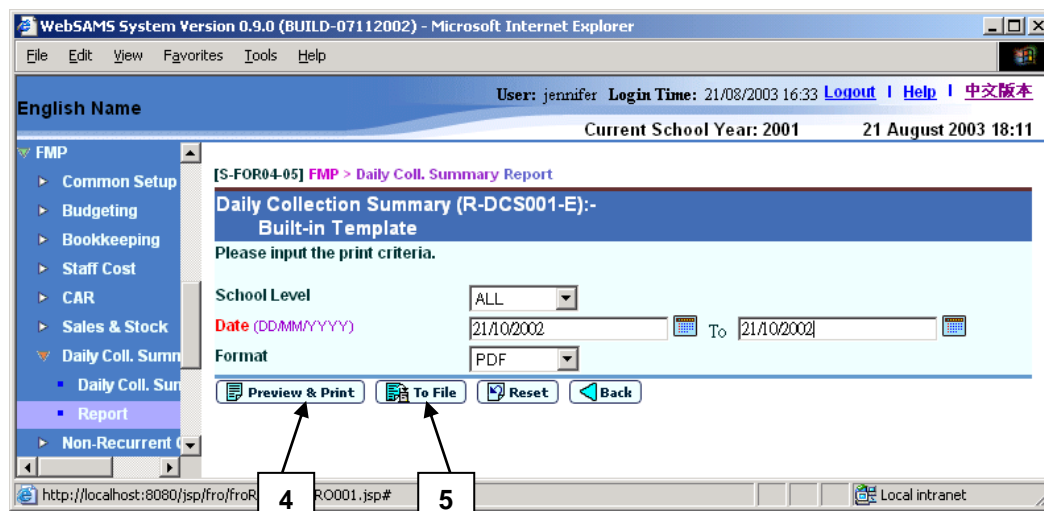


User Procedures

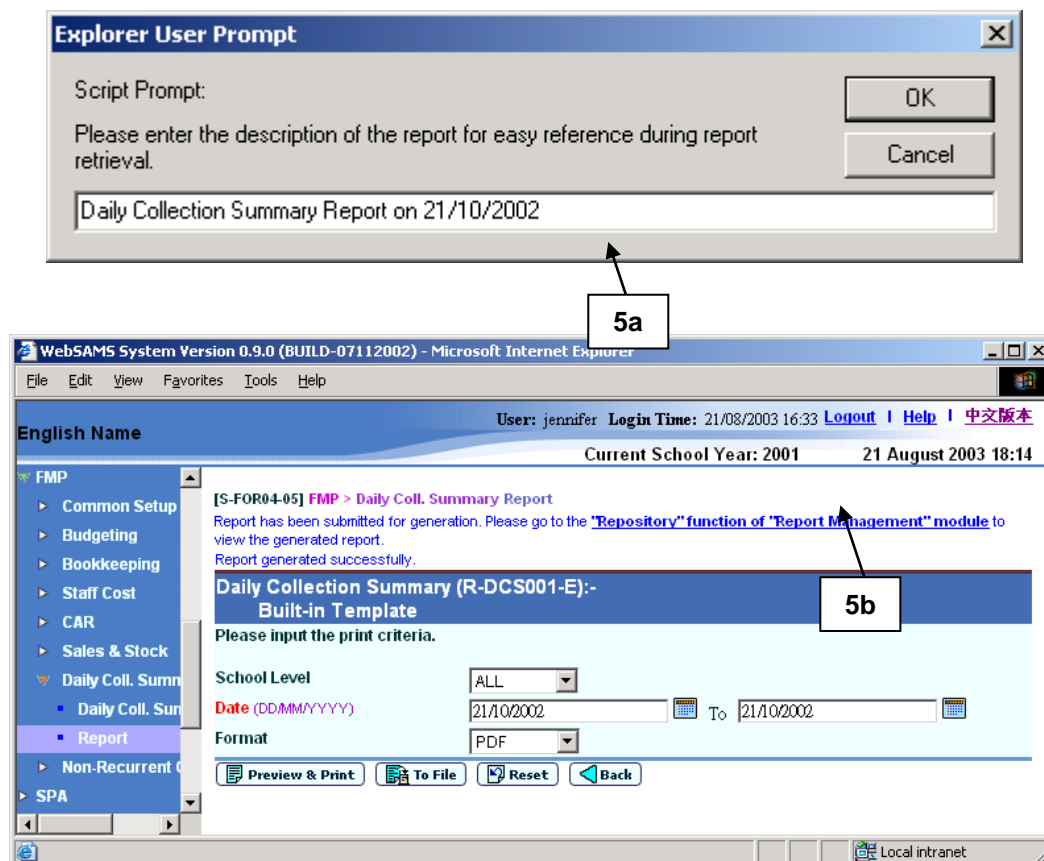
1. Click **[FMP] → [Daily Coll. Summary] → [Report]** from the left menu.
2. Click on the **Report Name (ID)** link and the list of built-in and user-defined report templates are displayed.



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



4. Enter the report criteria and click **[Preview & Print]** button to generate report. A report window will pop up. Print the report to the local print queue or save to local hard disk from the pop up window.
5. Users can choose to generate the report backend by clicking on **[To File]** button.
 - a. Users are required to fill in the report descriptions. 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.



Post-effects

1. If **[Preview & Print]** button is clicked, the selected report is generated for users to preview in a pop-up window.
2. 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.



Notes

1. The following reports are available:
 - Daily Collection Summary (R-DCS001-E)
2. Daily Collection Summary (R-DCS001-E)
 - This function allows users to generate the Daily Collection Summary (R-DCS001-E) report based on the selected print criteria.

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

File Edit View Favorites Tools Help Links >>

Primary AM (School Type 2) User: fmpuser Login Time: 15/08/2003 10:16 Logout Help 中文版本

Current School Year: 2002 15 August 2003 10:31

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

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

Please input the print criteria.

School Level Primary

Date (DDMM/YYYY) 01/01/2001 To 31/12/2001

Format PDF

Preview & Print To File Reset Back

- The below criteria can be selected from this screen to generate reports:
 - School Level (the selection is only applicable to Through Train School)
 - Transaction Date Range
 - Format (PDF, WORD, RICHTEXT, EXCEL)
 - You 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. WebSAMS report is built on PDF format with Crystal Report Application, minor alignment issue may be possibly located when printing in other formats.