



CloudSAMS USER MANUAL Financial Monitoring and Planning - Daily Collection Summary

(Document 27e)

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1 Module Overview

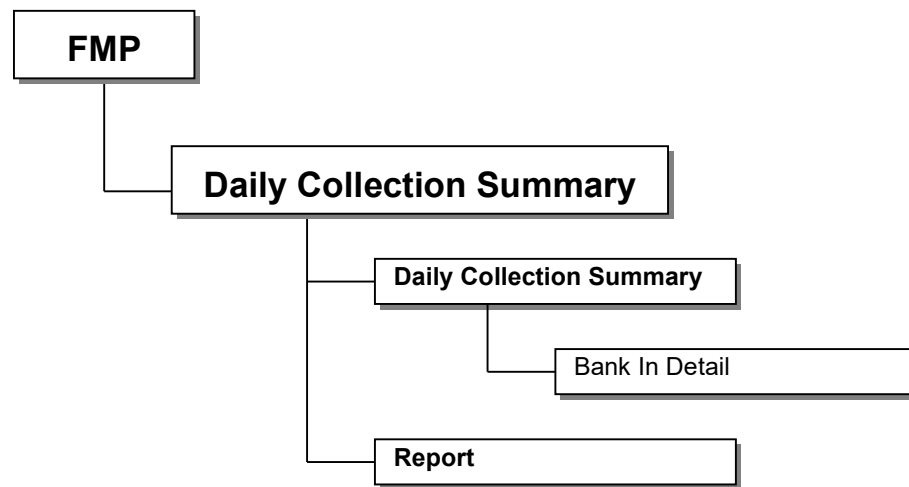
1.1 Introduction

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:

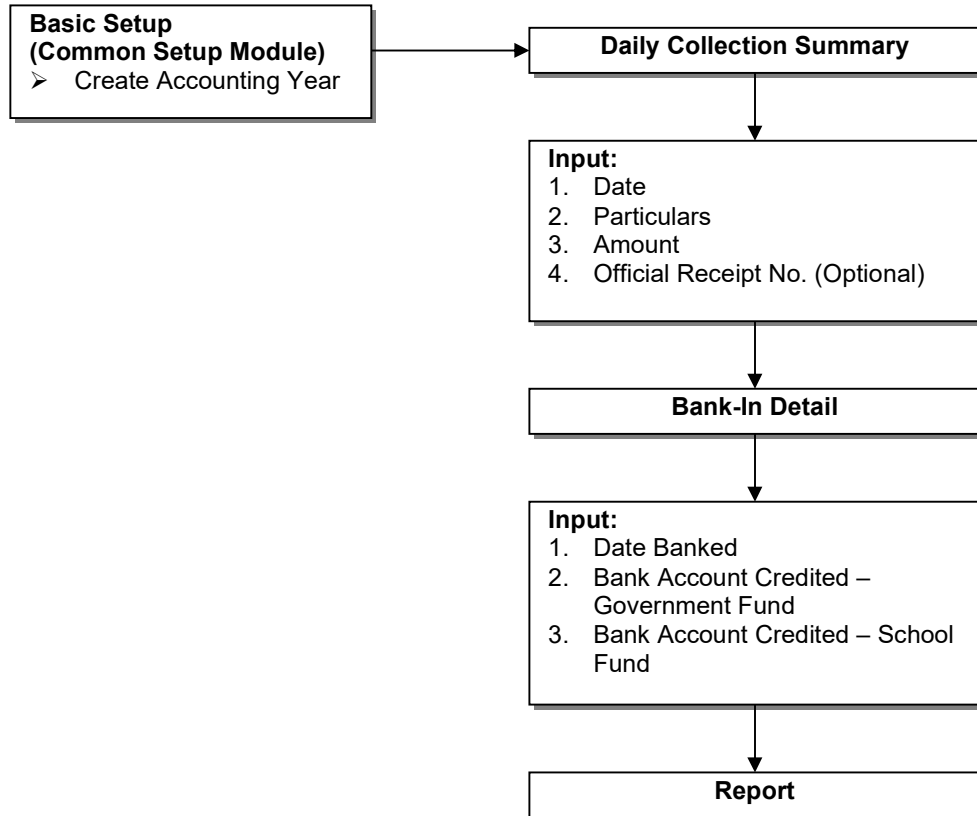
- a. Users may choose to use Daily Collection Summary Module only, or any other FMP modules.
- b. Daily Collection Summary is used to record the nature of the receipts, collected amount, official receipt no. and banking information. The receipts of Daily Collection Summary may include donation, photocopying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

1.2 Function Chart

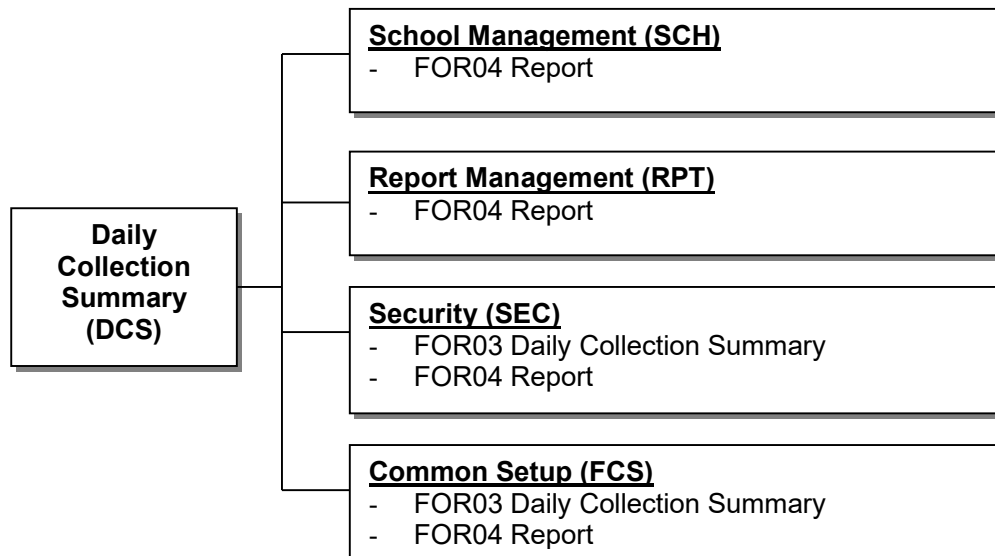


1.3 Flow Diagram

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

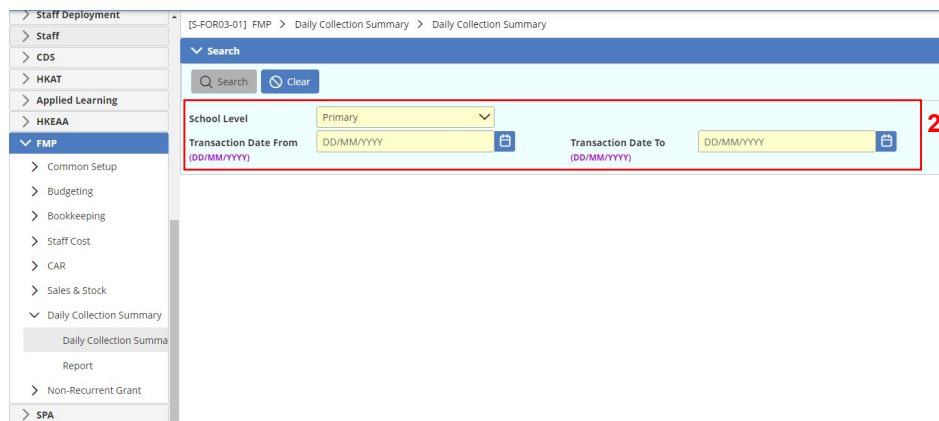
Users can add a new daily collection transaction. Users are required to enter the information of Cash Receipts and Bank-In Detail. The receipts of the Daily Collection Summary may include donation, photocopying charges, fees received from programme activities and school fees.

Pre-requisites

1. Daily Collection Summary Module must be effective.

User Procedures

1. Click **[FMP]** → **[Daily Collection Summary]** → **[Daily Collection 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.

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

Search

School Level: Primary

Transaction Date From: 01/01/2021

Transaction Date To: 01/01/2021

Buttons: Save, Reset, **+ Add** (3), Edit, Delete, Generate Receipt Voucher

Filter: Enter keyword

Transaction Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank-in Detail		Receipt Voucher No. and Status
				Bank-in Date (DD/MM/YYYY)	Bank Ledger	
				Government Fund \$	School Fund \$	
No record.						

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

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

Search

School Level: Primary

Transaction Date From: 01/01/2021

Transaction Date To: 01/01/2021

Buttons: Save, Reset, **+ Add**, Edit, Delete, Generate Receipt Voucher

Filter: Enter keyword

Transaction Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank-in Detail		Receipt Voucher No. and Status
				Bank-in Date (DD/MM/YYYY)	Bank Ledger	
				Government Fund \$	School Fund \$	
4 DD/MM/YYYY		0.00		DD/MM/YYYY	0.00	0.00 5

5. Fill in if users have the bank-in detail, i.e. the date banked, the amount collected for government fund and school fund. Please note that the bank-in detail is optional. Users can leave it blank.

6. If users want to continue to add other transactions, repeat steps 3 to 5.

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

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

Record saved successfully.

Search

School Level: Primary

Transaction Date From: 01/01/2021

Transaction Date To: 01/01/2021

Buttons: **Save** (7), Reset, + Add, Edit, Delete, Generate Receipt Voucher

Filter: Enter keyword

Transaction Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank-in Detail		Receipt Voucher No. and Status
				Bank-in Date (DD/MM/YYYY)	Bank Ledger	
				Government Fund \$	School Fund \$	
DD/MM/YYYY		0.00		DD/MM/YYYY	0.00	0.00

Post-effects

1. The transaction(s) is added in the Daily Collection Summary. The information of Cash Receipts and Bank-In Detail 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 Detail, 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

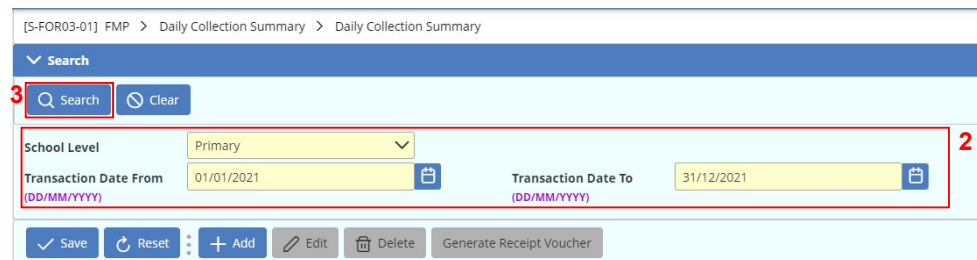
Users can modify existing transactions. The change will be effective instantly.

Pre-requisites

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

User Procedures

1. Click **[FMP]** → **[Daily Collection Summary]** → **[Daily Collection 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.



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

Search

3 Search Clear

School Level Primary

Transaction Date From 01/01/2021 Transaction Date To 31/12/2021 2

Save Reset + Add Edit Delete Generate Receipt Voucher

4. Matched transactions will be shown in display mode.

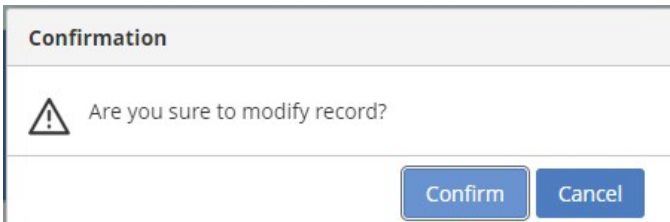
The screenshot shows the 'Daily Collection Summary' page with search filters for School Level (Primary) and Transaction Date (01/01/2021 to 31/12/2021). The table below lists transactions with columns for Transaction Date, Particulars, Amount \$, Official Receipt No., Bank-in Date, Bank Ledger (Government Fund \$, School Fund \$), and Receipt Voucher No. and Status. A red box highlights the first 10 rows of the table, and a red number '4' is in the bottom right corner.

Transaction Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank-in Date (DD/MM/YYYY)	Bank Ledger		Receipt Voucher No. and Status
					Government Fund \$	School Fund \$	
01/09/2021	3	4,000.00		DD/MM/YYYY	0.00	4,000.00	GR21/09-00005 (Unposted)
01/09/2021	4	4,000.00		DD/MM/YYYY	0.00	4,000.00	GR21/09-00006 (Unposted)
02/09/2021	1	1,000.00		DD/MM/YYYY	0.00	1,000.00	GR21/09-00003 (Unposted)
02/09/2021	3	4,000.00		DD/MM/YYYY	0.00	4,000.00	GR21/09-00004 (Unposted)
02/09/2021	1	5,000.00		DD/MM/YYYY	0.00	5,000.00	GR21/09-00007 (Unposted)
06/09/2021	test	10,000.00		DD/MM/YYYY	80.00	9,920.00	GR21/09-00001 (Posted)
08/09/2021	111	758.00		DD/MM/YYYY	0.00	758.00	GR21/09-00002 (Draft)
10/09/2021	1	8,000.00		DD/MM/YYYY	0.00	8,000.00	GR21/09-00008 (Unposted)
11/09/2021	1	5,000.00		DD/MM/YYYY	0.00	5,000.00	
10/10/2021	555	14,124.00		DD/MM/YYYY	780.00	13,344.00	5521/10-00030 (Unposted)
30/12/2021	12	12.00		DD/MM/YYYY	0.00	12.00	

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.

The screenshot shows the same interface as above, but with checkboxes selected next to the first three transaction dates (01/09/2021, 01/09/2021, and 02/09/2021). A red box highlights the 'Edit' button in the toolbar, and a red number '6' is next to it. A red number '5' is in the bottom left corner.

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



7. Update the transaction detail.

The screenshot shows the 'Daily Collection Summary' page with the following details:

- Search bar: Search, Clear
- School Level: Primary
- Transaction Date From: 02/09/2021
- Transaction Date To: 02/09/2021
- Buttons: Save, Reset, Add, Edit, Delete, Generate Receipt Voucher
- Filter: Enter keyword
- Table with columns: Transaction Date (DD/MM/YYYY), Particulars, Amount \$, Official Receipt No., Bank-in Date (DD/MM/YYYY), Bank Ledger (Government Fund \$, School Fund \$), and Receipt Voucher No. and Status.

A red box highlights the 'Bank-in Detail' section, and a red arrow points to the 'Bank Date' field in the first row.

8. Fill in if users have the bank-in detail, i.e. the date banked, the amount collected for government fund and school fund. Please note that the bank-in detail is optional. Users can leave it blank.

The screenshot shows the 'Daily Collection Summary' page with the following details:

- Search bar: Search, Clear
- School Level: Primary
- Transaction Date From: 02/09/2021
- Transaction Date To: 02/09/2021
- Buttons: Save, Reset, Add, Edit, Delete, Generate Receipt Voucher
- Filter: Enter keyword
- Table with columns: Transaction Date (DD/MM/YYYY), Particulars, Amount \$, Official Receipt No., Bank-in Date (DD/MM/YYYY), Bank Ledger (Government Fund \$, School Fund \$), and Receipt Voucher No. and Status.

A red box highlights the 'Save' button, and a red arrow points to it.

9. Click [Save] button to save the change.



Post-effects

1. The transaction is updated in the Daily Collection Summary. The information of Cash Receipts and Bank-In Detail 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 Detail, 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

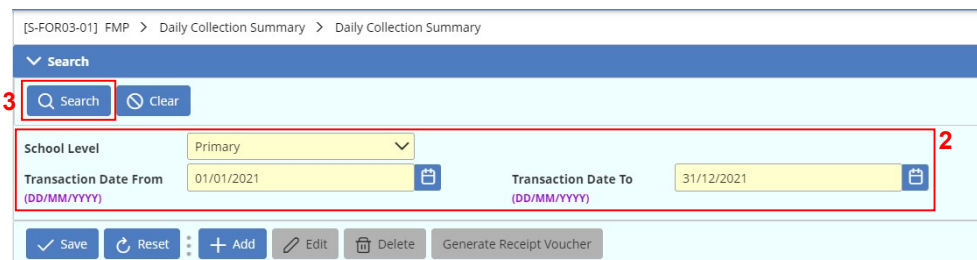
Users can delete a transaction from the Daily Collection Summary.

Pre-requisites

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

User Procedures

1. Click **[FMP]** → **[Daily Collection Summary]** → **[Daily Collection 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.



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

Search

3 Search Clear

School Level Primary

Transaction Date From 01/01/2021 Transaction Date To 31/12/2021

Save Reset + Add Edit Delete Generate Receipt Voucher

4. Matched transactions will be displayed.

The screenshot shows the 'Daily Collection Summary' page. At the top, there is a search bar and filters for 'School Level' (set to 'Primary') and 'Transaction Date From' (02/09/2021) to 'Transaction Date To' (02/09/2021). Below the filters is a toolbar with buttons for 'Save', 'Reset', '+ Add', 'Edit', 'Delete' (highlighted with a red box and labeled '6'), and 'Generate Receipt Voucher'. A 'Filter' input field is also present. The main area contains a table with columns: Transaction Date (DD/MM/YYYY), Particulars, Amount \$, Official Receipt No., Bank-in Date (DD/MM/YYYY), Bank Ledger (Government Fund \$, School Fund \$), and Receipt Voucher No. and Status. The first row is selected with a checked checkbox (labeled '5'). The last row is highlighted with a red box (labeled '4').

	Transaction Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank-in Date (DD/MM/YYYY)	Bank Ledger		Receipt Voucher No. and Status
						Government Fund \$	School Fund \$	
<input checked="" type="checkbox"/>	02/09/2021	1	5,000.00		DD/MM/YYYY	0.00	5,000.00	
<input type="checkbox"/>	02/09/2021	1	1,000.00		DD/MM/YYYY	0.00	1,000.00	GR21/09-00003 (Unposted)
<input type="checkbox"/>	02/09/2021	3	4,000.00		DD/MM/YYYY	0.00	4,000.00	GR21/09-00004 (Unposted)

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 Detail 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

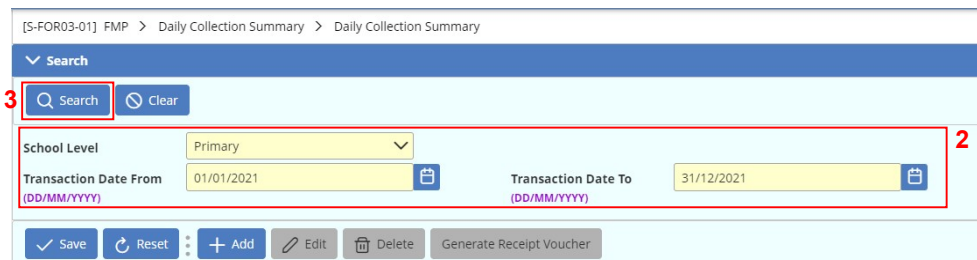
Users can generate a receipt voucher based on daily collection summary record.

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 Collection Summary] → [Daily Collection 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.



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

Search

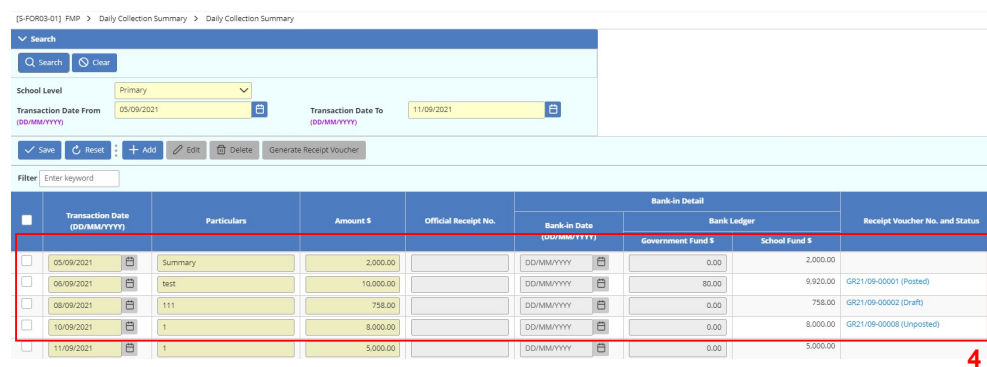
3

School Level Primary

Transaction Date From 01/01/2021 Transaction Date To 31/12/2021

Save Reset Add Edit Delete Generate Receipt Voucher

4. Matched transactions will be shown in display mode.



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

Search

Transaction Date From 05/09/2021 Transaction Date To 11/09/2021

Save Reset Add Edit Delete Generate Receipt Voucher

Filter Enter keyword

	Transaction Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank-in Detail			Receipt Voucher No. and Status
					Bank-in Date (DD/MM/YYYY)	Government Fund \$	School Fund \$	
<input type="checkbox"/>	05/09/2021	Summary	2,000.00		DD/MM/YYYY	0.00	2,000.00	
<input type="checkbox"/>	06/09/2021	test	10,000.00		DD/MM/YYYY	80.00	9,920.00	GR21/09-0001 (Posted)
<input type="checkbox"/>	08/09/2021	111	758.00		DD/MM/YYYY	0.00	758.00	GR21/09-0002 (Draft)
<input type="checkbox"/>	10/09/2021	1	8,000.00		DD/MM/YYYY	0.00	8,000.00	GR21/09-0008 (Unposted)
<input type="checkbox"/>	11/09/2021	1	5,000.00		DD/MM/YYYY	0.00	5,000.00	

4

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

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

Search

School Level: Primary

Transaction Date From: 05/09/2021 Transaction Date To: 11/09/2021

Buttons: Save, Reset, Add, Edit, Delete, **Generate Receipt Voucher** (6)

	Transaction Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank-in Detail		Receipt Voucher No. and Status	
					Bank-in Date (DD/MM/YYYY)	Bank Ledger		
<input checked="" type="checkbox"/>	05/09/2021	Summary	2,000.00				2,000.00	
<input type="checkbox"/>	06/09/2021	test	10,000.00			80.00	9,920.00	GR21/09-00001 (Posted)
<input type="checkbox"/>	08/09/2021	111	758.00			0.00	758.00	GR21/09-00002 (Draft)
<input type="checkbox"/>	10/09/2021	1	8,000.00			0.00	8,000.00	GR21/09-00003 (Unposted)
<input type="checkbox"/>	11/09/2021	1	5,000.00			0.00	5,000.00	

- Click **[Generate Receipt Voucher]** button to generate a receipt voucher, the screen will be switched to Bookkeeping to create receipt voucher **[S-FBK01-02]**.

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

Receipt Voucher

Buttons: Save as Draft, Save, Reset, Back

Add Voucher Details

Accounting Month (MM/YYYY): 09/2021

Voucher Type: (GR) Receipt voucher (Government)

Voucher No. [1][2]: AUTO

Voucher Date (DD/MM/YYYY): 30/09/2021

Voucher Particulars: Summary

Voucher Status: Draft

- Enter the voucher information in **Add Voucher Details** table. The fields of **“Accounting Month”**, **“Voucher Type”**, **“Voucher Date”** and **“Voucher Particulars”** will be pre-filled in the receipt voucher form, and users can select other voucher type and amend the voucher date / particulars as necessary.

8. Users can perform the following process to maintain the Credit - Accounting Line Information.

- a. To edit an accounting line, users can edit the school level / session, programme (if expenditure account code is selected), account description, amount and particular (optional). 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 **Credit - Accounting Line Information** table. If copying is not required, please click **[Close]** button to return to **Credit - Accounting Line Information** table.

The screenshot shows the 'Credit - Accounting Line Information' interface. At the top, there are buttons for '+ Add Line', '+ Import Line', 'Download Template File', and 'Delete Line'. Below is a table with columns: Line No., Sch Level/Session, Programme, Account Code, Account Description, and Amount. The first row has Line No. 1, Sch Level/Session Primary/AM, Programme WFMP - Admin Programr, Account Code (empty), Account Description (empty), and Amount 2.0. A red box labeled '8a' highlights the search icon in the Account Code column. Below the table are buttons for 'Copy' and 'Close', with '8a' next to them. Below this is a 'Copy Common Account Code' dialog box with a 'Common Account Code' dropdown, 'Sort By' options (User Defined Order, Account Code), and 'Select' and 'Close' buttons, with '8a' next to them. Below the dialog box is a 'Select Account Code' section with dropdowns for Fund Source & Ledger Code (A1003 - Approved Coll. for Specific Purposes A/C), Sub-Ledger Code (001 - Approved Collection), and Account Code (501 - Grant Income - Approved Collection).

- b. Users can click **[Add Line]** button for more accounting lines. Users can click **[Import Line]** button to import the prepared Credit Accounting Line Information. Users can click **[Download Template File]** button to download the template file for file import.
- c. If any of the accounting lines is not required, users should select the check box next to **Line No.** and click **[Delete Line]** button to delete the existing accounting lines. Users can delete one or more accounting lines at the same time.

The screenshot shows the 'Credit - Accounting Line Information' interface. At the top, there are buttons for '+ Add Line', '+ Import Line', 'Download Template File', and 'Delete Line'. Below is a table with columns: Line No., Sch Level/Session, Programme, Account Code, Account Description, and Amount. The first row has Line No. 1, Sch Level/Session Primary/AM, Programme WFMP - Admin Programr, Account Code (empty), Account Description (empty), and Amount 2.0. The second row has Line No. 2, Sch Level/Session (empty), Programme (empty), Account Code (empty), Account Description (empty), and Amount (empty). A red box labeled '8b' highlights the 'Delete Line' button. A red box labeled '8c' highlights the second line item, which has its checkbox selected.

- In **Debit - Accounting Line Information** table, enter the bank information. Bank ledger set under Common Setup – Voucher Type Maintenance will be selected by default.

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

Receipt Voucher

10 Save as Draft Save

Add Voucher Details

Accounting Month: 09/2021 (MM/YYYY)

Voucher Type: (GR) Receipt voucher (Government)

Voucher No.: AUTO

Voucher Date: 30/09/2021 (DD/MM/YYYY)

Voucher Particulars: 1

Voucher Status: Draft

9 Debit - Accounting Line Information Total Debit Amount: \$ 8,000.00

Bank Ledger Code: A5001 - Bank - Government Fund

Bank Particulars: (Default same as Voucher Particulars)

Credit - Accounting Line Information Total Credit Amount: \$ 8,000.00

+ Add Line + Import Line Download Template File Delete Line

Line No.	Sch Level/Session	Programme	Account Code	Account Description	Amount
1	Primary/AM	WFMP - Admin Programm	A1003001501	Grant Income - Approved Collection	8,000.00

- After filling in the voucher details, users can either click **[Save]** button to save the new receipt voucher as unposted or click **[Save as Draft]** button to save the new receipt voucher as draft. Budget check will be performed if users click **[Save]** button.

- 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.

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

GR21/09-00008 Record updated successfully. No budget check since budget not yet approved. 11

Search

School Level: Primary

Transaction Date From: 10/09/2021 Transaction Date To: 10/09/2021

Save Reset Add Edit Delete Generate Receipt Voucher

Filter: Enter keyword

Transaction Date (DD/MM/YYYY)	Particulars	Amount \$	Official Receipt No.	Bank-in Date (DD/MM/YYYY)	Bank Ledger		Receipt Voucher No. and Status
					Government Fund \$	School Fund \$	
10/09/2021	1	8,000.00		DD/MM/YYYY	0.00	8,000.00	GR21/09-00008 (Unposted) 12

- The voucher number will be displayed at the “Receipt Voucher No. and Status” 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 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 Collection Summary] → [Report]** from the left menu.
2. Click **[Search]** button.
3. Click on the **Report Name (ID)** link and the list of built-in and user-defined report templates are displayed.

[S-FOR04-04] FMP > Daily Collection Summary > Report

Search Report

Search Clear

Category: All

Language: English Chinese

Report Name (ID)
Daily Collection Summary (R-DCS001-E) 3

Template Description	Type	Creator	Creation Time
Built-in Template 4	Built-in	---	---

Notes(s):
* Click to display the report template(s) and then click the template you need to create the report.

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

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

5 Preview & Print Reset To File 6 Back

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

Please input the print criteria.

School Level: All

Transaction Date From: 01/01/2021 Transaction Date To: 31/12/2021

Format: PDF WORD EXCEL RICHTEXT

5. 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.
6. 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.

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

Daily Collection Summary Report on 2021 6a

Confirm Cancel

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

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

6b

Preview & Print Reset To File Back

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

Please input the print criteria.

School Level: All

Transaction Date From: 01/01/2021 Transaction Date To: 31/12/2021

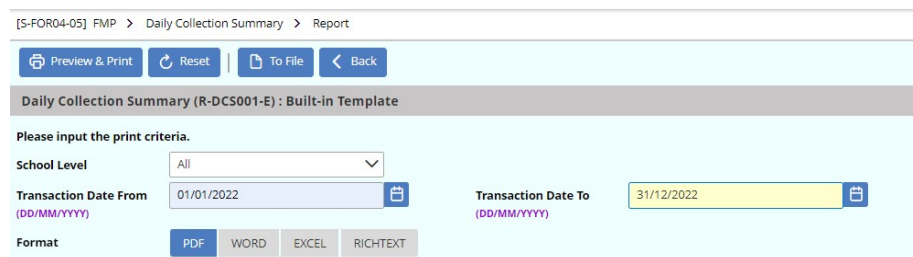
Format: PDF WORD EXCEL RICHTEXT

 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.



- 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, EXCEL, RICHTEXT)
 - 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. CloudSAMS report is built on PDF format with Crystal Report Application, minor alignment issue may be possibly located when printing in other formats.