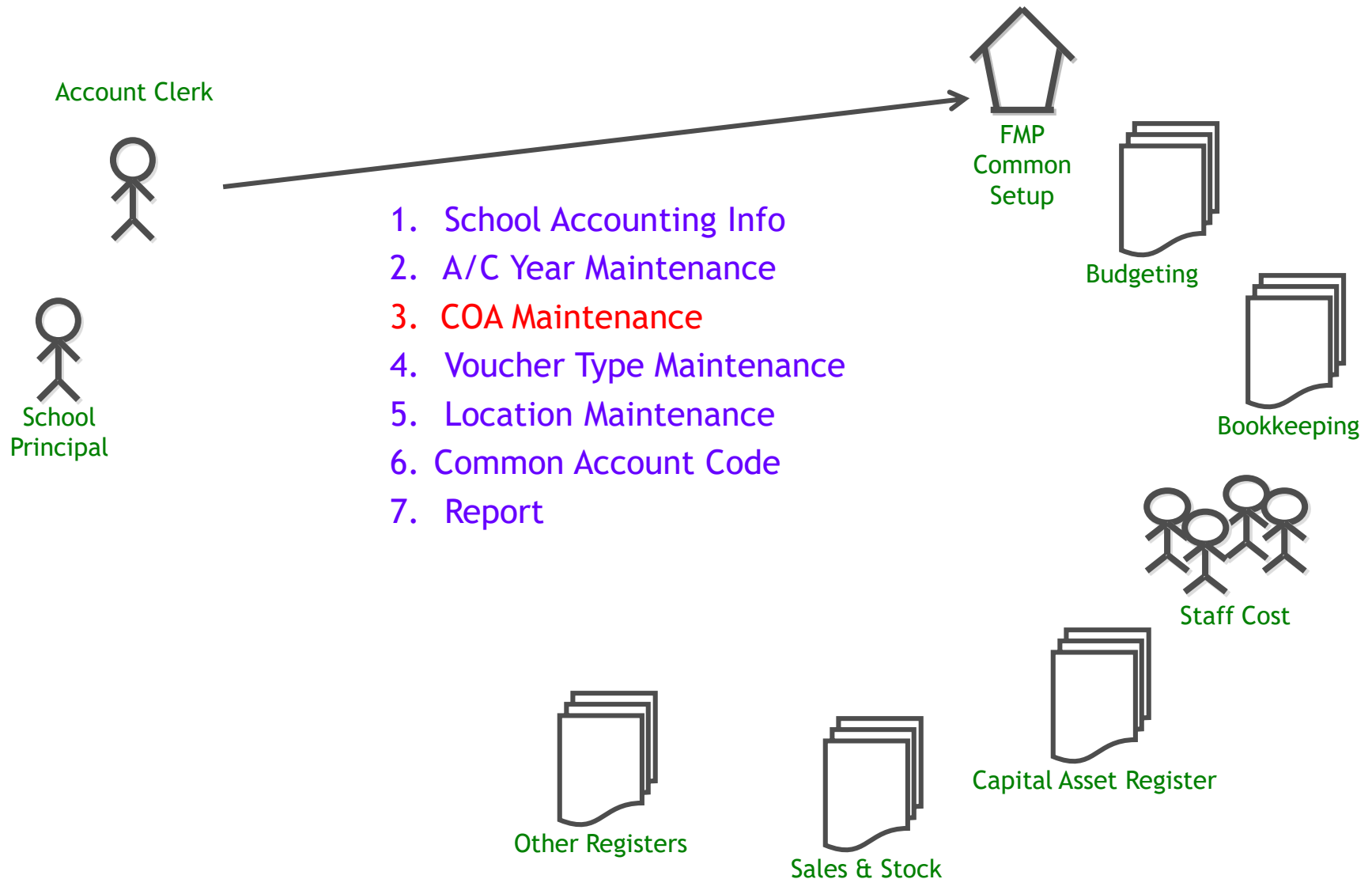


FMP - Common Setup



Common Setup - Chart of Account Maintenance

- User can maintain Chart of Account by means of sources of fund, ledger codes, sub-ledger codes, account codes and programme codes.
- User can maintain bank information including cheque format and bank autopay format.

Chart of Account Maintenance - EDB-Defined Code

- This function allows user to check the code range of Ledger / Sub-Ledger / Account Code defined by EDB and the school. This range is maintained by EDB.
- The range of Ledger Code / Sub-Ledger Code / Account Code can be updated by EDB and transmitted to the school via Communication and Delivery System (CDS).
- Any change to the code range “Reserved by EDB” will be sent to school via CDS.
- Ledger Code / Sub-Ledger Code / Account Code can be updated by EDB and transmitted to the school via CDS.

Chart of Maintenance - EDB-Defined Code

- Asset / Liability Ledger Code consists of 5 bytes, which is formed by Source of Fund Code (1 byte) + Ledger Code (4 bytes).
- Income / Expenditure Account Code consists of 11 bytes, which is formed by Source of Fund Code (1 byte) + Ledger Code (4 bytes) + Sub-Ledger Code (3 bytes) + Account Code (3 bytes).

View EDB-Defined Code

[S-FCS02-01] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [EMB Defined Code](#)**EDB-Defined Code**

Source of Fund

Programme

Ledger

Sub-Ledger

Account

Bank Information

	EDB Defined Code		School Defined Code	
	(From)	(To)	(From)	(To)
Range of Asset Ledger Code	5000	6999		
Cash at Bank			5000	5099
Cash in Hand			5100	5199
Bank Fixed Deposits			5200	5299
Fixed Assets			5300	5499
Investment			5500	5599
Stock			5600	5699
Receivable			5700	5799
Deposits			5800	5899
Other Assets			5900	5999
Receivable				
Range of				
Ca				
Re				
Lo			7200	7299
De			7300	7399

Step 1. Click [Common Setup] → [COA Maintenance] from the left menu
By default, display the page of [EDB-Defined Code]

View EDB-Defined Code

[S-FCS02-01] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [EMB Defined Code](#)

EDB-Defined Code	Source of Fund	Programme	Ledger	Sub-Ledger	Account	Bank Information
			EDB Defined Code		School Defined Code	
			(From)	(To)	(From)	(To)
Range of Asset Ledger Code			5000	6999		
Cash at Bank					5000	5099
Cash in Hand					5100	5199
Bank Fixed Deposits					5200	5299
Fixed Assets					5300	5499
Investment					5500	5599
Stock						
Receivable						
Deposits						
Other Assets						5599
Reserved by EMB			6000	6999		
Range of Liability Ledger Code			7000	9999		
Capitalized Expenditure					7000	7099
Reserves and Funds					7100	7199
Long Term Liabilities					7200	7299
Payable					7300	7399

EDB Defined Code

- Common Setup
 - Sch Accounting I
 - A/C Year Mainten
 - COA Maintenance
 - Voucher Type Ma
 - Location Mainte
 - Common Accoun
 - Report

View EDB-Defined Code

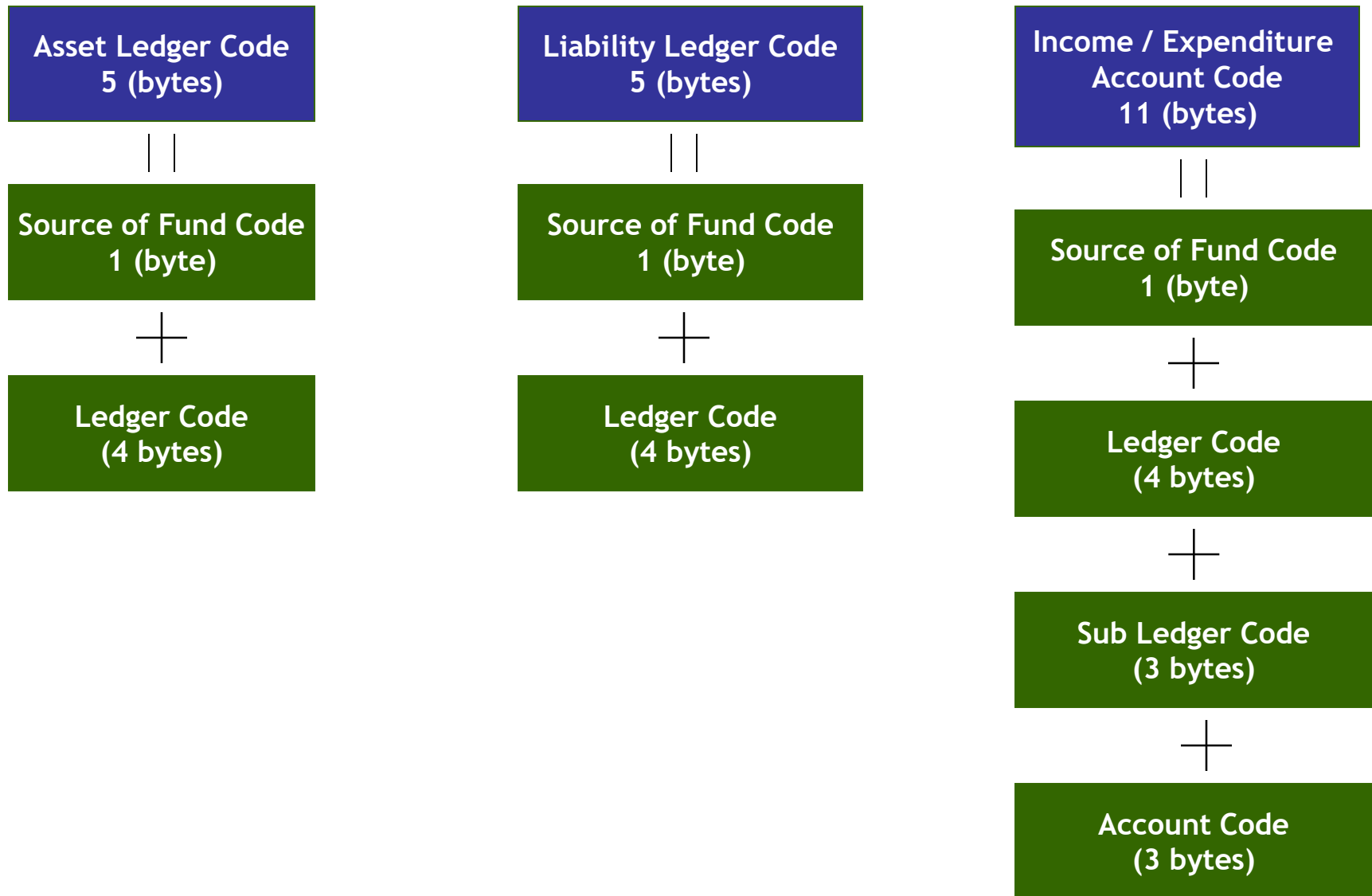
[S-FCS02-01] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [EMB Defined Code](#)

EDB-Defined Code	Source of Fund	Programme	Ledger	Sub-Ledger	Account	Bank Information
	EDB Defined Code		School Defined Code			
	(From)	(To)	(From)	(To)		
Range of Asset Ledger Code	5000	6999				
Cash at Bank			5000	5099		
Cash in Hand			5100	5199		
Bank Fixed Deposits			5200	5299		
Fixed Assets			5300	5499		
Investment			5500	5599		
Stock			5600	5699		
Receivable			5700	5799		
Deposits			5800	5899		
Other Assets			5900	5999		
Reserved by EMB	6000	6999				
Range of Liability Ledger Code	7000	9999				
Capitalized Expenditure			7000	7099		
Reserves and Funds			7100	7199		
Long Term Liabilities			7200	7299		
Payable			7300	7399		

School Defined Code

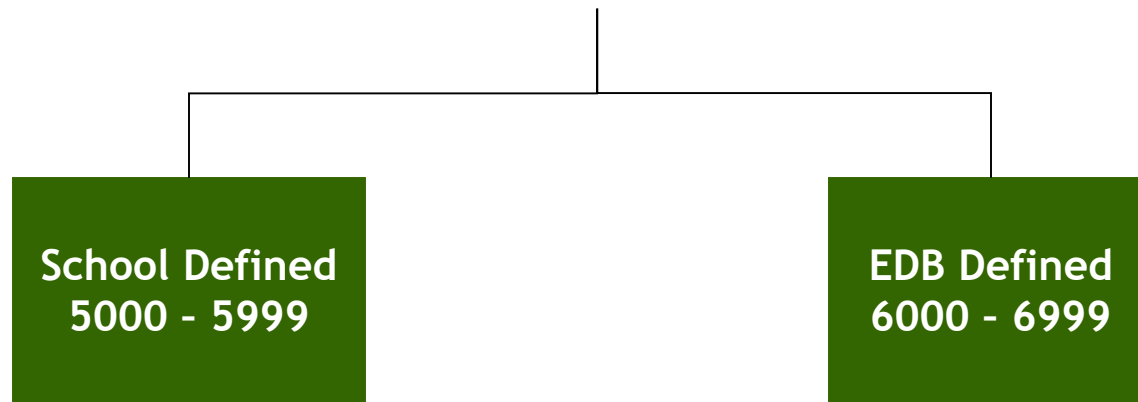
- Common Setup
 - Sch Accounting I
 - A/C Year Mainten
 - COA Maintenance
 - Voucher Type Ma
 - Location Mainte
 - Common Accoun
 - Report

Structure of Chart of Account



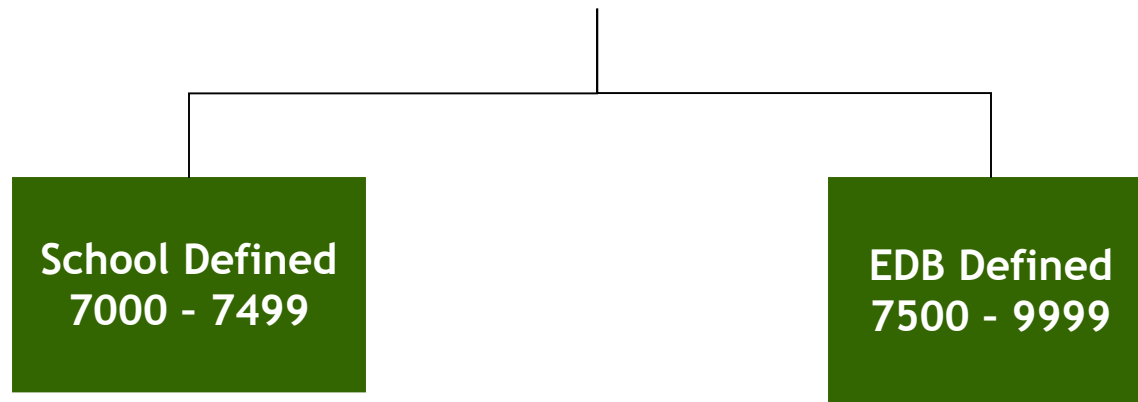
Code Range - Asset

Asset Ledger Code



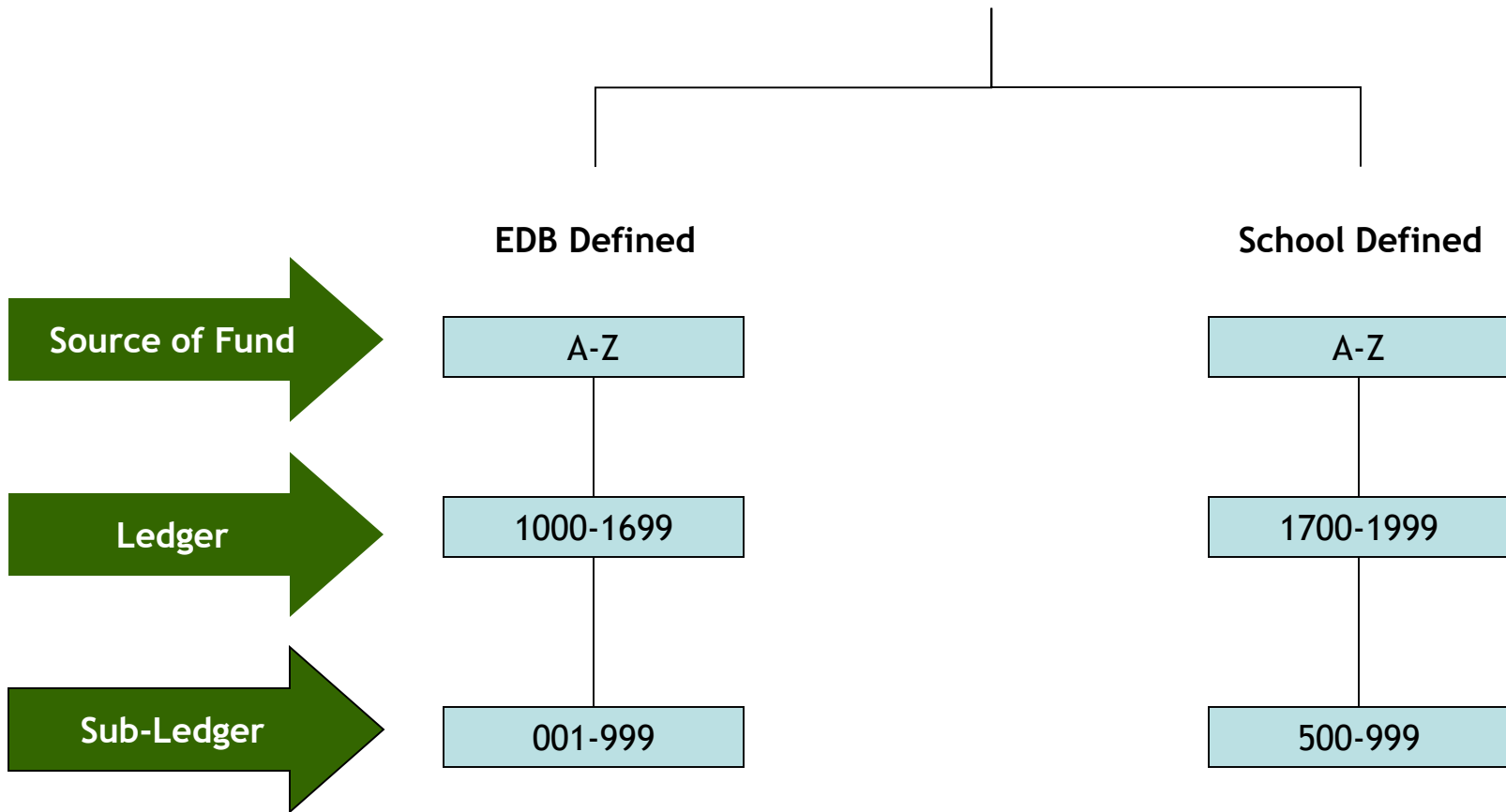
Code Range - Liability

Liability Ledger Code



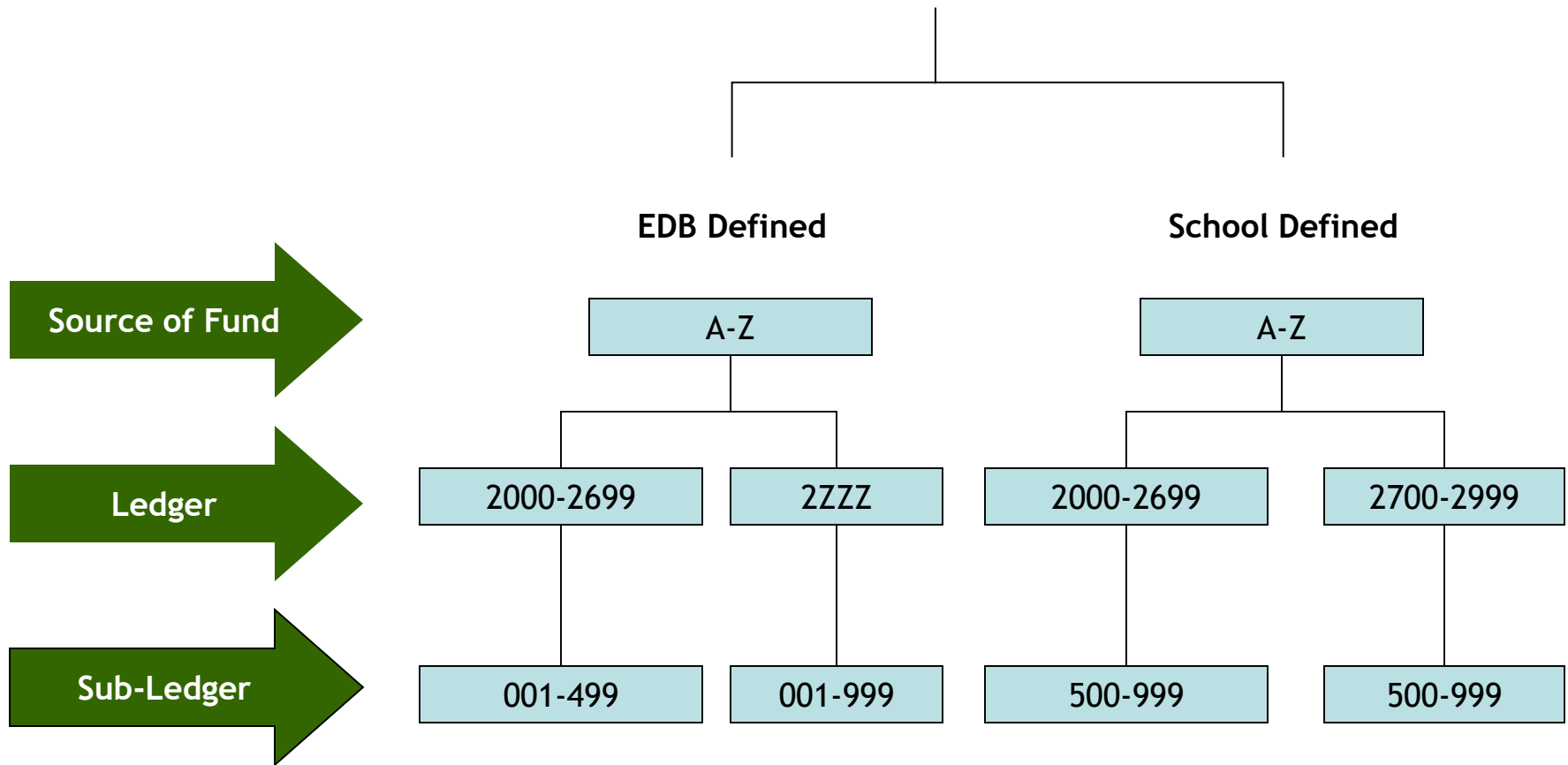
Code Range - Surplus / (Deficit)

Grants Outside OEBG



Code Range - Surplus / (Deficit)

OEBG General Domain



Code Range - Surplus / (Deficit)

OEBG Special Domain

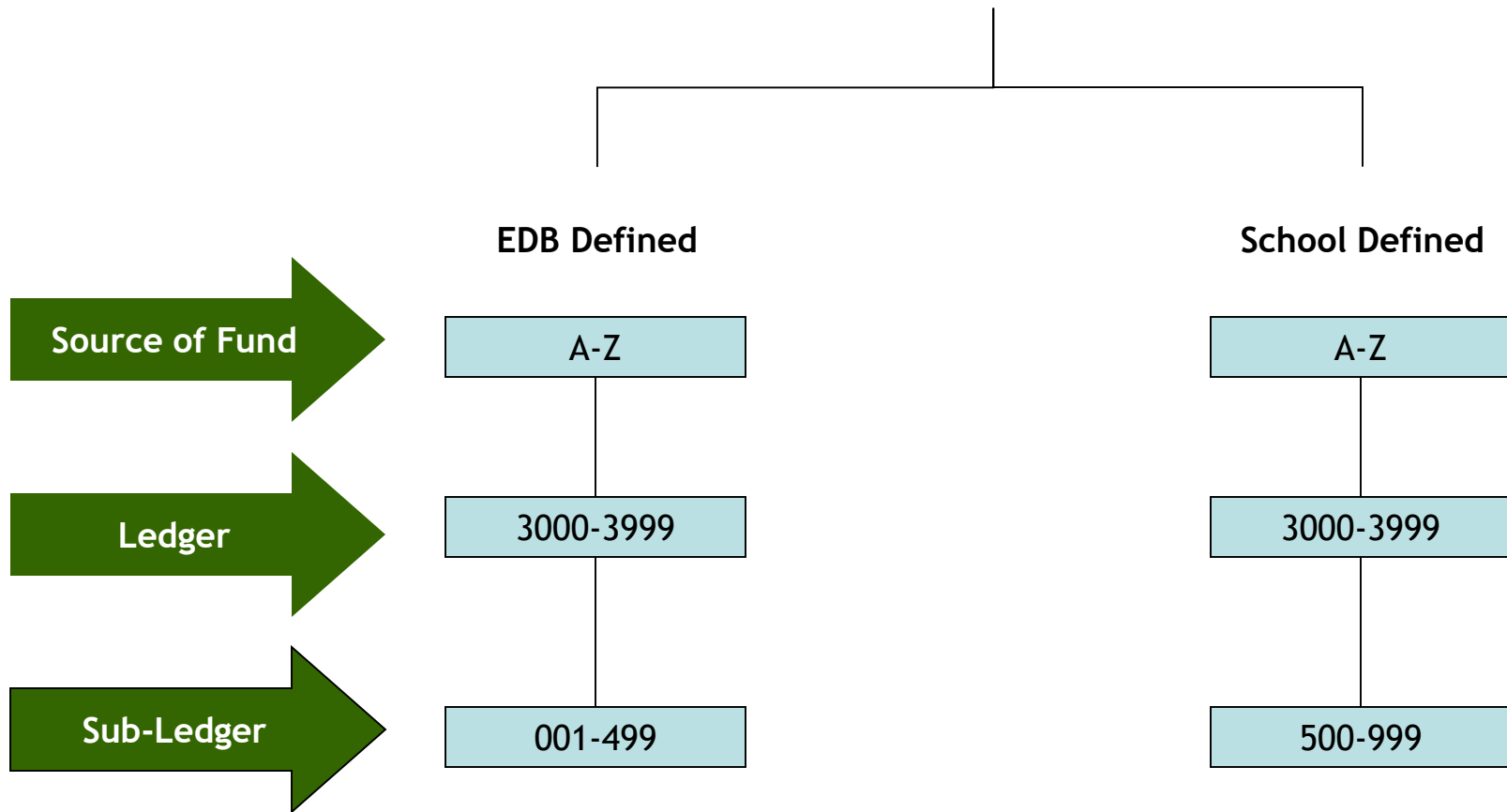


Chart of Account Maintenance - Source of Fund

- Source of Fund Code 'A' to 'G' is reserved by EDB.
- Separate books of accounts can be maintained under individual source of fund code. User can print out one book of accounts by selecting the source of fund under Bookkeeping Module.
- Most of the Annual Accounts Reports (Bookkeeping Module) are hardcoded based on Source of Fund Code 'G'. That is, accounts balance for Source of Fund Code other than 'G', such as 'Q' (if created by user) for Quality Education Fund, will not be included in the Annual Accounts Reports under Bookkeeping Module.
- 'A' - IMC General Fund and 'G' - General Operating Fund are codes pre-loaded by EDB. User can record all government grants and school fund activities under source of fund 'A' or 'G'.
- Pre-set account codes prepared by EDB are all under Source of Fund Code 'G'.
- User is not allowed to delete source of fund once it has been created.

Add Source of Fund

- This function allows user to create a new source of fund.
- When user wants to allocate fund to different fund source, source of fund code can be created. Consequently, ledger, sub-ledger and account codes can be created under the newly created source of fund code for fund allocation.
- Source of Fund Code should be alphanumeric only.
- Duplicated Source of Fund Code is not allowed.

Add Source of Fund

[S-FCS03-01] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Source of Fund](#)

EDB-Defined Code **Source of Fund** Programme Ledger Sub-Ledger Account Bank Information

Source of Fund Code G - General Operating Fund
English Description General Operating Fund
Chinese Description 一般運作經費
Effective Date (DD/MM/YYYY) 01/09/2001
Effective Status Active

Note: Source of Fund Code 'A' to 'G' is reserved by EMB.

 **Add**  **Save**  **Reset**

Common Setup

- Sch Accounting I
- A/C Year Mainten
- COA Maintenance**
- Voucher Type Ma
- Location Mainten
- Common Account
- Report

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

Step 2. Click [Source of Fund] tab

Step 3. Click [Add] button

Add Source of Fund

User: trainer1 Last Login: 01/08/2003 11:04 [Logout](#) | [Help](#) | [中文版](#)

Current School Year: 2002

1 August 2003 12:45

[S-FCS03-02] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Source of Fund](#)

EDB-Defined Code

Source of Fund

Programme

Ledger

Sub-Ledger

Account

Bank Information

Add Source of Fund Details

Source of Fund Code

English Description

Chinese Description

Effective Date (DD/MM/YYYY)

01/08/2003



Effective Status

Active



Note: Source of Fund Code 'A' to 'G' is reserved by EMB.



Save



Back

Step 4. Fill in the fields

- Common Setup
 - Sch Accounting I
 - A/C Year Mainten
 - COA Maintenance
 - Voucher Type Ma
 - Location Mainten
 - Common Account
 - Report

Add Source of Fund

User: fmpuser Login Time: 27/10/2003 15:30 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

27 October 2003 16:24

[S-FCS03-02] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Source of Fund](#)

EDB-Defined Code

Source of Fund

Programme

Ledger

Sub-Ledger

Account

Bank Information

Add Source of Fund Details

Source of Fund Code

Q

English Description

Quality Education Fund

Chinese Description

優質教育基金

Effective Date (DD/MM/YYYY)

27/10/2003



Effective Status

Active



Note: Source of Fund Code 'A' to 'G' is reserved by EMB.



Save



Back

Step 5. Click [Save] button

Update Source of Fund

- This function allows user to update an existing source of fund.
- User may set the effective status to “Inactive” if the source of fund is no longer in use.
- Changes to the Source of Fund’s effectiveness will be propagated down to the related Ledger Code, Sub-Ledger Code and Account Code.
- English Description and Chinese Description can only be amended if the selected source of fund code is defined by school (i.e. English Description and Chinese Description for Source of Fund Code ‘A’ to ‘G’ cannot be amended).

Update Source of Fund

User: fanny1 Last Login: 26/07/2003 10:20 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

28 July 2003 10:46


[S-FCS03-01] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Source of Fund](#)

EDB-Defined Code **Source of Fund** Programme Ledger Sub-Ledger Account Bank Information

Source of Fund Code

English Description General Operating Fund

Chinese Description 一般運作經費

Effective Date (DD/MM/YYYY) 

Effective Status

Note: Source of Fund Code 'A' to 'G' is reserved by EMB.

 **Add**  **Save**  **Reset**

- Common Setup
 - Sch Accounting I
 - A/C Year Mainten
 - COA Maintenance
 - Voucher Type Ma
 - Location Mainte
 - Common Accoun
 - Report

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

Step 2. Click [Source of Fund] tab

Update Source of Fund

User: fmpSAs Last Login: 27/10/2003 16:46 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

27 October 2003 17:02

[S-FCS03-01] FMP > Common Setup > Chart of Account Maintenance > Source of Fund

- Common Setup
 - Sch Accounting In
 - A/C Year Maintena
 - COA Maintenance
 - Voucher Type Mai
 - Location Maintena
 - Common Account
 - Report

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Source of Fund Code

English Description

Chinese Description

Effective Date (DD/MM/YYYY)

Effective Status

- 1 - 1
- 1 - 1
 - A - Curriculum Fund
 - G - General Operating Fund
 - H - School Fund
 - J - Other Fund
 - K - KK Lam Fund
 - Q - Quality Education Fund
 - R - Regina
 - Y - Source of Fund Y by Jason (English)

Note: Source of Fund Code 'A' to 'G' is reserved by E

 Add  Save  Reset

Step 3. Select the [Source of Fund Code]

Update Source of Fund

User: fmpSAs Last Login: 27/10/2003 16:46 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

27 October 2003 17:07

[S-FCS03-01] FMP > Common Setup > Chart of Account Maintenance > Source of Fund

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Source of Fund Code

Q - Quality Education Fund

English Description

New Quality Education Fund

Chinese Description

新優質教育基金

Effective Date (DD/MM/YYYY)

27/10/2003

Effective Status

Active

Note: Source of Fund Code 'A' to 'G' is reserved by EMB.

 Add  Save  Reset

Step 4. Update the fields

Step 5. Click [Save] button

Chart of Account Maintenance - Ledger

- Add ledger information
- Update ledger information
- Delete ledger information
- Please refer to [EDB-Defined Code] page for school defined range & EDB defined range.
- Please note that a set of preload ledger code has been loaded into the system. Preload Code is for report generation purpose, especially reports involving annual accounts.
- If there is any new code created by EDB after the system is running in the school, it will be updated to School end via CDS.

Each Ledger Code belongs to one Ledger Type:

<u>Ledger Type</u>	<u>Asset</u>	<u>Liability</u>	<u>Surplus/Deficit</u>
Cash at Bank	✓		
Cash in Hand	✓		
Bank Fixed Deposits	✓		
Fixed Assets	✓		
Investment	✓		
Stock	✓		
Receivable	✓		
Deposits	✓		
Other Assets	✓		
Capitalized Expenditure		✓	
Reserves and Funds		✓	
Payable		✓	
Other Liabilities		✓	
Grants Outside OEBG/ EOEBG			✓
OEBG General Domain/ EOEBG			✓
OEBG General Domain Control A/C			✓
OEBG Special Domain			✓

Ledger Type

- Each Ledger Code belongs to one ledger type.
- Only Surplus / Deficit Ledger Code will have Sub-Ledger and Account Code attached to it.

Chart of Account - Code Structure

Ledger Code (5 digits)

= Source of Fund (1 digit)
+ Ledger Code (4 digits)

For example: G 1003

Add Ledger

- This function allows user to create a new ledger code.
- Before creating new ledger code, source of fund code has to be created.
- No duplicated ledger code is allowed.

Add Ledger

User: fmp_admin Last Login: 03/03/2003 09:41 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

3 March 2003 15:34

- Common Setup
 - Sch Accounting In
 - A/C Year Maintena
 - COA Maintenance
 - Voucher Type Mai
 - Location Maintena
 - Common Account
 - Report

[S-FCS05-01] FMP > Common Setup > Chart of Account Maintenance > Ledger

EDB-Defined Code	Source of Fund	Programme	Ledger	Sub-Ledger	Account	Bank Information
Source of Fund Code	<input type="text" value="ALL"/>					
Ledger Type	<input type="text" value="ALL"/>					
Ledger Range	From	<input type="text" value="ALL"/>				
	To	<input type="text" value="ALL"/>				

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

Step 2. Click [Ledger] tab

Step 3. Click [Add] button

Add Ledger

(RESTRICTED)

User: super1 Login Time: 17/05/2016 10:02 Logout | Help | 中文版本

Current School Year: 2007 17 May 2016 10:44

[S-FC S05-03] FMP > Common Setup > Chart of Account Maintenance > Ledger

EDB-Defined Code Source of Fund Programme **Ledger** Sub-Ledger Account Bank Information

Add Ledger Details

Source of Fund Code

Ledger Type

Ledger Code Created

Ledger Code

English Description

Chinese Description

Effective Date (DD/MM/YYYY)

Effective Status

Key Features for clawback of surplus (English)

Key Features for clawback of surplus (Chinese)

U - General Operating Fund

Fixed Assets

5301 - Building To 5402 - Furniture & Equipment (Special Class)

5401 Range 5300 - 5499

Furniture & Equipment (Special Class)

家具及設備

03/03/2001

Active

Save and Back

Back

Step 4. Fill in the fields

Step 5. Click [Save and Back] button

For the Ledger Type other than “Surplus/Deficit” and “Cash at Bank” Type

[S-FC S05-03] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Ledger](#)

EDB-Defined Code Source of Fund Programme **Add Ledger** Sub-Ledger Account Bank Information

Add Ledger Details

Source of Fund Code	G - General Operating Fund
Ledger Type	Grants outside OEBG/ EOEBG
Ledger Code Created	1001 - Block Grant A/C To 1999 - Test R-FBK018 G1999
Ledger Code	1803 Range 1700 - 1999
English Description	Ledger Code 1803
Chinese Description	總帳代碼 1803
Effective Date (DD/MM/YYYY)	13/10/2003
Effective Status	Active
Key Features for clawback of surplus (English)	The surplus balance of the grant in excess of 12 months provision
Key Features for clawback of surplus (Chinese)	授予超過12個月的規家的盈餘將被退還教育局。

Save and Back **Save and Link to Sub-Ledger** Back

If Surplus/Deficit ledger type is selected, [Save and Link to Sub-Ledger] button is provided for Sub-Ledger maintenance

For Ledger Type under “Surplus/Deficit” Type

Add Ledger

UILD-07112002) - Microsoft Internet Explorer

Help

Search

Favorites

Media

Media

Media

Media

Media

Media

Media

Norton AntiVirus

Norton AntiVirus

(AM)

User: fmpSAs Last Login: 13/10/2003 12:11 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

13 October 2003 18:11

[S-FCS06-02] FMP > Common Setup > Chart of Account Maintenance > Sub-Ledger

Record saved successfully.

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Source of Fund Code G - General Operating Fund

Ledger Code G1803 - Ledger Code 1803

Sub-Ledger Range From ALL

To ALL

Search Reset

<input type="checkbox"/>	<u>Sub-Ledger Code</u>	<u>English Description</u>	<u>Chinese Description</u>	<u>Effective Date</u> (DD/MM/YYYY)	<u>Effective Status</u>	<u>I/E</u> <u>Account</u> <u>link</u>
<input type="checkbox"/>	G1803501	Ledger Code 1803	總帳代碼 1803	13/10/2003	<input checked="" type="checkbox"/>	I/E

Add Delete

Sub-Ledger Linkage

Auto create sub-ledger '501' (same for English & Chinese description as ledger code), the pre-defined Income/Expenditure account code by EDB will be auto-generated.

Add Ledger

(RESTRICTED)

User: super1 Login Time: 17/05/2016 10:02 Logout | Help | 中文版本

Current School Year: 2007 17 May 2016 10:5

[S-FCS05-03] FMP > Common Setup > Chart of Account Maintenance > Ledger

EDB-Defined Code Source of Fund Programme **Ledger** Sub-Ledger Account Bank Information

Add Ledger Details

Source of Fund Code	G - General Operating Fund
Ledger Type	Cash at Bank
Ledger Code Created	5001 - Bank - Government Fund To 5099 - bank created by shirley
Ledger Code	5093 Range 5000 - 5099
English Description	Ledger Code 5093
Chinese Description	總帳代碼 5093
Effective Date (DD/MM/YYYY)	13/10/2003
Effective Status	Active
Key Features for clawback of surplus (English)	
Key Features for clawback of surplus (Chinese)	

Save and Back Save and Link to Bank Info Back

If “Cash at Bank” ledger type is selected, [Save and Link to Bank Info] button is provided for Bank Information maintenance.

For “Cash at Bank” Ledger Type

Add Ledger

UILD-07112002) - Microsoft Internet Explorer

Help

Search

Favorites

Media

Media

Media

Media

Media

Media

Media

Media

Norton AntiVirus

Norton AntiVirus

(AM)

User: fmpSAs Last Login: 13/10/2003 12:11 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

13 October 2003 18:15

[S-FCS08-01] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)

Record saved successfully.

[EDB-Defined Code](#) [Source of Fund](#) [Programme](#) [Ledger](#) [Sub-Ledger](#) [Account](#) [Bank Information](#)

[Bank Ledger Information](#) [Bank Details](#) [Cheque Format](#) [Autopay Format](#)

Bank Ledger Information

Source of Fund

Ledger Code

 Search

 Add

 Reset

Link to Bank Ledger Information

It goes to [Bank Information] page

Update Ledger

- This function allows user to update an existing ledger.
- User can amend English Description, Chinese Description, Effective Date, Effective Status, Key Features for clawback of surplus (English) and Key Features for clawback of surplus (Chinese) of the Ledger Code defined by the school.
- For report generation purpose, English Description and Chinese Description of Ledger Codes defined by EDB are not allowed to be amended. User can only amend the Effective Date and Effective Status of the Ledger Codes defined by EDB.
- Changes to the Surplus / Deficit type of Ledger's effectiveness will be propagated down to the related Sub-Ledger Code and Account Code. That is, if user changes the Effective Date and Effective Status of Ledger, then the Effective Date and Effective Status of all of its related Sub-Ledger and Account will have the same change automatically.




Update Ledger

User: fmp_admin Last Login: 03/03/2003 12:06 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

3 March 2003 16:10

[S-FCS05-01] FMP > Common Setup > Chart of Account Maintenance > Ledger

EDB-Defined Code	Source of Fund	Programme	Ledger	Sub-Ledger	Account	Bank Information
Source of Fund Code	G - Government Fund					
Ledger Type	Fixed Assets					
Ledger Range	From: G5301 - Building To: G5402 Furniture & Equipment (Special Class)					
<div> Search  Add  Reset</div>						

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

Step 2. Click [Ledger] tab

Step 3. Select [Source of Fund Code], [Ledger Type] and [Ledger Range]

Step 4. Click [Search] button

[S-FCS05-02] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Ledger](#)

Record saved successfully.

EDB-Defined Code **Source of Fund** **Programme** **Ledger** **Sub-Ledger** **Account** **Bank Information**

Source of Fund Code

Ledger Type

Ledger Range From

To

Search Reset

<input type="checkbox"/>	Ledger Code	English Description	Chinese Description	Effective Date	Effective Status	Bank Info/ Sub-ledger link
<input type="checkbox"/>	G5301	Building	校舍	01/09/2000	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	G5401	Furniture & Equipment	家具及設備	01/09/2000	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	G5402	Furniture & Equipment (Special Class)	家具及設備 - 特別班	01/09/2000	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	G5403	Furniture & Equipment (Floating Class)	家具及設備 (浮動班)	03/03/2001	<input checked="" type="checkbox"/>	

Add Delete

Step 5. Click [[Ledger Code](#)] hyperlink

[S-FC S05-04] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Ledger](#)[EDB-Defined Code](#) [Source of Fund](#) [Programme](#) [Ledger](#) [Sub-Ledger](#) [Account](#) [Bank Information](#)

Edit Ledger Details

Source of Fund Code G - General Operating Fund

Ledger Type Fixed Assets

Ledger Code 5301

English Description

Building

Chinese Description

校舍

Effective Date (DD/MM/YYYY)

01/09/1998

Effective Status

Active ▼

Key Features for clawback of surplus (English)

Key Features for clawback of surplus (Chinese)

 Save Back

Step 6. Update the fields

Step 7. Click [Save] button

Delete Ledger

- This function allows user to delete an existing ledger code.
- Ledger Code can be deleted only if Budgeting, Bookkeeping and Staff Cost Modules are not effective as at the system date. If any one of these 3 modules is in use, [Delete] button will be in dimmed mode.
- Alternatively, user may choose to deactivate existing ledger code by updating its Effective Status to “Inactive”.
- Deletion of EDB preloaded ledger code is not recommended, since preload code is for annual report generation purpose and all the deleted ledger codes will be subsequently transferred back from EDB-end to School-end via CDS and loaded into the system.

Delete Ledger

112002) - Microsoft Internet Explorer

User: fmpSAs Last Login: 15/08/2003 16:21 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 16 August 2003 15:17

[S-FCS05-01] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Ledger](#)

EDB-Defined Code	Source of Fund	Programme	Ledger	Sub-Ledger	Account	Bank Information
Source of Fund Code	G - General Operating Fund					
Ledger Type	Cash at Bank					
Ledger Range	From: G5001 - Bank - Government Fund To: G5003 Bank - Textbook Grant					

[Search](#) [Add](#) [Reset](#)

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

Step 2. Click [Ledger] tab

Step 3. Select [Source of Fund Code], [Ledger Type] and [Ledger Range]

Step 4. Click [Search] button

Delete Ledger

112002) - Microsoft Internet Explorer

(AM)

User: fmpSAs Last Login: 08/07/2003 20:07 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

9 July 2003 18:09

[S-FCS05-02] FMP > Common Setup > Chart of Account Maintenance > Ledger

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Source of Fund Code G - General Operating Fund

Ledger Type Cash at Bank

Ledger Range From G5001 - Bank - Government Fund

To G5003 Bank - Textbook Grant

 Search  Reset

<input type="checkbox"/>	Ledger Code▲	English Description	Chinese Description	Effective Date	Effective Status	Bank Info/ Sub-ledger link
<input type="checkbox"/>	G5001	Bank - Government Fund	銀行存款 - 政府經費	01/03/2002	<input checked="" type="checkbox"/>	Bank Information
<input checked="" type="checkbox"/>	G5002	Bank - School Fund	銀行存款 - 學校經費	01/03/2002	<input checked="" type="checkbox"/>	Bank Information
<input checked="" type="checkbox"/>	G5003	Bank - Textbook Grant	銀行存款 - 書簿津貼	01/03/2002	<input checked="" type="checkbox"/>	Bank Information

 Add  Delete

Step 5. Select the checkbox(es) next to the [Ledger Code].

Step 6. Click [Delete] button.

Chart of Account Maintenance - Sub-Ledger

- Add sub-ledger information
- Update sub-ledger information
- Delete sub-ledger information
- Please refer to [EDB-Defined Code] page for school defined range & EDB defined range.
- Please note that a set of preload sub-ledger code has been loaded into the system. Preload Code is for report generation purpose, especially reports involving annual accounts.
- Only Surplus / Deficit ledger type will have sub-ledger code attached to it.

Chart of Account - Code Structure

Sub-Ledger Code (8 digits)

= Source of Fund (1 digit) +
Ledger Code (4 digits) +
Sub-Ledger Code (3 digits)

For Example: G 1003 001

Add Sub-Ledger

- This function allows user to create a new sub-ledger code.
- Before creating a new sub-ledger code, source of fund and surplus / deficit ledger code have to be created.
- No duplicated sub-ledger code is allowed.
- Upon the creation of Sub-Ledger, the system will auto-generate a set of EDB pre-defined income / expenditure account codes simultaneously.

Add Sub-Ledger




User: fmp_admin Last Login: 18/03/2003 17:29 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

18 March 2003 17:47

[S-FCS06-01] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Sub-Ledger](#)

EDB-Defined Code	Source of Fund	Programme	Ledger	Sub-Ledger	Account	Bank Information
Source of Fund Code	ALL					
Ledger Code	ALL					
Sub-Ledger Range	From	ALL				
	To	ALL				

 Search  Add  Reset

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

Step 2. Click [Sub-Ledger] tab

Step 3. Click [Add] button

[S-FC S06-03] **FMP** > Common Setup > Chart of Account Maintenance > Sub-Ledger

EDB-Defined Code	Source of Fund	Programme	Ledger	Sub-Ledger	Account	Bank Information
------------------	----------------	-----------	--------	------------	---------	------------------

Add Sub-Ledger Details

Source of Fund Code

Ledger Code

Sub-Ledger Code

English Description

Chinese Description

Effective Date (DD/MM/YYYY)

Effective Status

Key Features for clawback of surplus (English)

Key Features for clawback of surplus (Chinese)

Save and Back

Save and Link to Account

 Back

Step 4. Fill in the fields

Add Sub-Ledger

(RESTRICTED)

User: super1 Login Time: 17/05/2016 10:02 Logout | Help | 中文版本

Current School Year: 2007 17 May 2016 11:01

[S-FC S06-03] FMP > Common Setup > Chart of Account Maintenance > Sub-Ledger

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Add Sub-Ledger Details

Source of Fund Code	G - General Operating Fund
Ledger Code	2010 - Visual Art
Sub-Ledger Code Created	001 - Visual Art To 501 - Plastics
Sub-Ledger Code	501 Range 500 - 999
English Description	Wood pad
Chinese Description	木製輔助板
Effective Date (DD/MM/YYYY)	01/08/2003
Effective Status	Active
Key Features for clawback of surplus (English)	The surplus balance of the grant in excess of 12 months provision will be clawe
Key Features for clawback of surplus (Chinese)	授予超過12個月的規家的盈餘將被退還教育局。

Save and Back

Save and Link to Account

Back

Step 5. Click [Save and Link to Account] button to maintain [Account] information, or click [Save and Back] button to save the entered information and go back to Sub-Ledger main page.

- Common Setup
- Sch Accounting
- A/C Year Maintenance
- COA Maintenance
- Voucher Type Maintenance
- Location Maintenance
- Common Account
- Report

Add Sub-Ledger

[S-FCS07-02] FMP > Common Setup > Chart of Account Maintenance > Account

Record saved successfully.

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger **Account** Bank Information

Source of Fund Code: G - General Operating Fund

Ledger Code: G2010 - Art and Design

Sub-Ledger Code: G2010501 - Wood pad

Account Type: ALL

Account Range: From ALL To ALL

Search Reset

▼ Bottom

<input type="checkbox"/>	Combined Account Code ▲	English Description	Chinese Description	Effective Date	Effective Status
<input type="checkbox"/>	G2010501001	Grant Expenses	津貼帳開支	01/08/2003	<input checked="" type="checkbox"/>
<input type="checkbox"/>	G2010501501	Grant Income	津貼帳收入	01/08/2003	<input checked="" type="checkbox"/>
<input type="checkbox"/>	G2010501502	Prior Year Adjustments	上年度的調整	01/08/2003	<input checked="" type="checkbox"/>
<input type="checkbox"/>	G2010501503	Clawback/ Amount Refunded (Refundable) to EMB	回撥/須退還(已退還)教統局的款項	01/08/2003	<input checked="" type="checkbox"/>
<input type="checkbox"/>	G2010501504	TRF from General Fund/ Subscriptions/ Tong Fai A/C	由普通經費、堂費帳調撥	01/08/2003	<input checked="" type="checkbox"/>
<input type="checkbox"/>	G2010501505	TRF between General Domain Control/ Grants A/C	一般範疇統制帳與一般範疇津貼帳之互相調撥	01/08/2003	<input checked="" type="checkbox"/>
<input type="checkbox"/>	G2010501506	TRF to Special Domain Grants A/C	調撥至特殊範疇津貼帳	01/08/2003	<input checked="" type="checkbox"/>

▲ Top

Add Delete

Update Sub-Ledger

- This function allows user to update an existing sub-ledger.
- User can amend English Description, Chinese Description, Effective Date, Effective Status, Key Features for clawback of surplus (English) and Key Features for clawback of surplus (Chinese) of the Sub-Ledger Code under school defined ledger code range.
- For report generation purpose, English Description and Chinese Description of Sub-Ledger Codes under EDB defined ledger code range are not allowed to be amended. User can only amend the Effective Date and Effective Status of the Sub-Ledger Codes under EDB defined ledger code range.
- Changes to the Sub-Ledger's effectiveness will be propagated down to the related Account Code. That is, if user changes the Effective Date and Effective Status of Sub-Ledger, then the Effective Date and Effective Status of all of its related Account will have the same change automatically.

Update Sub-Ledger

User: fmp_admin Last Login: 18/03/2003 17:29 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

18 March 2003 17:56

[S-FCS06-01] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Sub-Ledger](#)




EDB-Defined Code **Source of Fund** **Programme** **Ledger** **Sub-Ledger** **Account** **Bank Information**

Source of Fund Code

Ledger Code

Sub-Ledger Range From

To

 Search  Add  Reset

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

Step 2. Click [Sub-Ledger] tab

Update Sub-Ledger

User: fmp_admin Last Login: 18/03/2003 17:29 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

18 March 2003 17:57

[S-FCS06-01] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Sub-Ledger](#)

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Source of Fund Code G - Government Fund

Ledger Code G1705 test

Sub-Ledger Range From ALL

To ALL

 Search

 Add

 Reset

Step 3. Select the search criteria

Step 4. Click [Search] button

Update Sub-Ledger

User: fmp_admin Last Login: 18/03/2003 17:29 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

18 March 2003 18:00

[S-FCS06-02] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Sub-Ledger](#)

EDB-Defined Code **Source of Fund** **Programme** **Ledger** **Sub-Ledger** **Account** **Bank Information**

Source of Fund Code

Ledger Code

Sub-Ledger Range From

To

 Search  Reset

<input type="checkbox"/>	<u>Sub-Ledger Code</u> ▲	<u>English Description</u>	<u>Chinese Description</u>	<u>Effective Date</u>	<u>Effective Status</u>	<u>IE Account link</u>
<input type="checkbox"/>	G1705501	test	test	18/03/2003	<input checked="" type="checkbox"/>	I / E
<input type="checkbox"/>	G1705502	test	test	18/03/2003	<input checked="" type="checkbox"/>	I / E

 Add  Delete

Step 5. Click [\[Sub-Ledger Code\]](#) hyperlink

[S-FC S06-04] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Sub-Ledger](#)[EDB-Defined Code](#) [Source of Fund](#) [Programme](#) [Ledger](#) [Sub-Ledger](#) [Account](#) [Bank Information](#)

Edit Sub-Ledger Details

Source of Fund Code G - General Operating Fund
Ledger Code 1705 - Auto-gen Sub-Ledger Testing
Sub-Ledger Code 501

English Description

Auto-gen Sub-Ledger Testing

Chinese Description

Auto-gen Sub-Ledger Testing (中文)

Effective Date (DD/MM/YYYY)

01/09/1998

**Effective Status**

Active ▼

Key Features for clawback of surplus (English)

Key Features for clawback of surplus (Chinese)



Save



Back

Step 6. Update the fields

Step 7. Click [Save] button

Delete Sub-Ledger

- This function allows user to delete an existing sub-ledger code.
- Sub-Ledger Code can be deleted only if Budgeting, Bookkeeping and Staff Cost Modules are not effective as at the system date. If any one of these 3 modules is in use, [Delete] button will be in dimmed mode.
- Alternatively, user may choose to deactivate existing sub-ledger code by updating its Effective Status to “Inactive”.
- Deletion of EDB preloaded sub-ledger code is not recommended, since preload code is for annual report generation purpose and all the deleted sub-ledger codes will be subsequently transferred back from EDB-end to School-end via CDS and loaded into the system.
- Default sub-ledger codes created by the system (when creating a new ledger code) cannot be deleted. The checkbox will be disabled.

Delete Sub-Ledger

112002) - Microsoft Internet Explorer

favorites Media

User: fmpSAs Last Login: 25/09/2003 12:57 Logout | Help | 中文版本

Current School Year: 2002 25 September 2003 19:53

[S-FCS06-01] FMP > Common Setup > Chart of Account Maintenance > Sub-Ledger

EDB-Defined Code	Source of Fund	Programme	Ledger	Sub-Ledger	Account	Bank Information
Source of Fund Code	G - General Operating Fund					
Ledger Code	G1709 - 1709 Testing					
Sub-Ledger Range	From ALL To ALL					

Search Add Reset

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

Step 2. Click [Sub-Ledger] tab

Step 3. Select [Source of Fund Code], [Ledger Code] and [Sub-Ledger Range]

Step 4. Click [Search] button

Delete Sub-Ledger

112002) - Microsoft Internet Explorer

Favorites

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Norton AntiVirus

(AM)

User: fmpSAs Last Login: 25/09/2003 12:57 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

25 September 2003 19:54

[S-FCS06-02] FMP > Common Setup > Chart of Account Maintenance > Sub-Ledger

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Source of Fund Code G - General Operating Fund

Ledger Code G1709 - 1709 Testing

Sub-Ledger Range From ALL

To ALL

Search Reset

<input type="checkbox"/>	Sub-Ledger Code▲	English Description	Chinese Description	Effective Date (DD/MM/YYYY)	Effective Status	I/E Account link
<input type="checkbox"/>	G1709501	Sub-Ledger Code G1709501	Sub-Ledger Code G1709501 (中文)	15/08/2003	<input checked="" type="checkbox"/>	I/E
<input type="checkbox"/>	G1709502	Sub-Ledger Code G1709502	Sub-Ledger Code G1709502 (中文)	25/09/2003	<input checked="" type="checkbox"/>	I/E
<input checked="" type="checkbox"/>	G1709503	Sub-Ledger Code G1709503	Sub-Ledger Code G1709503 (中文)	25/09/2003	<input checked="" type="checkbox"/>	I/E
<input checked="" type="checkbox"/>	G1709504	Sub-Ledger Code G1709504	Sub-Ledger Code G1709504 (中文)	25/09/2003	<input checked="" type="checkbox"/>	I/E
<input checked="" type="checkbox"/>	G1709505	Sub-Ledger Code G1709505	Sub-Ledger Code G1709505 (中文)	25/09/2003	<input checked="" type="checkbox"/>	I/E

Add Delete

Step 5. Select the checkbox(es) next to the [Sub-Ledger Code].

Step 6. Click [Delete] button.

Local intranet

Chart of Account Maintenance - Account

- Add Account information
- Update Account information
- Delete Account information
- Please note that a set of pre-load account code has been loaded into the system. Preload Code is for report generation purpose, especially reports involving annual accounts.
- Multiple accounts would be defined automatically by system under each income and expenditure account type.

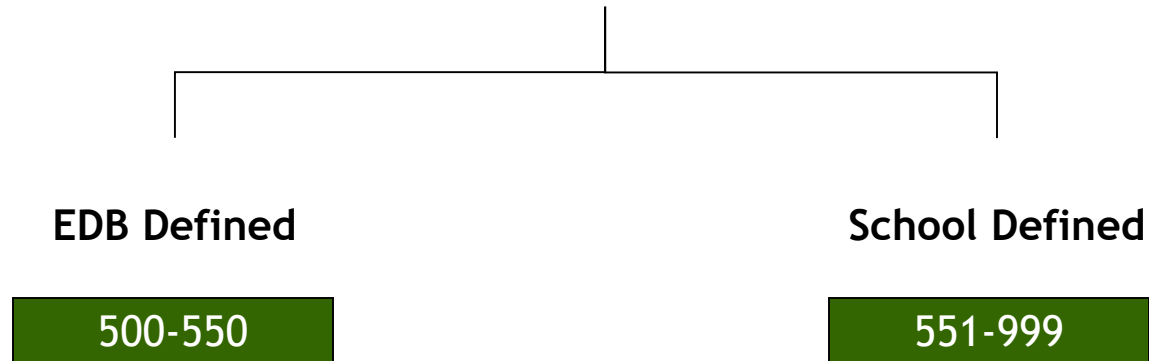
Chart of Account - Code Structure

Account Code (11 digits)

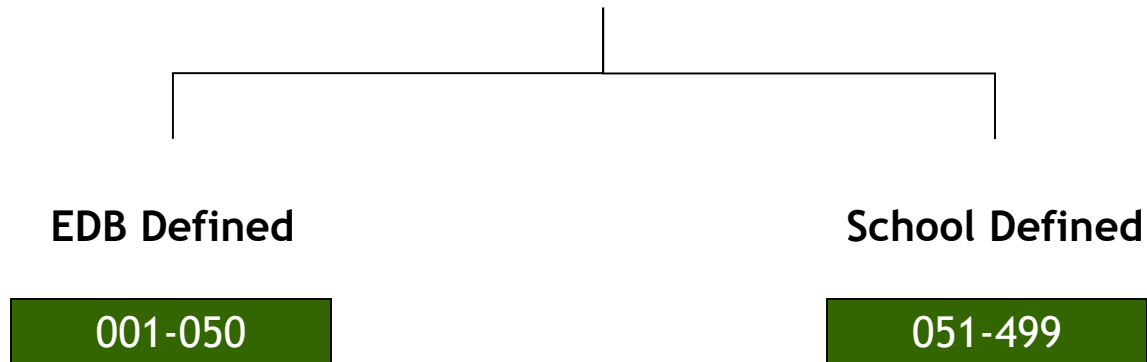
= Source of Fund (1 digit) +
Ledger Code (4 digits) +
Sub-Ledger Code (3 digits) +
Account Code (3 digits)

For Example: G 1003 001 001

Income Account Code



Expenditure Account Code



Add Account

- This function allows user to create a new account code.
- Before creating a new account code, source of fund, ledger code and sub-ledger code have to be created.
- No duplicated account code is allowed.
- EDB Pre-defined Code and Account Type: Expenditure / Income Account type have to be set up.

Add Account

User: fmp_admin Last Login: 18/03/2003 17:29 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

18 March 2003 18:07

[S-FCS07-01] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Account](#)

EDB-Defined Code **Source of Fund** **Programme** **Ledger** **Sub-Ledger** **Account** **Bank Information**

Source of Fund Code ALL


Ledger Code ALL

Sub-Ledger Code ALL

Account Type ALL

Account Range From ALL

To ALL

 Search  Add  Reset

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

Step 2. Click [Account] tab

Step 3. Click [Add] button

[\[S-FCS07-03\] FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Account](#)

EDB-Defined Code

Source of Fund

Programme

Ledger

Sub-Ledger

Account

Bank Information

Add Account Details

Source of Fund Code

Ledger Code

Sub-Ledger Code

Account Type

Account Code

English Description

Chinese Description

Effective Date (DD/MM/YYYY)

Effective Status

 Save Back

Step 4. Fill in the fields

Add Account

User: trainer1 Last Login: 01/08/2003 11:04 [Logout](#) | [Help](#) | [中文版](#)

Current School Year: 2002

1 August 2003 13:13

[S-FCS07-03] FMP > Common Setup > Chart of Account Maintenance > Account

EDB-Defined Code

Source of Fund

Programme

Ledger

Sub-Ledger

Account

Bank Information

Add Account Details

Source of Fund Code

G - General Operating Fund

Ledger Code

1003 - Approved Coll. for Specific Purposes A/C

Sub-Ledger Code

884 - Approved Collection

Account Type

Account Code

English Description

Expenditure
Income

Chinese Description

Effective Date (DD/MM/YYYY)

01/08/2003

Effective Status

Active

Save

Back

Select the Account Type
Expenditure Account or Income Account

- Common Setup
 - Sch Accounting
 - A/C Year Maint
 - COA Maintenance
 - Voucher Type Maint
 - Location Maintenance
 - Common Account
 - Report

Add Account

User: trainer1 Last Login: 01/08/2003 11:04 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

1 August 2003 13:14

[S-FCS07-03] FMP > Common Setup > Chart of Account Maintenance > Account

EDB-Defined Code

Source of Fund

Programme

Ledger

Sub-Ledger

Account

Bank Information

Add Account Details

Source of Fund Code

G - General Operating Fund

Ledger Code

1003 - Approved Coll. for Specific Purposes A/C

Sub-Ledger Code

001 - Approved Collection

Account Type

Expenditure

Account Code Created

001 - Grant Expenses

Account Code

051 Range 051 - 499

English Description

Common Expense

Chinese Description

一般開支

Effective Date (DD/MM/YYYY)

01/08/2003

Effective Status

Active

Save

Back

Step 5. Click [Save] button

- Common Setup
 - Sch Accounting
 - A/C Year Maintenance
 - COA Maintenance
 - Voucher Type Maintenance
 - Location Maintenance
 - Common Account
 - Report

Update Account

- This function allows user to update an existing account code.
- User can amend English Description, Chinese Description, Effective Date and Effective Status of the Account Code under school defined ledger code range.
- For report generation purpose, English Description and Chinese Description of Account Codes under EDB defined ledger code range are not allowed to be amended. User can only amend the Effective Date and Effective Status of the Account Codes under EDB defined ledger code range.

Update Account

User: fmp_admin Last Login: 18/03/2003 17:53 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

19 March 2003 9:52

[S-FCS07-01] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Account](#)

- Common Setup
 - Sch Accounting In
 - A/C Year Maintena
 - COA Maintenance
 - Voucher Type Mai
 - Location Maintena
 - Common Account
 - Report

EDB-Defined Code **Source of Fund** **Programme** **Ledger** **Sub-Ledger** **Account** **Bank Information**

Source of Fund Code ALL




Ledger Code ALL

Sub-Ledger Code ALL

Account Type ALL

Account Range From ALL

To ALL

 Search  Add  Reset

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

Step 2. Click [Account] tab

Update Account




User: fmp_admin Last Login: 18/03/2003 17:53 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

19 March 2003 9:53

[S-FCS07-01] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Account](#)

EDB-Defined Code	Source of Fund	Programme	Ledger	Sub-Ledger	Account	Bank Information
Source of Fund Code	ALL					
Ledger Code	ALL					
Sub-Ledger Code	ALL					
Account Type	Expenditure					
Account Range	From	ALL				
	To	ALL				

 Search  Add  Reset

Step 3. Select the search criteria

Step 4. Click [Search] button

Update Account

User: fmp_admin Last Login: 18/03/2003 17:53 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

19 March 2003 9:55

[S-FCS07-02] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Account](#)

EDB-Defined Code **Source of Fund** **Programme** **Ledger** **Sub-Ledger** **Account** **Bank Information**

Source of Fund Code

Ledger Code

Sub-Ledger Code

Account Type

Account Range From To

Search Reset

◀ Page of 5 ▶ Bottom

<input type="checkbox"/>	Combined Account Code ▲	English Description	Chinese Description	Effective Date	Effective Status
<input type="checkbox"/>	G1003001001	Grant Expenses	津貼帳開支	01/09/2000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	G1004005001	Grant Expenses	津貼帳開支	01/09/2000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	G1004015001	Grant Expenses	津貼帳開支	01/09/2000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	G1004016001	Grant Expenses	津貼帳開支	01/09/2000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	G1004016051	Expenses 1	Expenses 1	18/03/2003	<input checked="" type="checkbox"/>
<input type="checkbox"/>	G1004017001	Grant Expenses	津貼帳開支	01/09/2000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	G1004018001	Grant Expenses	津貼帳開支	01/09/2000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	G1006001001	Grant Expenses			
<input type="checkbox"/>	G1006002001	Grant Expenses			
<input type="checkbox"/>	G1006003001	Grant Expenses			
<input type="checkbox"/>	G1007005001	Grant Expenses			
<input type="checkbox"/>	G1007006001	Grant Expenses			
<input type="checkbox"/>	G1008001001	Grant Expenses		01/09/2000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	G1009001001	Grant Expenses	津貼帳開支	01/09/2000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	G1011001001	Grant Expenses	津貼帳開支	01/09/2000	<input checked="" type="checkbox"/>

Step 5. Click [[Combined Account Code](#)] hyperlink

[S-FCS07-04] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Account](#)

EDB-Defined Code

Source of Fund

Programme

Ledger

Sub-Ledger

Account

Bank Information

Edit Account Detail

Source of Fund Code

G - Government Fund

Ledger Code

1004 - Curriculum Development Grant A/C

Sub-Ledger Code

016 - Putonghua Special Programme

Account Type

Expenditure

Account Code

051

English Description

Chinese Description

Effective Date (DD/MM/YYYY)



Effective Status

Save

Back

Step 6. Update the fields

Step 7. Click [Save] button

Delete Account

- This function allows user to delete an existing account.
- Account Code can be deleted only if Budgeting, Bookkeeping and Staff Cost Modules are not effective as at the system date. If any one of these 3 modules is in use, [Delete] button will be in dimmed mode.
- Alternatively, user may choose to deactivate existing account code by updating its Effective Status to “Inactive”.
- Deletion of EDB preloaded account code is not recommended, since preload code is for annual report generation purpose and all the deleted account codes will be subsequently transferred back from EDB-end to School-end via CDS and loaded into the system.
- Default account codes created by the system (when creating a new ledger or sub-ledger code) cannot be deleted. The checkbox will be disabled.

Delete Account

112002) - Microsoft Internet Explorer

User: fmpSAs Last Login: 15/08/2003 16:21 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 16 August 2003 15:33

[S-FCS07-01] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Account](#)

EDB-Defined Code	Source of Fund	Programme	Ledger	Sub-Ledger	Account	Bank Information
Source of Fund Code	K - KK Lam Fund					
Ledger Code	K1700 - IT Enhancement Grant					
Sub-Ledger Code	K1700501 - IT Enhancement Grant					
Account Type	ALL					
Account Range	From: ALL To: ALL					

[Search](#) [Add](#) [Reset](#)

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

Step 2. Click [Account] tab

Step 3. Select the search criteria

Step 4. Click [Search] button

Delete Account

112002) - Microsoft Internet Explorer

Favorites Media

(AM)

User: fmpSAs Last Login: 04/08/2003 10:40 Logout Help 中文版本

Current School Year: 2002

4 August 2003 15:21

[S-FCS07-02] FMP > Common Setup > Chart of Account Maintenance > Account

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Source of Fund Code	K - KK Lam Fund
Ledger Code	K1700 - IT Enhancement Grant
Sub-Ledger Code	K1700501 - IT Enhancement Grant
Account Type	ALL
Account Range	From ALL To ALL

Search Reset

<input type="checkbox"/>	Combined Account Code ▲	English Description	Chinese Description	Effective Date	Effective Status
<input type="checkbox"/>	K1700501001	Expenses	開支	21/02/2003	<input checked="" type="checkbox"/>
<input type="checkbox"/>	K1700501052	Grant Expense	Grant Expense (昌明)	21/02/2003	<input checked="" type="checkbox"/>
<input type="checkbox"/>	K1700501501	Income	收入	21/02/2003	<input checked="" type="checkbox"/>
<input type="checkbox"/>	K1700501502	Prior Year Adjustments	上年度的調整	21/02/2003	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	K1700501552	Grant Received	Grant Received (昌明)	21/02/2003	<input checked="" type="checkbox"/>

Add Delete

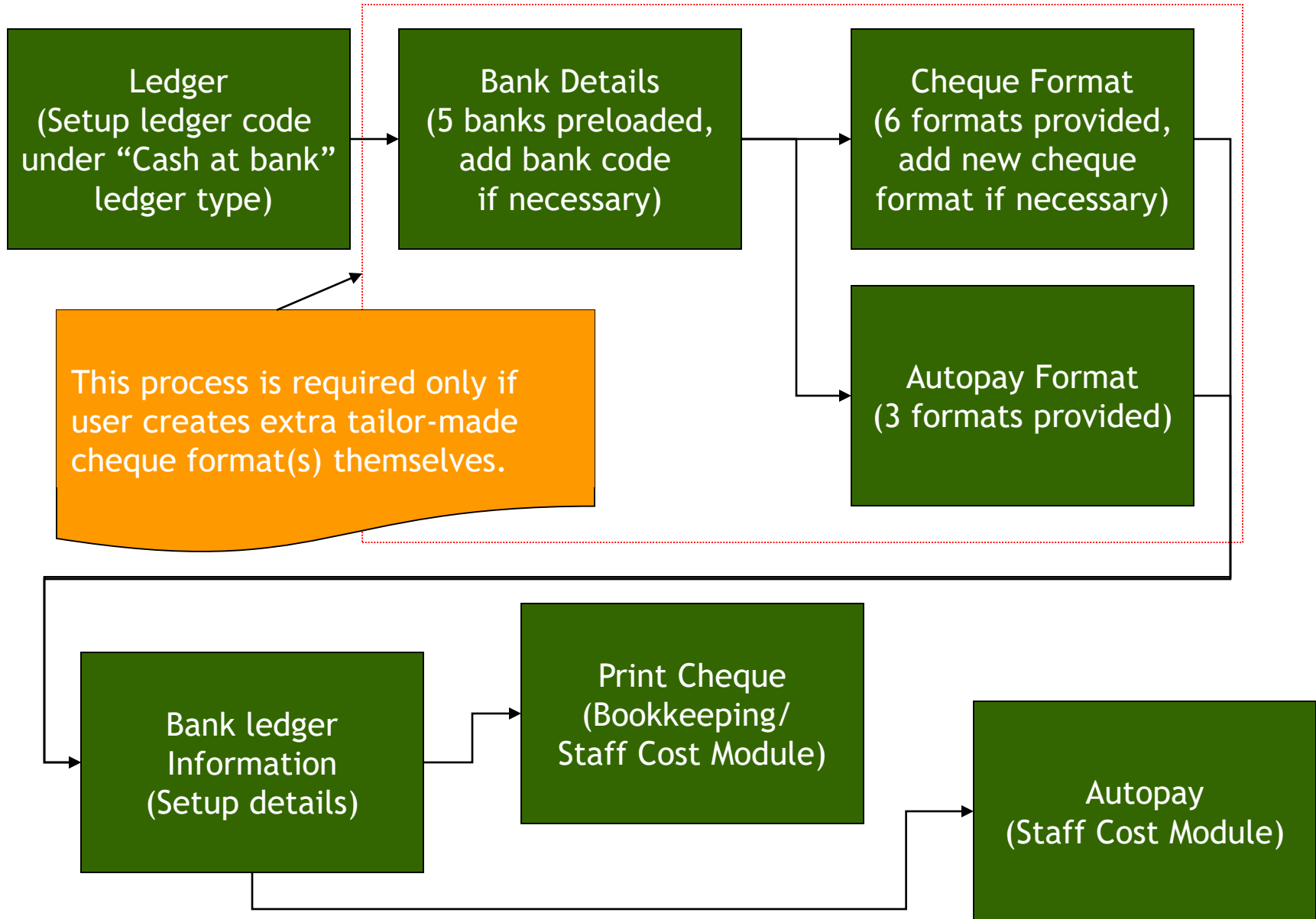
Step 5. Select the checkbox(es) next to the [Combined Account Code].

Step 6. Click [Delete] button.

Chart of Account Maintenance - Bank Information

- The Bank Information allows user to specify which cheque format and / or autopay format will be used if user would like to make use of “Cheque Printing” function in Bookkeeping Module, “Cheque Printing” and / or “Autopay” function in Staff Cost Module.
- This setup function is optional.
- By default, the system preloads 10 Cheque Formats for the following bank
 - Hang Seng Bank (2)
 - Hong Kong and Shanghai Bank (1)
 - Bank of East of Asia (1)
 - Fortis Bank (1)
 - Belgian Bank (1)
 - Standard Chartered (1)
 - Citibank (1)
 - Bank of China (1)
 - DBS Bank (1)
- By default, the system preloads 3 Autopay Formats for the following bank
 - Hang Seng Bank
 - Hong Kong and Shanghai Bank
 - East of Asia

Workflow of Bank Information



Add Bank Ledger Information

- This function allows user to create a new Bank Ledger Information.
- Adding a new Bank Ledger Information is only necessary when user would like to use “Cheque Printing” function in Bookkeeping Module or “Cheque Printing” and / or “Autopay” functions in Staff Cost Module
- Before adding bank ledger information, Source of Fund Code and Ledger Code under Ledger Type "Cash at Bank" have to be set up.

Add Bank Ledger Information

[S-FCS08-01] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)

[EDB-Defined Code](#) [Source of Fund](#) [Programme](#) [Ledger](#) [Sub-Ledger](#) [Account](#) [Bank Information](#)

[Bank Ledger Information](#) [Bank Details](#) [Cheque Format](#) [Autopay Format](#)

Bank Ledger Information

Source of Fund

G - Government Fund

Ledger Code

5001 - Bank - Government Fund

[Search](#) [Add](#) [Reset](#)

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

Step 2. Click [Bank Information] tab

By default, display the page of [Bank Ledger Information]

Step 3. Click [Add] button

Add Bank Ledger Information

FMP

Common Setup

- Sch Accounting In
- A/C Year Maintena
- COA Maintenance
- Voucher Type Mai
- Location Maintena
- Common Account
- Report

[S-FCS08-03] FMP > Common Setup > Chart of Account Maintenance > Bank Information

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Bank Ledger Information Bank Details Cheque Format Autopay Format

Bank Ledger Information

Source of Fund

G - Government Fund

Ledger Code

5001 - Bank - Government Fund

Bank Code

BEA - Bank of East Asia

Bank Account Number

126-3-047339

Bank Account Holder Name (Eng)

ABV Secondary School

Bank Account Holder Name (Chi)

Cheque Format ID

Autopay Format ID

Note: Only 5 formats are provided for cheque printing function.

Set this bank to use cheque printing ?

☐ Yes ☒ No

Save



Back

Step 4. Fill in the fields

Step 5. Select Yes or No to set the bank to use cheque printing

Step 6. Click [Save] button

Update Bank Ledger Information

- This function allows user to update an existing Bank Ledger Information.

Update Bank Ledger Information

User: fmp_admin Last Login: 03/03/2003 12:06 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

3 March 2003 17:08

[S-FCS08-01] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)

[EDB Defined Code](#) [Source of Fund](#) [Programme](#) [Ledger](#) [Sub-Ledger](#) [Account](#) [Bank Information](#)

[Bank Ledger Information](#) [Bank Details](#) [Cheque Format](#) [Autopay Format](#)

Bank Ledger Information

Source of Fund

G - Government Fund

Ledger Code

5001 - Bank - Government Fund

[Search](#) [Add](#) [Reset](#)

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

Step 2. Click [Bank Information] tab

By default, display the page of [Bank Ledger Information]

Step 3. Select the search criteria

Step 4. Click [Search] button

Update Bank Ledger Information

User: fmp_admin Last Login: 03/03/2003 12:06 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

3 March 2003 17:45

[S-FCS08-02] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)


Record found.

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Bank Ledger Information Bank Details Cheque Format Autopay Format

Bank Ledger Information

Source of Fund G - Government Fund

Ledger Code 5001 - Bank - Government Fund

 Search  Add  Reset

Bank's Information

Bank Code BEA - Bank of East Asia

Bank Account Number 126-3-047339

Bank Account Holder Name (Eng) ABV Secondary School

Bank Account Holder Name (Chi)

Cheque Format ID

Autopay Format ID

Note: Only 5 formats are provided for cheque printing function.

Set this bank to use cheque printing ? ☐ Yes ☒ No

 Save

Step 5. Update the fields

Step 6. Click [Save] button

Add Bank Details

- This function allows user to create a new Bank Details.
- For example, if user plans to use Cheque Printing function for a particular bank, which is not in the EDB pre-defined bank list (i.e. Hong Kong and Shanghai Bank Corporation, Bank of East Asia, Hang Seng Bank, Fortis Bank, Belgian Bank, Standard Chartered, Citibank, Bank of China and DBS Bank), user can add a new Bank Details of that bank, and upload the corresponding Cheque Format for that bank subsequently.
- Creating a new Bank Details does not have any interaction with Autopay Format, since there is no function provided for the creation of Autopay Format of any bank.
- No duplicated bank code is allowed.

Add Bank Details

User: trainer1 Last Login: 01/08/2003 11:04 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

1 August 2003 13:16




[S-FCS08-04] FMP > Common Setup > Chart of Account Maintenance > Bank Information

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account **Bank Information**

Bank Ledger Information **Bank Details** Cheque Format Autopay Format

Bank Details

Bank Code BEA - Bank of East Asia

 Search  Add  Reset

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

Step 2. Click [Bank Information] tab

Step 3. Click [Bank Details] tab

Step 4. Click [Add] button

Add Bank Details

User: trainer1 Last Login: 01/08/2003 11:04 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

1 August 2003 13:20




[S-FCS08-06] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)

[EDB-Defined Code](#) [Source of Fund](#) [Programme](#) [Ledger](#) [Sub-Ledger](#) [Account](#) [Bank Information](#)

[Bank Ledger Information](#) [Bank Details](#) [Cheque Format](#) [Autopay Format](#)

Add Bank Particular

Bank Code

 Search  Add  Reset

Bank Particular

Bank Code

Bank Name(English)

Bank Name(Chinese)

 Save  Back

Step 5. Fill in the fields

Step 6. Click [Save] button

- Common Setup
 - Sch Accounting In
 - A/C Year Maintena
 - COA Maintenance
 - Voucher Type Mai
 - Location Maintena
 - Common Account
 - Report

Update Bank Details

- This function allows user to update an existing bank details.
- Only Bank Name (English) and Bank Name (Chinese) could be updated.
- Bank details of both EDB preloaded and school defined bank can be amended.

Update Bank Details

User: trainer1 Last Login: 01/08/2003 11:04 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

1 August 2003 13:21

[S-FCS08-04] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)

EDB-Defined Code	Source of Fund	Programme	Ledger	Sub-Ledger	Account	Bank Information
Bank Ledger Information	Bank Details	Cheque Format	Autopay Format			

Bank Details

Bank Code

- Common Setup
 - Sch Accounting I
 - A/C Year Mainten
 - COA Maintenance**
 - Voucher Type Ma
 - Location Mainten
 - Common Account
 - Report

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

Step 2. Click [Bank Information] tab

Step 3. Click [Bank Details] tab

Step 4. Select [Bank Code]

Step 5. Click [Search] button

Update Bank Details

Microsoft Internet Explorer

Media

Norton AntiVirus

User: fmpSAs Last Login: 13/10/2003 12:11 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 13 October 2003 18:23

[S-FCS08-05] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)

[EDB-Defined Code](#) [Source of Fund](#) [Programme](#) [Ledger](#) [Sub-Ledger](#) [Account](#) [Bank Information](#)

[Bank Ledger Information](#) [Bank Details](#) [Cheque Format](#) [Autopay Format](#)

Bank Details

Bank Code

Bank Particulars

Bank Code

Bank Name(English)

Bank Name(Chinese)

Local intranet

Step 6. Update the fields

Step 7. Click [Save] button

Add Cheque Format

- This function allows user to upload a newly tailor-made Cheque Format and attach to a specific bank code.
- User can then print out the cheque using the new format in Cheque Printing.
- Cheque Format must be prepared under Crystal Reports.
- The following 10 commonly used cheque formats are preloaded by EDB and are available in the system:
 - BEA0001 (Bank of East Asia) (16.5cm X 7.5cm)
 - BELGIAN0001 (Belgian Bank) (18.7cm X 8.7cm)
 - FORTIS0001 (Fortis Bank) (18.7cm X 8.7cm)
 - HS0001 (Hang Seng Bank) (15.8cm X 8.2cm)
 - HS0002 (Hang Seng Bank) (20.2cm X 8.7cm)
 - HSBC0001 (The Hongkong and Shanghai Banking Corporation Limited) (15.9cm X 8.2cm)
 - SC0001 (Standard Chartered) (17.1cm X 8.0cm)
 - CITI0001 (Citibank) (19.4cm X 7.5cm)
 - BOC0001 (Bank of China) (17.1cm X 8.8cm)
 - DBS0001 (DBS Bank) (20.3cm X 9.0cm)

Add Cheque Format

Microsoft Internet Explorer

User: fmpSAs Last Login: 28/10/2003 10:29 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 28 October 2003 17:45

[S-FCS08-07] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account **Bank Information**

Bank Ledger Information Bank Details **Cheque Format** Autopay Format

Cheque Format

Bank Code

- Common Setup
 - Sch Accounting In
 - A/C Year Maintena
 - COA Maintenance
 - Voucher Type Mai
 - Location Maintena
 - Common Account
 - Report

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

Step 2. Click [Bank Information] tab

Step 3. Click [Cheque Format] tab

Step 4. Select [Bank Code]

Add Cheque Format

Microsoft Internet Explorer

User: fmpSAs Last Login: 28/10/2003 10:29 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 28 October 2003 17:45



[S-FCS08-07] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Bank Ledger Information Bank Details **Cheque Format** Autopay Format

Cheque Format

Bank Code BOC - Bank of China

 Search  Reset

Step 5. Click [Search] button

Local intranet

Add Cheque Format

Microsoft Internet Explorer

User: fmpSAs Last Login: 28/10/2003 10:29 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 28 October 2003 17:48

[S-FCS08-08] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Bank Ledger Information Bank Details **Cheque Format** Autopay Format

Cheque Format

Bank Code

Cheque Format Repository		
No	Cheque Format ID	Template File
No record.		

Note: Cheque Format ID is auto generated by the system in this format: <Bank Code><system sequence no.>

Step 6. Click [Add] button to upload the new cheque format

Add Cheque Format

(AM) User: fmpSAs Last Login: 28/10/2003 10:29 Logout | Help | 中文版本
Current School Year: 2002 28 October 2003 17:49

[S-FCS08-08] FMP > Common Setup > Chart of Account Maintenance > Bank Information

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Bank Ledger Information Bank Details Cheque Format Autopay Format

Cheque Format

Bank Code BOC - Bank of China

Search Reset

Cheque Format Repository		
No	Cheque Format ID	Template File
No record.		

Note: Cheque Format ID is auto generated by

Add

Upload Cheque Format - Microsoft Internet Explorer

[S-FCS08-09] FMP > Common Setup > Chart of Account Maintenance > Bank Information

Upload Cheque Format

Bank Code BOC

Template File Browse...

Last Created Cheque Format ID No record.

Add Close

Step 7. Click [Browse] button and select a template file from local file system

Add Cheque Format

(AM) User: fmpSAs Last Login: 28/10/2003 10:29 [Logout](#) | [Help](#) | [中文版本](#)
Current School Year: 2002 28 October 2003 17:50

[S-FCS08-08] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Bank Ledger Information Bank Details Cheque Format Autopay Format

Cheque Format

Bank Code BOC - Bank of China

Search Reset

Cheque Format Repository		
No	Cheque Format ID	Template File
No record.		

Note: Cheque Format ID is auto generated by

Add

Upload Cheque Format - Microsoft Internet Explorer

[S-FCS08-09] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)

Upload Cheque Format

Bank Code BOC

Template File C:\Documents and Settings\Ad Browse...

Last Created Cheque Format ID No record.

Add Close

Step 8. Click [Add] button

Add Cheque Format

(AM) User: fmpSAs Last Login: 28/10/2003 10:29 Logout | Help | 中文版本
Current School Year: 2002 28 October 2003 17:51

[S-FCS08-08] FMP > Common Setup > Chart of Account Maintenance > Bank Information

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Bank Ledger Information Bank Details Cheque Format Autopay Format

Cheque Format

Bank Code BOC - Bank of China

Search Reset

Cheque Format Repository		
No	Cheque Format ID	Template File
No record.		

Note: Cheque Format ID is auto generated by

Add

Upload Cheque Format - Microsoft Internet Explorer

[S-FCS08-09] FMP > Common Setup > Chart of Account Maintenance > Bank Information

Upload Cheque Format

Bank Code BOC

Template File C:\Documents and Settings\Ad Browse...

Last Created Cheque Format ID No record.

Add Close

Microsoft Internet Explorer

Are you sure to save record?

OK Cancel

Step 9. Confirm the action

Add Cheque Format

Microsoft Internet Explorer



Norton AntiVirus

(AM)

User: fmpSAs Last Login: 28/10/2003 10:29 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

28 October 2003 17:53

[S-FCS08-08] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)

Note: Cheque Format ID is auto generated by the system in this format: BOC0001

[EDB-Defined Code](#) [Source of Fund](#) [Programme](#) [Ledger](#) [Sub-Ledger](#) [Account](#) [Bank Information](#)

[Bank Ledger Information](#) [Bank Details](#) [Cheque Format](#) [Autopay Format](#)

Cheque Format

Bank Code

[Search](#) [Reset](#)

Cheque Format Repository			
No	Cheque Format ID	Template File	
1	BOC0001	Download Cheque Format	Upload Cheque Format

Note: Cheque Format ID is auto generated by the system in this format: <Bank Code><system sequence no.>

[Add](#)

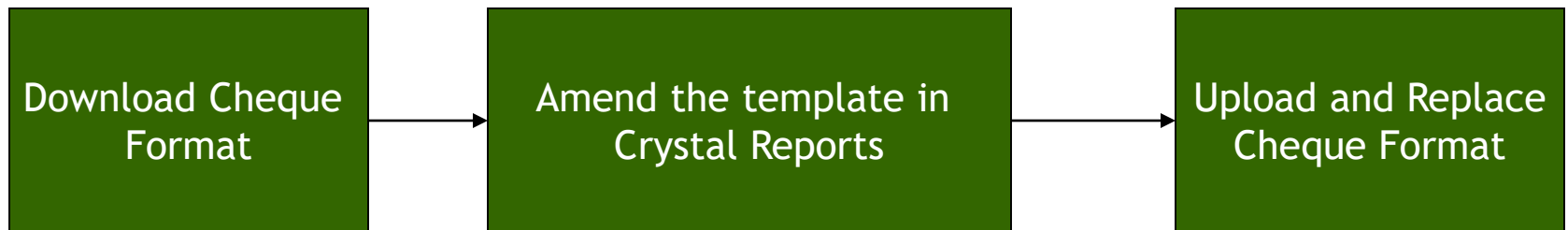
Cheque Format ID is auto generated by the system in this format: <Bank Code><system sequence no.>

Local intranet

Amend Cheque Format

- If there is any change to the existing cheque format (e.g. cheque size, font size), user can amend the existing cheque format template in the system:

- Workflow:



Download Cheque Format

- This function allows user to download an existing Cheque Format.
- User can amend this downloaded format and upload the revised format as a new cheque format or overwrite any of the existing one.

Download Cheque Format

Microsoft Internet Explorer

User: fmpSAs Last Login: 28/10/2003 10:29 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 28 October 2003 18:04

[S-FCS08-07] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Bank Ledger Information Bank Details **Cheque Format** Autopay Format

Cheque Format

Bank Code

Common Setup

- Sch Accounting In
- A/C Year Maintena
- COA Maintenance
- Voucher Type Mai
- Location Maintena
- Common Account
- Report

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

Step 2. Click [Bank Information] tab

Step 3. Click [Cheque Format] tab

Step 4. Select [Bank Code]

Local intranet

V 1.0 Slide 97

Download Cheque Format

Microsoft Internet Explorer

User: fmpSAs Last Login: 28/10/2003 10:29 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 28 October 2003 18:04

[S-FCS08-07] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)

Common Setup



- Sch Accounting In
- A/C Year Maintenance
- COA Maintenance
- Voucher Type Maintenance
- Location Maintenance
- Common Account
- Report

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Bank Ledger Information Bank Details **Cheque Format** Autopay Format

Cheque Format

Bank Code BOC - Bank of China

 Search  Reset

Step 5. Click [Search] button

Local intranet

V 1.0 Slide 98

Download Cheque Format

Microsoft Internet Explorer

User: fmpSAs Last Login: 28/10/2003 10:29 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 28 October 2003 18:06

[S-FCS08-08] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Bank Ledger Information Bank Details **Cheque Format** Autopay Format

Cheque Format

Bank Code

Search Reset

Cheque Format Repository			
No	Cheque Format ID	Template File	
1	BOC0001	Download Cheque Format	Upload Cheque Format

Note: Cheque Format ID is auto generated by the system in this format: <Bank Code><system sequence no.>

Add

Step 6. Click [Download Cheque Format] hyperlink

Download Cheque Format

Microsoft Internet Explorer

User: fmpSAs Last Login: 28/10/2003 10:29 [Logout](#) | [Help](#) | [中文版本](#)
Current School Year: 2002 28 October 2003 18:06

[S-FCS08-08] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)

Common Setup
Sch Accounting In
A/C Year Maintenance
COA Maintenance
Voucher Type Maintenance
Location Maintenance
Common Account
Report

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Bank Ledger Information Bank Details Cheque Format Autopay Format

Cheque Format
Bank Code BOC - Bank of China

[Search](#) [Reset](#)

No	
1	BOC

Note: Cheque Format ID is auto generated

[Add](#)

File Download

You are downloading the file:
R-BOC0001-E.rpt from localhost

Would you like to open the file or save it to your computer?

☒ Always ask before opening this type of file

File Download

template File

[Upload Cheque Format](#)

Step 7. Click [Save] button to download the template file and store into local file system.

Download Cheque Format

User: fmpSAs Last Login: 28/10/2003 10:29 [Logout](#) | [Help](#) | [中文版本](#)
Current School Year: 2002 28 October 2003 18:07

[S-FCS08-08] FMP > Common Setup > Chart of Account Maintenance > Bank Information

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Bank Ledger Information Bank Details Cheque Format Autopay Format

Cheque Format

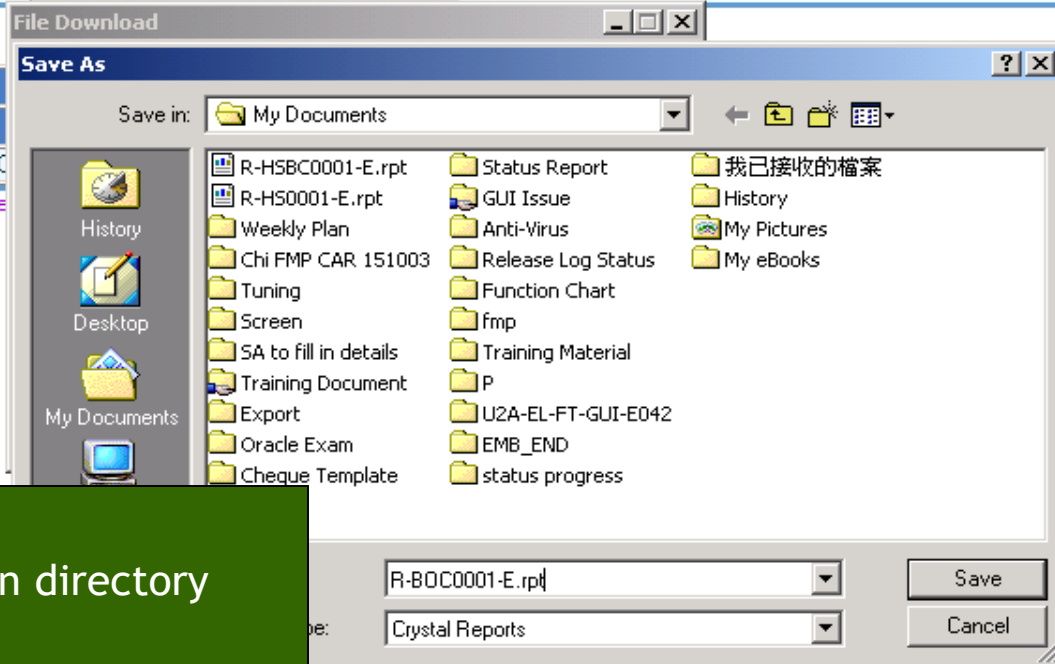
Bank Code BOC - Bank of China

[Search](#) [Reset](#)

No	
1	BOC000

Note: Cheque Format ID is auto generated

[Add](#)



Step 8. Specify the destination directory and click [Save] button

Step 9. Amend the template under Crystal Reports

Upload and Replace Cheque Format

- This function allows user to upload Cheque Format and overwrite an existing one.

Upload and Replace Cheque Format



(AM) User: fmpSAs Last Login: 28/10/2003 10:29 [Logout](#) | [Help](#) | [中文版本](#)
Current School Year: 2002 28 October 2003 17:57

[S-FCS08-07] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Bank Ledger Information Bank Details **Cheque Format** Autopay Format

Cheque Format

Bank Code

 Search  Reset

- Common Setup
 - Sch Accounting In
 - A/C Year Maintena
 - COA Maintenance
 - Voucher Type Mai
 - Location Maintena
 - Common Account
 - Report

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

Step 2. Click [Bank Information] tab

Step 3. Click [Cheque Format] tab

Step 4. Select [Bank Code]

Upload and Replace Cheque Format



(AM) User: fmpSAs Last Login: 28/10/2003 10:29 [Logout](#) | [Help](#) | [中文版本](#)
Current School Year: 2002 28 October 2003 17:57

[S-FCS08-07] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Bank Ledger Information Bank Details Cheque Format Autopay Format

Cheque Format

Bank Code BOC - Bank of China

 Search  Reset

Step 5. Click [Search] button

Upload and Replace Cheque Format

(AM) User: fmpSAs Last Login: 28/10/2003 10:29 [Logout](#) | [Help](#) | [中文版本](#)
Current School Year: 2002 28 October 2003 17:59

[S-FCS08-08] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Bank Ledger Information Bank Details Cheque Format Autopay Format

Cheque Format

Bank Code

Search Reset

Cheque Format Repository			
No	Cheque Format ID	Template File	
1	BOC0001	Download Cheque Format	Upload Cheque Format

Note: Cheque Format ID is auto generated by the system in this format: <Bank Code><system sequence no.>

Add

Step 6. Click [Upload Cheque Format] hyperlink

Upload and Replace Cheque Format

(AM) User: fmpSAs Last Login: 28/10/2003 10:29 Logout | Help | 中文版本
Current School Year: 2002 28 October 2003 18:01

[S-FCS08-08] FMP > Common Setup > Chart of Account Maintenance > Bank Information

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Bank Ledger Information Bank Details Cheque Format Autopay Format

Cheque Format

Bank Code BOC - Bank of China

Search Reset

Cheque Format Repository			
No	Cheque Format ID	Template File	
1	BOC0001	Download Cheque Format	Upload Cheque Format

Note: Cheque Format ID is auto generated by the system in this format: «Bank Code»«system sequence no.»

Add

Upload Cheque Format - Microsoft Internet Explorer

[S-FCS08-09] FMP > Common Setup > Chart of Account Maintenance > Bank Information

Upload Cheque Format

Bank Code BOC

Template File Existed

Template File Browse...

Last Created Cheque Format ID BOC0001

Save Close

Step 7. Click [Browse] button to specify the cheque template file path

Upload and Replace Cheque Format

(AM) User: fmpSAs Last Login: 28/10/2003 10:29 Logout | Help | 中文版本
Current School Year: 2002 28 October 2003 18:01

[S-FCS08-08] FMP > Common Setup > Chart of Account Maintenance > Bank Information

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Bank Ledger Information Bank Details Cheque Format Autopay Format

Cheque Format

Bank Code BOC - Bank of China

Search Reset

Cheque Format Repository			
No	Cheque Format ID	Template File	
1	BOC0001	Download Cheque Format	Upload Cheque Format

Note: Cheque Format ID is auto generated by the system in this format: «Bank Code»«system sequence no.»

Add

Upload Cheque Format - Microsoft Internet Explorer

[S-FCS08-09] FMP > Common Setup > Chart of Account Maintenance > Bank Information

Upload Cheque Format

Bank Code BOC

Template File Existed

Template File C:\Documents and Settings\Ad Browse...

Last Created Cheque Format ID BOC0001

Save Close

Step 8. Click [Save] button

Upload and Replace Cheque Format

(AM) User: fmpSAs Last Login: 28/10/2003 10:29 Logout | Help | 中文版本
Current School Year: 2002 28 October 2003 18:02

[S-FCS08-08] FMP > Common Setup > Chart of Account Maintenance > Bank Information

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information
Bank Ledger Information Bank Details Cheque Format Autopay Format

Cheque Format

Bank Code BOC - Bank of China

Search Reset

Cheque Format Repository			
No	Cheque Format ID	Template File	
1	BOC0001	Download Cheque Format	Upload Cheque Format

Note: Cheque Format ID is auto generated by the system in this format: «Bank Code»«system sequence no.»

Add

Upload Cheque Format - Microsoft Internet Explorer

[S-FCS08-09] FMP > Common Setup > Chart of Account Maintenance > Bank Information

Upload Cheque Format

Bank Code BOC

Template File Existed

Template File C:\Documents and Settings\Ad Browse...

Last Created Cheque Format ID BOC0001

Save Close

Microsoft Internet Explorer

Are you sure to save record?

OK Cancel

Step 9. Confirm the action

View Autopay Format

- This function allows user to search for the Autopay Format available to the selected bank.
- Please note that only searching function is provided. There is no download or upload function, since amendment of Autopay Format is not allowed.
- By default, the system preloads 3 Autopay Formats for the following banks
 - Hang Seng Bank
 - Hong Kong and Shanghai Bank
 - East of Asia

View Autopay Format

User: trainer1 Last Login: 01/08/2003 11:04 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

1 August 2003 13:31

[S-FCS08-10] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)

EDB-Defined Code	Source of Fund	Programme	Ledger	Sub-Ledger	Account	Bank Information
Bank Ledger Information	Bank Details	Cheque Format	Autopay Format			

Autopay Format

Bank Code

Notes: Autopay Format is maintained solely by EDB

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

Step 2. Click [Bank Information] tab

Step 3. Click [Autopay Format] tab

Step 4. Select [Bank Code]

Step 5. Click [Search] button

[S-FCS08-11] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Bank Information](#)

Record found.

[EDB-Defined Code](#) [Source of Fund](#) [Programme](#) [Ledger](#) [Sub-Ledger](#) [Account](#) [Bank Information](#)

[Bank Ledger Information](#) [Bank Details](#) [Cheque Format](#) [Autopay Format](#)

Autopay Format

Bank Code

Autopay Format Repository	
No	Autopay Format
1	0001 - Bank of East Asia Autopay



View the autopay format description of the bank

Chart of Account Maintenance - Programme

- Programme is used to classify expenditure into programme level.
- Programme will be used in Bookkeeping, Budgeting and Staff Cost Modules.
- Maintenance of Programme will perform staff synchronization automatically if Staff Cost Module is not effective. If Staff Cost Module is effective, staff synchronization will be performed automatically in Staff Cost Module.
- Each of the school levels / sessions and accounting years will have its own set of programmes.
- For bi-sessional and through-train schools, user has to prepare budget for each of the school levels / sessions of an accounting year under Budgeting Module and may require to create programme under each individual school level / session.

Add Programme

- This function allows user to create a new programme.
- Default programme “WFMP - Administration Programme” will be created for each of the school levels / sessions of the accounting year when creating a new accounting year.

Add Programme

092003d) - Microsoft Internet Explorer

Favorites Media

Norton AntiVirus

User: tester01 Login Time: 24/11/2003 17:56 Logout | Help | 中文版本

Current School Year: 2002 24 November 2003 18:03

[S-FCS04-01] FMP > Common Setup > Chart of Account Maintenance > Programme

EDB-Defined Code Source of Fund **Programme** Ledger Sub-Ledger Account Bank Information

Sch Level/Session Secondary/Whole Day

Accounting Year (YYYYMMYY) 2000/2001

Search Add Reset

- Common Setup
 - Sch Accounting In
 - A/C Year Maintena
 - COA Maintenance
 - Voucher Type Mai
 - Location Maintena
 - Common Account
 - Report

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

Step 2. Click [Programme] tab

Step 3: Click [Add] button

Add Programme

092003d) - Microsoft Internet Explorer

Favorites

Media

Norton AntiVirus

chool

User: tester01 Login Time: 24/11/2003 17:56 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 November 2003 18:04

[S-FCS04-06] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Programme](#)

EDB-Defined Code

Source of Fund

Programme

Ledger

Sub-Ledger

Account

Bank Information

Add Programme Details

Sch Level/Session

Accounting Year (YYYY/MMYY)

Programme Code

English Description

Chinese Description

Effective Date (DD/MM/YYYY)

Effective Status

Remarks

Secondary/Whole Day

2000/2001

24/11/2003

Active

Save

Back

Step 4. Fill in the fields

Local intranet

Add Programme

092003d) - Microsoft Internet Explorer

Favorites Media

Norton AntiVirus

User: tester01 Login Time: 24/11/2003 17:56 [Logout](#) | [Help](#) | [中文版本](#)



Current School Year: 2002 24 November 2003 18:05

[S-FCS04-06] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Programme](#)

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Add Programme Details

Sch Level/Session	Secondary/Whole Day
Accounting Year (YYYY/MMYY)	2000/2001
Programme Code	CHEM
English Description	Chemistry Meeting
Chinese Description	化學集會
Effective Date (DD/MM/YYYY)	24/11/2003
Effective Status	Active
Remarks	

 Save  Back

Step 5. Click [Save] button

Add Programme – Add Programme Member

Norton AntiVirus

School

User: tester01 Login Time: 24/11/2003 17:56 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 November 2003 18:05

[S-FCS04-04] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Programme](#)

EDB-Defined Code

Source of Fund

Programme

Ledger

Sub-Ledger

Account

Bank Information


Add Programme Member

Accounting Year 2000/2001
Sch Level/Session Secondary/Whole Day
Programme Code CHEM
English Description Chemistry Meeting
Chinese Description 化學集會

Line No.	Staff Code	Leader
1	<input type="text"/>	<input type="checkbox"/>
2	<input type="text"/>	<input type="checkbox"/>
3	<input type="text"/>	<input type="checkbox"/>
4	<input type="text"/>	<input type="checkbox"/>
5	<input type="text"/>	<input type="checkbox"/>

 Save

 Back

 Local intranet

Add Programme – Add Programme Member

Norton AntiVirus

School

User: tester01 Login Time: 24/11/2003 17:56 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 November 2003 18:05

[S-FCS04-04] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Programme](#)

EDB-Defined Code

Source of Fund

Programme

Ledger

Sub-Ledger

Account

Bank Information

Add Programme Member

Accounting Year 2000/2001
Sch Level/Session Secondary/Whole Day
Programme Code CHEM
English Description Chemistry Meeting
Chinese Description 化學集會

Line No.	Staff Code	Leader
1		<input type="checkbox"/>
2		<input type="checkbox"/>
3		<input type="checkbox"/>
4		<input type="checkbox"/>
5		<input type="checkbox"/>

 Save
0015 STAFF AAA 李大文
0061 STAFF AAB 劉文史
9400 STAFF AAH 黎二寶
9401 STAFF AAI 陳冰水
9402 STAFF AAJ 鄭富人
9403 STAFF AAK 郭秀新
9404 STAFF AAL 吳係人
9406 STAFF AAN 梁九
9407 STAFF AAO 梁快
9408 STAFF AAP 梁心

Step 6. Click to select Programme Member

Local intranet

V 1.0

Slide 118

Add Programme – Add Programme Member

chool User: tester01 Login Time: 24/11/2003 17:56 Logout | Help | 中文版本
Current School Year: 2002 24 November 2003 18:06

[S-FCS04-04] FMP > Common Setup > Chart of Account Maintenance > Programme

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Add Programme Member

Accounting Year 2000/2001
Sch Level/Session Secondary/Whole Day
Programme Code CHEM
English Description Chemistry Meeting
Chinese Description 化學集會

Line No.	Staff Code	Leader
1	0015 STAFF AAA 李大文	<input checked="" type="checkbox"/>
2	9400 STAFF AAH 黎二寶	<input type="checkbox"/>
3	9410 STAFF AAR 葉六索	<input type="checkbox"/>
4		<input type="checkbox"/>
5		<input type="checkbox"/>

Save

Back

Step 7. Select the checkbox(es) to appoint the Programme Leader

Step 8. Click [Save] button

Note: At least one leader is selected

Update Programme

- This function allows user to create a new programme.
- User may set the effective status to “Inactive” if the programme is no longer in use.
- For administration programme “WFMP”, user is not allowed to amend English Description, Chinese Description, Effective Date and Effective Status.

Update Programme

2003d) - Microsoft Internet Explorer

favorites Media

Norton AntiVirus

User: tester01 Login Time: 24/11/2003 17:56 Logout | Help | 中文版本




Current School Year: 2002 24 November 2003 18:08

[S-FCS04-01] FMP > Common Setup > Chart of Account Maintenance > Programme

EDB-Defined Code Source of Fund **Programme** Ledger Sub-Ledger Account Bank Information

Sch Level/Session Secondary/Whole Day

Accounting Year (YYYY/MM) 2000/2001

 Search  Add  Reset

- Common Setup
 - Sch Accounting In
 - A/C Year Maintena
 - COA Maintenance
 - Voucher Type Mai
 - Location Maintena
 - Common Account
 - Report

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

Step 2. Click [Programme] tab

Step 3. Select the search criteria

Step 4: Click [Search] button

Update Programme

2003d) - Microsoft Internet Explorer

avorites

Media

Norton AntiVirus

chool

User: tester01 Login Time: 24/11/2003 17:56 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 November 2003 18:08

[S-FCS04-02] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Programme](#)

[EDB-Defined Code](#)

[Source of Fund](#)

[Programme](#)

[Ledger](#)

[Sub-Ledger](#)

[Account](#)

[Bank Information](#)

Sch Level/Session

Secondary/Whole Day

Accounting Year (YYYY/MMYY)

2000/2001

Search

Reset

▼ Bottom

<input type="checkbox"/>	Programme Code	English Description	Chinese Description	Effective Date (DD/MM/YYYY)	Effective Status
<input type="checkbox"/>	0001	Mathematics	數學	01/09/2000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0002	Economics	經濟	01/09/2000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	AC01	Extracurriculum Activity	課外活動	01/09/2000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	0001	Chinese	中文	01/09/2000	<input checked="" type="checkbox"/>
<input type="checkbox"/>	CHEM	Chemistry Meeting	化學集會	24/11/2003	<input checked="" type="checkbox"/>
<input type="checkbox"/>	WFMP	Admin Programme	行政工作計劃	01/09/2000	<input checked="" type="checkbox"/>

▲ Top

Add

Copy to

Delete

Step 5. Click [Programme Code] hyperlink

Local intranet

Update Programme

2003d) - Microsoft Internet Explorer

favorites

Media



Norton AntiVirus



chool

User: tester01 Login Time: 24/11/2003 17:56 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 November 2003 18:09

[S-FCS04-03] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Programme](#)

EDB-Defined Code

Source of Fund

Programme

Ledger

Sub-Ledger

Account

Bank Information

Programme Details

Accounting Year (YYYY/MMYY) 2000/2001

Sch Level/Session Secondary/Whole Day

Programme Code CHEM

English Description

Chemistry Club Meeting

Chinese Description

化學學會集會

Effective Date (DD/MM/YYYY)

24/11/2003



Effective Status

Active



Remarks

Programme Member

<input type="checkbox"/>	Staff	Leader
<input type="checkbox"/>	0015 STAFF AAA 李大文	<input checked="" type="checkbox"/>
<input type="checkbox"/>	9400 STAFF AAH 黎二寶	<input type="checkbox"/>
<input type="checkbox"/>	9410 STAFF AAR 葉六素	<input type="checkbox"/>

Note: At least one leader to select

Add

Delete

Save

Back

Step 6. Update the fields

Step 7. Click [Save] button

Local intranet

Update Programme – Add Programme Member

chool User: tester01 Login Time: 24/11/2003 17:56 Logout | Help | 中文版本
Current School Year: 2002 24 November 2003 18:10

[S-FCS04-03] FMP > Common Setup > Chart of Account Maintenance > Programme

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Programme Details

Accounting Year (YYYY/MMYY) 2000/2001
Sch Level/Session Secondary/Whole Day
Programme Code CHEM
English Description Chemistry Club Meeting
Chinese Description 化學學會集會
Effective Date (DD/MM/YYYY) 24/11/2003
Effective Status Active
Remarks

Programme Member

<input type="checkbox"/>	Staff	Leader
<input type="checkbox"/>	0015 STAFF AAA 李大文	<input checked="" type="checkbox"/>
<input type="checkbox"/>	9400 STAFF AAH 黎二寶	<input type="checkbox"/>
<input type="checkbox"/>	9410 STAFF AAR 葉六素	<input type="checkbox"/>

Note: At least one leader to select

Step 1. Click [Add] button to add programme members

Update Programme – Add Programme Member

Norton AntiVirus

School

User: tester01 Login Time: 24/11/2003 17:56 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 November 2003 18:11

[S-FCS04-04] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Programme](#)

EDB-Defined Code

Source of Fund

Programme

Ledger

Sub-Ledger

Account

Bank Information

Add Programme Member

Accounting Year 2000/2001
Sch Level/Session Secondary/Whole Day
Programme Code CHEM
English Description Chemistry Club Meeting
Chinese Description 化學學會集會

Line No.	Staff Code	Leader
1	<input type="text"/>	<input type="checkbox"/>
2	<input type="text"/>	<input type="checkbox"/>
3	<input type="text"/>	<input type="checkbox"/>
4	<input type="text"/>	<input type="checkbox"/>
5	<input type="text"/>	<input type="checkbox"/>

 Save

 Back

Local intranet

Update Programme – Add Programme Member

Norton AntiVirus

School

User: tester01 Login Time: 24/11/2003 17:56 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 November 2003 18:11

[S-FCS04-04] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Programme](#)

EDB-Defined Code

Source of Fund

Programme

Ledger

Sub-Ledger


Account

Bank Information

Add Programme Member

Accounting Year 2000/2001
Sch Level/Session Secondary/Whole Day
Programme Code CHEM
English Description Chemistry Club Meeting
Chinese Description 化學學會集會

Line No.	Staff Code	Leader
1		<input type="checkbox"/>
2		<input type="checkbox"/>
3		<input type="checkbox"/>
4		<input type="checkbox"/>
5		<input type="checkbox"/>

 Save
0015 STAFF AAA 李大文
0061 STAFF AAB 劉文史
9400 STAFF AAH 黎二賓
9401 STAFF AAI 陳冰水
9402 STAFF AAJ 鄭富人
9403 STAFF AAK 郭秀新
9404 STAFF AAL 吳係人
9406 STAFF AAN 梁九
9407 STAFF AAO 梁快
9408 STAFF AAP 梁心

Step 2. Click to select Programme Member

Local intranet

Update Programme – Add Programme Member

chool User: tester01 Login Time: 24/11/2003 17:56 Logout | Help | 中文版本
Current School Year: 2002 24 November 2003 18:12

[S-FCS04-04] FMP > Common Setup > Chart of Account Maintenance > Programme

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Add Programme Member

Accounting Year 2000/2001
Sch Level/Session Secondary/Whole Day
Programme Code CHEM
English Description Chemistry Club Meeting
Chinese Description 化學學會集會

Line No.	Staff Code	Leader
1	9423 STAFF ABE 章魚	<input type="checkbox"/>
2		<input type="checkbox"/>
3		<input type="checkbox"/>
4		<input type="checkbox"/>
5		<input type="checkbox"/>

Save

Back

Step 3. Select the checkbox(es) to appoint programme leader if necessary

Step 4. Click [Save] button

Update Programme – Delete Programme Member

[S-FCS04-03] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Programme](#)

- EDB-Defined Code
- Source of Fund
- Programme
- Ledger
- Sub-Ledger
- Account
- Bank Information

Programme Details

Accounting Year (YYYY/MMYY)2000/2001

Sch Level/SessionSecondary/Whole Day

Programme CodeCHEM

English DescriptionChemistry Meeting

Chinese Description化學集會

Effective Date (DD/MM/YYYY)24/11/2003

Effective StatusActive

Remarks

Programme Member

	Staff	Leader
<input type="checkbox"/>	0015 STAFF AAA 李大文	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	0400 STAFF AAH 黎二寶	<input type="checkbox"/>
<input type="checkbox"/>	0410 STAFF AAR 葉六素	<input type="checkbox"/>
<input type="checkbox"/>	0423 STAFF ABE 章魚	<input type="checkbox"/>

Note: At least one leader to select

- Add
- Delete
- Save
- Back

Step 1. Select the checkbox(es) next to the [Staff]

- Common Setup
- Sch Accounting In
- A/C Year Maintena
- COA Maintenance
- Voucher Type Mai
- Location Maintena
- Common Account
- Report

Update Programme – Delete Programme Member

Norton AntiVirus

chool

User: tester01 Login Time: 24/11/2003 17:56 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

24 November 2003 18:13

[S-FCS04-03] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Programme](#)

[EDB-Defined Code](#) [Source of Fund](#) [Programme](#) [Ledger](#) [Sub-Ledger](#) [Account](#) [Bank Information](#)

Programme Details

Accounting Year (YYYY/MMYY) 2000/2001

Sch Level/Session Secondary/Whole Day

Programme Code CHEM

English Description Chemistry Meeting

Chinese Description 化學集會

Effective Date (DD/MM/YYYY) 24/11/2003

Effective Status Active

Remarks

Programme Member

<input type="checkbox"/>	Staff	Leader
<input type="checkbox"/>	0015 STAFF AAA 李大文	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	9400 STAFF AAH 黎二寶	<input type="checkbox"/>
<input type="checkbox"/>	9410 STAFF AAR 葉六素	<input type="checkbox"/>
<input type="checkbox"/>	9423 STAFF ABE 章魚	<input type="checkbox"/>

Note: At least one leader to select

[Add](#) [Delete](#) [Save](#) [Back](#)

Step 2. Click [Delete] button

Delete Programme

- This function allows user to delete an existing programme.
- User is not allowed to delete default Programme Code “WFMP”.
- Programme can be deleted if there is no member selected and the programme is not used by any other modules of the selected school level / session and accounting year.
- Alternatively, if the programme is no longer in use, user may update the programme to set the effective status to “Inactive”.

Delete Programme

(AM) User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)
Current School Year: 2002 14 October 2003 10:48

[S-FCS04-01] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Programme](#)

EDB-Defined Code **Source of Fund** **Programme** **Ledger** **Sub-Ledger** **Account** **Bank Information**

Sch Level/Session

Primary/AM

Accounting Year (YYYYYYYY)

2002/2003

 Search

 Add

 Reset

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

Step 2. Click [Programme] tab

Delete Programme

2002) - Microsoft Internet Explorer

favorites Media

Norton AntiVirus

User: fmpSAs Last Login: 13/10/2003 17:05 Logout | Help | 中文版本

Current School Year: 2002 14 October 2003 10:49

[S-FCS04-01] FMP > Common Setup > Chart of Account Maintenance > Programme

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Sch Level/Session Primary/AM

Accounting Year (YYYYYYYY) 2007/2008

Search Add Reset

Common Setup

- Sch Accounting In
- A/C Year Maintena
- COA Maintenance
- Voucher Type Mai
- Location Maintena
- Common Account
- Report

Step 3. Select the search criteria

Step 4: Click [Search] button

Local intranet

Delete Programme

2002) - Microsoft Internet Explorer

avorites

Media

Norton AntiVirus

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

14 October 2003 10:50

[S-FCS04-02] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Programme](#)

EDB-Defined Code

Source of Fund

Programme

Ledger

Sub-Ledger

Account

Bank Information

Sch Level/Session

Primary/AM

Accounting Year (YYYY/YYYY)

2007/2008

 Search

 Reset

<input type="checkbox"/>	<u>Programme Code</u>	<u>English Description</u>	<u>Chinese Description</u>	<u>Effective Date (DD/MM/YYYY)</u>	<u>Effective Status</u>
<input type="checkbox"/>	CHIN	Chinese	中文	18/02/2003	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	ENGL	English	英文	18/02/2003	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MATH	Maths	數學	18/02/2003	<input checked="" type="checkbox"/>
<input type="checkbox"/>	WFMP	Admin Programme	行政工作計劃	17/02/2003	<input checked="" type="checkbox"/>

 Add

 Copy to

 Delete

Step 5. Select the checkbox(es) next to the [Programme Code]

Delete Programme

2002) - Microsoft Internet Explorer

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

14 October 2003 10:50

[S-FCS04-02] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Programme](#)

EDB-Defined Code

Source of Fund

Programme

Ledger

Sub-Ledger

Account

Bank Information

Sch Level/Session

Primary/AM

Accounting Year (YYYY/MM)

2007/2008

 Search

 Reset

<input type="checkbox"/>	<u>Programme Code</u>	<u>English Description</u>	<u>Chinese Description</u>	<u>Effective Date (DD/MM/YYYY)</u>	<u>Effective Status</u>
<input type="checkbox"/>	CHIN	Chinese	中文	18/02/2003	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	ENGL	English	英文	18/02/2003	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MATH	Maths	數學	18/02/2003	<input checked="" type="checkbox"/>
<input type="checkbox"/>	WFMP	Admin Programme	行政工作計劃	17/02/2003	<input checked="" type="checkbox"/>

 Add

 Copy to

 Delete

Step 6: Click [Delete] button

Copy Programme

- This function allows user to copy existing programme(s) from one school level / session and accounting year to another (e.g. 1. copy from Accounting Year 2002/2003 Primary AM to Accounting Year 2002/2003 Primary PM; 2. copy from Accounting Year 2001/2002 Primary AM to Accounting Year 2002/2003 Primary AM).
- When the programmes for the year concerned are similar to any programme of the previous year, this function facilitates user to copy the programmes over so that user does not have to create all programmes again.
- Default programme “WFMP” cannot be copied.

Copy Programme

2002) - Microsoft Internet Explorer

favorites Media

Norton AntiVirus

User: fmpSAs Last Login: 13/10/2003 17:05 Logout | Help | 中文版本

Current School Year: 2002 14 October 2003 10:51

(AM)

[S-FCS04-01] FMP > Common Setup > Chart of Account Maintenance > Programme

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Sch Level/Session Primary/AM

Accounting Year (YYYYYYYY) 2002/2003

Search Add Reset

Common Setup

- Sch Accounting In
- A/C Year Maintena
- COA Maintenance
- Voucher Type Mai
- Location Maintena
- Common Account
- Report

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

Step 2. Click [Programme] tab

Local intranet

Copy Programme

2002) - Microsoft Internet Explorer

avorites

Media

Norton AntiVirus

(AM)

User: fmpSAs Last Login: 13/10/2003 17:05 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

14 October 2003 10:51

[S-FCS04-01] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Programme](#)

EDB-Defined Code

Source of Fund

Programme

Ledger

Sub-Ledger

Account

Bank Information

Sch Level/Session

Primary/AM

Accounting Year (YYYYYYYY)

2007/2008

 Search

 Add

 Reset

Step 3. Select the search criteria

Step 4: Click [Search] button

Copy Programme

User: fmpSAs Last Login: 27/10/2003 16:46 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

27 October 2003 17:35

[S-FCS04-02] FMP > Common Setup > Chart of Account Maintenance > Programme

Programme 1021 deleted successfully.

[EDB-Defined Code](#) [Source of Fund](#) [Programme](#) [Ledger](#) [Sub-Ledger](#) [Account](#) [Bank Information](#)

Sch Level/Session

Primary/AM

Accounting Year (YYYY/YYYY)

2002/2003



Search



Reset

Bottom

<input type="checkbox"/>	Programme Code	English Description	Chinese Description	Effective Date (DD/MM/YYYY)	Effective Status
<input type="checkbox"/>	0008	Programme 0008	工作計劃 0008	01/09/2002	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4448	Programme 0008	工作計劃 0008	01/09/2002	<input checked="" type="checkbox"/>
<input type="checkbox"/>	CHEM	Chemistry Meeting	化學集會	13/10/2003	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	CHIN	Chinese	中文	18/02/2003	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	ENGL	English	英文	18/02/2003	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MAT4	Maths	數學	01/09/2002	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MATH	Maths	數學	18/02/2003	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SPOR	Sports Day	運動會	16/10/2003	<input checked="" type="checkbox"/>
<input type="checkbox"/>	WFMP	Admin Programme	行政工作計劃	01/09/2002	<input checked="" type="checkbox"/>



Add



Copy to



Delete

Step 5. Select the checkbox(es) next to the [Programme Code]

Copy Programme

User: fmpSAs Last Login: 27/10/2003 16:46 Logout | Help | 中文版本

Current School Year: 2002

27 October 2003 17:35

[S-FCS04-02] FMP > Common Setup > Chart of Account Maintenance > Programme

Programme 1021 deleted successfully.

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Sch Level/Session Primary/AM

Accounting Year (YYYY/YYYY) 2002/2003

 Search  Reset

Bottom

<input type="checkbox"/>	Programme Code	English Description	Chinese Description	Effective Date (DD/MM/YYYY)	Effective Status
<input type="checkbox"/>	0008	Programme 0008	工作計劃 0008	01/09/2002	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4448	Programme 0008	工作計劃 0008	01/09/2002	<input checked="" type="checkbox"/>
<input type="checkbox"/>	CHEM	Chemistry Meeting	化學集會	13/10/2003	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	CHIN	Chinese	中文	18/02/2003	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	ENGL	English	英文	18/02/2003	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MAT4	Maths	數學	01/09/2002	<input checked="" type="checkbox"/>
<input type="checkbox"/>	MATH	Maths	數學	18/02/2003	<input checked="" type="checkbox"/>
<input type="checkbox"/>	SPOR	Sports Day	運動會	16/10/2003	<input checked="" type="checkbox"/>
<input type="checkbox"/>	WFMP	Admin Programme	行政工作計劃	01/09/2002	<input checked="" type="checkbox"/>

 Add  Copy to  Delete

Top

Step 6. Click [Copy to] button

[S-FCS04-05] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Programme](#)

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Programme

Copy To

Sch Level/Session

Primary/AM

Accounting Year (YYYY/YYYY)

2002/2003

<input checked="" type="checkbox"/>	Programme Code	English Description	New Programme Code	Include Members <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	CHIN	Chinese	CHIN	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	ENGL	English	ENGL	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MAT4	Maths	MAT4	<input checked="" type="checkbox"/>

[Confirm](#)

[Back](#)

Step 7. Click to select Copy To [Accounting Year]

[S-FCS04-05] FMP > Common Setup > Chart of Account Maintenance > Programme

- Common Setup
 - Sch Accounting In
 - A/C Year Maintena
 - COA Maintenance
 - Voucher Type Mai
 - Location Maintena
 - Common Account
 - Report

EDB-Defined Code Source of Fund Programme Ledger Sub-Ledger Account Bank Information

Programme Copy To

Sch Level/Session Primary/AM

Accounting Year (YYYY/YYYY) 2002/2003

<input type="checkbox"/>	Programme Code	English D		New Programme Code	Include Members
<input type="checkbox"/>	CHIN	Chinese		CHIN	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	ENGL	English		ENG	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MAT4	Maths		MAT4	<input type="checkbox"/>

Confirm Back


Uncheck the box if necessary

Step 8. Change to a new programme code e.g. "AAAA" if necessary or unchecked 'Include Member' checkbox if necessary

Step 9. Click [Confirm] button

Note: A brief Summary

- EDB Defined Code: A summary on the code range of Chart of Account structure.
- Source of Fund, Ledger, Sub-Ledger, Account
 - Part of Chart of Account structure.
 - Add / Update anytime during the year as and when necessary.
- Bank Information
 - An optional setup.
 - Required only if user want to adopt print cheque function and / or bank autopay function.
 - Relate to “Cash at Bank” Ledger Type.
- Programme
 - On school/level basis.
 - A function to be set up yearly for each accounting year.
 - Relate to Budgeting, Bookkeeping, Staff Cost Modules.



Press
ESCAPE
to return