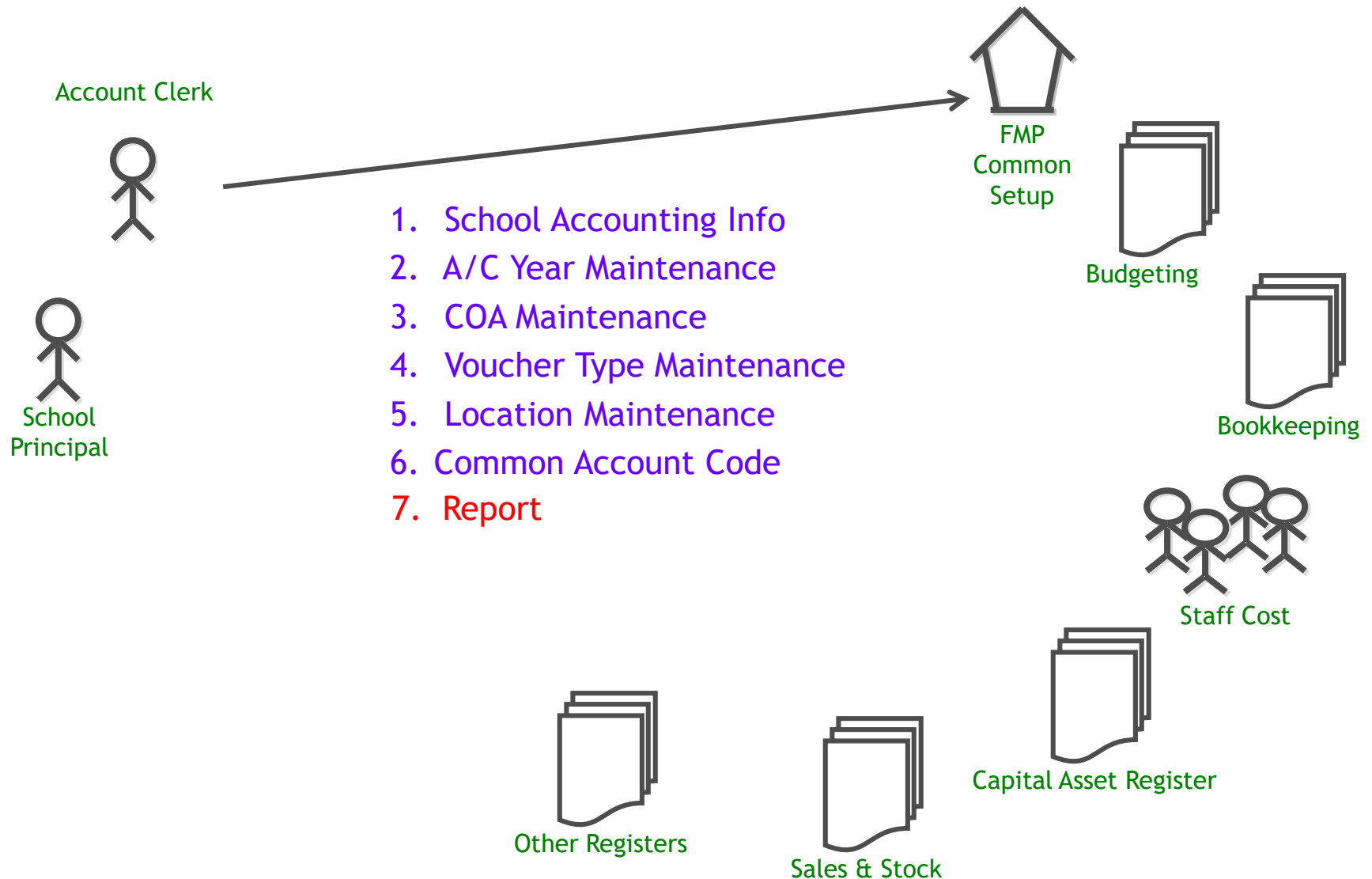


FMP - Common Setup



Common Setup - Report

- User can generate English or Chinese Common Setup reports through this report function.
- For school with FMP data converted from SAMS system, user can view the reports of the following categories:
 - All Categories
 - Common Setup
 - Data Conversion
- For school without FMP data converted from SAMS system, user can view the reports of the following category:
 - Common Setup
- Important Reports:
 - Chart of Account - Sub-Ledger Code (R-FCS003)
 - Chart of Account - I/E Account Code (R-FCS004)
 - Chart of Account - Ledger Code (R-FCS002)
 - I/E Account Code Mapping Report (R-FCS010)
 - Ledger Code Mapping Report (R-FCS009)
 - Programme Code Master List (R-FCS001)

Type 2)

User: jasonyan Login Time: 03/10/2003 11:53 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

3 October 2003 12:08

[S-FCS12-01] **FMP** > **Common Setup** > **Report**

Category

FCS 1 - Common Setup ▼

Language

☒ English ☐ Chinese

Search



Reset

Reports under Common
Setup Category

Report Name (ID)

- ▶ [Audit Trail Log \(R-FCS005-E\)](#)
- ▶ [Bank Details \(R-FCS007-E\)](#)
- ▶ [Chart of Account - Sub-Ledger Code \(R-FCS003-E\)](#)
- ▶ [Chart of Account - I/E Account Code \(R-FCS004-E\)](#)
- ▶ [Chart of Account - Ledger Code \(R-FCS002-E\)](#)
- ▶ [Location Details \(R-FCS008-E\)](#)
- ▶ [Programme Code Master List \(R-FCS001-E\)](#)
- ▶ [Voucher Type List \(R-FCS006-E\)](#)

* Click ▶ or the link to display the report template(s) and then click the template you need to create the report.

▼ **Common Setup**

- **Sch Accounting**
- **A/C Year Mainte**
- **COA Maintenan**
- **Voucher Type M**
- **Location Mainte**
- **Common Account**
- **Report**

Type 2)

User: jasonyan Login Time: 03/10/2003 11:53 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

3 October 2003 12:11

[S-FCS12-01] [FMP](#) > [Common Setup](#) > [Report](#)

Category

FCS 2 - Data Conversion

Language

☒ English ☐ Chinese Search Reset

Reports under Data
Conversion Category

Report Name (ID)

[▶ IE Account Code Mapping Report \(R-FCS010-E\)](#)[▶ Ledger Code Mapping Report \(R-FCS009-E\)](#)[▶ Mapping of FMP Sub-Ledger Codes for Accounting Year 2000/2001 \(R-FCS011-E\)](#)

* Click ▶ or the link to display the report template(s) and then click the template you need to create the report.

▼ Common Setup

- Sch Accounting
- A/C Year Mainte
- COA Maintenan
- Voucher Type M
- Location Mainte
- Common Accoun
- Report

Generate Report

- Report can be generated in a preview pop-up window or stored in Report Management - Repository.
- 4 different formats can be selected for report generation - PDF, WORD, RICHTEXT and EXCEL.
- User may edit the generated report in WORD, RICHTEXT and EXCEL format.
- The following report can be generated in PDF format only and it is not allowed for amendment:
 - Audit Trail Log

Generate Report

Internet Explorer

Media

Norton AntiVirus

User: jasonyan Login Time: 03/10/2003 11:53 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 3 October 2003 12:23



Type 2)

[S-FCS12-01] FMP > Common Setup > Report

Category
Language

All Categories

☒ English ☐ Chinese

 Search  Reset

Common Setup

- Sch Accounting
- A/C Year Maintenance
- COA Maintenance
- Voucher Type Maintenance
- Location Maintenance
- Common Accounting
- Report

Step 1. Click [Common Setup] → [Report] from the left menu.

Step 2. Select one of the categories and language.

Step 3. Click [Search] button.

Internet

Generate Report

Internet Explorer

Media

Norton AntiVirus

User: jasonyan Login Time: 03/10/2003 11:53 Logout | Help | 中文版本

Current School Year: 2002 3 October 2003 12:24

Type 2)

[S-FCS12-01] FMP > Common Setup > Report

Category: All Categories

Language: ☒ English ☐ Chinese

Search Reset

Report Name (ID)

- ▶ [Audit Trail Log \(R-FCS005-E\)](#)
- ▶ [Bank Details \(R-FCS007-E\)](#)
- ▶ [Chart of Account - Sub-Ledger Code \(R-FCS003-E\)](#)
- ▶ [Chart of Account - I/E Account Code \(R-FCS004-E\)](#)
- ▶ [Chart of Account - Ledger Code \(R-FCS002-E\)](#)
- ▶ [I/E Account Code Mapping Report \(R-FCS010-E\)](#)
- ▶ [Ledger Code Mapping Report \(R-FCS009-E\)](#)
- ▶ [Location Details \(R-FCS008-E\)](#)
- ▶ [Mapping of FMP Sub-Ledger Codes for Accounting Year 2000/2001 \(R-FCS011-E\)](#)
- ▶ [Programme Code Master List \(R-FCS004-E\)](#)
- ▶ [Voucher Type List \(R-FCS006-E\)](#)

* Click ▶ or the link to display the report template(s) and then click the template you need to create the report.

Common Setup

- Sch Accounting
- A/C Year Maintenance
- COA Maintenance
- Voucher Type Maintenance
- Location Maintenance
- Common Accounting
- Report

Step 4. Click the report name hyperlink

Done Internet

Generate Report

Internet Explorer

Media

Norton AntiVirus

User: jasonyan Login Time: 03/10/2003 11:53 Logout | Help | 中文版本

Current School Year: 2002 3 October 2003 12:27

Type 2)

[S-FCS12-01] FMP > Common Setup > Report

Category: All Categories

Language: ☒ English ☐ Chinese

Search Reset

Report Name (ID)

- ▶ [Audit Trail Log \(R-FCS005-E\)](#)
- ▶ [Bank Details \(R-FCS007-E\)](#)
- ▶ [Chart of Account - Sub-Ledger Code \(R-FCS003-E\)](#)
- ▶ [Chart of Account - I/E Account Code \(R-FCS004-E\)](#)
- ▶ [Chart of Account - Ledger Code \(R-FCS002-E\)](#)
- ▶ [I/E Account Code Mapping Report \(R-FCS010-E\)](#)
- ▶ [Ledger Code Mapping Report \(R-FCS009-E\)](#)
- ▶ [Location Details \(R-FCS008-E\)](#)
- ▶ [Mapping of FMP Sub-Ledger Codes for Accounting Year 2000/2001 \(R-FCS011-E\)](#)
- ▶ [Programme Code Master List \(R-FCS001-E\)](#)
- ▼ [Voucher Type List \(R-FCS006-E\)](#)

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

* Click ▶ or the link to display the report template(s) and then click the template you need to create the report.

Report

Internet

Step 5. Click the report template hyperlink

Generate Report

Internet Explorer

User: jasonyan Login Time: 03/10/2003 11:53 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 3 October 2003 12:27

Type 2)

[S-FCS12-06] [FMP](#) > [Common Setup](#) > [Report](#)

Voucher Type List (R-FCS006-E):-
Built-in Template

Please input the print criteria.

Voucher Type

Format

[Preview & Print](#) [To File](#) [Reset](#) [Back](#)

Common Setup

- Sch Accounting
- A/C Year Maintenance
- COA Maintenance
- Voucher Type Maintenance
- Location Maintenance
- Common Accounting
- Report

Step 6. Select the print criteria

Report Internet

Generate Report

Internet Explorer

Media

User: jasony
Current

Type 2)

[S-FCS12-06] FMP > Common Setup > Report

**Voucher Type List (R-FCS006-E):-
Built-in Template**

Please input the print criteria.

Voucher Type

Format

Preview & Print To File Reset Back

Common Setup

- Sch Accounting
- A/C Year Maintenance
- COA Maintenance
- Voucher Type Maintenance
- Location Maintenance
- Common Accounting
- Report**

Two ways to generate reports:

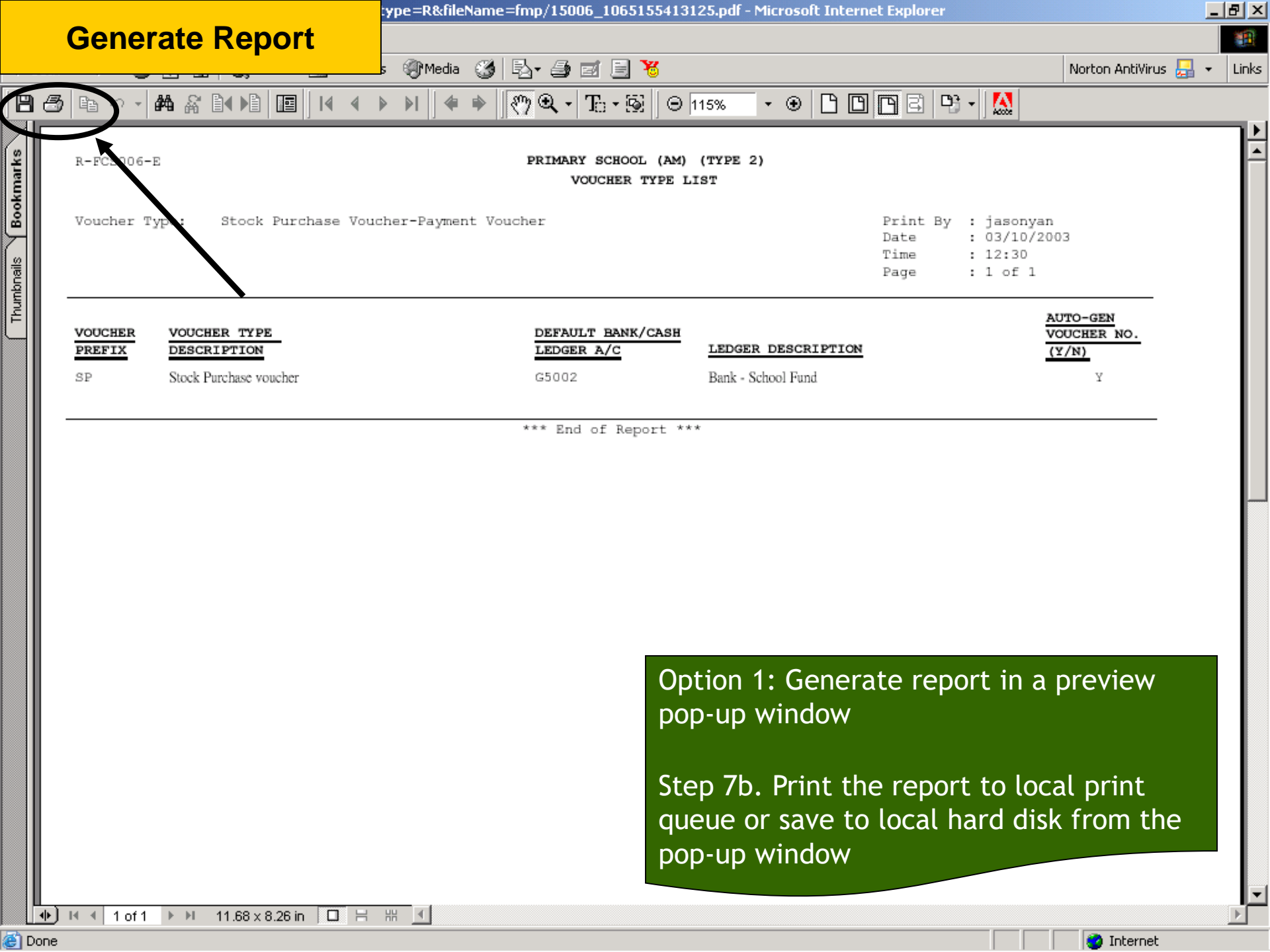
Option 1: Generate report in a preview pop-up window

Option 2: Generate and store the report in Report Management - Repository.

Option 1: Generate report in a preview pop-up window

Step 7a. Click [Preview & Print] button

Generate Report



Option 1: Generate report in a preview pop-up window

Step 7b. Print the report to local print queue or save to local hard disk from the pop-up window

Generate Report

Internet Explorer

User: jasonyan Login Time: 03/10/2003 11:53 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 3 October 2003 12:30

Type 2)

[S-FCS12-06] [FMP](#) > [Common Setup](#) > [Report](#)

**Voucher Type List (R-FCS006-E):-
Built-in Template**

Please input the print criteria.

Voucher Type

Format

[Preview & Print](#) [To File](#) [Reset](#) [Back](#)

Common Setup

- Sch Accounting
- A/C Year Maintenance
- COA Maintenance
- Voucher Type Maintenance
- Location Maintenance
- Common Accounting
- Report

Option 2: Generate and store the report in Report Management - Repository.

Step 7a. Click [To File] button

Done Internet

Generate Report

Internet Explorer

Media

Norton AntiVirus

User: jasonyan Login Time: 03/10/2003 11:53 Logout Help 中文版本

Current School Year: 2002 3 October 2003 12:31

Type 2)

[S-FCS12-06] FMP > Common Setup > Report

**Voucher Type List (R-FCS006-E):-
Built-in Template**

Please input the print criteria.

Voucher Type: Stock Purchase Voucher-Payment Voucher

Format: PDF

Preview & Print To File Reset Back

Explorer User Prompt

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

Voucher Type List (Printed on 3-Oct-2003)

OK Cancel

Option 2: Generate and store the report in Report Management - Repository.

Step 7b. Fill in the report description in the pop-up dialog box

Step 7c. Click [OK] button

javascript:save();

Internet

Generate Report

Internet Explorer

User: jasonyan Login Time: 03/10/2003 11:53 Logout | Help | 中文版本

Current School Year: 2002 3 October 2003 12:32

Type 2)

[S-FCS12-06] FMP > Common Setup > Report

Report has been submitted for generation. Please go to the ["Repository" function of "Report Management" module](#) to view the generated report.
Report generated successfully.

**Voucher Type List (R-FCS006-E):-
Built-in Template**

Please input the print criteria.

Voucher Type: Stock Purchase Voucher-Payment Voucher

Format: PDF

Preview & Print To File Reset Back

Option 2: Generate and store the report in Report Management - Repository.

Step 7d. User 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

Common Setup

- Sch Accounting
- A/C Year Maintenance
- COA Maintenance
- Voucher Type Maintenance
- Location Maintenance
- Common Accounting
- Report

Done Internet

Generate Report

List of reports generated under
Report Management - Repository

Common Setup

- Sch Accounting
- A/C Year Mainte
- COA Maintenance
- Voucher Type M
- Location Mainte
- Common Account
- Report

(AM) User: fmpSAs Last Current School Year: 2002 28 October 2003 15:23

[S-RPT01-01] Report Management > Repository

Module	FMP		
Category	FCS 1 - Common Setup		
Report Name (ID)	Voucher Type List (R-FCS006-E)		
Report Description			
Language	<input type="radio"/> All <input checked="" type="radio"/> English <input type="radio"/> Chinese		
Creator			
Creation Date (From)		Creation Date (To)	
(DD/MM/YYYY)		(DD/MM/YYYY)	
Status	All		

Search Reset

	Report Name (ID) ▲	Report Description	Creator	File	Creation Date	Status
<input type="checkbox"/>	Voucher Type List (R-FCS006-E)	Voucher Type List (Printed on 3-Oct-2003)	fmpSAs	PDF 0.0 KB	28/10/2003 15:17:59	In Progress

Delete

* Click on the link of Report Name (ID) to view a Report