UNIVERSITY OF GHANA

USER MANUAL

FINANCE MODULE COUNTER

INTEGRATOR 1.0

FINANCE DIRECTORATE
JUNE, 2015

Contents

1. INTRODUCTION

Specific Outcomes

After this session, users should be able to:

- Process receipt and payment transactions
- Generate cheques and deposits lists
- Query cheques and deposits
- Reset a cheque print indicator
- Cancel a cheque / receipt

1.1 OVERVIEW OF THE COUNTER SYSTEM

The counter subsystem records all moneys received and payments made. The counter transactions encompass both cash and cheque for receipts or payments.

2. CASHIER SIGN-ON / CASHIER SIGN-OFF

Before a cashier can start entering transactions, he/she must sign-on as a user of the subsystem on FCTO-1. Similarly, the cashier should sign-off on FCTO-2 before he/she leaves the terminal unattended to prevent any unauthorised use.

FCTO-1

Fields to be entered

Cashier ID: enter the name created for the cashier on the system.

Password: enter the secret password of the cashier.

Terminal Number: enter any number or alpha-numeric characters.

Click on Save if you do not want to change your password

To Change Password: This is optional. To change the password, enter a new password in the "Enter New Password" field and repeat the same in the "Re-enter New Password"

field. Click on save to effect a change of the old password and also end the sign-on process.

FCTO-2

Fields to be entered
Cashier ID: enter the name created for the cashier on the system.
Password: enter the secret password of the cashier.
Click on Save to end the process.

3. RECEIPT TRANSACTIONS (FCTO-3)

Upon receipts of cash or cheques on behalf of the University, the recipient i.e. cashier should issue a receipt through the ITS Integrator. This is done as follows:
The screen is in four blocks:
Block 1: Cashier details and Cash Book to be used to receive the money.
Block 2: Creditor type and details
Block 3: Transaction details
Block 4: Payment details

You have to click on the "Next Block" / "Previous Block" icons to navigate between the blocks. Within a block, press the "Tab" key to move the cursor forward. For backward movement press "Shift" + "Tab" keys.

FCTO-3

Block 1
  ➢ Enter the Unique Cashier ID, Password, and the Cash Book code. You may select the Cash Book code from the drop down list when you click on the three dots (...) in the field.

Block 2
  ➢ Enter the person type i.e. payee [(S)tudent, (P)ersonnel, (D)ebtor, (A)lumnus, or (O)ther]. You will be required to put in the code of the person for the details to populate if the person type is not "Other".
  ➢ If the person type is "Other", then you have to supply the name and the address.

Block 3
  ➢ Enter the "**Transaction Type**" as defined for the Cash Book or that particular transaction. You may click on the three dots (...) to select from the drop down list.
  ➢ For a person type other than the "Other", the system will prompt you for the Debtor Code. The Account Type will default from the transaction type in the case where the person type is not "Other".

- ➢ Payment Agreement is required for person type (S)tudent. Likewise, Loan Code is also required for staff/student if the receipt is for loan repayment.
- ➢ Enter the **Cost Centre** and the **Account Codes** if they do not default from the transaction type. Generally, the cost centre code is for the unit that is generating the income or responsible for the collection of the money. The account code describes the nature of the transaction and should be carefully selected.
- ➢ The **Given Currency Value** is the amount involved for the transaction. It should be in the currency of the Cash Book. For example, a dollar amount should not be received into a cedi cash book account and vice versa
- ➢ The **Note** will appear on the receipt whilst the **GL Note** will be transferred into the General Ledger.

Block 4
- ➢ Enter the **payment method** [(C)ash, Che(Q)ue, (P)ostal Order, (M)oney Order, C(R)edit Card, or (D)raft].
- ➢ For payment method other than cash, the expiry date, reference number and drawers name must be entered.
- ➢ The date format should be checked from the status bar below the screen – DDMMYYYY for cheques and MMYYYY for credit card.
- ➢ The branch number is the bank IT number or type '0' if not known.
- ➢ Save when all required entries have been made.
- ➢ As soon as the "SAVE" button is pressed, the receipt will be printed if the user is attached to a printer.
- ➢ The cursor moves to block 2 for the next transaction or click on 'Next Transaction' and repeat the above processes for the other receipts.

Note: If you have to change the bank, then go to previous block or Block 1 to effect the change.

4. EMAILING OF A RECEIPT DOCUMENT

There is also now the added functionality to view and mail a receipt from this menu option. This is done by clicking on 'Yes' under View Document in block 1 and 'Yes' under Email Document in block 2 respectively.

- ➢ After entering details of your receipt, move to the second block and click on **'Yes'** under **Email Document** to email the receipt document.
- ➢ Then save your work. Immediately after clicking on save email information pops out.
- ➢ Click in the email address field and enter the email address of the recipient.
- ➢ Click on save.
- ➢ A new 'view document' pops out.
- ➢ To view the receipt document, click on view.
- ➢ Then click on email to send the receipt to the recipient.

5. QUERY RECEIPT DOCUMENTS

This option is used to query receipts that have been previously issued to find out the details of a previously issued receipt document.

- ➢ Use menu option FCTO-3
- ➢ On the first block, click on Query Voucher No.
- ➢ A new screen opens.
- ➢ Enter query
- ➢ You can use a combination of any of the query options e.g. Cashbook, Cashier Id, Process date, transaction Number, receipt number, name, transaction type, person number, etc
- ➢ You may search a receipt for instance by entering the Name in which the receipt was issued and the cashier ID. OR the Name and the cashbook. Etc.
- ➢ Remember to bring a percentage (%) whenever you are querying a receipt document by name e.g. %Yeboah
- ➢ Then you execute query to retrieve the receipt information which you require.

Below is a sample of the screen

Cash Book	Cashier ID	Process Date	Trans Number	Receipt Numbe	Name	Trans Type	DC	PT	Person Num	Acc Type

Query Financial Details

Trans Number	Pay Method	Currency	Amount	Reference Numbe	Drawer	Expiry Date	Bank Guarante

6. DISTRIBUTE RECEIPTS TO STUDENTS {FCTO-4}

This is used to issue a single receipt to many students, especially those supported by donors and/or sponsors. They often pay bulk amount to the institution which has to be distributed to many students. The user can query such a receipt and distribute the amount such that not less or more is distributed.

{FCTO-4b1}

Query Receipt to be Distributed	Receipt Distribution

Receipt Number 1000790

Trans. Type 107   PAYMENT RECEIVED(OTHER)

Debit GLA T111   8280   TRAINING CASHB   Bank: Institution   Distrb?

Credit GLA F001   00022   WORK FUND   Research Travelling

Note Mr. M. Vermaak   Mr M. Vermaak

GL Note MR M. VERMAAK

Debtor

Value Given Currency   1919.00

Currency Code SAR   Currency Rate   1.000

Transaction Number 14919

Distribution Number

Value Local Currency   1919.00   Value in Cash Book Currency   1919.00

< **Press Next Block To Distribute** >

The user will query the specific receipt to be distributed, and then go to the next block.

{FCTO-4b2}

Query Receipt to be Distributed	Receipt Distribution

Student 9668890   MNR B mostert

Trans Type 31   DISTRIBUTE RECEIPT

Account Type DEF

Payment Agreement

Bursary Year

Bursary Code

Currency SAR

Exchange Rate   1.000

Distr. Given Curr   150.00

Value Local Curr   150.00

Distr. Rate   1.000

Value Given Curr

GL Note S 9668890 MNR B MOSTERT

Note RECEIPT TRANSFERRED   150.00

- ➢ **Student number** = the system will validate the number and the student's name will be displayed.
- ➢ **Transaction type** = enter the transaction type to be used when the transaction is inserted into the student's account.
- ➢ **Account type** = the account type will default from the transaction type, but will be updateable by the user if so defined on the transaction type.
- ➢ **Payment agreement** = whenever a transaction is processed for person type (**S**)tudent, the user will have to enter a payment agreement for the transaction, unless the transaction is processed against the default account type, then this field will be null.
- ➢ **Distribution given currency** = the value of the transaction i.e. Amount being received.
- ➢ Move to the "**Next Record"**, enter another student number, the system will default the transaction type used in the first transaction, the user can change if required and specify the amount.

7. GENERATE BANK DEPOSIT LIST – FCTO-21

All cash/cheque received must be banked intact. The user should run FCTOR1-6 "Receipt Transaction List" to determine the total amount collected, which should tally with the cash/cheques in the till. Any difference should be investigated and corrected on the same day.

A deposit slip is generated from the system for the receipts as a backup to the bank's deposit slip. This should be done before the money is sent to the bank.

Prompts Text

Open the screen and tab from the "Previous Request Number" at the top right of the screen.

➢ Re print a deposit slip – N (Indicate Yes-Y if you want to reprint an already generated deposit slip)

➢ Enter the cashbook ID (e.g. PBL01)

➢ Enter Cahier ID or All – ("All" will give you a single deposit slip irrespective of the number of cashiers who received moneys into that particular Cash Book)

➢ Deposit per Cashier or in Summary – (C-per Cashier will do the slip for the individual cashiers, and S-Summary will do one slip for the total receipts)

➢ Enter the start and end date for the period to generate the slip for.

➢ Deposit list for - (Indicate the payment method that you want to generate the deposit slip for: 1 for cash, 2 for postal orders etc.). *Note: Generate separate slips for each cheque received because they are cleared separately by the banks. That is, generate a slip for a cheque just after you've receipted it. Never mix cash with cheque.*

➢ Is this the Trial or Final run – (Do Trial (T) first always. If everything is correct then you do the Final (F) run). *Note: When you put in "F" for Final run, Tab for another prompt to popup and select "Y".*

➢ Tab to "Run" and Enter or click on it to execute the instructions.
➢ View the report and note the deposit slip number for bank reconciliation. The number is used to match the deposits on FCBO-2 when preparing bank reconciliation for the period.

8. REPRINT A RECEIPT (FCTO-5)

➢ Use Menu Option FCTO-5. The user will first be prompted to enter the Cashier ID and Password
➢ Click on Next Block
➢ Enter the receipt number that should be reprinted, and tab
➢ Enter Yes ("Y")
➢ Save to reprint the receipt

FCTO-5b

Reprint a Receipt

Enter Receipt Number to Reprint [   ]

[   ]

Enter -Y- to Reprint this Receipt [   ]   and Return

9. CANCELLATION OF RECEIPTS

It should be noted that this operation can only be done on the same day that the receipt is generated. It is done as follows:

➢ Use menu option FCTM – 4
➢ Click on "Enter Query" icon to be in query mode
➢ Enter the transaction number or Voucher number to be cancelled
➢ Execute query to produce information such as Transaction number, Debit A/c, Credit A/c, etc.
➢ Click on "Next Block" to display the following:
  • Payment method i.e. cash(C)/cheque (Q)
  • Amount
➢ Click on Next Block and select Yes(Y) to indicate that you want to cancel the receipt
➢ Choose a reason for the receipt cancellation
➢ Save to complete the process
➢ This will reverse the original transaction.

FCTM-4

10. PROCESSING TRANSACTIONS FOR PAYMENT

10.1 PAYMENT REQUISITION USING IENABLER

Requisition can be raised for **creditors** due for payment using the iEnabler. Also, their corresponding **withholding tax** payable to Ghana Revenue Authority can be processed the same way. This is used to raise payment vouchers from which cheques can be printed and issued to appropriate creditors. It is recommended that transactions that would attract withholding tax should be processed on the creditor system (FPMO5-1).

10.2 ACCESSING THE FINANCE IENABLER

To access the Live iEnabler:
1. Go to the University website
2. Click on the Staff Menu and select **MIS Web**

*A Login screen appears for you to enter your **Staff/File Number** and **PIN***

*If you do not know your PIN then check **Personnel,** put in your staff number, and click on "Request A PIN" button. The PIN will be emailed to you via this address its@ug.edu.gh.*

3. Under the "Registered Users" side of the screen, Check ***Personnel***
4. Enter your Personnel/Staff Number
5. Enter your Five-Digit numeric PIN
6. Click on **Login**

After logging in, you will see two lists of iEnablers, one at the left and one on the main screen.

STEPS:
- On the extreme left, click on **Finance iEnabler**
- Select "**Requisitions**" from the sub-menu under iEnabler
- Before you create a new requisition number,
  - Click on **"Maintain Requisitions"** to see if you have redundant requisitions numbers in your account. Remember that any time you click on "Create Requisition" a new number is created and dumped in your account.
  - Click on a **"Requisition Number",** select **"View Item Detail"** to see if there are items linked to that requisition number.
  - If there are items linked, they will be listed. However, if there are no items linked, it will show **"No items to be maintained"**
  - In this case, the requisition number can be used
- However, if no requisition numbers exist to be maintained, click on **"Create Requisitions"** to produce a unique Requisition number with a prefix **RY**.
- Click on **"Here"**

> Select "**Add payment Item**"
> Select **"other"** and enter the following fields as shown below.

> Click on "Save" to save the requisition
> Click on **"Here"** and do **"Budget Control"** to see if the Unit or Cost Centre has budget to support the payment request.

> Click "Here" and select "Complete Requisition" to complete the requisition if there is budget or the Finance Director/his designee would override it.

NOTE: To make changes,
> click on **Here** ⇨ **Item Detail** ⇨ **Cheque Payment**
> Edit payment details as required (making changes to creditor details)
> To make changes to the **"GLA",** Click on **Budget Allocation** and edit as required
> Once all entries are done correctly, **"Click on here"** and select **"Complete Requisition"** to complete the requisition.

10.3   PAYMENT REQUISITIONS VALIDATION (FCTO-11)

After a payment requisition has been completed, the person with the right privilege (Finance Staff) has to validate it. This involves checking to ensure the following are correct:
> Name of payee
> Amount

> Cost Centre and Account Code

When satisfied, validate the requisition as follows:

FCTO-11a (Cheque Request Validation)

> Under **Document Number**, enter the requisition Number to validate
>   This starts with RY…….
> Tab to populate **Process date** and **User name**
> Move to **Next block** which shows the following
>   • Document type
>   • Requisition number
>   • Process date
>   • User
> Right click on **Requisition number** to show
>   • Maintain item preview
>   • Maintain items
> Click on **Maintain items.** This opens a window which shows the following
>   • Item
>   • Creditor type
>   • Creditor
>   • Description
>   • Total
>   • Finance
>   • Cost Centre

- Account code
- Budget

FCTO-11b

> In the box under **Credito**r, Right click and select **Maintain Cheque Requisition Detail**
> Check to see if the entries are as required
> In situations where there is a mistake, corrections can be done to the **Cost Centre, Account code,** and **Amount**. However, the name of the payee cannot be changed here
> Right click on any of the items listed above and their description will appear. This helps to ensure the postings are done to the appropriate locations

FCTO-11c

- ➢ Exit to return to previous block
- ➢ In the box under **Item**, Right click on it to show **Reject** or **Accept**
- ➢ Select the appropriate one. Alternatively, this can be done by Clicking on previous block, then select **Accept All** or **Reject All**
- ➢ Click on **Complete** to end the validation process.
- ➢ Once validated, the document now moves to the Approval Stage.

10.4   APPROVING THE PAYMENT REQUISITION ON THE IENABLER

Only requisitions that have been validated can be approved on the web.

1. Under the Finance iEnabler click on **Approve Requisitions**.
   A list of requisition numbers pop up.

2. Click on the requisition you want to approve.
3. The system has set the approval status of each requisition to *Reject* by default. It must be noted that the default was *Accept* in the previous version (ITS1), therefore users must take note when approving to avoid unintended rejection of requisitions.
4. To approve the request, change status to *Accept* and click on **Save.**

   You may also decide to ignore or reject the item.

5. To ignore the request, set the Approval Status to **Ignore** and Save. If you ignore, it means you can come back to approve or reject the request later.
6. To reject the request, simply click on **Save**. If you reject, it means the request is removed from the system.

10.5   PAYMENT TRANSACTION LOADING AND DETAIL (FCTO-6)

After the requisition has been approved, proceed with the cheque processing as follows:

 ➢ Sign in as authorized cashier using menu option **FCTO-1 (Cashier Sign-On)**. This requires the user to enter **Cashier ID** and **Password**
 ➢ Click on **"Save"** once completed
 ➢ Note that once the entries for the cheques are completed, the cashier for security reasons has to sign off. This is done by using Menu option **FCTO-2 (Cashier Sign-off)**
 ➢ Use menu option **FCTO-6** (Enter Cheque Transactions)

Payment Transaction Detail {FCTO-6}

Block 1
 ➢ In the first block, enter the following:

- Cashier ID – it could be the same as Username
- Password
- Cash Book – The Cash Book that the cheque would be drawn on.
- Currency - Cash Book Currency Code is displayed.
- General Ledger Allocation (GLA) i.e. Cost Centre and Account Code for the Cash Book is also populated.

Block 2
- ➢ Enter the **"Requisition Number"** for which cheque needs to be printed and tab
- ➢ The system will show the entries as have been done in the iEnabler. These include:
    - Creditor type - other
    - Creditor Name – the payee
    - Name on cheque – same as creditor name
    - Note on cheque – reason for payment
    - Ref. Number – same as requisition no.
    - Payment method – Cheque
    - Payment value – amount being paid

- ➢ Also in **Block 3**, the following will display. Verify to ensure that they are as required
    - Transaction type
    - Cost Centre
    - Account Code
    - Amount
    - General Ledger note
- ➢ Once satisfied with the entries, "**Click on Save"** to complete the process.

10.6 PRINTING OF CHEQUES (LFCTO-1 or 2)

The next stage after finishing FCTO-6 is to print the cheque. This is done as follows:

LFCTO-1

> ➢ Enter Menu Option LFCTO-1 (Print Cheques Continuous paper). This is for printing multiple cheques with just one print command.
> ➢ Alternatively, Menu Option LFCTO - 2 (Print Cheques Single Paper) is used to print cheques one after the other. *Never use this option for continuous cheques printing*.
> ➢ Once the window is opened, enter the following:
>> • Date on which cheques were generated
>> • Cash book code used to load the transaction on FCTO-6
>> • Starting preprinted cheque number – this is the number printed on the cheque leaf and the first to be printed in the sequence
>> • The rest of the prompts will take the default values
>> • Commit / Save
> ➢ Exit and tab
> ➢ Click on "**Run"**

- ➢ Click on "**View"** to see how the cheques will appear when printed
- ➢ Go back to the Integrator screen by clicking on the **System's icon** on the task bar.

- ➢ Click on "**Print**"
- ➢ Select the printer code for the output. Ensure that the paper is properly inserted in the printer
- ➢ Click on **"Print".**

10.7 CANCELLATION OF CHEQUES

Cheques may be cancelled for the following reasons;
- ➢ It may have gone stale cheques (i.e. issued but not cashed for more than 6 months)
- ➢ Wrong cheque details

Use Menu Option FCTM-5 to cancel a cheque

FCTM-5

> ➢ Enter the following information
>   - **Enter payment Number to query** – this is the internally generated cheque number which can be found from the cheque transaction list
>   - Click on **"Next block"**
>   - This will display the following details:
>   - Payment number as shown above
>   - Payment date
>   - Name on cheque
>   - Amount
>
>   - Enter Yes ("Y") in the field provided for payment
>   - Save to cancel the cheque.

10.8   RESET CHEQUE PRINT INDICATOR (FCTM-3)
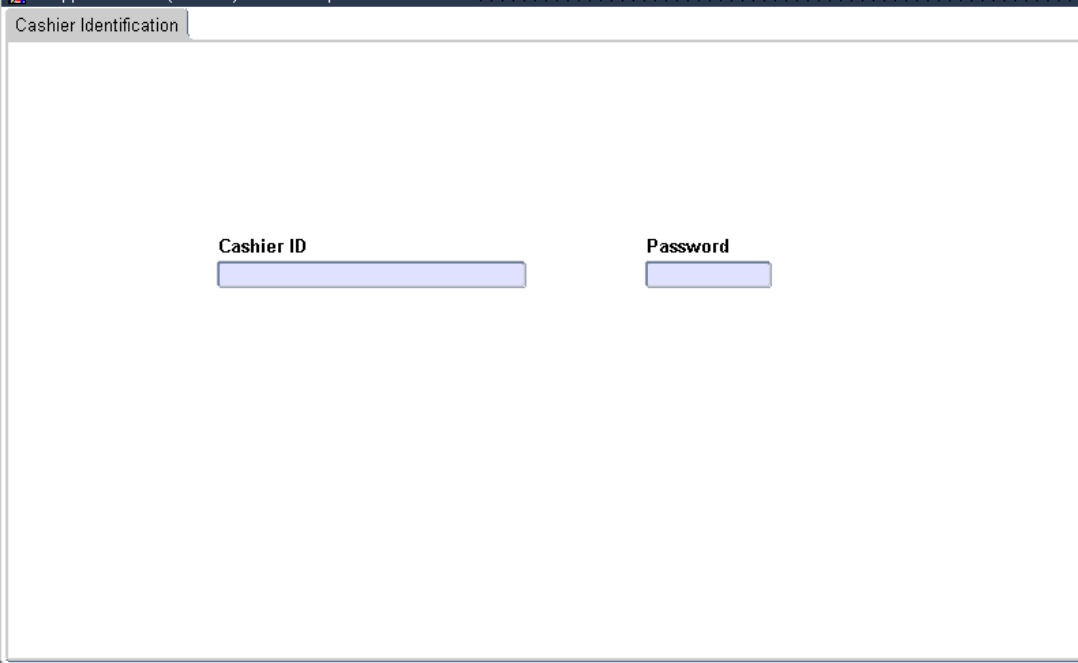
When a cheque record is created, a "Print Indicator" is set to "N" (No). As soon as the cheque is printed, the indicator automatically changes to "Y" (Yes), and it will not be possible to print the cheque again unless this indicator is reset to "N". Sometimes,

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cheques will not print when the command is issued by the cashier due to network failure or selection of a wrong printer.

To reset the indicator, follow the following steps:

- ➢ **"Run the Menu FCTM-3"** (reset cheque print indicators)
- ➢ Enter cashier ID and Password
- ➢ Click on "Next Block"

Reset cheque print indicators (FCTM-3a)

- ➢ Enter the query mode by clicking on "Enter Query"
- ➢ Enter the payment number i.e. internally generated cheque number or the date the cheque transaction was captured.
- ➢ Execute Query
- ➢ This will produce information such as:
  - Cheque date
  - Sub-system
  - Name
  - Amount
  - Print indicator
- ➢ Change the Print Indicator from "Y" to "N"
- ➢ Save

Reset cheque print indicators (FCTM-3b)

Reset Cheque Print Indicators							
Pay Meth	Payment Number	Cheque Date	Sub Syst	Creditor Code	Name	Amount	Print Ind	Auth
Q	352173	26-MAY-2015	PM	299	SERVICORP GHANA LIMITED	19125.00	Y ... ☐
Authorise							
Q	352174	26-MAY-2015	PM	63	CAPITAL REFRIGERATION & AC L	11491.80	Y ☐
Authorise							
Q	352175	26-MAY-2015	PM	646	MANAAH RENTALS	1824.50	Y ☐
Authorise							
Q	352176	26-MAY-2015	PM	591	CRAFT CONCEPTS	7535.53	Y ☐
Authorise							
Q	352177	26-MAY-2015	PM	119	1ST AFRICAN PAGE LIMITED	4998.00	Y ☐
Authorise							
Q	352178	26-MAY-2015	PM	1125	SPECIAL ICE COMPANY LTD.	5457.44	Y ☐
Authorise							

> ➢ The cheque can now be printed again by going through LFCTO.

10.9 QUERY BANK CHEQUES OR DEPOSITS

It is possible to query both cheques and deposits recorded on the system.
The user can perform a query on any of the following fields:
Block 1: query bank cheques
- ➢ Subsystem
- ➢ Cash book
- ➢ Cheque number
- ➢ Bank cheque number
- ➢ Cheque date
- ➢ Cheque amount
- ➢ Matching indicator
- ➢ Bank statement number
- ➢ Date cashed
- ➢ Reconciliation indicator
- ➢ Creditor type
- ➢ Creditor code

Block 2: query bank deposits
- ➢ Cash book
- ➢ Deposit journal
- ➢ Deposit date
- ➢ Reconciliation indicator

- ➢ Deposit amount
- ➢ Matching indicator
- ➢ Bank statement
- ➢ Date cashed

You can further drilldown to the details of the transactions when you right-click on the internal cheque number.

Using PBL01 as an example

1. Enter query
2. Type the Cash Book code used to generate the cheque
3. Type the cheque number which could be the internally generated number or the bank's pre-printed cheque number.
4. Then execute query to view the details of the cheque.
5. Right click on the cheque number and select "Cheque Information Drilldown" to view the detailed information on the cheque.
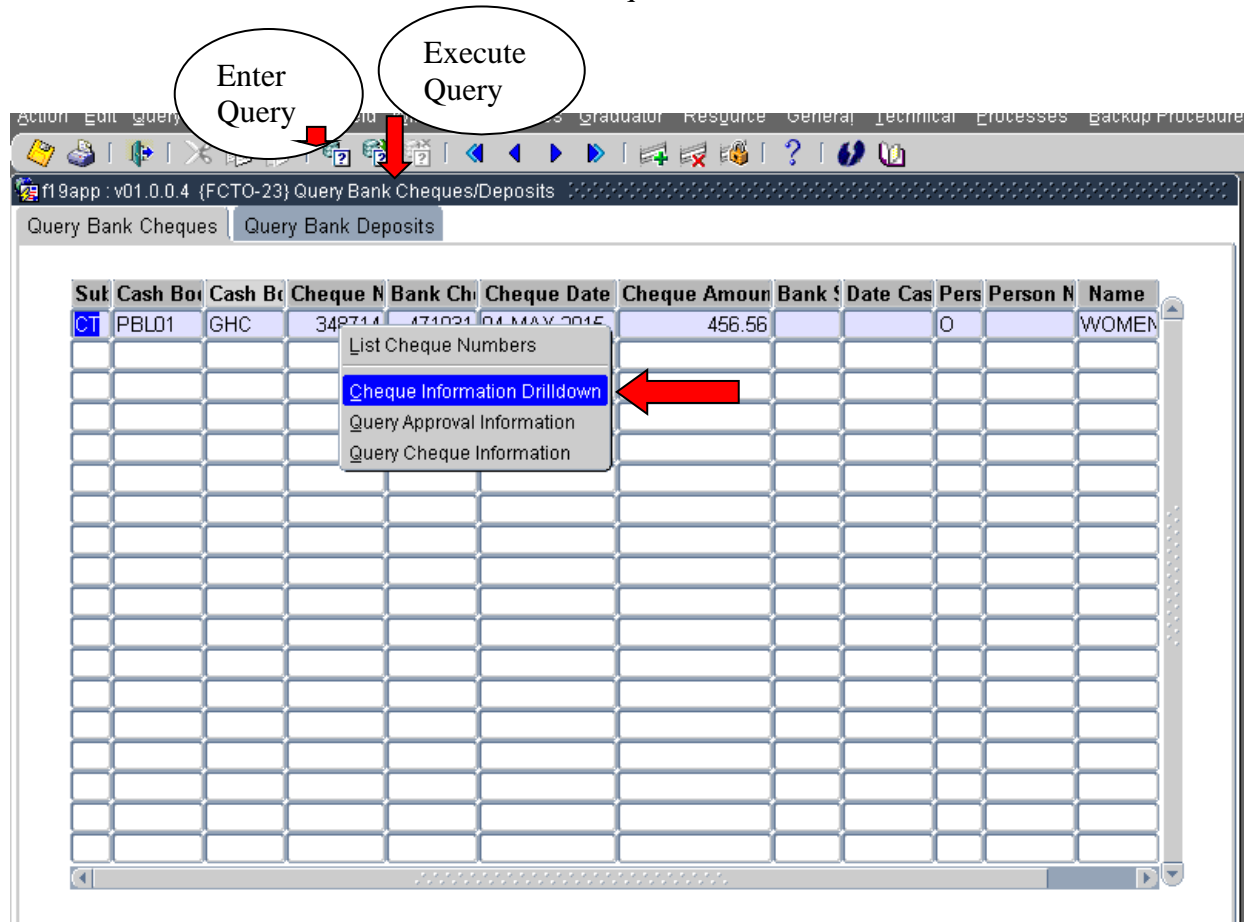
11. REPORTS

The operational report menus under the Counter Subsystem are labelled "FCTOR". We will do few of the reports to show the prompts.

11.1 RECEIPT/PAYMENT TRANSACTIONS PER TYPE (FCTOR1-1)

Use this menu option to view the list of receipts and payments posted into a particular Cash Book. Run the menu and supply the parameters/values for the various prompts.

FCTOR1-1

This is a Sample of the output from the process

Date : 20-MAY-2015 15:22:49   UNIVERSITY OF GHANA   Page 3
Program : f1gbea v01.0.0.0   Rec/Payment Trns per Type   Batch Request Number : 63567
Stylesheet : F1G03PDF v01.0.0.0

Transaction Type: 235 - PAYMENT TO OTHER

Debit GLA	Credit GLA	Cheque Date	Cheque Note Number	Debit Value	Credit Value
RJ0220190	FJ0151240	25-AUG-2014	311080 EXCURSION, ADMIN COS	1803.00	.00
RJ0225160	FJ0151240	25-AUG-2014	311080 EXCURSION, ADMIN COS	1336.00	.00
FJ0122110	FJ0151240	25-AUG-2014	311085 COST OF CUTTING KEYS	328.50	.00
RJ0220290	FJ0151240	25-AUG-2014	311080 EXCURSION, ADMIN COS	1205.00	.00
RJ0225120	FJ0151240	25-AUG-2014	311080 EXCURSION, ADMIN COS	4246.00	.00
FJ0123540	FJ0151240	25-AUG-2014	311085 COST OF CUTTING KEYS	328.50	.00
FJ0123570	FJ0151240	26-AUG-2014	311151 REFUND OF EXP. FOR D	304.00	.00
FJ0122120	FJ0151240	26-AUG-2014	311151 REFUND OF EXP. FOR D	540.00	.00
FJ0120310	FJ0151240	26-AUG-2014	311151 REFUND OF EXP. FOR D	166.00	.00
FJ0150160	FJ0151240	28-AUG-2014	311576 IMP. FOR MANU. & RES	10000.00	.00
FJ0148610	FJ0151240	28-AUG-2014	311587 SOFT LOAN FOR STAFF	2000.00	.00
FJ0150160	FJ0151240	28-AUG-2014	311786 IMPREST TO PURC LP G	106.00	.00
FJ0150160	FJ0151240	28-AUG-2014	311787 IMPREST TO PURCH FUE	200.00	.00
FJ0173120	FJ0151240	28-AUG-2014	311560 CONT. FOR TEMPORARY	81.00	.00
FJ0173130	FJ0151240	28-AUG-2014	311561 DEDUCTION FOR TEMPOR	30.00	.00
FJ0173140	FJ0151240	28-AUG-2014	311562 INCOME TAX FOR TEMPO	26.30	.00
FJ0177010	FJ0151240	28-AUG-2014	311555 SAL FOR TEMPORARY ST	470.35	.00
FJ0177010	FJ0151240	28-AUG-2014	311559 SAL FOR TEMPORARY ST	470.35	.00
FJ0177010	FJ0151240	28-AUG-2014	311563 SAL FOR CLEANER AT M	250.00	.00
FJ0242010	FJ0151240	28-AUG-2014	311620 SUPPLY OF OFFICE SWI	1518.75	.00
FJ0124560	FJ0151240	28-AUG-2014	311564 PHONE CREDIT FOR SEP	446.00	.00
FJ0122110	FJ0151240	28-AUG-2014	311788 COST OF BINDING 2013	359.00	.00
FJ0120250	FJ0151240	28-AUG-2014	311788 COST OF BINDING 2013	720.00	.00

Exception Report

You can use the exception report parameter to include or exclude certain transactions from the report. To activate it, type "Y" into that prompt as highlighted below and supply the relevant parameters.

Report Parameters for /u1/prodi01/fin/f1gbea   Previous Request Number [   ]

Please Choose a Previous Request from the Previous Request Field

2. per Trn/Cheq Number
Your Selection : (N1) [2]
Enter the Year (N4) [2015]
Enter the Start Cycle (N2) [1]
Enter the End Cycle (N2) [6]
Do you Want to Select between Dates as Well (Y/N) (A1) [N]
Enter Account Type or ALL (A4) [ALL]
Enter Debtor Type or ALL (A4) [ALL]
Enter Offering Type or ALL (A4) [ALL]

Enter Subsystem of Origin of Transaction Types
(AP,AR,BC,CB,CT,GL,LL,PO,PR,SD,SE OR ALL) (A3) [ALL]
Enter Cash Book Code or ALL (A5) [EBG03]
Do you Need an Exception Report (Y/N) (A1) [Y]   ⬅
Type of Account Exception? (D)ebit or (C)redit (A1) [D]
Specify (C)c or (A)ccount or (G)la (A1) [C]
Enter Start the Cost Centre (A4) [RJ02]   [TRENT IN GHANA PROGR]
Enter End the Cost Centre (<Return> if the same as Start) (A4) [RJ02]   [TRENT IN GHANA PROGR]

Test for the Specified Combination to be (T)rue or (F)alse (A1) [T]
(S)ummary or (D)etail (A1) [D]

Request Number [63604]   Request Description [   ]

Stylesheet [F1G03PDF]   Format [PDF]   [Batch] [View] [Run]   [Exit]

Sample of the output for exception report as below

Transaction Type: 235 - PAYMENT TO OTHER

Debit GLA	Credit GLA	Cheque Date	Cheque Number	Note	Debit Value	Credit Value
RJ0225120	FJ0151240	25-AUG-2014	311080	EXCURSION, ADMIN COS	4246.00	.00
RJ0225160	FJ0151240	25-AUG-2014	311080	EXCURSION, ADMIN COS	1336.00	.00
RJ0220190	FJ0151240	25-AUG-2014	311080	EXCURSION, ADMIN COS	1803.00	.00
RJ0220290	FJ0151240	25-AUG-2014	311080	EXCURSION, ADMIN COS	1205.00	.00
RJ0220310	FJ0151240	05-SEP-2014	313055	SNACKS DURING INTERV	200.00	.00
RJ0225160	FJ0151240	15-SEP-2014	314180	WITHHOLD. TAX ON PRO	111.13	.00
RJ0220310	FJ0151240	15-SEP-2014	314180	WITHHOLD. TAX ON PRO	31.50	.00
RJ0220310	FJ0151240	15-SEP-2014	314144	MEALS TAKEN DURING L	598.50	.00
RJ0225210	FJ0151240	15-SEP-2014	314147	STUDENT STIPEND FOR	4500.00	.00
RJ0250160	FJ0151240	15-SEP-2014	314141	IMPREST FOR DRIVERS	1000.00	.00
RJ0220120	FJ0151240	15-SEP-2014	314181	WITHHOL.TAX FOR PRO	158.75	.00
RJ0220210	FJ0151240	15-SEP-2014	314157	HIRI OF BUS - ABUR	400.00	.00
RJ0224520	FJ0151240	16-SEP-2014	314279	WITHHOL. TAX ON PRI	51.00	.00
RJ0250160	FJ0151240	08-OCT-2014	317608	IMPREST FOR TRIPS &N	3000.00	.00
RJ0225160	FJ0151240	08-OCT-2014	317616	WITHHOLDI.TAX ON HO	254.00	.00
RJ0220210	FJ0151240	08-OCT-2014	317607	H. OF BUS OUTSI. ACC	756.00	.00
RJ0225210	FJ0151240	09-OCT-2014	318015	GHANAIAN STU. STIPEN	4500.00	.00
RJ0220310	FJ0151240	24-OCT-2014	320294	COST OF TIG BUFFET R	1420.05	.00
RJ0220310	FJ0151240	24-OCT-2014	320295	CATERING SERVI. REN	1327.15	.00
RJ0220310	FJ0151240	24-OCT-2014	320293	SNACKS DURI. TIG NGO	527.84	.00
RJ0220210	FJ0151240	05-NOV-2014	321824	HIRI OF BUS - ABURI	400.00	.00
RJ0220210	FJ0151240	05-NOV-2014	321810	HIR.OF BUS OUTSIDE	756.00	.00
RJ0225160	FJ0151240	06-NOV-2014	322247	10% HONOR. FOR ASST.	191.82	.00
RJ0225210	FJ0151240	19-JAN-2015	333140	TAX ON HONORA FOR ST	450.00	.00
RJ0225210	FJ0151240	19-JAN-2015	333072	PAYMT,FOR GHANAIAN S	4050.00	.00
RJ0225210	FJ0151240	21-JAN-2015	333541	T6AX ON SSRC MENTORS	95.91	.00
				Transaction Type Total	**33369.65**	**.00**
				Cheque Transaction Total	**33369.65**	**.00**
				Imbalance	**33369.65**	**.00**

With the exception report, the output would show only transactions debited to RJ02 cost centre.

11.2   RECEIPT TRANSACTION LIST (FCTOR1-6)

The report lists all the receipts for a specific date. A cashier should run this report to reconcile the total receipts with the cash takings for the day. It is also a good report for supervisors to verify work done by a cashier and also authenticate the cash to be banked.

This report firstly lists the transactions per cashier, and then it will sort these transactions within payment type. The two parts of the report should always be in balance. It is also possible to get a list of cancelled receipts with this report.

Sample can be seen from below.

Sample of the output after clicking on view

Date : 20-MAY-2015 15:09:51
Program : f18bea v01.0.0.0
Stylesheet : F1801PDF v01.0.0.2

UNIVERSITY OF GHANA
Receipt Transaction List

Page 1
Batch Request Number : 63548

List Cancelled Receipts Only? (Y/N)	N	Enter Start Date	01-MAY-2015
Enter End Date	20-MAY-2015	Your Selection	1
Enter Start Transaction Type	0	Enter End Transaction Type	9999
Enter Cashier Id or ALL	FBOFA	Enter Account Type or ALL	ALL

Transaction Date	Cashier ID	User Name	Transaction Number	Receipt Number	Debtor Type	Debtor Number	Payer Name	Transaction Type	Debit Value	Credit Value
06-MAY-2015	FBOFA	FBOFA	692102	662926	O		SHIELA BROWN-TETTEH	85	.00	200.00
07-MAY-2015	FBOFA	FBOFA	692117	662939	O		DR. OSMAN ALHASSAN	85	.00	575.00
07-MAY-2015	FBOFA	FBOFA	692153	662975	O		NEW YORK UNIVERSITY	85	.00	3657.50
11-MAY-2015	FBOFA	FBOFA	693191	664005	O		GOETHE INSTITUTE	85	.00	2880.96
11-MAY-2015	FBOFA	FBOFA	693504	664318	O		SAMUEL ASAMOAH	85	.00	200.00
13-MAY-2015	FBOFA	FBOFA	694456	665257	O		FATHER BONAVENTURE	85	.00	700.00
13-MAY-2015	FBOFA	FBOFA	694694	665492	O		PROF.EMERITUS J.GORDON(NKR.CHA	85	.00	1140.00
14-MAY-2015	FBOFA	FBOFA	694938	665735	O		PROF.EMERITUS J.GORDON (NKR.CH	85	.00	1140.00
15-MAY-2015	FBOFA	FBOFA	695191	665984	O		INST.OF STATIST.SOCIAL & ECO.R	85	.00	665.00
15-MAY-2015	FBOFA	FBOFA	695415	666208	O		UG COLLEGE OF EDUCATION	85	.00	800.00
		User Total					FBOFA		.00	11958.46
		Grand Total							.00	11958.46
		Imbalance								11958.46

11.3   CHEQUE TRANSACTION LIST (FCTOR1-24)

This report reflects the transactions per cashier. It lists all cheques made within a specified period of time. It can also be used to identify only cancelled cheques.

Sample of the report prompts.

Sample output after the process

Date : 21-MAY-2015 09:14:16   UNIVERSITY OF GHANA   Page 1
Program : f1dbea v01.0.0.1   Cheques Transaction List   Batch Request Number : 63856
Stylesheet : F1D01PDF v01.0.0.0

List Cancelled Cheques Only? (Y/N)   N   Enter Start Date   01-MAY-2015
Enter End Date   20-MAY-2015   Enter Account Type or ALL   ALL
Your Selection :   1   Enter Cashier Id or ALL   FBOFA

Cashier : FBOFA

| Cheque Date	Pay Meth	Cheque Number	Cred Type	Creditor Number	Creditor Name	Bank Cheq	Date Cashed / Canc	Cheq Type	Cheque Amount
04-MAY-2015	Q	348714	O		WOMEN WORLD BANKING (GH)	471031		237	456.56
04-MAY-2015	Q	348721	O		KAROLINA DESIGNS	471032		237	1976.00
04-MAY-2015	Q	348725	O		GOLD COAST MATCOM LTD.	471033		237	398.00
04-MAY-2015	Q	348727	O		GERANGE INNOVATIONS	471034		237	570.00
04-MAY-2015	Q	348729	O		GOLD COAST MATCOM LTD.	471035		237	259.30
04-MAY-2015	Q	348733	O		ESTHER DUODU	471036		237	490.00
04-MAY-2015	Q	348750	O		GBETOR ANTHONY	471037		237	490.00
04-MAY-2015	Q	348752	O		MR EDWARD ACHEAH	471038		237	380.00
04-MAY-2015	Q	348765	O		GOODWILL SUPPLIES	471039		237	2975.06
04-MAY-2015	Q	348779	O		ELIZABETH NAA LAMLE LAMPTEY	471040		237	3552.00
04-MAY-2015	Q	348781	O		ELIZABETH NAA LAMLE LAMPTEY	471041		237	3700.00
04-MAY-2015	Q	348782	O		GHANA REVENUE AUTHORITY	2743		235	66.75
04-MAY-2015	Q	348783	O		NATHANIEL KPOGO	2744		235	500.00
04-MAY-2015	Q	348784	O		MARTHA TWENEBOAH	2745		235	250.00
04-MAY-2015	Q	348785	O		MR EDWARD ACHEAH	2746		235	533.25
05-MAY-2015	Q	348856	O		PROF. JACOB U GORDON	2747		235	1700.00

11.4   CHEQUE LIST BY INTERNAL CHEQUE NUMBER (FCTOR1-26)

This report shows all cheques issued on the system by internal cheque number. Cheques are selected irrespective of the subsystem of origin.
FCTOR1-26

Report Parameters for /u1/prodi01/fin/f16ccc.pc   Previous Request Number [   ]

Please Choose a Previous Request from the Previous Request Field

Enter Start Date (DD-MON-YYYY)	01-MAY-2015
Enter End Date (DD-MON-YYYY)	20-MAY-2015
Enter Start Cash Book or ALL (A20)	EBG03
Enter End Cash Book (A20)	EBG03
Enter Start Cashier Id or ALL (A20)	FBOFA
Enter End Cashier Id (A20)	FBOFA
(M)atched, (U)nmatched or (ALL) (A1)	ALL
Sort by Cashier Id (Y/N) (A1)	Y

Request Number [63464]   Request Description [   ]

Stylesheet [TXT2PDF]   Format [PDF]   [Print] [Batch] [View] [Run]   [Exit]

This is a sample of the output after the process.

```
20-MAY-2015 15:04                           UNIVERSITY OF GHANA                                    Page :    1
Program : f16ccc.pc(CT)                Receipting And Ad Hoc Payments - Cheques
                            For Cheques Issued Between 01-MAY-2015 And 20-MAY-2015
                                   For Cash Book Between EBG03 And EBG03
                                   For Cashiers Between FBOFA And FBOFA
                                         For ALL Bank Statements
                            Ordered By Cash Book,Cashier Id And Payment Number

Cash           Payment                                       Cheque Cheque                     Mat    Bank    Date   Rec
Book   Cashier Id  Number Creditor                           Number Date             Cheque Amt Ind    Stat    Cashed Ind
---------------------------------------------------------------------------------------------------------------------------

EBG03  FBOFA      348782 O      0 GHANA REVENUE AUTHORITY     2743 04-MAY-2015          66.75
                  348783 O      0 NATHANIEL KPOGO             2744 04-MAY-2015         500.00
                  348784 O      0 MARTHA TWENEBOAH            2745 04-MAY-2015         250.00
                  348785 O      0 MR EDWARD ACHEAH            2746 04-MAY-2015         533.25
                  348856 O      0 PROF.  JACOB U GORDON       2747 05-MAY-2015        1700.00
                  350009 O      0 INSTITUTE OF AFRICAN STUDI  2748 11-MAY-2015        3327.00
                  351039 O      0 PATRICIA SERWAA AFRIFA      2749 18-MAY-2015        1140.00

                                                                              ------------------
                               Total For Cashier FBOFA                              7517.00
                                                                              ------------------


                                                                              ------------------
                               Total For Cash Book EBG03                            7517.00
                                                                              ------------------


                                                                              ------------------
                                     Total For Report                               7517.00
                                                                              ------------------

                               End Of Repor
```