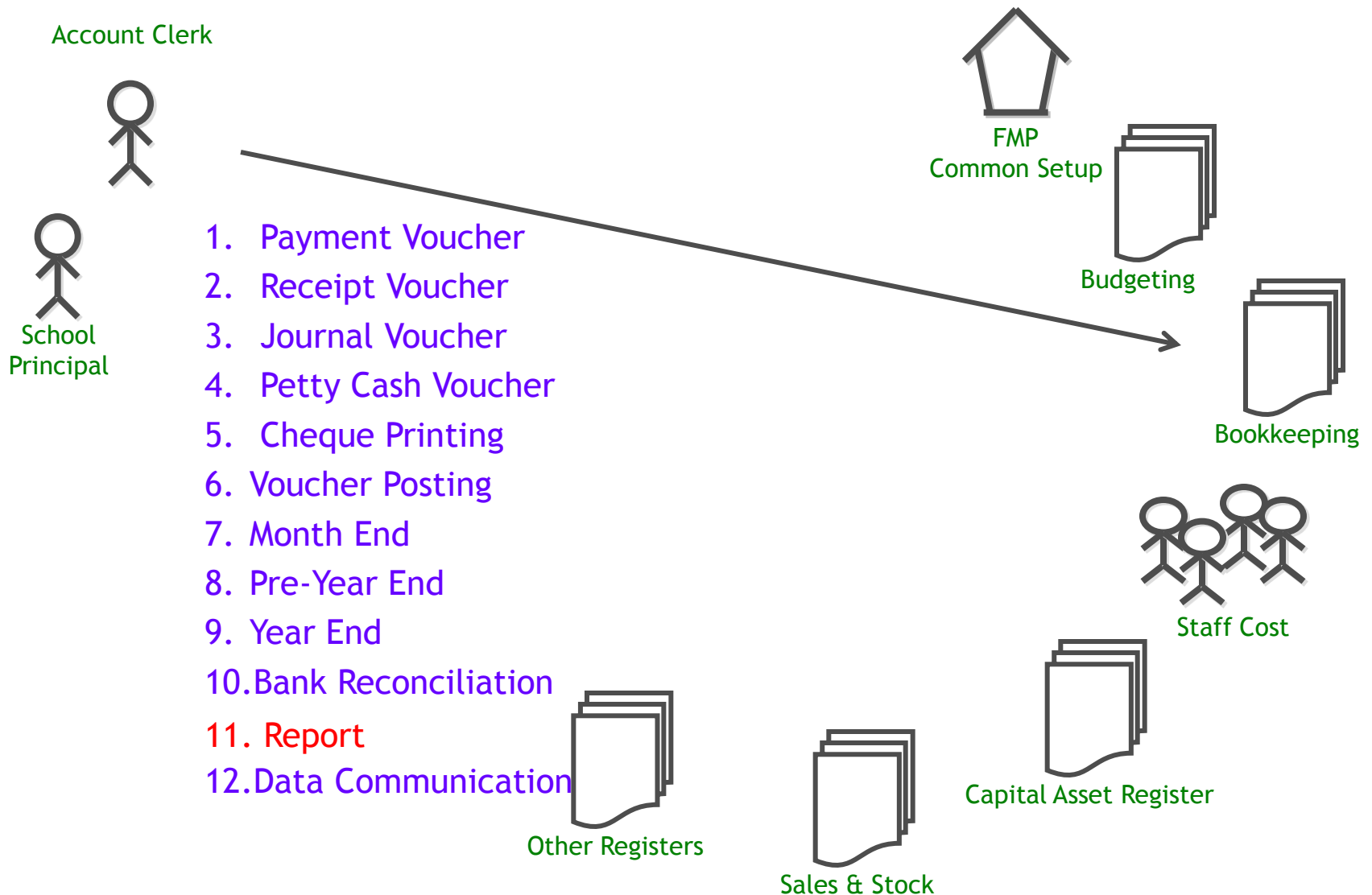


# FMP – Bookkeeping



# Bookkeeping - Report

- User can generate English or Chinese Bookkeeping reports through this report function.
- User can view the reports for the following categories:
  - All Categories
  - Vouchers & Others
    - e.g. Posted Payment Transaction List, Voucher Payment.
  - Monthly Report
    - e.g. Balance Sheet, Trial Balance, Bank/ Petty Cash Account
  - Yearly Report
    - e.g. Government Funds Reconciliation Statement, Listing of Grants Balance.
  - Annual Accounts (IMC School / Aided School under SMC)
    - e.g. Annual Accounts, Balance Sheet, OEBG Financial Statement, Salaries Grant Account.
  - Pre-Year End (IMC School / Aided School under SMC)
    - e.g. Annual Accounts, Balance Sheet, OEBG Financial Statement, Approved Collection for Specific Purposes Account.
  - Year End (IMC School / Aided School under SMC)
    - e.g. Annual Accounts, Trial Balance, Balance Sheet, OEBG Financial Statement.

[S-FBK15-01] [FMP](#) > [Bookkeeping](#) > [Report](#)

Category   
Language ☒ English ☐ Chinese

 Search  Reset

## Reports under Vouchers & Others Category

- | Report Name (ID)  |
|---|
| <a href="#">▶ Budget Check Report (R-FBK045-E)</a>  |
| <a href="#">▶ List of Deleted Vouchers (R-FBK040-E)</a>                                       |
| <a href="#">▶ List of Voucher Number (R-FBK043-E)</a>   |
| <a href="#">▶ List of Vouchers Entered During Re-opening of Accounting Month (R-FBK041-E)</a> |
| <a href="#">▶ Posted Journal Transaction List (R-FBK004-E)</a>                                |
| <a href="#">▶ Posted Payment Transaction List (R-FBK002-E)</a>                                |
| <a href="#">▶ Posted Petty Cash Transaction List (R-FBK001-E)</a>                             |
| <a href="#">▶ Posted Receipt Transaction List (R-FBK003-E)</a>                                |
| <a href="#">▶ Summary of Cheques Used (R-FBK044-E)</a>  |
| <a href="#">▶ Voucher Journal (Draft, Unposted, Posted) (R-FBK008-E)</a>                      |
| <a href="#">▶ Voucher Payment (Draft, Unposted, Posted) (R-FBK006-E)</a>                      |
| <a href="#">▶ Voucher Petty Cash (Draft, Unposted, Posted) (R-FBK005-E)</a>                   |
| <a href="#">▶ Voucher Receipt (Draft, Unposted, Posted) (R-FBK007-E)</a>                      |

\* Click ▶ or the link to display the report template(s) and then click the template you need to create the report.

(RESTRICTED)

Current School Year: 2007 17 May 2016 10:39

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
  - Bank Reconciliation
  - Report

[S-FBK15-01] FMP &gt; Bookkeeping &gt; Report

Category FBK 2 - Monthly Report ▼

Language ☒ English ☐ Chinese

 Search  Reset

Reports under Monthly Report Category

Report Name (ID)
<a href="#">Balance Sheet (R-FBK014-E)</a>
<a href="#">Bank / Petty Cash Account (R-FBK011-E)</a>
<a href="#">Bank Reconciliation Statement (R-FBK039-E)</a>
<a href="#">Consolidated Income &amp; Expenditure Details (R-FBK046-E)</a>
<a href="#">Financial Management Report (R-FBK057-E)</a>
<a href="#">Income &amp; Expenditure Details (R-FBK034-E)</a>
<a href="#">Income / Expenditure Account (R-FBK012-E)</a>
<a href="#">Ledger Account (R-FBK010-E)</a>
<a href="#">OEBG Financial Statement (R-FBK035-E)</a>
<a href="#">OEBG Statement of Actual Expenditure (R-FBK036-E)</a>
<a href="#">OEBG Statement of Actual Expenditure Special Domain (R-FBK037-E)</a>
<a href="#">Statement of Account (R-FBK013-E)</a>
<a href="#">Trial Balance (R-FBK009-E)</a>

\* Click ▶ or the link to display the report template(s) and then click the template you need to create the report.

[S-FBK15-01] [FMP](#) > [Bookkeeping](#) > [Report](#)

Category

Language ☒ English ☐ Chinese

 Search  Reset

Reports under Yearly Report  
Category

Report Name (ID)

- ▶ [Government Funds Reconciliation Statement \(R-FBK042-E\)](#)
- ▶ [Listing of Grants Balance \(R-FBK038-E\)](#)
- ▶ [Sales of Exercise Books & Stationery / School Uniform / School Ties / School Badges Account \(R-FBK031-E\)](#)

\* Click ▶ or the link to display the report template(s) and then click the template you need to create the report.

## ▼ Bookkeeping

- Payment Voucher
- Receipt Voucher
- Journal Voucher
- Petty Cash Voucher
- Cheque Printing
- Voucher Posting
- Month End
- Pre-Year End
- Year End
- Bank Reconciliation
- Report

[S-FBK15-01] FMP &gt; Bookkeeping &gt; Report

Category

FBK 4a - Annual Accounts - IMC School

Language

☒ English ☐ Chinese

Search



Reset

## Reports under Annual Accounts Report Category

### Report Name (ID)

- ▷ [Accumulated Fund Account \(R-FBK027-E\)](#)
- ▷ [Approved Collection for Specific Purposes Account \(R-FBK025-E\)](#)
- ▷ [Balance Sheet \(For Source of Fund "A" Only\) \(R-FBK054-E\)](#)
- ▷ [Balance Sheet \(R-FBK028-E\)](#)
- ▷ [Employer's contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account \(R-FBK021-E\)](#)
- ▷ [Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account \(Boarding Section\) \(R-FBK033-E\)](#)
- ▷ [EOEBG - Statement of Income and Expenditure Grants \(R-FBK050-E\)](#)
- ▷ [EOEBG - Financial Statement \(Alternative I\) \(R-FBK049-E\)](#)
- ▷ [EOEBG - Financial Statement \(Alternative II\) \(R-FBK055-E\)](#)
- ▷ [General Funds Account / Tong Fai / Subscriptions : Income and Expenditure Account \(R-FBK022-E\)](#)
- ▷ [Gratuity Reserve Account \(R-FBK029-E\)](#)
- ▷ [List of Account Details \(R-FBK023-E\)](#)
- ▷ [Mortgage Interest Subsidy Scheme Account \(R-FBK019-E\)](#)
- ▷ [Non-Recurrent Grants for F&E Account \(R-FBK020-E\)](#)
- ▷ [Other Charges: Income and Expenditure Account Per Caput Grant Account \(I\) \(R-FBK030-E\)](#)
- ▷ [Outside OEBG/EOEBG Grant Accounts \(R-FBK018-E\)](#)
- ▷ [Salaries Grant Account \(Boarding Section\) \(R-FBK032-E\)](#)
- ▷ [Salaries Grant Account \(R-FBK017-E\)](#)
- ▷ [Sales of Textbooks Account \(R-FBK024-E\)](#)
- ▷ [School's Furniture and Equipment Account \(R-FBK051-E\)](#)
- ▷ [Set-up fund Account \(R-FBK026-E\)](#)
- ▷ [Teacher Relief Grant \(R-FBK052-E\)](#)
- ▷ [Teacher Training Grant - Special Education Needs \(R-FBK053-E\)](#)

\* Click ▷ or the link to display the report template(s) and then click the template you need to create the report.

#### Bookkeeping


- Payment Voucher
- Receipt Voucher
- Journal Voucher
- Petty Cash Voucher
- Cheque Printing
- Voucher Posting
- Month End
- Pre-Year End
- Year End
- Bank Reconciliation
- Report

[S-FBK15-01] FMP &gt; Bookkeeping &gt; Report

Category

FBK 5a - Pre\_Year End - IMC School

Language

☒ English ☐ Chinese Search Reset

## Reports under Pre-Year End Report Category

### Bookkeeping

- Payment Voucher
- Receipt Voucher
- Journal Voucher
- Petty Cash Voucher
- Cheque Printing
- Voucher Posting
- Month End
- Pre-Year End
- Year End
- Bank Reconciliation
- Report

### Report Name (ID)

- ▶ [Accumulated Fund Account \(R-FBK027-E\)](#)
- ▶ [Approved Collection for Specific Purposes Account \(R-FBK025-E\)](#)
- ▶ [Balance Sheet \(For Source of Fund "A" Only\) \(R-FBK054-E\)](#)
- ▶ [Balance Sheet \(R-FBK028-E\)](#)
- ▶ [Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account \(Boarding Section\) \(R-FBK033-E\)](#)
- ▶ [Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account \(R-FBK021-E\)](#)
- ▶ [EOEBG - Statement of Income and Expenditure Grants \(R-FBK050-E\)](#)
- ▶ [EOEBG - Financial Statement \(Alternative I\) \(R-FBK049-E\)](#)
- ▶ [EOEBG - Financial Statement \(Alternative II\) \(R-FBK055-E\)](#)
- ▶ [General Funds Account / Tong Fai / Subscriptions : Income and Expenditure Account \(R-FBK022-E\)](#)
- ▶ [Gratuity Reserve Account \(R-FBK029-E\)](#)
- ▶ [List of Account Details \(R-FBK023-E\)](#)
- ▶ [Listing of Grants Balance \(R-FBK038-E\)](#)
- ▶ [Mortgage Interest Subsidy Scheme Account \(R-FBK019-E\)](#)
- ▶ [Non-Recurrent Grants for F&E Account \(R-FBK020-E\)](#)
- ▶ [Other Charges: Income and Expenditure Account Per Caput Grant Account \(I\) \(R-FBK030-E\)](#)
- ▶ [Outside OEGB/EOEBG Grant Accounts \(R-FBK018-E\)](#)
- ▶ [Salaries Grant Account \(Boarding Section\) \(R-FBK032-E\)](#)
- ▶ [Salaries Grant Account \(R-FBK017-E\)](#)
- ▶ [Sales of Exercise Books & Stationery / School Uniform / School Ties / School Badges Account \(R-FBK031-E\)](#)
- ▶ [Sales of Textbooks Account \(R-FBK024-E\)](#)
- ▶ [School's Furniture and Equipment Account \(R-FBK051-E\)](#)
- ▶ [Set-up Fund Account \(R-FBK026-E\)](#)
- ▶ [Teacher Relief Grant \(R-FBK052-E\)](#)
- ▶ [Teacher Training Grant - Special Education Needs \(R-FBK053-E\)](#)

\* Click ▶ or the link to display the report template(s) and then click the template you need to create the report.

[S-FBK15-01] FMP &gt; Bookkeeping &gt; Report

Category

FBK 6a - Year End - IMC School

Language

☒ English ☐ Chinese

Search



Reset

## Reports under Year End Report Category

### Report Name (ID)

- ▶ [Accumulated Fund Account \(R-FBK027-E\)](#)
- ▶ [Approved Collection for Specific Purposes Account \(R-FBK025-E\)](#)
- ▶ [Balance Sheet \(For Source of Fund "A" Only\) \(R-FBK054-E\)](#)
- ▶ [Balance Sheet \(R-FBK014-E\)](#)
- ▶ [Balance Sheet \(R-FBK028-E\)](#)
- ▶ [Bank / Petty Cash Account \(R-FBK011-E\)](#)
- ▶ [Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account \(Boarding Section\) \(R-FBK033-E\)](#)
- ▶ [Employer's Contributions to Provident Fund Scheme / MPF Scheme for Non-Teaching Staff Account \(R-FBK021-E\)](#)
- ▶ [EOEBG - Statement of Income and Expenditure Grants \(R-FBK050-E\)](#)
- ▶ [EOEBG - Financial Statement \(Alternative I\) \(R-FBK049-E\)](#)
- ▶ [EOEBG - Financial Statement \(Alternative II\) \(R-FBK055-E\)](#)
- ▶ [General Funds Account / Tong Fai / Subscriptions : Income and Expenditure Account \(R-FBK022-E\)](#)
- ▶ [Gratuity Reserve Account \(R-FBK029-E\)](#)
- ▶ [Income / Expenditure Account \(R-FBK012-E\)](#)
- ▶ [Ledger Account \(R-FBK010-E\)](#)
- ▶ [List of Account Details \(R-FBK023-E\)](#)
- ▶ [Mortgage Interest Subsidy Scheme Account \(R-FBK019-E\)](#)
- ▶ [Non-Recurrent Grants for F&E Account \(R-FBK020-E\)](#)
- ▶ [Other Charges: Income and Expenditure Account Per Caput Grant Account \(I\) \(R-FBK030-E\)](#)
- ▶ [Outside OEBG/EOEBG Grant Accounts \(R-FBK018-E\)](#)
- ▶ [Salaries Grant Account \(Boarding Section\) \(R-FBK032-E\)](#)
- ▶ [Salaries Grant Account \(R-FBK017-E\)](#)
- ▶ [Sales of Textbooks Account \(R-FBK024-E\)](#)
- ▶ [School's Furniture and Equipment Account \(R-FBK051-E\)](#)
- ▶ [Set-up Fund Account \(R-FBK026-E\)](#)
- ▶ [Teacher Relief Grant \(R-FBK052-E\)](#)
- ▶ [Teacher Training Grant - Special Education Needs \(R-FBK053-E\)](#)
- ▶ [Trial Balance \(R-FBK009-E\)](#)

\* Click ▶ or the link to display the report template(s) and then click the template you need to create the report.



## Generate Report

- Reports under Pre-Year End Category will be generated in Report Management - Repository automatically after performing Pre-Year End Closing in Bookkeeping Module successfully.
- Reports under Final Year End Category will be generated in Report Management - Repository automatically after performing Final Year End Closing in Bookkeeping Module successfully.
- For Annual Accounts Reports to be submitted to Education Bureau, user should select 'Accounting Year' print option from 'Annual Accounts' category when generating the reports. Annual Accounts Reports generated with 'Accounting Year' print option will not have "Printed By, Date and Time" marked on top right corner of the reports. However, if the reports are generated with 'Accounting Month' print option, these fields will be appeared.

## Generate Report

Annual Accounts Report with 'Accounting Year' print option for submission to Education Bureau.

R-FBK015-E

ANNUAL ACCOUNTS STATEMENT NO. \_\_\_\_\_

PRIMARY SCHOOL (AM) (TYPE 2)

OEBG GENERAL DOMAIN

STATEMENT OF INCOME AND EXPENDITURE BY CONSTITUENT GRANTS

FOR THE ACCOUNTING YEAR ENDED 31 AUGUST 2003

Page : 1 of 1

	INCOME	EXPENSES
	\$	\$
G2005001 Administration Grant (School Section)	0.00	(162,364.45)
	0.00	(162,364.45)

\*\*\* End of Report \*\*\*

Print By, Print Date and Time are not marked on the report

## Generate Report

Annual Accounts Report with 'Accounting Month' print option for user's own records.

R-FBK015-E

ANNUAL ACCOUNTS STATEMENT NO. \_\_\_\_\_

PRIMARY SCHOOL (AM) (TYPE 2)

OEBG GENERAL DOMAIN

STATEMENT OF INCOME AND EXPENDITURE BY CONSTITUENT GRANTS

AS AT 31 AUGUST 2003 BEFORE MONTH END CLOSING

School Level : Primary

Accounting Month : 08/2003

Print By : fmpadmin

Date : 9/10/2003

Time : 14:35

Page : 1 of 1

---

	INCOME	EXPENSES
	\$	\$
G2005001 Administration Grant (School Section)	0.00	(162,364.45)
	0.00	(162,364.45)

---

\*\*\* End of Report \*\*\*

Print By, Date and Time are marked on the report

## Generate Report

- Report can be generated in a preview pop-up window or stored in Report Management - Repository.
- 4 different formats can be selected for report generation - PDF, WORD, RICHTEXT and EXCEL.
- User may edit the generated report in WORD, RICHTEXT and EXCEL format.
- The following report can be generated in PDF and EXCEL format:
  - Trial Balance (R-FBK009-E)
  - Ledger Account (R-FBK010-E)
  - Bank/Petty Cash Account (R-FBK011-E)
  - Income / Expenditure Account (R-FBK012-E)
- The following reports can be generated in PDF format only and they are not allowed for amendment:
  - Balance Sheet (R-FBK014-E)
  - Budget Check Report (R-FBK045-E)
  - Income/Expenditure Account (R-FBK034-E)
  - List of Deleted Vouchers (R-FBK040-E)
  - List of Vouchers Entered During Re-opening of Accounting Month (R-FBK041-E)
  - Posted Journal Transaction List (R-FBK008-E)
  - Posted Payment Transaction List (R-FBK006-E)
  - Posted Petty Cash Transaction List (R-FBK005-E)
  - Posted Receipt Transaction List (R-FBK007-E)
  - Statement of Account (R-FBK013-E)
  - Summary of Cheques Used (R-FBK044-E)

[S-FBK15-01] FMP > Bookkeeping > Report

Category

All Categories

Language

☒ English ☐ Chinese

 Search

 Reset

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

Step 2. Select one of the categories and languages.

Step 3. Click [Search] button

[S-FBK15-01] FMP > Bookkeeping > Report

Category

Language ☒ English ☐ Chinese

 Search

 Reset

Report Name (ID)

- ▶ [Balance Sheet \(R-FBK014-E\)](#)
- ▶ [Bank / Petty Cash Account \(R-FBK011-E\)](#)
- ▶ [Bank Reconciliation Statement \(R-FBK039-E\)](#)
- ▶ [Consolidated Income & Expenditure Details \(R-FBK046-E\)](#)
- ▶ [Income & Expenditure Details \(R-FBK034-E\)](#)
- ▶ [Income / Expenditure Account \(R-FBK012-E\)](#)
- ▶ [Ledger Account \(R-FBK010-E\)](#)
- ▶ [OEBG Financial Statement \(R-FBK035-E\)](#)
- ▶ [OEBG Statement of Actual Expenditure \(R-FBK036-E\)](#)
- ▶ [OEBG Statement of Actual Expenditure Special Domain \(R-FBK037-E\)](#)
- ▶ [Statement of Account \(R-FBK013-E\)](#)
- ▶ [Trial Balance \(R-FBK009-E\)](#)

\* Click ▶ or the link to display the report template(s) and then click the

Step 4. Click the report name  
hyperlink

[S-FBK15-01] FMP > Bookkeeping > Report

Category

Language ☒ English ☐ Chinese

 Search  Reset

Report Name (ID)

[Balance Sheet \(R-FBK014-E\)](#)

Template Description	Type	Creator	Creation Date
<a href="#">Built-in Template</a>	Built-In	---	10/02/2003 18:30

- ▶ [Bank / Petty Cash Account \(R-FBK011-E\)](#)
- ▶ [Bank Reconciliation Statement \(R-FBK039-E\)](#)
- ▶ [Consolidated Income & Expenditure Details \(R-FBK046-E\)](#)
- ▶ [Income & Expenditure Details \(R-FBK034-E\)](#)
- ▶ [Income / Expenditure Account \(R-FBK012-E\)](#)
- ▶ [Ledger Account \(R-FBK010-E\)](#)
- ▶ [OEBG Financial Statement \(R-FBK035-E\)](#)
- ▶ [OEBG Statement of Actual Expenditure \(R-FBK036-E\)](#)
- ▶ [OEBG Statement of Actual Expenditure Special Domain \(R-FBK037-E\)](#)
- ▶ [Statement of Account \(R-FBK013-E\)](#)
- ▶ [Trial Balance \(R-FBK009-E\)](#)

\* Click ▶ or the link to display the report template(s) and then click the report.

Step 5. Click the report template hyperlink

# Generate Report

User: carlawang Last Login: Nil [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

20 March 2003 17:50

[S-FBK15-14] [FMP](#) > [Bookkeeping](#) > [Report](#)

## Balance Sheet (R-FBK014-E):- Built-in Template


Please Input The Print Criteria

School Level	Primary
School Session	ALL
Accounting Year	1998/1999
Accounting Month	09/1998
Source of Fund	ALL
Format	PDF

 Preview & Print

 To File

 Reset

 Back

Step 6. Enter the print criteria



# Generate Report

[S-FBK15-14] FMP > Bookkeeping > Report

Balance Sheet (R-FBK014-E):-  
Built-in Template

Please Input The Print Criteria

School Level	Primary
School Session	ALL
Accounting Year	2000/2001
Accounting Month	09/2000
Source of Fund	ALL
Format	PDF

 Preview & Print  To File  Reset  Back

Two ways to generate reports:

Option 1: Generate report in a preview pop-up window

Option 2: Generate and store the report in Report Management - Repository.

Option 1: Generate report in a preview pop-up window

Step 7a. Click [Preview & Print] button

# Generate Report

me=fmp/17014\_1048153330140.pdf - Microsoft Internet Explorer

Address [wFile.jsp?type=R&fileName=fmp/17014\\_1048153330140.pdf](#) Go 連結 [Hotmail的免費電子郵件](#) Windows 自訂連結

158%

R-FBK01-E

PRIMARY SCHOOL (PM) (TYPE 3)

BALANCE SHEET

AS AT 30 SEPTEMBER 2000

AFTER MONTH END CLOSING

School Level : Primary  
School Session : ALL  
Source of Fund : ALL

Print By : carlawang  
Date : 20/03/2003  
Time : 17:41  
Page : 1 of 7

---

<u>LEDGER/ SUB-LEDGER</u>	<u>DESCRIPTION</u>	<u>SUB-LEDGER BALANCE</u> \$	<u>LEDGER BALANCE</u> \$
<b>FIXED ASSETS</b>			
G5301	Building		1,154,368.71
G5302	Furniture & Equipment		

Option 1: Generate report in a preview pop-up window

Step 7b. Print the report to local print queue or save to local hard disk from the pop-up window

1 / 7 215.9 x 279.4 公釐

# Generate Report

User: carlawang Last Login: Nil [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

20 March 2003 17:50

[S-FBK15-14] [FMP](#) > [Bookkeeping](#) > [Report](#)

## Balance Sheet (R-FBK014-E):- Built-in Template

Please Input The Print Criteria

School Level	Primary
School Session	ALL
Accounting Year	2000/2001
Accounting Month	09/2000
Source of Fund	ALL
Format	PDF

[Preview & Print](#) [To File](#) [Reset](#) [Back](#)

Option 2: Generate and store the report in  
Report Management - Repository.

Step 7a. Click [To File] button

# Generate Report

User: carlawang Last Login: Nil [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

20 March 2003 17:50

[S-FBK15-14] **FMP > Bookkeeping > Report**

## Balance Sheet (R-FBK014-E):- Built-in Template

Please Input The Print Criteria

School Level Primary  
School Session ALL  
Accounting Year 2000/2001  
Accounting Month  
Source of Fund  
Format

 **Preview & Print**

**Explorer User Prompt**

Script Prompt:

Please enter the description of the report for easy reference during report retrieval.

Report generated on 1/9/2003

OK Cancel

Option 2: Generate and store the report in Report Management - Repository.

Step 7b. Fill in the report description in the pop-up dialog box

Step 7c. Click [OK] button

# Generate Report

User: carlawang Last Login: Nil [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

20 March 2003 17:50

[S-FBK15-14] **FMP** > Bookkeeping > Report

Report has been submitted for generation. Please go to the ["Repository" function of "Report Management" module](#) to view the generated report.

## Balance Sheet (R-FBK014-E):- Built-in Template

Please input the print criteria.

School Level	Primary
School Session	<input type="text" value="ALL"/>
Accounting Year	<input type="text" value="2000/2001"/>
Accounting Month	<input type="text" value="09/2000"/>
Source of Fund	<input type="text" value="ALL"/>
Format	PDF

Option 2: Generate and store the report in Report Management - Repository.

Step 7d. User can click the hyperlink to go to Report Repository to download the report or click **[Report Management]** → **[Repository]** from the left menu to download the report later

# Generate Report

Option 2: Generate and store the report in Report Management - Repository.

Step 7e. Download the report from Report Management - Repository

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
  - Bank Reconciliation
  - Report

[S-RPT01-01] Report Management > Repository

Module	<input type="text" value="FMP"/>		
Category	<input type="text" value="FBK 2 - Monthly Report"/>		
Report Name (ID)	<input type="text" value="Balance Sheet (R-FBK014-E)"/>		
Report Description	<input type="text"/>		
Language	<input type="radio"/> All <input checked="" type="radio"/> English <input type="radio"/> Chinese		
Creator	<input type="text"/>		
Creation Date (From)	<input type="text"/>	Creation Date (To)	<input type="text"/>
(DD/MM/YYYY)		(DD/MM/YYYY)	
Status	<input type="text" value="All"/>		

Search Reset

<input type="checkbox"/>	Report Name (ID) ▲	Report Description	Creator	Format/Size	Creation Time	Status
<input type="checkbox"/>	<a href="#">Balance Sheet (R-FBK014-E)</a>	Report generated on 1/9/2003	jennifer	PDF 80.0 KB	06/10/2003 11:06:01	Done

Delete

\* Click on the link of Report Name (ID) to view a Report

Press  
ESCAPE  
to return