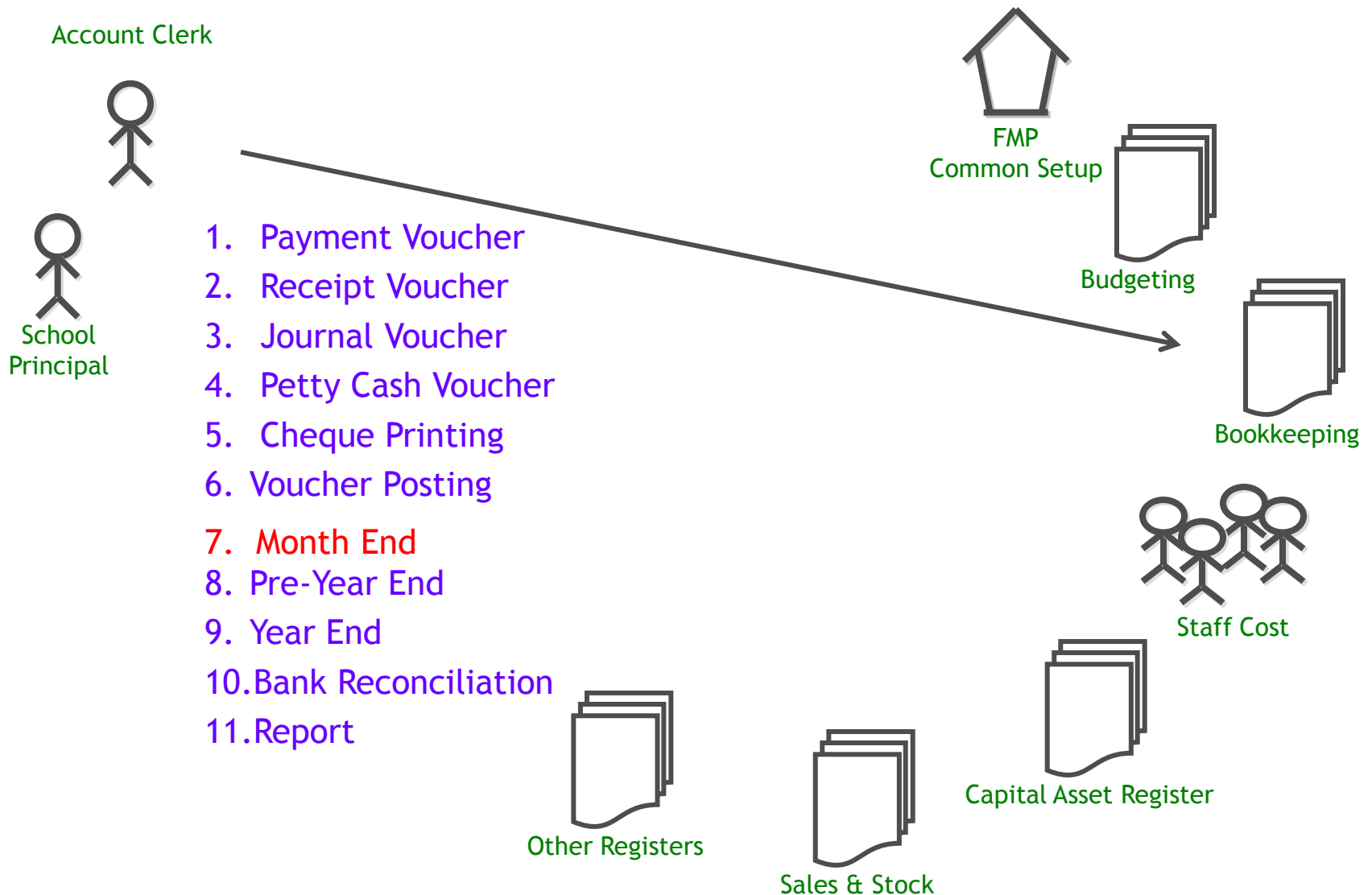


FMP – Bookkeeping



Bookkeeping - Month End

- After completed working on all the vouchers and all the payroll of an opened accounting month, month end closing can be performed.
- After the accounting month is closed, accounting month can still be re-opened in Common Setup - Accounting Year Maintenance, provided that the accounting year is not final closed. There is no restriction on how many times an accounting month can be re-opened. However, once the accounting year is final closed, no accounting month of the year can be opened.

Close Accounting Month

User: fmp_admin Last Login: 14/03/2003 16:16 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

14 March 2003 18:26

[S-FBK12-01] FMP > Bookkeeping > Month End

Accounting Year (YYYY/YYYY) 2000/2001

Accounting Month To Be Closed (MM/YYYY) 09/2000



Step 1. Click [Bookkeeping] → [Month End] from the left menu

Step 2. Select one of the 'opened' accounting months

Note: Only opened accounting months are available for selection.

Close Accounting Month

User: fmp_admin Last Login: 14/03/2003 16:16 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

14 March 2003 18:30

[S-FBK12-01] FMP > Bookkeeping > Month End

Accounting Year (YYYY/YYYY) 2000/2001

Accounting Month To Be Closed (MM/YYYY) 09/2000



Step 3. Click [Search] button

Close Accounting Month

Failed Case

Month End Closing will be aborted if any of the following checking is failed:

- Vouchers of the selected accounting month are all posted
- Staff Cost payroll month is closed (if Staff Cost Module is effective)

FMP

Common Setup

Budgeting

Bookkeeping

Payment Voucher

Receipt Voucher

Journal Voucher

Petty Cash Voucher

Cheque Printing

Voucher Posting

Month End

[S-FBK12-01] FMP > Bookkeeping > Month End

E-63115 : Fail to perform Month End Closing, system has the following findings

E63116 : Draft / unposted vouchers are found for the accounting month:

- E-63117 : Bookkeeping - Payment Voucher (Draft) GPBY0701-1
- E-63117 : Bookkeeping - Payment Voucher (Draft) GPBY0702-1
- E-63117 : Bookkeeping - Payment Voucher (Unposted) GP0703-4
- E-63117 : Bookkeeping - Receipt Voucher (Draft) GRBY0702-1
- E-63117 : Bookkeeping - Receipt Voucher (Unposted) GRGR0703-1
- E-63117 : Bookkeeping - Journal Voucher (Draft) JVB0701-1
- E-63117 : Bookkeeping - Petty Cash Voucher (Draft) C1BY0702-1
- E-63117 : Bookkeeping - Petty Cash Voucher (Draft) GCBY0702-1
- E-63117 : Bookkeeping - Sales and Stock Payment Voucher (Draft) SP0703-2
- E-63117 : Bookkeeping - Sales and Stock Payment Voucher (Unposted) SP0703-1
- E-63117 : Bookkeeping - Sales and Stock Payment Voucher (Unposted) SP0703-3

E-63043 : Open accounting month is found:-

- Staff Cost - 07/2003 (open) [Click here](#) to close the Payroll Month under Staff Cost Module.

Accounting Year (YYYYYYYY)

2002/2003

Accounting Month To Be Closed (MM/YYYY)

07/2003



Close Accounting Month

Successful Case

- No outstanding item exists

[S-FBK12-02] FMP > Bookkeeping > Month End

All vouchers within current accounting month 09/2000 have been posted. Please click on SAVE to confirm

Accounting Period September to August
Accounting Year (YYYY/YYYY) 2000/2001
Accounting Month (MM/YYYY) 09/2000 - 08/2001
Accounting Status Opened

Accounting month
for Month End
Closing

Status before
Month End Closing

Accounting month status BEFORE month end closing

| Accounting Month (MM/YYYY) | Status |
|----------------------------|--------|
| 09/2000 | Opened |
| 10/2000 | Closed |
| 11/2000 | Closed |
| 12/2000 | Closed |
| 01/2001 | Closed |
| 02/2001 | Closed |
| 03/2001 | Closed |
| 04/2001 | Closed |
| 05/2001 | Closed |
| 06/2001 | Closed |
| 07/2001 | Closed |
| 08/2001 | Closed |
| A00/01 | Closed |

Step 4. Click [Save] button

Save Back

Close Accounting Month

FMP

Common Setup

Budgeting

Bookkeeping

Payment Voucher

[S-FBK12-02] FMP > Bookkeeping > Month End

Accounting month 09/2000 closed successfully.

Accounting Period

September to August

Accounting Year (YYYYYYYY)

2000/2001

School Year (MM/YYYY)

09/2000 - 08/2001

Accounting Status

Opened

Accounting month
for Month End
Closing

Status after Month
End Closing

Accounting month status AFTER month end closing

| Accounting Month (MM/YYYY) | Status |
|-------------------------------|--------|
| 09/2000 | Closed |
| 10/2000 | Opened |
| 11/2000 | Closed |
| 12/2000 | Closed |
| 01/2001 | Closed |
| 02/2001 | Closed |
| 03/2001 | Closed |
| 04/2001 | Closed |
| 05/2001 | Closed |
| 06/2001 | Closed |
| 07/2001 | Closed |
| 08/2001 | Closed |
| A00/01 | Closed |

Back

The next accounting
month will be set to
'Opened' automatically

Note:

- Procedure for Month End Closing for Adjustment Month is identical to the other twelve normal months. Transactions in Adjustment Months will be grouped into the last month (either August or March depending on the accounting period) of the accounting year when users call reports.
- After performing Month End Closing successfully, the next accounting month will be set to 'Open' automatically. However, if the selected month is a 're-open' month or an adjustment month, the next accounting month will not be set as 'Opened'.
- Re-opening of accounting months can be done in Common Setup - Accounting Year Maintenance. For control purpose, transactions created after re-opening of accounting month will be recorded in “List of Vouchers Entered During Re-opening of Accounting Month (R-FBK041-E)” report in extra.



Press
ESCAPE
to return