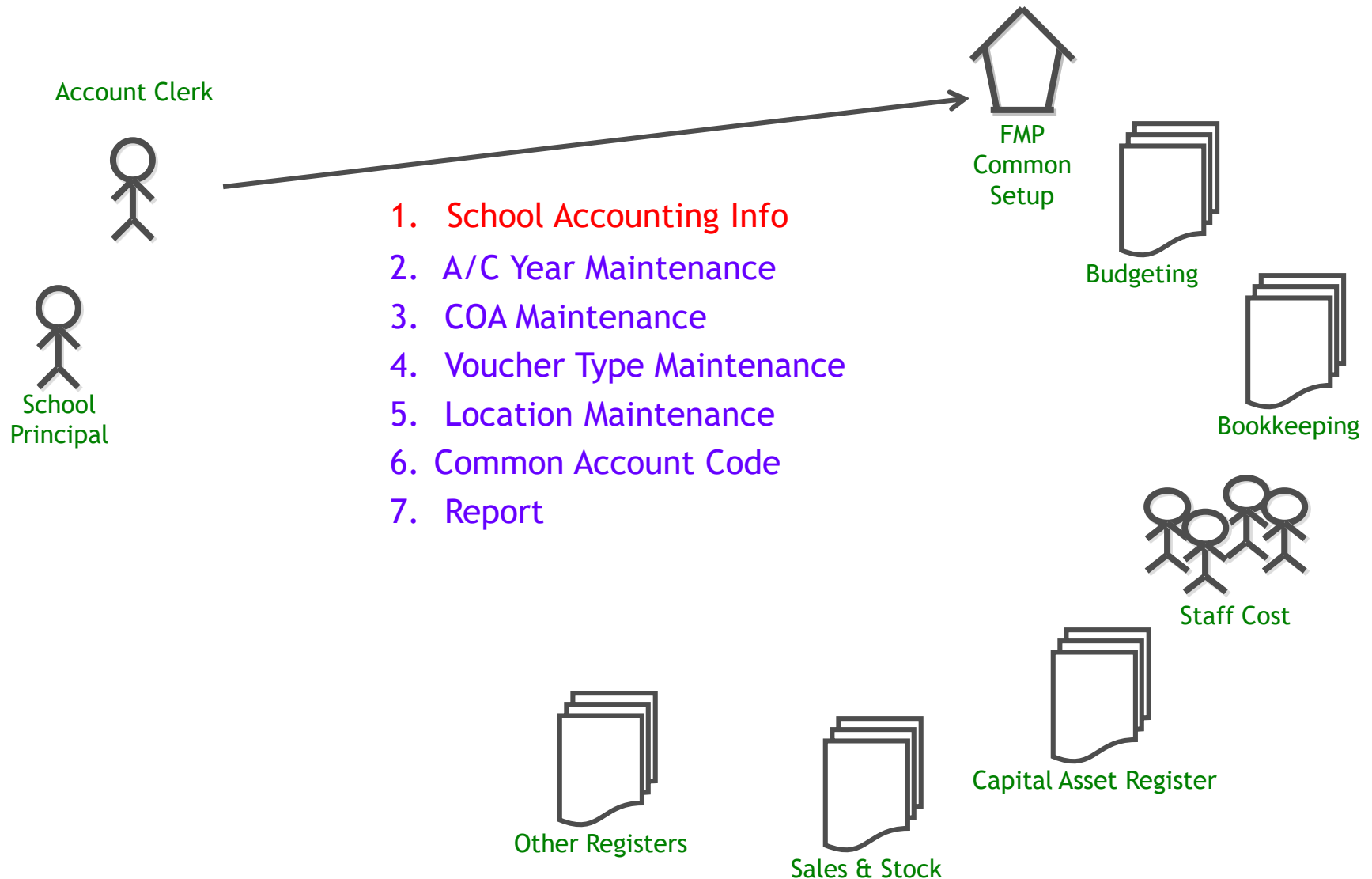


FMP - Common Setup



Common Setup - School Accounting Information

- Define the Initial Accounting Year and Last Accounting Year Used
- Define the modules to be used and the effective date.
- Budget check option can be selected.

Create School Accounting Information

- This function allows users to create school accounting information for the first time setup.
- User is required to set accounting period (only available to new FMP school users) and accounting information for each school level / session. Once the accounting period is set, it cannot be changed.
- Please note that school with converted FMP data from SAMS system is not required to set up accounting period in this function. The accounting period for such school is converted from SAMS.

Create School Accounting Information (For school without converted FMP data from SAMS system)

Current School Year: 2001 15 August 2003 16:06


[S-FCS01-01] FMP > Common Setup > School Accounting Information

Search School Accounting Information

School Code	999999
School Name	Through - Train School (Type 6)
Accounting Period	<input type="text"/>

Reminder:

1. Please ensure the correct Accounting Period is chosen.
2. Please note that Accounting Period cannot be changed after saving.
3. For School with Accounting Period to be changed in the near future, it is recommended NOT to adopt FMP before the change, and leave this setting as "blank" for the time being.

 Save

Step 1. Click [Common Setup] → [School Accounting Info] from the left menu

Create School Accounting Information (For school without converted FMP data from SAMS system)

- FMP
- Common Setup
 - Sch Accounting Information
 - A/C Year Maintenance
 - COA Maintenance
 - Voucher Type Maintenance
 - Location Maintenance
 - Common Account
 - Report

[S-FCS01-01] FMP > Common Setup > School Accounting Information

Search School Accounting Information

School Code 999999
School Name Through - Train School (Type 6)

Accounting Period

April to March
September to August

Reminder:

1. Please ensure the correct Accounting Period is chosen.
2. Please note that Accounting Period cannot be changed after saving.
3. For School with Accounting Period to be changed in the near future, it is recommended NOT to adopt FMP before the change, and leave this setting as "blank" for the time being.

Save

Step 2. Select the Accounting Period for the school, i.e.,
April to March or
September to August


Create School Accounting Information (For school without converted FMP data from SAMS system)

[S-FCS01-01] FMP > Common Setup > School Accounting Information

Search School Accounting Information	
School Code	999999
School Name	Through - Train School (Type)
Accounting Period	September to August

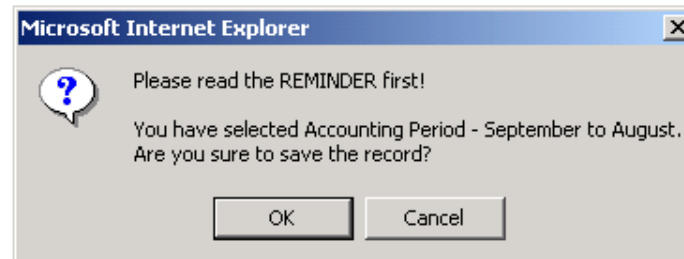
Reminder:

- 1. Please ensure the correct Accounting
- 2. Please note that Accounting Period cannot
- 3. For School with Accounting Period to be changed in the near future, it is recommended NOT to adopt FMP before the change, and leave this setting as "blank" for the time being.

 Save

Step 3. Click [Save] button and confirm the action.

Warning: Accounting Period cannot be changed after setup



Create School Accounting Information

(AM)

User: fmpSAs Last Login: 15/08/2003 11:42 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

15 August 2003 16:47

[S-FCS01-01] [FMP](#) > [Common Setup](#) > [School Accounting Information](#)

Search School Accounting Information

School Code 112992
School Name SR2 Primary School (AM)
Accounting Period September to August
Sch Level/Session

Primary AM
Primary AM
Primary PM

 Search

Step 4. Select [School Level / Session]

Step 5. Click [Search] button

Create School Accounting Information

6.154/jsp/index.jsp

User: fmpuser Login Time: 15/08/2003 16:51 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

15 August 2003 16:51

[S-FCS01-02] FMP > Common Setup > School Accounting Information

Update School Accounting Information

School Code 999999
School Name Through - Train School (Type 6)
Accounting Period September to August
Sch Level/Session Primary Whole Day
Last Updated Date (DD/MM/YYYY)

Initial Accounting Year (YYYY/YYYY)

2000/2001

Last Accounting Year Used (YYYY/YYYY)

Note: No accounting entry can be entered after the last accounting year used

No accounting entry can be entered after the last accounting year used. Recommend to leave blank.

Budget Check Option

Income ☒ No Check ☐ Warning ☐ Error
Expenditure ☒ Warning ☐ Error

Step 6. Type in [Initial Accounting Year]

Step 7. Select Budget Check Option for [Income] and [Expenditure]

Module

Effective Date (DD/MM/YYYY)

Create School Accounting Information

8.6.154/jsp/index.jsp

School (Type 6)

Budget Check Option

Income ☒ No Check ☐ Warning ☐ Error

Expenditure ☒ Warning ☐ Error

Module

- ☒ Budgeting
- ☒ Bookkeeping
- ☒ Staff Cost
- ☒ Capital Asset Register
- ☒ Sales and Stock
- ☐ Daily Collection Summary
- ☐ Non-Recurrent Grant

Effective Date (DD/MM/YYYY)

01/09/2000
01/09/2000
01/09/2000
01/09/2000
01/09/2000

Note:

1. If you plan to start using Budgeting Module for the coming Accounting Year, please set the Budgeting Module Effective Date on or before the start of the Accounting Year or any date before entering Bookkeeping or Staff Cost transactions.
2. Budgeting/ Bookkeeping - Different effective date can be set under different School Level and Session.
3. Staff Cost/ Capital Asset Register/ Sales and Stock - Effective date will be same across all School Levels and Sessions. Once the Module is set effective in one session, all the other School Levels and Sessions of this Module will become effective on the same date automatically.
4. Daily Collection Summary/ Non-Recurrent Grant - Different effective date can be set under different School Level. Effective date will be same across all sessions within same School Level. Once the Module is set effective in one session, the other session of this Module under the same School Level will become effective on the same date automatically.

Save

Back

Step 8. To activate FMP modules, select modules by clicking the checkbox next to the module name and fill in Effective Date.

Step 9. Click [Save] button

Update School Accounting Information

- This function allows user to update school accounting information.
- User may set the effective status of FMP modules, enter or amend Initial Accounting Year and Last Accounting Year Used, or change the Budget Check Option by this update function.

Update School Accounting Information

(AM)

User: fmpSAs Last Login: 15/08/2003 11:42 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

15 August 2003 16:47

[S-FCS01-01] [FMP](#) > [Common Setup](#) > [School Accounting Information](#)

Search School Accounting Information

School Code	112992
School Name	SR2 Primary School (AM)
Accounting Period	September to August
Sch Level/Session	<div>Primary AM</div> <div>Primary AM</div> <div>Primary PM</div>

 Search

Step 1. Click [Common Setup] → [School Accounting Info] from the left menu

Step 2. Select [School Level/Session]

Step 3. Click [Search] button

Update School Accounting Information

6.154/jsp/index.jsp

User: fmpuser Login Time: 15/08/2003 16:51 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

15 August 2003 16:51

[S-FCS01-02] FMP > Common Setup > School Accounting Information

Update School Accounting Information

School Code	999999
School Name	Through - Train School (Type 6)
Accounting Period	September to August
Sch Level/Session	Primary Whole Day
Last Updated Date (DDMMYYYY)	

Initial Accounting Year (YYYYYYYY)

2000/2001

Last Accounting Year Used (YYYYYYYY)

Note: No accounting entry can be entered after the last accounting year used

Budget Check Option

Income	<input checked="" type="radio"/> No Check	<input type="radio"/> Warning	<input type="radio"/> Error
Expenditure	<input checked="" type="radio"/> Warning	<input type="radio"/> Error	

Step 4. Amend the Initial Accounting Year and Last Accounting Year Used

Step 5. Change Budget Check Option for [Income] and [Expenditure]

Module

Enter

YYYY

Update School Accounting Information

6.154/jsp/index.jsp

ool (Type 6)

Budget Check Option

Income ☒ No Check ☐ Warning ☐ Error

Expenditure ☒ Warning ☐ Error

Module

- ☒ Budgeting
- ☒ Bookkeeping
- ☒ Staff Cost
- ☒ Capital Asset Register
- ☒ Sales and Stock
- ☐ Daily Collection Summary
- ☐ Non-Recurrent Grant

Effective Date (DD/MM/YYYY)

01/09/2000
01/09/2000
01/09/2000
01/09/2000
01/09/2000

Note:

1. If you plan to start using Budgeting Module for the coming Accounting Year, please set the Budgeting Module Effective Date on or before the start of the Accounting Year or any date before entering Bookkeeping or Staff Cost transactions.
2. Budgeting/ Bookkeeping - Different effective date can be set under different School Level and Session.
3. Staff Cost/ Capital Asset Register/ Sales and Stock - Effective date will be same across all School Levels and Sessions. Once the Module is set effective in one session, all the other School Levels and Sessions of this Module will become effective on the same date automatically.
4. Daily Collection Summary/ Non-Recurrent Grant - Different effective date can be set under different School Level. Effective date will be same across all sessions within same School Level. Once the Module is set effective in one session, the other session of this Module under the same School Level will become effective on the same date automatically.

Save

Back

Step 6. To activate FMP modules, select modules by clicking the checkbox next to the module name and fill in Effective Date.

Step 7. Click [Save] button

Note: Some concepts

- Each of the school levels / sessions will have its own set of school accounting information. Setting up of school accounting information for the school levels / sessions is independent.
- The backend FMP process will automatically retrieve the school information from School Management System in WebSAMS.

Note: Some concepts

- [Budget Check Option] is used for checking the un-posted voucher in bookkeeping and staff cost only
 - o Three choices for income voucher:
 - No Check - Do not check
 - Warning - Warn the user, the voucher can still be saved
 - Error - Show error message, the voucher cannot be saved
 - o Two choices for expenditure voucher:
 - Warning - Warn the user, the voucher can still be saved
 - Error - Show error message, the voucher cannot be saved

Note: Some concepts

- User is recommended to maintain ledger, sub-ledger and income / expenditure account codes before proceeding to handle the effectiveness of Bookkeeping, Budgeting and Staff Cost Modules. Once Bookkeeping, Budgeting or Staff Cost Module is set to be effective, all ledger, sub-ledger and income / expenditure account codes are not allowed to be deleted.
- If user plans to start using Budgeting Module for the coming Accounting Year, please set the Budgeting Module Effective Date on or before the start date of the Accounting Year or any date before entering Bookkeeping or Staff Cost transactions. Otherwise, comparison reports between actual and budget income / expenditure under Budgeting Module may not be correct.

Effective Date - Bi-session

Budgeting	AM	PM
Bookkeeping	AM	PM
Staff cost	Same	Same
CAR	Same	Same
Sales & Stock	Same	Same
Daily Collection Summary	Same	Same
Non-Recurrent Grant	Same	Same

Effective Date - Through-train

Budgeting	Pri-AM	Pri-PM	Sec
Bookkeeping	Pri-AM	Pri-PM	Sec
Staff cost	Same	Same	Same
CAR	Same	Same	Same
Sales & Stock	Same	Same	Same
Daily Collection Summary	Same	Same	Sec
Non-Recurrent Grant	Same	Same	Sec

Note: Some concepts

- Once FMP module has been set to be effective, it cannot be changed under the following scenarios:

- For Budgeting Module, once there are budget details for Budgeting Module in the system.

- For Bookkeeping Module, once vouchers have been created under Bookkeeping Module.

- For Staff Cost Module, once there are payroll entries in Staff Cost Module.

- For Capital Asset Register Module, once Capital Asset Register payment vouchers have been created.

- For Sales and Stock Module, once Sales and Stock purchase / sales vouchers have been created.

- For Daily Collection Summary and Non-Recurrent Grant Modules, once is transaction in that module.



Press
ESCAPE
To Return