CloudSAMS
USER MANUAL
Financial Monitoring and Planning - Daily Collection Summary

(Document 27e)

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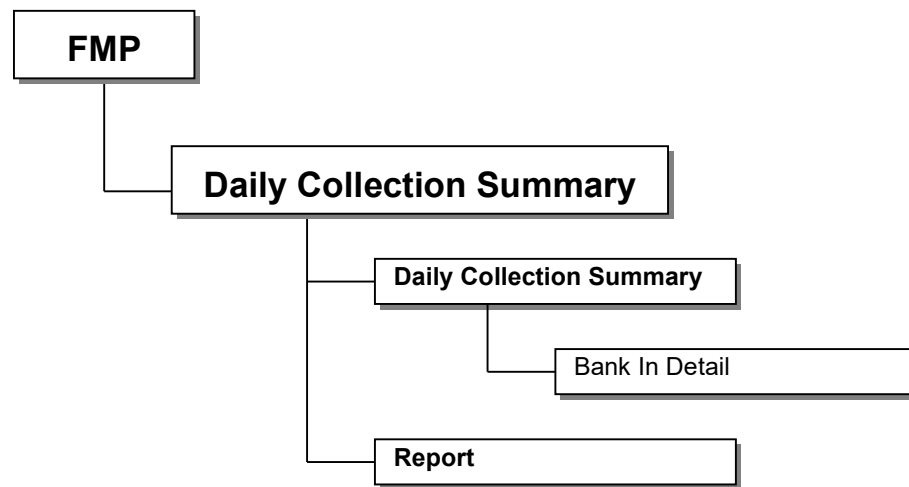
1   Module Overview

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:
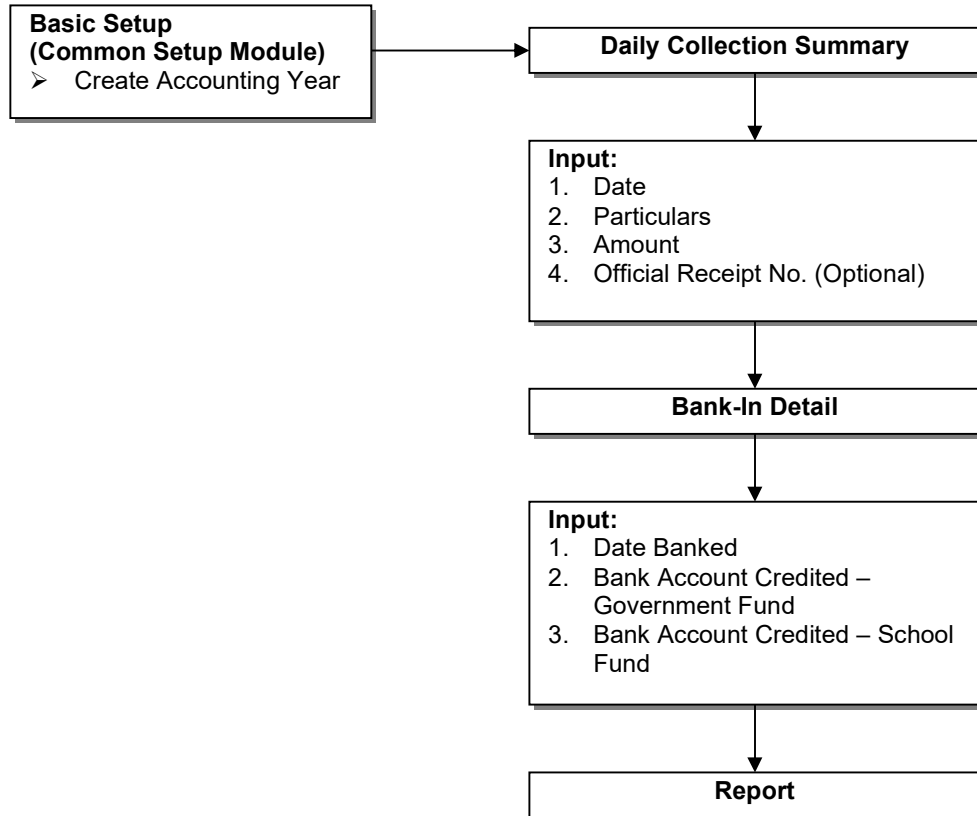
a. Users may choose to use Daily Collection Summary Module only, or any other FMP modules.

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.
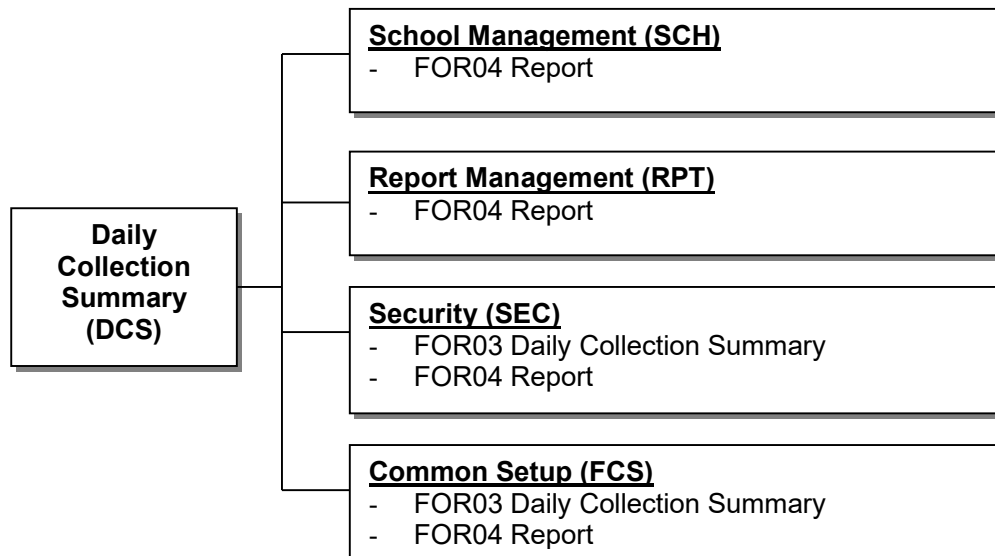
1.2   Function Chart

```
┌─────────┐
│  FMP    │
└─────────┘
     │
     │        ┌──────────────────────────┐
     └────────│  Daily Collection Summary │
              └──────────────────────────┘
                    │        ┌──────────────────────────┐
                    └────────│ Daily Collection Summary   │
                    │        └──────────────────────────┘
                    │              │      ┌──────────────────┐
                    │              └──────│  Bank In Detail    │
                    │                     └──────────────────┘
                    │        ┌──────────────────────────┐
                    └────────│  Report                    │
                             └──────────────────────────┘
```

1.3   Flow Diagram

a.   Daily Collection Summary

```
┌─────────────────────────────┐          ┌──────────────────────────────┐
│ Basic Setup                 │          │   Daily Collection Summary   │
│ (Common Setup Module)       │────────▶ │                              │
│  ➢  Create Accounting Year  │          └──────────────────────────────┘
└─────────────────────────────┘                         │
                                                         ▼
                                         ┌──────────────────────────────┐
                                         │ Input:                       │
                                         │ 1.  Date                     │
                                         │ 2.  Particulars              │
                                         │ 3.  Amount                   │
                                         │ 4.  Official Receipt No.     │
                                         │     (Optional)               │
                                         └──────────────────────────────┘
                                                         │
                                                         ▼
                                         ┌──────────────────────────────┐
                                         │        Bank-In Detail        │
                                         └──────────────────────────────┘
                                                         │
                                                         ▼
                                         ┌──────────────────────────────┐
                                         │ Input:                       │
                                         │ 1.  Date Banked              │
                                         │ 2.  Bank Account Credited –  │
                                         │     Government Fund          │
                                         │ 3.  Bank Account Credited –  │
                                         │     School Fund              │
                                         └──────────────────────────────┘
                                                         │
                                                         ▼
                                         ┌──────────────────────────────┐
                                         │            Report            │
                                         └──────────────────────────────┘
```

1.4　　Interactions with Other Modules

```
                              ┌─────────────────────────────────────┐
                              │ School Management (SCH)             │
                        ┌─────┤ -   FOR04 Report                    │
                        │     └─────────────────────────────────────┘
                        │
                        │     ┌─────────────────────────────────────┐
                        │     │ Report Management (RPT)             │
                        ├─────┤ -   FOR04 Report                    │
   ┌─────────────┐      │     └─────────────────────────────────────┘
   │   Daily     │      │
   │ Collection  ├──────┤     ┌─────────────────────────────────────┐
   │  Summary    │      │     │ Security (SEC)                      │
   │   (DCS)     │      ├─────┤ -   FOR03 Daily Collection Summary  │
   └─────────────┘      │     │ -   FOR04 Report                    │
                        │     └─────────────────────────────────────┘
                        │
                        │     ┌─────────────────────────────────────┐
                        │     │ Common Setup (FCS)                  │
                        └─────┤ -   FOR03 Daily Collection Summary  │
                              │ -   FOR04 Report                    │
                              └─────────────────────────────────────┘
```

📖　　**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 <u>Daily Collection Summary - Add Transaction</u>

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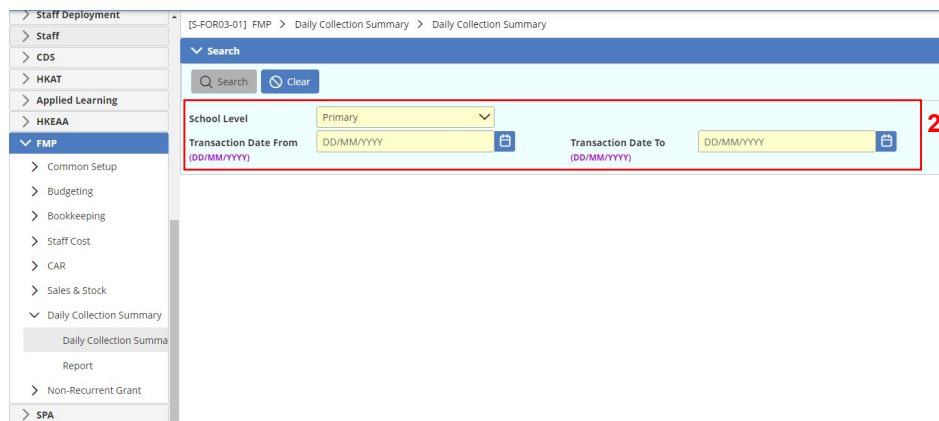
Users can add a new daily collection transaction. Users are required to enter the information of Cash Receipts and Bank-In Detail. The receipts of the Daily Collection Summary may include donation, photocopying charges, fees received from programme activities and school fees.

📖   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.

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

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.

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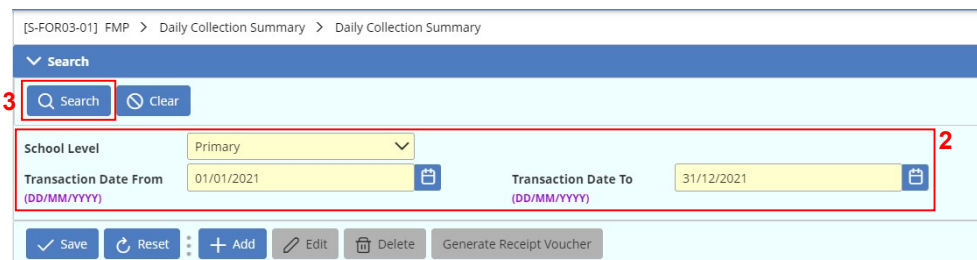
📖 Function Description
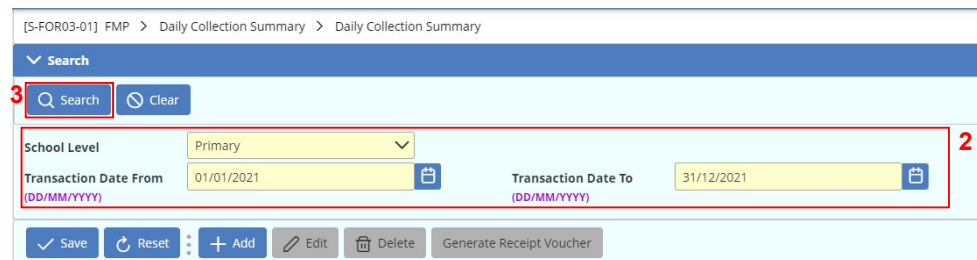
Users can modify existing transactions. The change will be effective instantly.

📖 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.

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 **[Confirm]** to proceed. The selected transaction(s) will be changed to edit mode after confirmation.
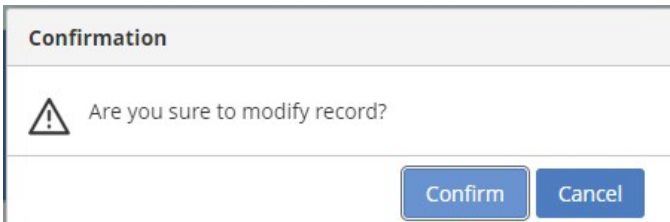
7. Update the transaction detail.

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.

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.

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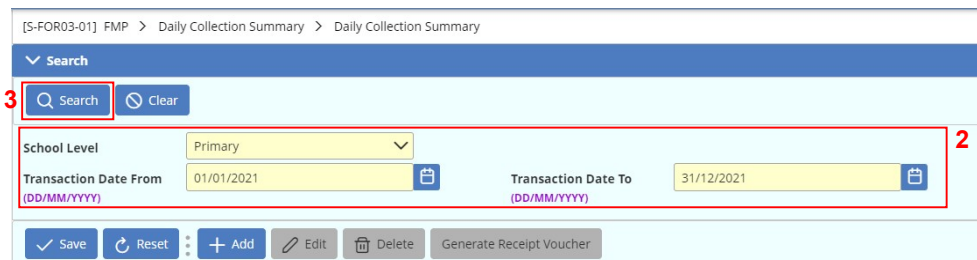
　　Users can generate a receipt voucher based on daily collection summary record.

📖　　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.

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.

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

7. 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.

  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.

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

10. 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.

11. 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.

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.

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

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 popup 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.
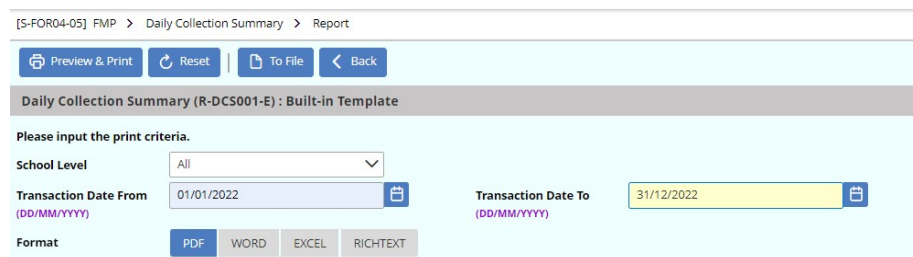
📖   Post-effects

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.