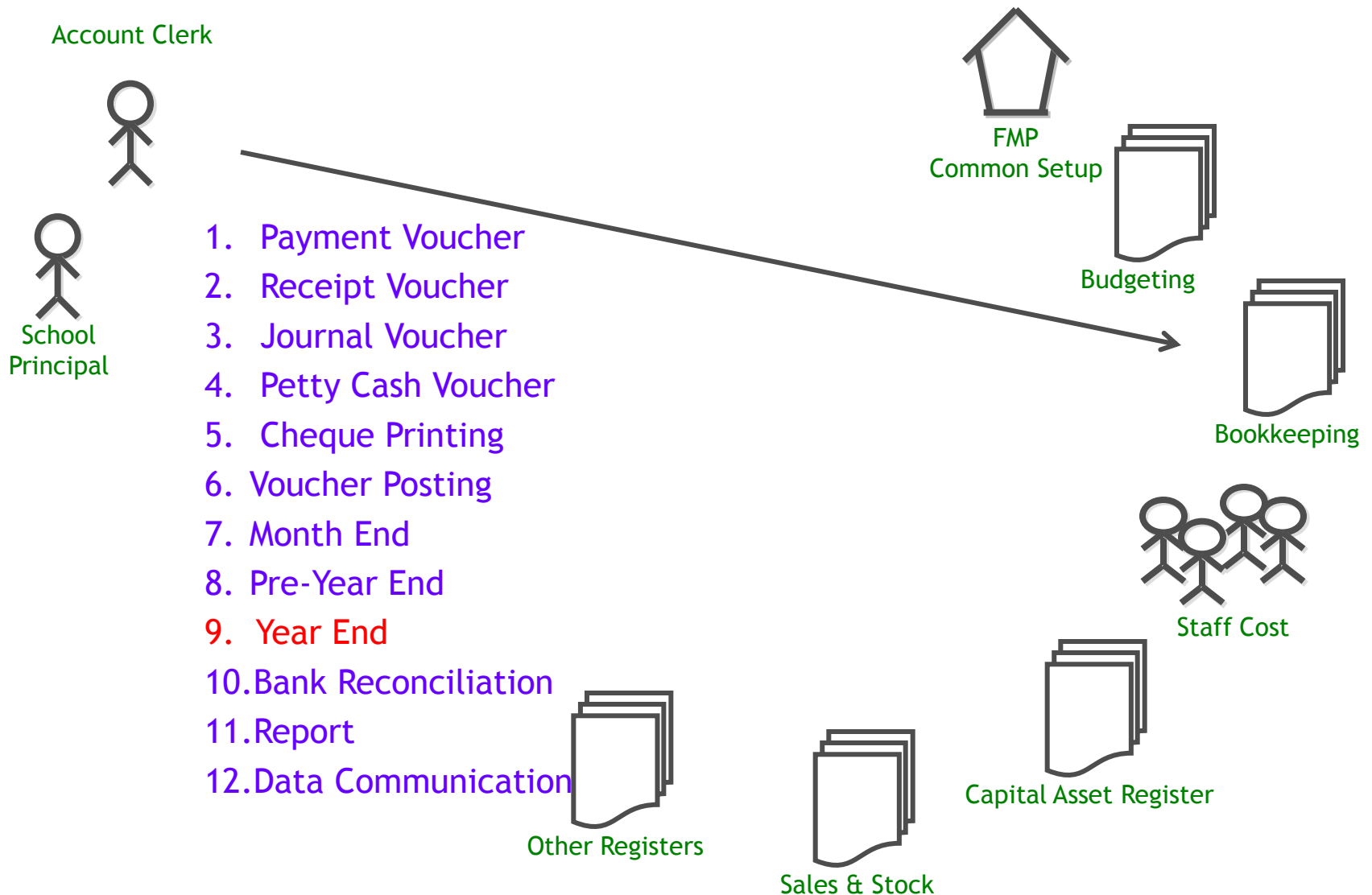


FMP – Bookkeeping



Bookkeeping - Year End

- After performing Pre-Year End Process, user can proceed to this function for Year End Process.
- Year End Process consists of two parts:
 - Provisional Year End Closing - to roll over accounting balance to the next accounting year and through which user can maintain both current and next accounting years at the same time.
 - Final Year End Closing - to final close accounting year. Once the accounting year is closed, no accounting data can be changed afterwards.

Provisional Year End

- This function allows user to select any opened accounting year and perform Provisional Year End checking. Balance of the current accounting year will be rolled over to the next accounting year.
- User can still maintain accounts of both current year and next year which have not yet gone through final year end closing.
- Sales and Stock Module has the year end cut-off concept. User should have been performed Provisional Year End Process in Sales and Stock Module beforehand. However, no account balance will be rolled over. It will only check if any incomplete voucher in Sales and Stock Module.

Process Provisional Year End Closing

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

Current School Year: 2001

14 March 2003 18:51

FMP

▶ Common Setup

▶ Budgeting

▼ Bookkeeping

▪ Payment Voucher

▪ Receipt Voucher

▪ Journal Voucher

▪ Petty Cash Voucher

▪ Cheque Printing

▪ Voucher Posting

▪ Month End

▪ Pre-Year End

▪ Year End

[S-FBK14-01] FMP > Bookkeeping > Year End > Provisional Year End Closing

Provisional Year End Closing

Final Year End Closing

Accounting Year To Be Closed Provisionally

(YYYY/YYYY)

2000/2001

To rollover closing balance to next accounting year as opening balances.

Proceed

Step 1. Click [Bookkeeping] → [Year End] from the left menu. By default, it displays the page of [Provisional Year End Closing].

Step 2. Select [Accounting Year To Be Closed Provisionally]

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 Provisional 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

▪ Year End

[S-FBK14-01] FMP > Bookkeeping > Year End > Provisional Year End Closing

E-63108 : Fail to perform Provisional Year End Closing, system has the following findings

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

- E-63118 : Bookkeeping - Payment Voucher (Unposted) GPTEST9101
- E-63118 : Bookkeeping - Receipt Voucher (Unposted) GR1203-1
- E-63118 : Sales and Stock - Sales and Stock Payment Voucher (Incomplete) SPDEMO01
- E-63118 : Sales and Stock - Sales and Stock Payment Voucher (Incomplete) SPJASIT01/11
- E-63118 : Sales and Stock - Sales and Stock Payment Voucher (Incomplete) SPJASIT03/11
- E-63118 : Sales and Stock - Sales and Stock Payment Voucher (Incomplete) SPJASIT05/11
- E-63118 : Sales and Stock - Sales and Stock Receipt Voucher (Incomplete) SSDEMO01
- E-63118 : Sales and Stock - Sales and Stock Receipt Voucher (Incomplete) SSDEMO02
- E-63118 : Sales and Stock - Sales and Stock Receipt Voucher (Incomplete) SSJASIT03/11
- E-63118 : Sales and Stock - Sales and Stock Receipt Voucher (Incomplete) SSJASIT04/11
- E-63118 : Sales and Stock - Sales and Stock Receipt Voucher (Incomplete) SSJASIT05/11

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

- E-63104 : Bookkeeping - 12/2003 (open)
- E-63104 : Bookkeeping - 01/2004 (open)
- E-63105 : Staff Cost - 01/2004 (open) [Click here](#) to close the Payroll Month under Staff Cost Module.

E-63110 : Next accounting year 2004/2005 not found. Please [click here](#) or create under FMP > Common Setup before continue.

Provisional Year End Closing

Final Year End Closing

Accounting Year To Be Closed Provisionally
(YYYY/YYYY)

2003/2004

To rollover closing balance to next accounting year as opening balances.

Proceed

Failed Case

Provisional 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)
5. Next accounting year must be opened for rollover

Process Provisional 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

Year End

[S-FBK14-01] FMP > Bookkeeping > Year End > Provisional Year End Closing

Closing balances for 2000/2001 rollovered to next accounting year 2001/2002 successfully.

Provisional Year End Closing

Final Year End Closing

Accounting Year To Be Closed Provisionally

(YYYY/YYYY)

2000/2001

To rollover closing balance to next accounting year as opening balances.

Proceed

Successful Case

- No outstanding item exists

Closing balance of the selected accounting year is rolled over to the next year as opening balance.

Final Year End

- This function allows user to select any opened accounting year and perform Final Year End closing. Accounting year will be final closed through the process and balance will be rolled over to next year.
- Account of the accounting year should have been confirmed by Education Bureau before proceeding to Final Year End Process.
- Final closed accounting year cannot be re-opened. All the accounting months in the final closed accounting year cannot be re-opened.
- Final Year End Process should also be performed in Sales and Stock Module. However, no account balance will be rolled over in Sales and Stock Module. User should perform Final Year Process in Sales and Stock Module before proceeding this process in Bookkeeping Module.

Process Final Year End Closing

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

Current School Year: 2001

14 March 2003 18:54

FMP

▶ Common Setup

▶ Budgeting

▼ Bookkeeping

▪ Payment Voucher

▪ Receipt Voucher

▪ Journal Voucher

▪ Petty Cash Voucher

▪ Cheque Printing

▪ Voucher Posting

▪ Month End

▪ Pre-Year End

▪ Year End

[S-FBK14-02] FMP > Bookkeeping > Year End > Final Year End Closing

Provisional Year End Closing

Final Year End Closing

Accounting Year To Be Closed (Y1) (2000)

2001/2002

Alternative

Reminder:

1. Please ensure the account of this year has been confirmed by Education Bureau.
2. Final Closed Accounting Year cannot be re-opened.

Proceed

Alternative I
Alternative II
Both Alternatives I & II

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

Step 2. Click [Final Year End] tab

Step 3. Select [Accounting Year To Be Closed] (Note 1)

Step 4. Select [Alternative] (Note 2)

Step 5. Click [Proceed] button

Note 1: Only opened accounting years (with at least one accounting month which has once been opened) are available for selection.

Note 2: Select [Alternative] is applicable only when accounting balances involve "A " Fund in the selected accounting year. For "G" Fund, user may choose any alternative (i.e. Alternative I or Alternative II or Both Alternatives I & II) to process.

Process Final 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

Year End

[S-FBK14-02] FMP > Bookkeeping > Year End > Final Year End Closing

E-63109 : Fail to perform Final Year End Closing, system has the following findings

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

- E-63118 : Bookkeeping - Payment Voucher (Unposted) GPTEST9101
- E-63118 : Bookkeeping - Receipt Voucher (Unposted) GR1203-1
- E-63118 : Sales and Stock - Sales and Stock Payment Voucher (Incomplete) SPDEMO01
- E-63118 : Sales and Stock - Sales and Stock Payment Voucher (Incomplete) SPDEMO02
- E-63118 : Sales and Stock - Sales and Stock Payment Voucher (Incomplete) SPJASIT01
- E-63118 : Sales and Stock - Sales and Stock Payment Voucher (Incomplete) SPJASIT03
- E-63118 : Sales and Stock - Sales and Stock Payment Voucher (Incomplete) SPJASIT05
- E-63118 : Sales and Stock - Sales and Stock Receipt Voucher (Incomplete) SSDEMO01
- E-63118 : Sales and Stock - Sales and Stock Receipt Voucher (Incomplete) SSDEMO02
- E-63118 : Sales and Stock - Sales and Stock Receipt Voucher (Incomplete) SSJASIT03
- E-63118 : Sales and Stock - Sales and Stock Receipt Voucher (Incomplete) SSJASIT04
- E-63118 : Sales and Stock - Sales and Stock Receipt Voucher (Incomplete) SSJASIT05

E-63103 : Open accounting month(s) / Sales and Stock year are found:-

- E-63104 : Bookkeeping - 12/2003 (open)
- E-63104 : Bookkeeping - 01/2004 (open)
- E-63105 : Staff Cost - 01/2004 (open) [Click here](#) to close the Payroll Month under Staff Cost Module.
- E-63106 : Sales and Stock - 2003/2004 (open) [Click here](#) to perform Year End Closing under Sales & Stock Module.

E-63110 : Next accounting year 2004/2005 not found. Please [click here](#) or create under FMP > Common Setup before continue.

Provisional Year End Closing Final Year End Closing

Accounting Year To Be Closed (YYYYYYYY)

2001/2002

Alternative

Both Alternatives I & II

Reminder:

Failed Case

Final 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)
5. Next accounting year must be opened for rollover
6. Sales and Stock year end closing has been performed (if Sales and Stock Module is effective)

Process Final Year End Closing

User: fmp_admin Last Login: 14/03/2024

Current School Year:

Successful Case

- No outstanding item exists

FMP

Common Setup

Budgeting

Bookkeeping

Payment Voucher

Receipt Voucher

Journal Voucher

Petty Cash Voucher

Cheque Printing

Voucher Posting

Month End

Pre-Year End

Year End

[S-FBK14-03] FMP > Bookkeeping > Year End > Final Year End Closing

All the pre-requisites for closing accounting year 2043/2044 have been fulfilled. Please click on CONFIRM to perform the year end closing.

Provisional Year End Closing

Final Year End Closing

Accounting Year To Be Closed (yyyy/yyyy)

2043/2044

Alternative

Both Alternatives I & II

Reminder:

1. Please ensure the account of this year has been confirmed by Education Bureau.
2. Final Closed Accounting Year cannot be re-opened.

Confirm

Cancel

Indicate that checking has been passed through

Step 5. Click [Confirm] button

Process Final Year End Closing

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

Current School Year: 2001

14 March 2003 18:57

FMP

Common Setup

Budgeting

Bookkeeping

Payment Voucher

Receipt Voucher

Journal Voucher

Petty Cash Voucher

Cheque Printing

Voucher Posting

Month End

Pre-Year End

Year End

[S-FBK14-02] FMP > Bookkeeping > Year End > Final Year End Closing

Accounting year 2000/2001 is closed with closing balances rollovered to next accounting year 2001/2002 successfully.

Reports are generated in [Report Repository](#). Please click on the link or select Repository under Report Management menu item to view and download the reports generated.

Provisional Year End Closing

Final Year End Closing

Accounting Year To Be Closed (mm/yyyy)

2043/2044

Alternative

Both Alternatives I &

Reminder:

1. Please ensure the account of this year has been confirmed by Education Bureau.

2. Final Closed Accounting Year cannot be re-opened.

1. Closing balance of the selected accounting year is rolled over to the next year as opening balance.

2. Accounting year is closed.

3. Final 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 Final Year End Closing

User: jennifer Log

Current

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

[S-RPT01-01] Report Management > Repository

Module FMP

Category FBK 6 - Year End

Report Name (ID) All Report(s)

Report Description

Language ☒ All ☐ English ☐ Chinese

Creator

Creation Date (From)

(DD/MM/YYYY)

Status All

Creation Date (To)

(DD/MM/YYYY)

Search

Reset

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<input type="checkbox"/>	Report Name (ID) ▲	Report Description	Creator	Format/Size	Creation Time	Status
<input type="checkbox"/>	Accumulated Fund Account (R-FBK027-E)	Year End Report for 2008/2009	jennifer	PDF 0.0 KB	06/10/2003 10:50:10	In Progress
<input type="checkbox"/>	Accumulated Fund Account (R-FBK027-E)	test	matthew	PDF 53.0 KB	17/02/2003 11:43:07	Done
<input type="checkbox"/>	Approved Collection for Specific Purposes Account (R-FBK025-E)	Year End Report for 2008/2009	jennifer	PDF 0.0 KB	06/10/2003 10:50:10	In Progress
<input type="checkbox"/>	Balance Sheet (R-FBK014-E)	Year End Report for 2008/2009	jennifer	PDF 0.0 KB	06/10/2003 10:50:10	In Progress
<input type="checkbox"/>	Balance Sheet (R-FBK028-E)	Year End Report for 2008/2009	jennifer	PDF 0.0 KB	06/10/2003 10:50:10	In Progress
<input type="checkbox"/>	Bank / Petty Cash Account (R-FBK011-E)	Year End Report for 2008/2009	jennifer	PDF 0.0 KB	06/10/2003 10:50:10	In Progress
<input type="checkbox"/>	Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (Boarding Section) (R-FBK033-E)	Year End Report for 2008/2009	jennifer	PDF 0.0 KB	06/10/2003 10:50:10	In Progress
<input type="checkbox"/>	Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account (R-FBK021-E)	Year End Report for 2008/2009	jennifer	PDF 55.0 KB	06/10/2003 10:50:10	Done
<input type="checkbox"/>	General Funds Account / Tong Fai / Subscriptions : Income and Expenditure Account (R-FBK022-E)	Year End Report for 2008/2009	jennifer	PDF 56.0 KB	06/10/2003 10:50:10	Done
<input type="checkbox"/>	Gratuity Reserve Account (R-FBK029-E)	Year End Report for 2008/2009	jennifer	PDF 0.0 KB	06/10/2003 10:50:10	In Progress
<input type="checkbox"/>	Income / Expenditure Account (R-FBK012-E)	Year End Report for 2008/2009	jennifer	PDF 0.0 KB	06/10/2003 10:50:10	In Progress

Note:

- After processing Final Year End Closing, a list of Final Year End reports will be generated. Some of the Final Year End reports are:
 - Balance Sheet
 - Trial Balance
 - Income / Expenditure Account
 - Bank / Petty Cash Account
 - Ledger Account
 - OEBG/EOEBG Financial Statement
 - Annual Accounts



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to return