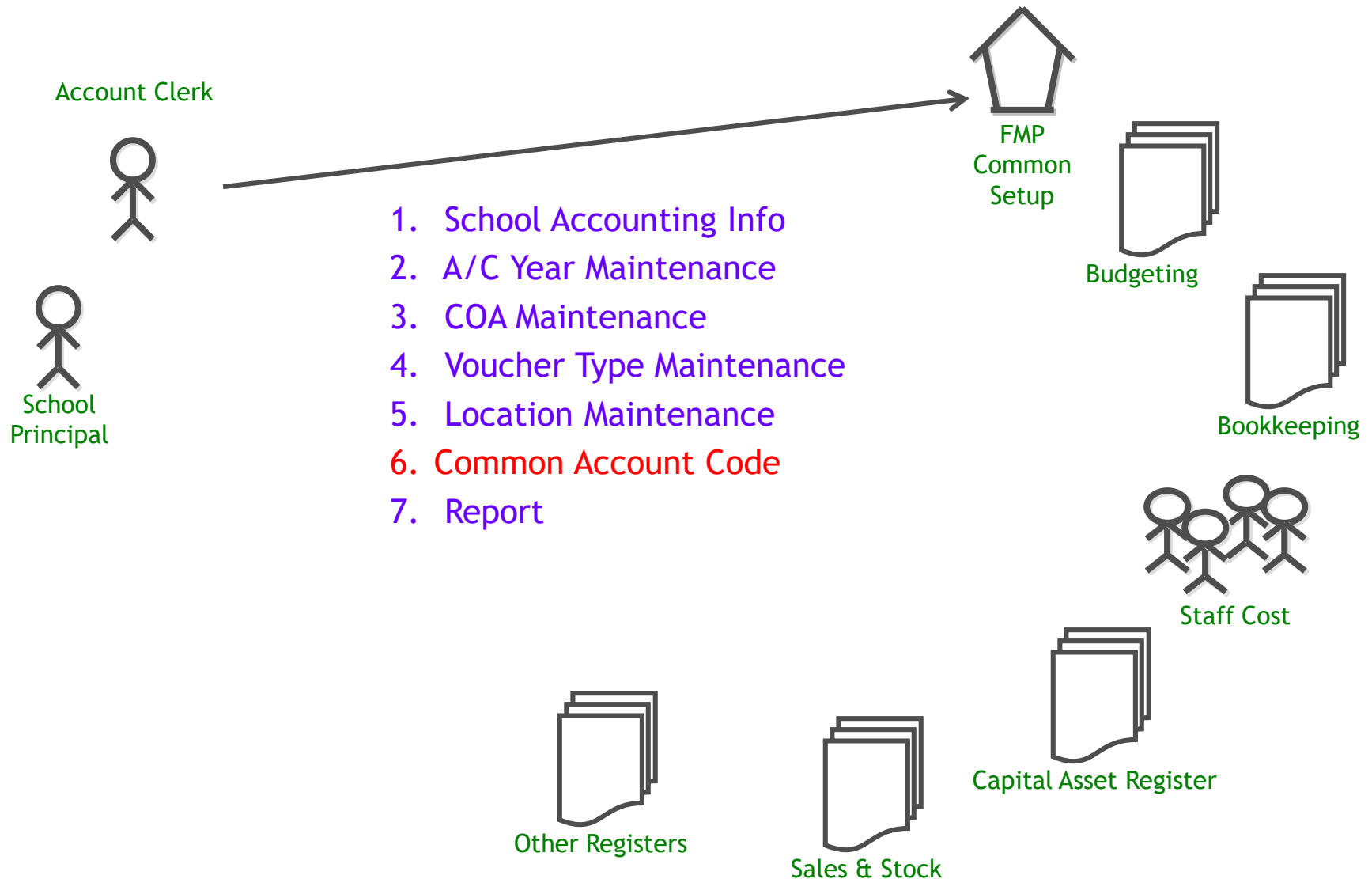


FMP - Common Setup



Common Setup - Common Account Code

- This function allows users to define and maintain their own common account code list.

Add Common Account Code

- This function allows users to create Common Account Code in their own Common Account Code list.
- System will automatically update the order of existing records on the list.

Add Common Account Code

Source of Fund Code	<input type="text"/>
Ledger Code	<input type="text"/>
Sub-Ledger Code	<input type="text"/>
Account Type	<input type="text"/>
Account Code	<input type="text"/>
Order	<input type="text"/>

 Reset

 Save

<input type="checkbox"/>	Combined Account Code	English Description	Chinese Description	Order ▲	Effect Status
No record.					

- FMP
- Common Setup
 - Sch Account
 - A/C Year Ma
 - COA Mainte
 - Voucher Ty
 - Location Ma
 - Common Ac
 - Report

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

Step 2. Select [Source of Fund Code], [Ledger Code], [Sub-ledger Code], [Account Type], [Account Code] and input [Order]

Step 3. Click [Save] button

Update Common Account Code

- This function allows users to update the order of Common Account Code in their own Common Account Code list
- System will automatically update the order of existing records on the list.

Update Common Account Code

Source of Fund Code	1 - Capacity Enhancement Grant
Ledger Code	11701 - Grants outside OEBG/ EOEBG
Sub-Ledger Code	11701501 - Capacity Enhancement Grant
Account Type	Expenditure
Account Code	11701501001 - Grant Expenses
Order	1

<input type="checkbox"/>	<u>Combined Account Code</u>	<u>English Description</u>	<u>Chinese Description</u>	<u>Order</u> ▲	<u>Effective Status</u>
<input type="checkbox"/>	11701501001	Grant Expenses	津貼帳開支	1	<input checked="" type="checkbox"/>



FMP

▼ Common Setup

- Sch Account
- A/C Year Ma
- COA Mainte
- Voucher Ty
- Location Ms
- Common Ac
- Report

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

Step 2. Click [Combined Account Code] hyperlink

Step 3. Update [Order] field

Step 4. Click [Save] button

Delete Common Account Code

- This function allows users to delete Common Account Code in their own Common Account Code list.
- System will automatically update the order of existing records on the list.

Delete Common Account Code

Grant ▼

Ledger Code 11701 - Grants outside OEBG/ EOEBG ▼

Sub-Ledger Code 11701501 - Capacity Enhancement Grant ▼

Account Type Expenditure ▼

Account Code 11701501001 - Grant Expenses ▼

Order 1

 Reset  Save

<input checked="" type="checkbox"/>	Combined Account Code	English Description	Chinese Description	Order ▲	Effective Status
<input checked="" type="checkbox"/>	11701501001	Grant Expenses	津貼帳開支	1	<input checked="" type="checkbox"/>

 Delete

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

Step 2. Select the checkbox(es) next to the [Combined Account Code]

Step 3. Click [Delete] button