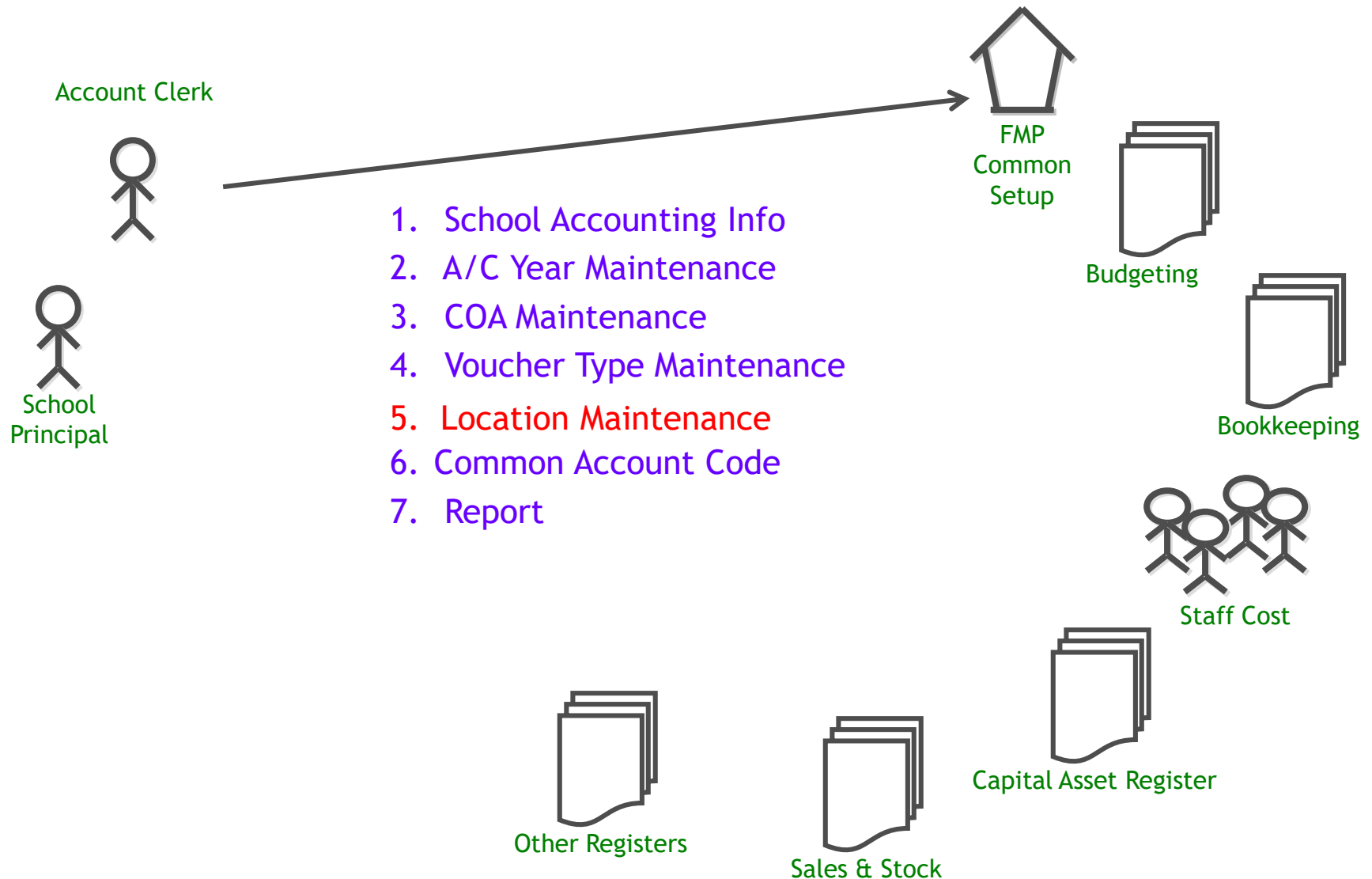


FMP - Common Setup



Common Setup - Location Maintenance

- For the first time setup, location information will be retrieved from WebSAMS School Management System - School Facilities upon Data Conversion from SAMS.
- After Data Conversion is completed, there will not be any data synchronization between location in FMP and location in School Management System.
- Location code is used to specify the location of assets and stocks in Capital Asset Register and Sales and Stock Modules respectively.
- Location codes “GENERAL” and “ONLOAN” will be pre-loaded to the system.
- For bi-sessional schools, AM and PM will be appended to SAMS location codes upon data conversion.

Add Location

- Allows user to create a new location.
- Location created will be used in Capital Asset Register and Sales and Stock Modules to specify the location of assets and stocks respectively.
- No duplicated location record is allowed.

Add Location

[S-FCS11-01] [FMP](#) > [Common Setup](#) > [Location Maintenance](#)

Location Code

English Description

Chinese Description

 Search  Add  Reset



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

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

Step 2. Click [Add] button

Add Location

Current School Year: 2002

25 June 2003 15:20

[S-FCS11-03] [FMP](#) > [Common Setup](#) > [Location Maintenance](#)

Add Location Details

Location Code

English Description

Chinese Description

Effective Status



Save



Back

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

Step 3. Fill in the fields

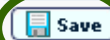
Add Location

Current School Year: 2002

25 June 2003 15:21

[S-FCS11-03] [FMP](#) > [Common Setup](#) > [Location Maintenance](#)

Add Location Details

Location Code **English Description** **Chinese Description** **Effective Status** 

Save



Back

Step 4. Click [Save] button

Update Location

- Allows user to update an existing location.
- User may change the description and effective status of the location.
- Updated description will appear on all the online screens and newly generated reports after the change.
- Change in effective status will be effective instantly.

Update Location

User: fanny1 Last Login: 23/06/2003 19:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

25 June 2003 15:20

[S-FCS11-01] [FMP](#) > [Common Setup](#) > [Location Maintenance](#)

Location Code

ALL

English Description

Chinese Description



Common Setup

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

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

Step 2. Enter the search criteria

Step 3. Click [Search] button

Update Location

User: fanny1 Last Login: 23/06/2003 19:03 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

25 June 2003 15:32

[S-FCS11-02] [FMP](#) > [Common Setup](#) > [Location Maintenance](#)

Location Code

English Description

Chinese Description

 Search  Reset

▼ Bottom

<input type="checkbox"/>	Location Code ▲	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	GENERAL	General Office	校務處	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ONLOAN	ON LOAN	借出	<input checked="" type="checkbox"/>
<input type="checkbox"/>	PLAY	Playground	運動場	<input checked="" type="checkbox"/>
<input type="checkbox"/>	RM 101	Staff Room	教員室	<input checked="" type="checkbox"/>
<input type="checkbox"/>	RM 202	Class Room	班房	<input checked="" type="checkbox"/>
<input type="checkbox"/>	RM 303	Library	圖書館	<input checked="" type="checkbox"/>
<input type="checkbox"/>	RM 404	General Science Lab.	應用科學實驗室	<input checked="" type="checkbox"/>
<input type="checkbox"/>	RM 505	Music Room	音樂室	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ROOM01	Class Room 01	Class Room 01	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ROOM03	Class Room 03	Class Room 03	<input checked="" type="checkbox"/>
<input type="checkbox"/>	STORE	Store Room	Store Room	<input checked="" type="checkbox"/>

 Add  Delete

Step 4. Click [Location Code] hyperlink

Update Location

Update Location
(AM) User: fmpSAs Last Login: 08/10/2003 10:14 Logout | Help | 中文版本
Current School Year: 2002 9 October 2003 11:26

[S-FCS11-04] FMP > Common Setup > Location Maintenance

Edit Location Details

Location Code

STORE

English Description

Store Room

Chinese Description

士多房

Effective Status

Active

Save

Back

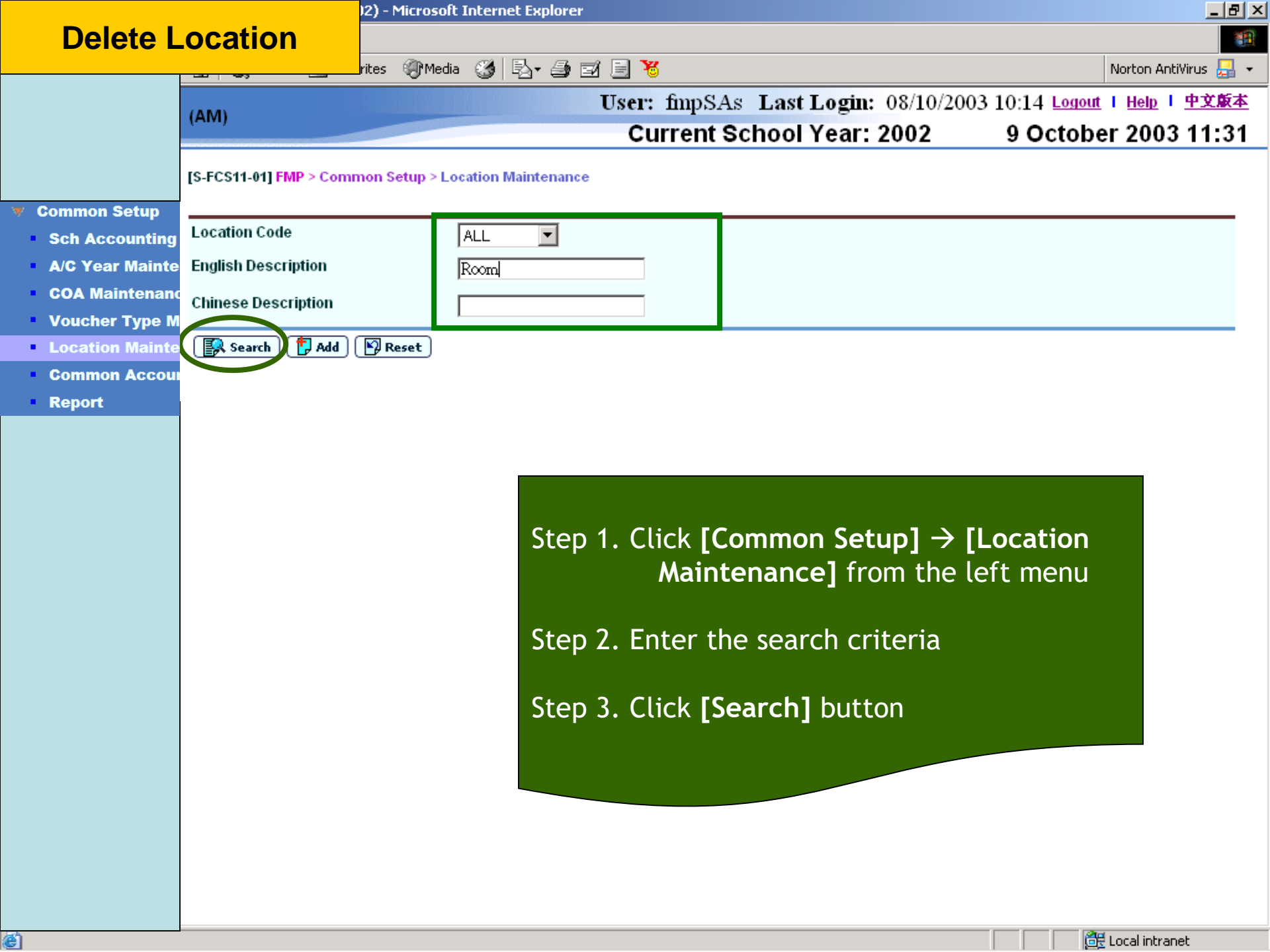
Step 5. Update the fields

Step 6. Click [Save] button

Delete Location

- Allows user to delete an existing location.
- User is not allowed to delete location, if it is being used in Capital Asset Register or Sales and Stock Module.
- Instead of deleting a location, user may consider setting the effective status of the location to “Inactive” if the location is no longer in use.

Delete Location



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

Step 2. Enter the search criteria

Step 3. Click [Search] button

Delete Location

(AM)

User: fmpSAs Last Login: 08/10/2003 10:14 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

9 October 2003 11:33

[S-FCS11-02] [FMP](#) > [Common Setup](#) > [Location Maintenance](#)

Location Code	ALL
English Description	Room
Chinese Description	

 Search  Reset

<input type="checkbox"/>	Location Code ▲	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	RM101	Staff Room	Staff Room	<input checked="" type="checkbox"/>
<input type="checkbox"/>	RM202	Class Room	Class Room	<input checked="" type="checkbox"/>
<input type="checkbox"/>	RM303	Common Room	Common Room	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	RM505	Music Room	Musci Room	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	RM808	Store Room	Store Room	<input checked="" type="checkbox"/>
<input type="checkbox"/>	STORE	Store Room	士多房	<input checked="" type="checkbox"/>

 Add  Delete

Step 4. Select the checkbox(es) next to the [Location Code]

Delete Location

(AM) User: fmpSAs Last Login: 08/10/2003 10:14 [Logout](#) | [Help](#) | [中文版本](#)
Current School Year: 2002 9 October 2003 11:33

[S-FCS11-02] [FMP](#) > [Common Setup](#) > [Location Maintenance](#)

Location Code

English Description

Chinese Description

 Search  Reset

<input type="checkbox"/>	Location Code ▲	English Description	Chinese Description	Effective Status
<input type="checkbox"/>	RM101	Staff Room	Staff Room	<input checked="" type="checkbox"/>
<input type="checkbox"/>	RM202	Class Room	Class Room	<input checked="" type="checkbox"/>
<input type="checkbox"/>	RM303	Common Room	Common Room	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	RM505	Music Room	Musci Room	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	RM808	Store Room	Store Room	<input checked="" type="checkbox"/>
<input type="checkbox"/>	STORE	Store Room	士多房	<input checked="" type="checkbox"/>

 Add  Delete

Step 5. Click [Delete] button

Note: Deleting Location is not allowed, if it is being used in Capital Asset Register or Sales and Stock Module.