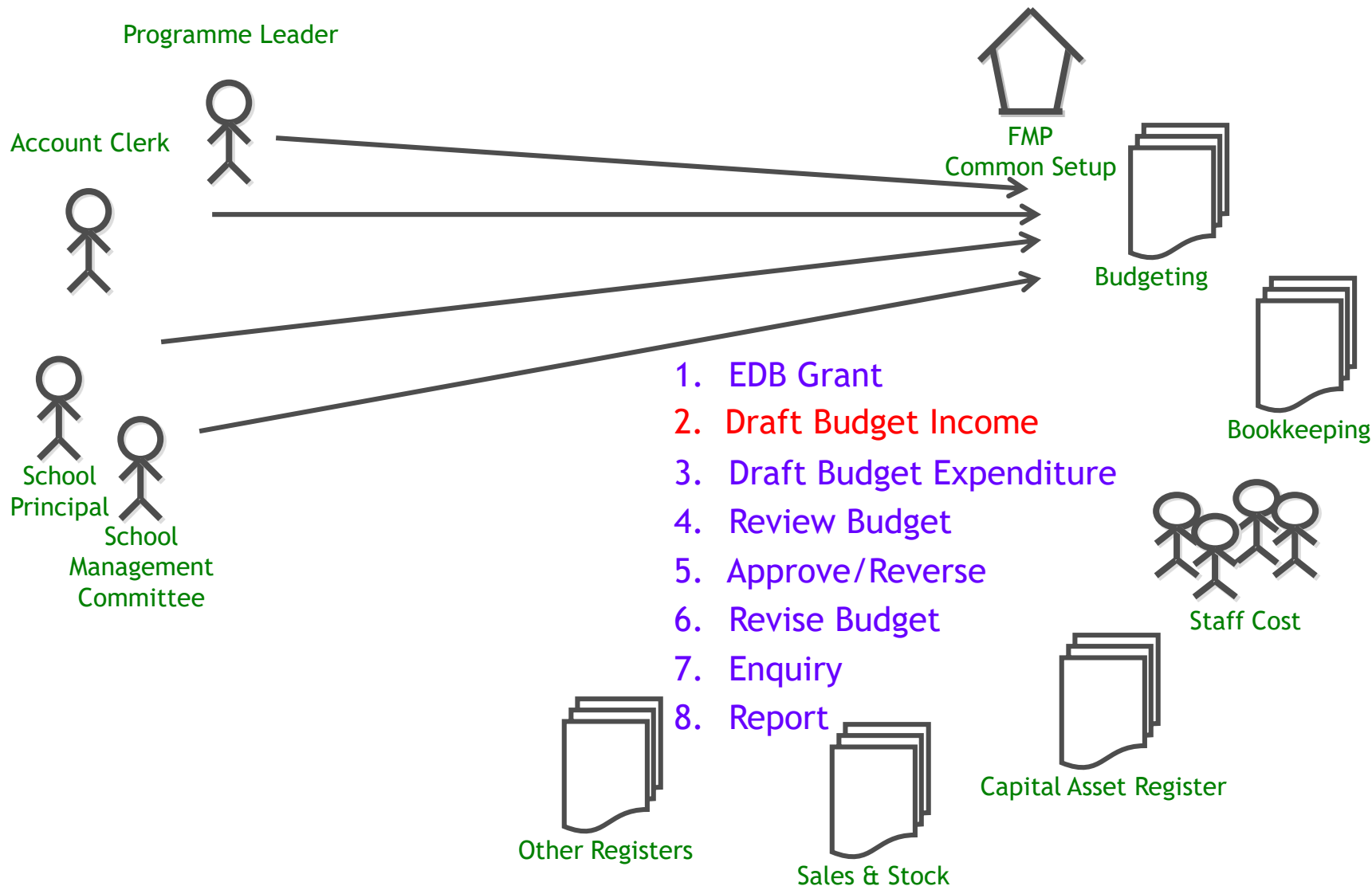


# FMP - Budgeting



# Budgeting - Draft Budget Income

- This function is used for capturing the estimate of funding, i.e. income available to the school from the EDB and other sources which will be used for running the schools.
- Budget Income is prepared at income account level.
- Income accounts can be copied to another school level / session with current or future accounting year, or future accounting year in same school level / session.
- It provides function to School Principal for budget review and approval.
- Budget can be prepared for more than one year. User can print a Five-Year Forecast for Income and Expenditure (R-FBG010-E).
- If the EDB grant is entered, the system will perform a checking of the EDB grant amount against the budget amount.
- For schools with multiple school levels / sessions, user should prepare draft budget income for each of the school levels / sessions separately.

# Create Draft Budget Income

User: miyamoto Last Login: 30/05/2003 09:51 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

30 May 2003 16:07

[S-FBG01-01] [FMP](#) > [Budgeting](#) > [Draft Income](#) > [Prepare Budget Income](#)

Copy by Account [Prepare Budget Income](#)

**Prepare Budget Income**

School Level & Session

Secondary Whole Day

Accounting Year

2002/2003

 Search  Add  Reset

- FMP
  - Common Setup
  - Budgeting
    - EDB Grant
    - Draft Budget Income

Step 1. Click [[Budgeting](#)] → [[Draft Budget Income](#)] from the left menu

By default, display the page of [[Prepare Budget Income](#)]

Step 2. Select the [[Accounting Year](#)]

Step 3. Click [[Add](#)] button

# Create Draft Budget Income

User: miyamoto Last Login: 30/05/2003 09:51 [Logout](#) | [Help](#) | [中文版](#)

Current School Year: 2002

30 May 2003 16:07

[S-FBG01-02] [FMP](#) > [Budgeting](#) > [Draft Income](#) > [Prepare Budget Income](#)

[Copy by Account](#)

[Prepare Budget Income](#)

## Prepare Budget Income

Sch Level/Session

Secondary Whole Day

Accounting Year

2002/2003

EDB Grant

\$

10,000,000.00

Total Budget Amount

\$

5,000.00

Status

Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	G1004016501	Grant Income	5,000.00

Please click Add button to create budget.

[Chart of Account](#)

[Submit for Review](#)

[Add](#)

[Delete](#)

[Save](#)

[Back](#)

Step 4. Click [Add] button. A blank row will be displayed for input

# Create Draft Budget Income

User: miyamoto Last Login: 30/05/2003 09:51 [Logout](#) | [Help](#) | [中文版](#)

Current School Year: 2002

30 May 2003 16:08

[S-FBG01-02] [FMP](#) > [Budgeting](#) > [Draft Income](#) > [Prepare Budget Income](#)

[Copy by Account](#) [Prepare Budget Income](#)

Step 5a. Entry of  
account code: Method 1  
Enter the account code  
directly

Secondary Whole Day  
2002/2003

10,000,000.00  
5,000.00

Status Draft

Account Code		Budget Amount	
		\$	
<input type="checkbox"/>	G1004016501	Grant Income	5,000.00
<input type="checkbox"/>			0.00

Step 5b. Entry of account  
code: Method 2  
Click the search icon

Please click Add button to create budget.

[Chart of Account](#)

[Submit for Review](#)

[Add](#)

[Delete](#)

[Save](#)

[Back](#)

- FMP
  - Common Setup
  - Budgeting
    - EDB Grant
    - Draft Budget Income

# Create Draft Budget Income

Retrieve Account Details - Internet Explorer provided by NCS Pte Ltd

**Input Account Code**

Account Code

Common Account Code

Sort By ☒ User Defined Order ☐ Account Code

**Search Account Code**

Fund Source & Ledger Code

Sub-Ledger Code

Account Code

Step 5bi. Display a new pop up window. User can either type in [Account Code] and click [Copy] button or search [Account Code] and click [Select] button

Notes for search account code: Only active income code can be selected

# Create Draft Budget Income

Retrieve Account Details - Internet Explorer provided by NCS Pte Ltd

**Input Account Code**

Account Code

Common Account Code

Sort By ☒ User Defined Order ☐ Account Code

**Search Account Code**

Fund Source & Ledger Code

Sub-Ledger Code

Account Code

Step 5bii. Select account code from the Common Account Code drop-down list box and click [Copy] button

# Create Draft Budget Income

User: miyamoto Last Login: 30/05/2003 09:51 Logout | Help | 中文版本

Current School Year: 2002

30 May 2003 16:08

[S-FBG01-02] FMP > Budgeting > Draft Income > Prepare Budget Income

Copy by Account Prepare Budget Income

## Prepare Budget Income

Sch Level/Session Secondary Whole Day  
Accounting Year 2002/2003

EDB Grant \$ 10,000,000.00

Total Budget Amount \$ 5,000.00

Status Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	G1004016501	Grant Income	5,000.00
<input type="checkbox"/>	<input type="text"/>		0.00

Please click Add button to create budget.

Chart of Account

Submit for Review

Add

Delete

Save

Back

Step 6. If the desired account code is an inactive code or has not been created, click [Chart of Account] button to maintain Chart of Account.



# Create Draft Budget Income

User: miyamoto Last Login: 30/05/2003 09:51 Logout | Help | 中文版

Current School Year: 2002

30 May 2003 16:08

[S-FBG01-02] FMP > Budgeting > Draft Income > Prepare Budget Income

http://pan/jsp/fcs/coa/maintainAccount.do?caller=COA - Microsoft Internet Explorer

[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 7. A new pop up window is displayed. User can create new account. After finished, user has to close the window.

# Create Draft Budget Income

User: miyamoto Last Login: 30/05/2003 09:51 Logout Help 中文版

Current School Year: 2002

30 May 2003 16:09

[S-FBG01-02] FMP > Budgeting > Draft Income > Prepare Budget Income

Copy by Account

Prepare Budget Income

## Prepare Budget Income

Sch Level/Session

Secondary Whole Day

Accounting Year

2002/2003

EDB Grant

\$

10,000,000.00

Total Budget Amount

\$

15,000.00

Status

Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	G1004016501	Grant Income	5,000.00
<input type="checkbox"/>	G2001001506	TRF to Special Domain Grants A/C	10,000.00

Please click Add button to create budget.

Chart of Account

Submit for Review



Add



Delete



Save



Back

Step 8. Enter [Budget Amount]  
(User can click [Add] button to create accounting line.)  
(User can select checkbox(es) next to [Account Code] to delete the accounting line(s))

Step 9. Click [Save] button

# Create Draft Budget Income

User: miyamoto Last Login: 30/05/2003 09:51 [Logout](#) | [Help](#) | [中文版](#)

Current School Year: 2002

30 May 2003 16:09

[S-FBG01-02] [FMP](#) > [Budgeting](#) > [Draft Income](#) > [Prepare Budget Income](#)

[Copy by Account](#)

[Prepare Budget Income](#)

## Prepare Budget Income


Sch Level/Session  
Accounting Year

Secondary Whole Day  
2002/2003

EDB Grant \$ 10,000,000.00

Total Budget Amount \$ 15,000.00

Status Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	G1004016501	Grant Income	5,000.00
<input type="checkbox"/>	G2001001506 	TRF to Special Domain Grants A/C	10,000.00

Please click Add button to create budget.

[Chart of Account](#)

[Submit for Review](#)

 [Add](#)

 [Delete](#)

 [Save](#)

 [Back](#)

The sum of all budget amount is displayed under the field Total Budget Amount.

# Delete Draft Budget Income

User: miyamoto Last Login: 30/05/2003 09:51 Logout | Help | 中文版本

Current School Year: 2002

30 May 2003 16:09

[S-FBG01-02] FMP > Budgeting > Draft Income > Prepare Budget Income

Copy by Account

Prepare Budget Income

## Prepare Budget Income

Sch Level/Session Secondary Whole Day  
Accounting Year 2002/2003

EDB Grant \$ 10,000,000.00

Total Budget Amount \$ 15,000.00

Status Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	01004016501	Grant Income	5,000.00
<input type="checkbox"/>	02001001506	TRF to Special Domain Grants A/C	10,000.00

Please click Add button to create budget.

Chart of Account

Submit for Review

Add

Delete

Save

Back

Step 1. User can select the checkbox(es) next to [Account Code] and click [Delete] button to delete the draft budget.

Step 2. Click [Save] button to update the record.

# Alternative: Create Draft Budget Income

User: carlawang Last Login: 02/04/2003 14:12 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

2 April 2003 17:42

[S-FBG01-02] [FMP](#) > [Budgeting](#) > [Draft Income](#) > [Prepare Budget Income](#)

[Copy by Account](#)

[Prepare Budget Income](#)

## Add a New Budget

Sch Level/Session

Primary AM

Accounting Year

2001/2002

EDB Grant

\$

10,000,000.00

Total Budget Amount

\$

50,000.00

Budget Amount for 1st Period

\$

20,833.33


Budget Amount for 2nd Period

\$

29,166.67

Status

Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$	Budget Amount for 1st Period \$	Budget Amount for 2nd Period \$
<input type="checkbox"/>	G1004016501 	Grant Income	50,000.00	20,833.33	29,166.67

Please click Add button to create budget.

[Chart of Account](#)

[Submit for Review](#)

[Add](#)

[Delete](#)

[Save](#)

[Back](#)

If the accounting period is from April to March, two periods will be shown on screen. After user has entered the budget amount, the system will automatically divide the budget amount for 1<sup>st</sup> and 2<sup>nd</sup> Period. The ratio between 1<sup>st</sup> and 2<sup>nd</sup> period is 5:7. The user can enter his own figure to the 1<sup>st</sup> Period.

1<sup>st</sup> period refers to April to August which consists of 5 months and 2<sup>nd</sup> period refers to September to March which consists of 7 months.

# Update Draft Budget Income

User: miyamoto Last Login: 30/05/2003 09:51 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

30 May 2003 16:07

[S-FBG01-01] [FMP](#) > [Budgeting](#) > [Draft Income](#) > [Prepare Budget Income](#)

Copy by Account [Prepare Budget Income](#)

Prepare Budget Income

Sch Level/Session

Accounting Year

Secondary Whole Day

2002/2003



Search



Add



Reset

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Income

Step 1. Click [Budgeting] → [Draft Budget Income] from the left menu

By default, display the page of [Prepare Budget Income]

Step 2. Select the search criteria

Step 3. Click [Search] button

# Update Draft Budget Income

User: miyamoto Last Login: 30/05/2003 09:51 Logout | Help | 中文版本

Current School Year: 2002

30 May 2003 16:17

[S-FBG01-02] FMP > Budgeting > Draft Income > Prepare Budget Income

Copy by Account Prepare Budget Income

## Prepare Budget Income

Sch Level/Session Secondary Whole Day  
Accounting Year 2002/2003

EDB Grant \$ 10,000,000.00

Total Budget Amount \$ 15,000.00

Status Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	G1004016501	Grant Income	5,000.00
<input type="checkbox"/>	G2001001506	TRF to Special Domain Grants A/C	10,000.00

Please click Add button to create budget.

Chart of Account

Submit for Review

Add

Delete

Save

Back

Step 4. If budget of the selected accounting year exists and the budget is in “Draft” status (i.e. has not been submitted to Principal for review), update [Budget Amount]

Step 5. Click [Save] button

## Submit Draft Budget Income for Review

- After the school account clerk has finished the budget income preparation, the school account clerk should submit the budget income to Principal for review.
- User should submit all the accounts for review in one time, i.e. user cannot submit individual account for review.
- After the budget income has been submitted for review, the budget status will be changed from “Draft” to “Review”. The budget screen will be changed to display mode. No modification is allowed in Draft Budget Income function. Modification can only be done in 2 ways:
  - 1) Update budget in Review Budget Income
  - 2) Revert budget to draft by clicking “Revert to Draft” button



# Submit Budget Income for Review

User: miyamoto Last Login: 30/05/2003 09:51 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

30 May 2003 16:07

[S-FBG01-01] [FMP](#) > [Budgeting](#) > [Draft Income](#) > [Prepare Budget Income](#)

Copy by Account [Prepare Budget Income](#)

Prepare Budget Income

Sch Level/Session

Accounting Year

Secondary Whole Day

2002/2003



Search



Add



Reset

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Income

Step 1. Click [Budgeting] → [Draft Budget Income] from the left menu

By default, [Prepare Budget Income] page will be displayed

Step 2. Select the search criteria

Step 3. Click [Search] button

# Submit Budget Income for Review

User: miyamoto Last Login: 30/05/2003 09:51 [Logout](#) | [Help](#) | [中文版](#)

Current School Year: 2002

30 May 2003 16:17

[S-FBG01-02] [FMP](#) > [Budgeting](#) > [Draft Income](#) > [Prepare Budget Income](#)

[Copy by Account](#)

[Prepare Budget Income](#)

## Prepare Budget Income

Sch Level/Session

Secondary Whole Day

Accounting Year

2002/2003

EDB Grant

\$

10,000,000.00

Total Budget Amount

\$

15,000.00

Status

Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	G1004016501	Grant Income	5,000.00
<input type="checkbox"/>	G2001001506	TRF to Special Domain Grants A/C	10,000.00

Please click Add button to create budget.

[Chart of Account](#)

[Submit for Review](#)



Add



Delete



Save



Back

Step 4. Click [Submit for Review] button

# Submit Budget Income for Review

User: miyamoto Last Login: 30/05/2003 09:51 [Logout](#) | [Help](#) | [中文版](#)

Current School Year: 2002

30 May 2003 16:21

[S-FBG01-02] [FMP](#) > [Budgeting](#) > [Draft Income](#) > [Prepare Budget Income](#)

Record saved successfully.

[Copy by Account](#)

[Prepare Budget Income](#)

## Prepare Budget Income

Sch Level/Session Secondary Whole Day

Accounting Year 2002/2003

EDB Grant \$ 10,000,000.00

Total Budget Amount \$ 15,000.00

Status Review

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	G1004016501	Grant Income	5,000.00
<input type="checkbox"/>	G2001001506	TRF to Special Domain Grants A/C	10,000.00

Please click Add button to create budget.

[Revert to Draft Budget](#)

[Back](#)

The status is changed from “Draft” to “Review”.  
The budget is ready for school principal to review under [Budget] → [Review Budget].

## Revert Review Budget Income to Draft

- Allow the user to revert the submitted budget income to the “Draft” status.
- If the budget income requires an amendment after it has been submitted for review, the school account clerk can change the budget income to “Draft” status. It is provided that the budget has not been frozen by the Principal.
- After the budget income is reverted to Draft status, the budget status will be changed from “Review” to “Draft”. The budget will be changed from display mode back to edit mode.

# Revert Review Budget Income

User: miyamoto Last Login: 30/05/2003 09:51 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

30 May 2003 16:07

[S-FBG01-01] [FMP](#) > [Budgeting](#) > [Draft Income](#) > [Prepare Budget Income](#)

Copy by Account [Prepare Budget Income](#)

**Prepare Budget Income**

Sch Level/Session

Secondary Whole Day

Accounting Year

2002/2003



Search



Add



Reset

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget I

Step 1. Click [Budgeting] → [Draft Budget Income] from the left menu

By default, display the page of [Prepare Budget Income]

Step 2. Select the search criteria

Step 3. Click [Search] button

# Revert Review Budget Income

User: miyamoto Last Login: 30/05/2003 09:51 Logout Help 中文版

Current School Year: 2002

30 May 2003 16:21

[S-FBG01-02] FMP > Budgeting > Draft Income > Prepare Budget Income

Record saved successfully.

Copy by Account

Prepare Budget Income

## Prepare Budget Income

Sch Level/Session Secondary Whole Day  
Accounting Year 2002/2003

EDB Grant \$ 10,000,000.00

Total Budget Amount \$ 15,000.00

Status Review

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	G1004016501	Grant Income	5,000.00
<input type="checkbox"/>	G2001001506	TRF to Special Domain Grants A/C	10,000.00

Please click Add button to create budget.

Revert to Draft Budget

Back

Step 4. Click [Revert to Draft Budget] button

# Revert Review Budget Income

User: miyamoto Last Login: 30/05/2003 09:51 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

30 May 2003 16:09

[S-FBG01-02] [FMP](#) > [Budgeting](#) > [Draft Income](#) > [Prepare Budget Income](#)

Record saved successfully.

[Copy by Account](#)

[Prepare Budget Income](#)

## Prepare Budget Income

Sch Level/Session Secondary Whole Day  
Accounting Year 2002/2003

EDB Grant \$ 10,000,000.00  
Total Budget Amount \$ 15,000.00

Status Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	G1004016501	Grant Income	5,000.00
<input type="checkbox"/>	G2001001506	TRF to Special Domain Grants A/C	10,000.00

Please click Add button to create budget.

[Chart of Account](#)

[Submit for Review](#)

[Add](#)

[Delete](#)

[Save](#)

[Back](#)

The status is changed from “Review” to “Draft”. The draft budget can be modified or deleted.

## Copy by Account

- User can create a new income budget by copying accounts of the Receipts, Draft or Revised Budget Income from one School Level / Session and Accounting Year to another School Level / Session and Accounting Year. It provides an effective and efficient means to prepare budget.
- To proceed with the copying function, the budget of the designated (copy to) school level / session and accounting year should not have any budgets or the budget is in “Draft” status.
- For multi-school level / session schools, the income accounts can be copied from one school level / session to another school level / session or another accounting year. If it is a single school level / session, the income accounts can only be copied to another accounting year.
- For schools with one server two WebSAMS or two servers two WebSAMS, user in AM session can copy the income accounts from PM session, but cannot copy the income accounts and programmes to PM session.



# Copy Budget by Account

User: miyamoto Last Login: 30/05/2003 09:51 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

30 May 2003 15:51

[S-FBG01-03] [FMP](#) > [Budgeting](#) > [Draft Income](#) > [Copy by Account](#)

**Copy by Account** Prepare Budget Income

Copy From

School Level & Session

Secondary Whole Day

☒ Receipts ☐ Draft Budget Income

Accounting Year

2001/2002

☐ Revised Budget Income

 Search  Reset

- ▼ FMP
  - ▶ Common Setup
  - ▼ Budgeting
    - EDB Grant
    - Draft Budget Income

Step 1. Click [Budgeting] → [Draft Budget Income] from the left menu

Step 2. Click [Copy by Account] tab

Step 3. Click to select [School Level / Session] (if applicable) and [Accounting Year] and choose [Receipts], [Draft Budget Income] or [Revised Budget Income]

Step 4. Click [Search] button

# Copy Budget by Account

User: miyamoto Last Login: 30/05/2003 09:51 Logout | Help | 中文版本

Current School Year: 2002

30 May 2003 15:59

[S-FBG01-03] FMP > Budgeting > Draft Income > Copy by Account

Copy by Account Prepare Budget Income

## Copy From

School Level & Session

Secondary Whole Day

Accounting Year

2001/2002

Status : Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input checked="" type="checkbox"/>	G1009001501	Grant Income	520,000.00
<input checked="" type="checkbox"/>	G1017001501	Grant Income	500,000.00
<input type="checkbox"/>	G1017003501	Grant Income	500,000.00
<input type="checkbox"/>	G1017004501	Grant Income	500,000.00
<input checked="" type="checkbox"/>	G1018001501	Grant Income	150,000.00
<input type="checkbox"/>	G1701503503	Sales of Exercise Books and Stationery	8,000.00

## Copy To

School Level & Session

Secondary Whole Day

Accounting Year

2002/2003

Confirm

Back

Step 5. Select checkbox next to [Account Code]

Step 6. Click to select the target [School Level / Session] (if applicable) and [Accounting Year]

Step 7. Click [Confirm] button

Press  
ESCAPE  
to return