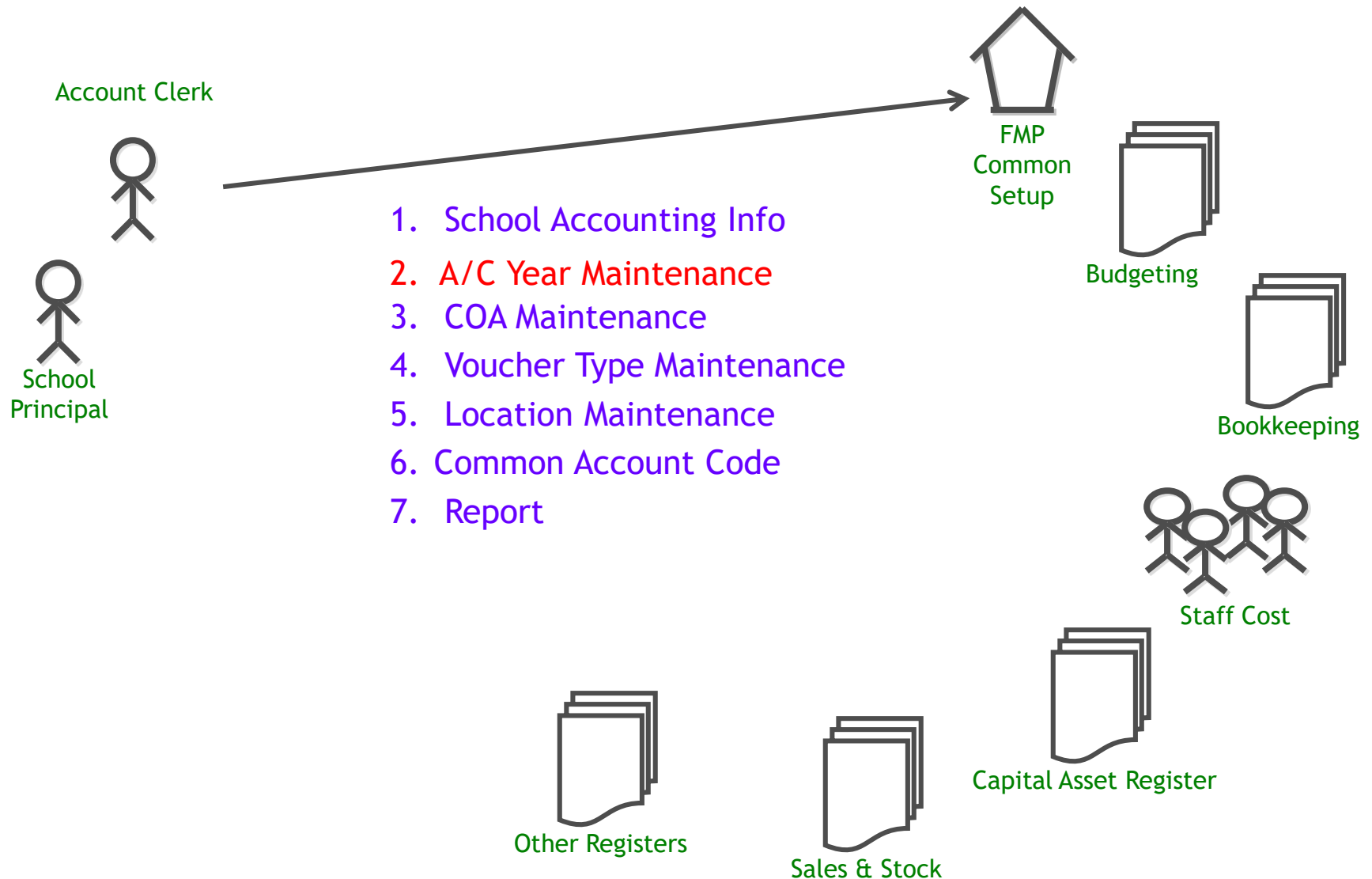


FMP - Common Setup



Common Setup - Accounting Year Maintenance

	Accounting Year	Accounting Month	Adjustment Month
Budgeting	✓	✗	✗
Bookkeeping	✓	✓	✓
Staff Cost	✓	✓	✗
CAR	✓	✗	✗
Sales & Stock	✓	✗	✗
Daily Collection Summary	✗	✗	✗
Non-Recurrent Grant	✗	✗	✗

Create Accounting Year

- Allows user to create a new accounting year if initial accounting year has been setup.
- Depending on the accounting period, twelve accounting months within the year plus an adjustment month will be created. The status of all accounting months is “Closed” by default.
- The status of the newly created accounting year in Bookkeeping Module will be set to “Opened”.

Create Accounting Year

User: tester01 Last Login: 14/05/2003 10:59 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

14 May 2003 12:25

[S-FCS09-01] [FMP](#) > [Common Setup](#) > [Accounting Year Maintenance](#)

Maintain Accounting Year

Accounting Period

September to August

Accounting Year (YYYY/YYYY)

2000/2001

 Search

 Add

- Common Setup
 - Sch Accounting I
 - A/C Year Mainten
 - COA Maintenance
 - Voucher Type Ma
 - Location Mainte
 - Common Accoun
 - Report

Step 1. Click [Common Setup] → [A/C Year Maintenance] from the left menu

Step 2. Click [Add] button

Create Accounting Year

User: fmpuser Login Time: 27/10/2003 15:30 Logout | Help | 中文版本

Current School Year: 2002

27 October 2003 15:40

[S-FCS09-03] FMP > Common Setup > Accounting Year Maintenance

Add Accounting Year

Accounting Period

September to August

Accounting Year (YYYYYYYY)

2002/2003

Reminder:

1. If Sales & Stock Module is in use, costing method for the newly created Accounting Year will be set as First In First Out automatically.
2. Please go to [Sales & Stock > Setup > Default Costing Method](#) afterwards to change the costing method if necessary and as soon as possible

 Save

 Back

Step 3. Fill in the new Accounting Year

Step 4. Click [Save] button

Open Accounting Month

User: tester01 Last Login: 14/05/2003 10:59 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

14 May 2003 12:26

[S-FCS09-02] [FMP](#) > [Common Setup](#) > [Accounting Year Maintenance](#)

Update Accounting Year

Accounting Period September to August

Accounting Year (YYYYYYYY) 2002/2003

Accounting Month (MM/YYYY)	Status
09/2002	Closed
10/2002	Closed Opened
11/2002	Closed
12/2002	Closed
01/2003	Closed
02/2003	Closed
03/2003	Closed
04/2003	Closed
05/2003	Closed
06/2003	Closed
07/2003	Closed
08/2003	Closed
A02/03	Closed

 Save  Back

User may open accounting months at this point, or in a later time. To open an accounting month:

Step 1. Select Status as "Opened"

Step 2. Click [Save] button

Note:

Only three accounting months can be opened concurrently within one year.

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

Update Accounting Month

- Allows user to open a closed accounting month.
- No accounting month can be opened if the accounting year has been final closed.
- An accounting month can be reopened if the accounting year is not final closed yet. There is no limitation on the number of times to reopen a closed accounting month.

Update Accounting Month

User: tester01 Last Login: 14/05/2003 10:59 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

14 May 2003 12:25

[S-FCS09-01] [FMP](#) > [Common Setup](#) > [Accounting Year Maintenance](#)

Maintain Accounting Year

Accounting Period

September to August

Accounting Year (YYYYYYYY)

2000/2001



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

Step 1. Click [Common Setup] → [A/C Year Maintenance] from the left menu

Step 2. Select an accounting year from the drop-down list box

Step 3. Click [Search] button

Update Accounting Month

User: tester01 Last Login: 14/05/2003 10:59 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

14 May 2003 12:26

[S-FCS09-02] [FMP](#) > [Common Setup](#) > [Accounting Year Maintenance](#)

Update Accounting Year

Accounting Period September to August

Accounting Year (YYYYYYYY) 2002/2003

Accounting Month (MM/YYYY)	Status
09/2002	Closed
10/2002	Closed Opened
11/2002	Closed
12/2002	Closed
01/2003	Closed
02/2003	Closed
03/2003	Closed
04/2003	Closed
05/2003	Closed
06/2003	Closed
07/2003	Closed
08/2003	Closed
A02/03	Closed

 Save  Back

Step 4. Select Status as "Opened"

Step 5. Click [Save] button

Note:

Only three accounting months can be opened concurrently within one year.

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

Update Accounting Month

User: Fanny1 Last Login: Nil [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

28 March 2003 11:24

[S-FCS09-01] [FMP](#) > [Common Setup](#) > [Accounting Year Maintenance](#)

Record updated successfully

Maintain Accounting Year

Accounting Period

September to August

Accounting Year (YYYY/YYYY)

2002/2003



Search



Add

Record is updated successfully

Press
ESCAPE
To Return