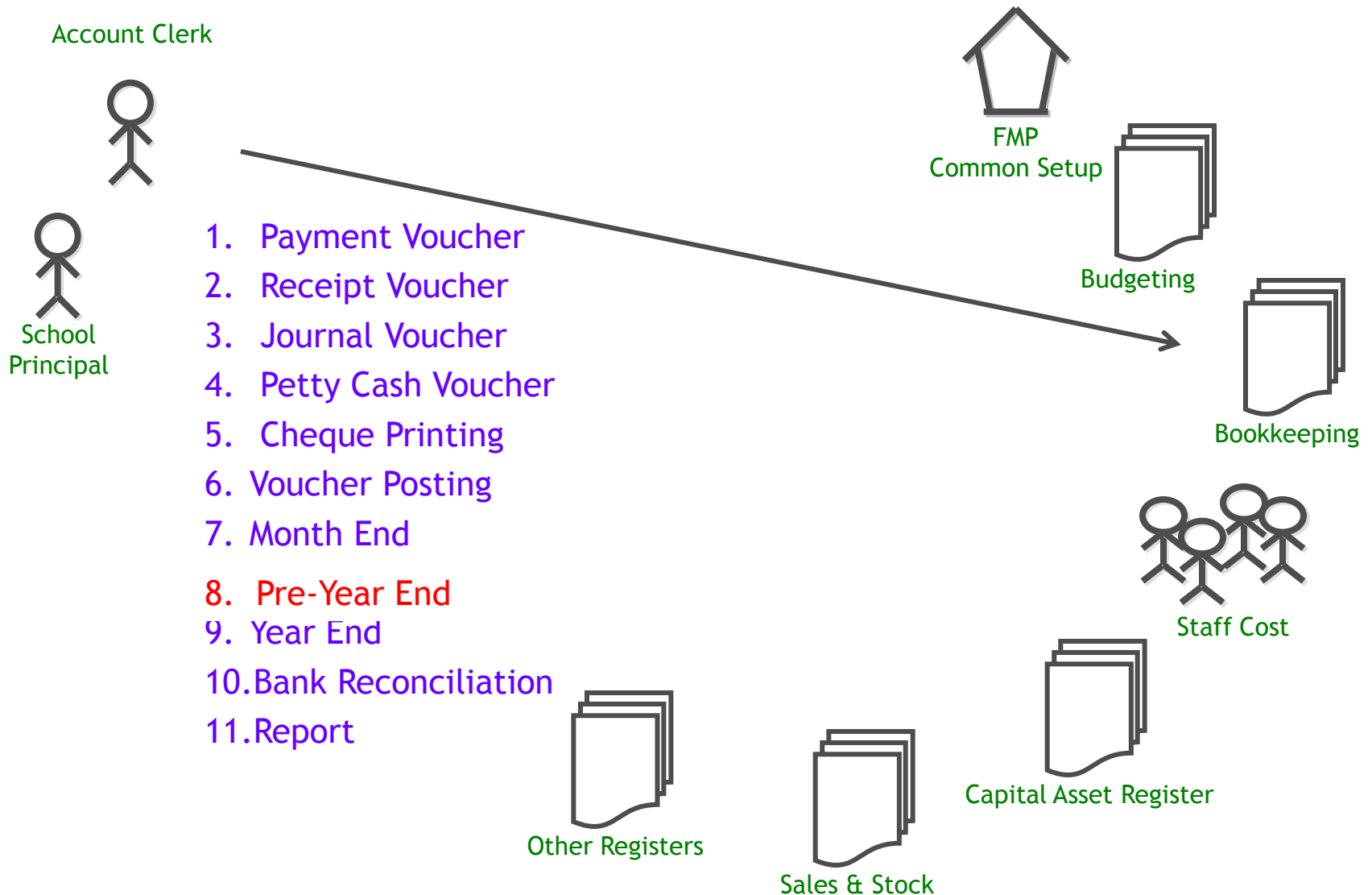


FMP – Bookkeeping



Bookkeeping - Pre-Year End

- There are three stages of Year End process for different purposes: Pre-Year End, Provisional Year End and Final Year End.
- This function allows user to select any opened accounting year and perform Pre-Year End checking for preparation of Year End Process.
- Pre-Year End reports will be generated to facilitate user to ensure the accounting data are correct.
- After performing Pre-Year End Process, user can proceed to Provisional Year End Process which allows rollover of accounting balance to the next accounting year. And subsequently perform Final Year End Process to final close of accounting year. Once the accounting year is closed, no accounting data can be changed afterwards.

Process Pre-Year End Closing

FMP

- ▶ Common Setup
- ▶ Budgeting
- ▼ Bookkeeping
 - Payment Voucher
 - Receipt Voucher
 - Journal Voucher
 - Petty Cash Voucher
 - Cheque Printing
 - Voucher Posting
 - Month End
 - Pre-Year End

[S-FBK13-01] FMP > Bookkeeping > Pre-Year End

Accounting Year To Be Checked (YYYY/MM)

2000/2001

Proceed

Step 1. Click [Bookkeeping] → [Pre-Year End] from the left menu.

Step 2. Select [Accounting Year To Be Checked]

Step 3. Click [Proceed] button

Note: Only opened accounting years (with at least one accounting month which has once been opened) are available for selection.

Process Pre-Year End Closing

FMP

► Common Setup

► Budgeting

▼ Bookkeeping

■ Payment Voucher

■ Receipt Voucher

■ Journal Voucher

■ Petty Cash Voucher

■ Cheque Printing

■ Voucher Posting

■ Month End

■ Pre-Year End

[S-FBK13-01] FMP > Bookkeeping > Pre-Year End

E-63107 : Fail to perform Pre-Year End Checking, system has the following findings

E-63102 : Draft / unposted / incomplete vouchers are found for the accounting year:-

- E-63118 : Bookkeeping - Payment Voucher (Unposted) GPTEST9202
- E-63118 : Bookkeeping - Receipt Voucher (Draft) GRBY0702-1
- E-63118 : Bookkeeping - Receipt Voucher (Unposted) GRGR0703-1
- E-63118 : Bookkeeping - Journal Voucher (Draft) JVB0701-1
- E-63118 : Bookkeeping - Petty Cash Voucher (Draft) C1BY0702-1
- E-63118 : Bookkeeping - Sales and Stock Payment Voucher (Draft) SP0703-2
- E-63118 : Bookkeeping - Sales and Stock Payment Voucher (Unposted) SP0703-1
- E-63118 : Sales and Stock - Sales and Stock Payment Voucher (Incomplete) SP0703-3
- E-63118 : Sales and Stock - Sales and Stock Payment Voucher (Incomplete) SP1111200
- E-63118 : Sales and Stock - Sales and Stock Receipt Voucher (Incomplete) SSBB01

E-63103 : Open accounting month(s) are found:-

- E-63104 : Bookkeeping - 12/2002 (open)
- E-63104 : Bookkeeping - 07/2003 (open)
- E-63105 : Staff Cost - 01/2003 (open) [Click here](#) to close the Payroll Month under Staff Cost Module.
- E-63105 : Staff Cost - 02/2003 (open) [Click here](#) to close the Payroll Month under Staff Cost Module.
- E-63105 : Staff Cost - 03/2003 (open) [Click here](#) to close the Payroll Month under Staff Cost Module.
- E-63105 : Staff Cost - 04/2003 (open) [Click here](#) to close the Payroll Month under Staff Cost Module.

Accounting Year To Be Checked (YYYY/YYYY)

2002/2003 ▼

Proceed

Failed Case

Pre-Year End Closing will be aborted if any of the following checking is failed:

1. Vouchers of the selected accounting month are all posted
2. All accounting months have been closed
3. Sales and Stock vouchers are all completed (if Sales and Stock Module is effective)
4. Staff Cost payroll month is closed (if Staff Cost Module is effective)

Process Pre-Year End Closing

- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Payment Voucher
 - Receipt Voucher
 - Journal Voucher
 - Petty Cash Voucher
 - Cheque Printing
 - Voucher Posting
 - Month End
 - Pre-Year End

[S-FBK13-01] **FMP > Bookkeeping > Pre-Year End**
All the pre-requisites for closing accounting year 2000/2001 have been fulfilled.
System is generating the reports in Report Repository.....
Please note that it will take some time for all the reports to be generated. You may [click here](#) or select Repository under Report Management menu item to view and download these reports later when the report status there is 'Done'.

Accounting Year To Be Checked (YYYY/MM) 2000/2001

Back

Successful Case
- No outstanding item exists

Pre-Year End reports are generated in Report Management - Repository. User may click the hyperlink to link to Report Management - Repository to view the reports.

Process Pre-Year End Closing

User: jennifer Log

Current

List of Pre-Year End reports generated under Report Management - Repository

- ▶ Budgeting
- ▼ Bookkeeping
 - Payment Voucher
 - Receipt Voucher
 - Journal Voucher
 - Petty Cash Voucher
 - Cheque Printing
 - Voucher Posting
 - Month End
 - Pre-Year End Closing
 - Year End
 - Bank Reconciliation

[S-RPT01-01] Report Management > Repository

Module

Category

Report Name (ID)

Report Description

Language ☒ All ☐ English ☐ Chinese

Creator

Creation Date (From)

Creation Date (To)

(DD/MM/YYYY)

Status

<input type="checkbox"/>	Report Name (ID) ▲	Report Description	Creator	Format/Size	Creation Time	Status
<input type="checkbox"/>	Accumulated Fund Account (R-FBK027-E)	Pre Year End Report for 2008/2009	jennifer	PDF 0.0 KB	06/10/2003 09:56:42	In Progress
<input type="checkbox"/>	Approved Collection for Specific Purposes Account (R-FBK025-E)	Pre Year End Report for 2008/2009	jennifer	PDF 0.0 KB	06/10/2003 09:56:42	In Progress
<input type="checkbox"/>	Balance Sheet (R-FBK028-E)	Pre Year End Report for 2008/2009	jennifer	PDF 0.0 KB	06/10/2003 09:56:42	In Progress
<input type="checkbox"/>	Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (Boarding Section) (R-FBK033-E)	Pre Year End Report for 2008/2009	jennifer	PDF 0.0 KB	06/10/2003 09:56:42	In Progress
<input type="checkbox"/>	Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (R-FBK021-E)	Pre Year End Report for 2008/2009	jennifer	PDF 56.0 KB	06/10/2003 09:56:42	Done
<input type="checkbox"/>	General Funds Account / Tong Fai / Subscriptions : Income and Expenditure Account (R-FBK022-E)	Pre Year End Report for 2008/2009	jennifer	PDF 0.0 KB	06/10/2003 09:56:42	In Progress
<input type="checkbox"/>	Gratuity Reserve Account (R-FBK029-E)	Pre Year End Report for 2008/2009	jennifer	PDF 0.0 KB	06/10/2003 09:56:42	In Progress
<input type="checkbox"/>	List of Account Details (R-FBK023-E)	Pre Year End Report for 2008/2009	jennifer	PDF 0.0 KB	06/10/2003 09:56:42	In Progress
<input type="checkbox"/>	Listing of Grants Balance (R-FBK038-E)	Pre Year End Report for 2008/2009	jennifer	PDF 0.0 KB	06/10/2003 09:56:43	In Progress
<input type="checkbox"/>	Mortgage Interest Subsidy Scheme Account (R-FBK019-E)	Pre Year End Report for 2008/2009	jennifer	PDF 55.0 KB	06/10/2003 09:56:42	Done
<input type="checkbox"/>	Non-Recurrent Grants for F&E Account (R-FBK020-E)	Pre Year End Report for 2008/2009	jennifer	PDF 56.0 KB	06/10/2003 09:56:42	Done

Note:

• After processing Pre-Year End Closing, a list of Pre-Year End reports will be generated and stored in Report Management - Repository. The purpose of generating Pre-Year End reports is for user to ensure the accounting data are correct before proceeding to Year End process. Some of the Pre-Year End reports are:

- Balance Sheet
- OEBG Financial Statement
- Annual Accounts
- Stock Profit Report (if Sales and Stock Module is effective)
- Stock Balance (if Sales and Stock Module is effective)
- Depreciation Report (if Capital Asset Register Module is effective)



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