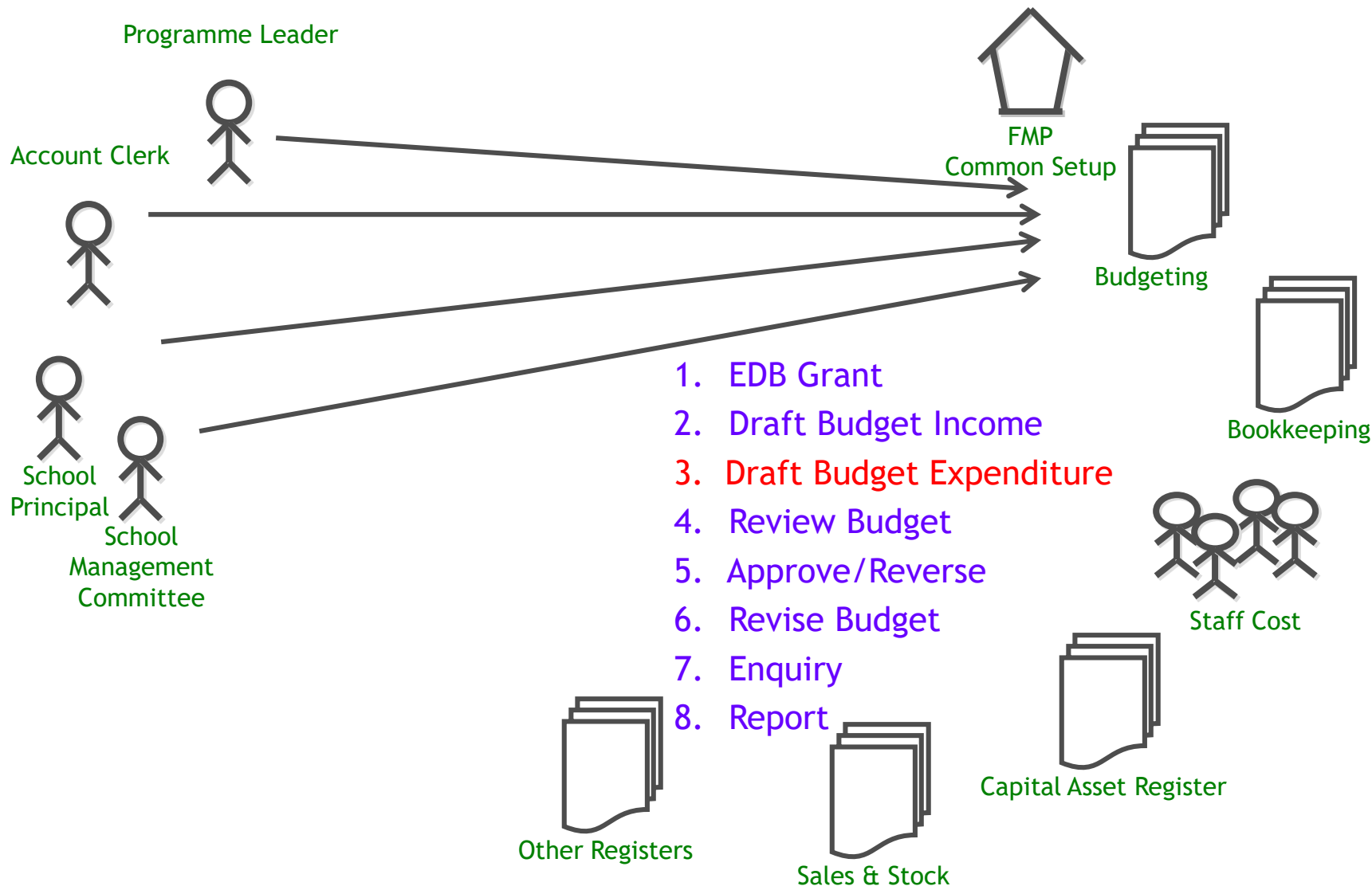


# FMP - Budgeting



# Draft Budget Expenditure

- This function is used for capturing the estimate of expenses, i.e. expenditures spent by different programmes in the school.
- Budget Expenditure is prepared at programme and expenditure account level.
- Programme Leader who is usually a senior teacher should prepare the budget. Role of financial clerk is to input budget on behalf of Programme Leader only.
- Expenditure 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 to review and approve.
- Allow preparing of five years budget and generate a five-year forecast report.

# Create Draft Budget Expenditure

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

Current School Year: 2002

30 May 2003 16:28

[S-FBG02-03] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

## Draft Expenditure

School Level & Session

Accounting Year

Programme Code

Budget Status

Secondary Whole Day

2002/2003

From

ALL

To

ALL

ALL

 Search

 Add

 Reset

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

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

Step 2. Select the [Accounting Year], [Programme Code] and [Budget Status]

Step 3. Click [Add] button

# Create Draft Budget Expenditure – Programme Level

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

Current School Year: 2002

30 May 2003 16:28

[S-FBG02-04] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

## Draft Expenditure

Sch Level/Session	Secondary Whole Day
Accounting Year	2002/2003
Programme Code	From ALL To ALL
EDB Grant	\$ 10,000,000.00
Total Budget Amount	\$ 0.00

Please click on the hyperlink to create budget for individual account code.

<input type="checkbox"/>	Programme Code	
<input type="checkbox"/>	<a href="#">0001</a>	MATHS
<input type="checkbox"/>	<a href="#">0002</a>	ECON
<input type="checkbox"/>	<a href="#">C001</a>	CHINESE
<input type="checkbox"/>	<a href="#">WFMP</a>	Admin Programme

[Create New Programme](#)

[Submit for Review](#)

Step 4a. Click [Programme Code] hyperlink to prepare budget expenditure

Step 4b. If the desired programme does not exist, click [Create New Programme] button to create a new programme code for budget preparation.

WFMP is a default programme  
(The benefit of creating programmes other than WFMP: better monitoring of financial resources and allocation.)

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

# Create Draft Budget Expenditure

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

Current School Year: 2002

30 May 2003 16:28

[S-FBG02-04] FMP > Budgeting > Draft Expenditure > Prepare Budget Expenditure

WebSAMS System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News UFE

Address http://pan/jsp/fcs/coa/searchProgramme.do?caller=COA Go Links

[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/YYYY)			2000/2001			

Search Add Reset

Done Local intranet

Step 4c. A new pop up window is displayed. User can create new programme. After finished, close the pop-up window.

Budget Status

Draft

Draft

Draft

Draft

# Create Draft Budget Expenditure – Programme Level

Login Time: 15/10/2003 18:02 [Logout](#) | [Help](#) | [中文版本](#)

ent School Year: 2001

15 October 2003 18:11

[S-FBG02-04] [FMP](#) > [Budgeting](#) > [Draft Budget Expenditure](#) > [Prepare Budget Expenditure](#)

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

## Prepare Budget Expenditure

Sch Level/Session Primary/AM  
Accounting Year 2002/2003  
Programme Code From ALL To ALL

EDB Grant	\$	0.00
Total Budget Amount	\$	0.00
Budget Amount for 1st Period	\$	0.00
Budget Amount for 2nd Period	\$	0.00

Please click on the hyperlink to create budget for individual account code.

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	Budget Amount for 1st Period \$	Budget Amount for 2nd Period \$	Budget Status
<input type="checkbox"/>	<a href="#">0000</a>	MATHS	0.00	0.00	0.00	Draft
<input type="checkbox"/>	<a href="#">0002</a>	ECON	0.00	0.00	0.00	Draft
<input type="checkbox"/>	<a href="#">0003</a>	ENGLISH	0.00	0.00	0.00	Draft
<input type="checkbox"/>	<a href="#">CHIN</a>	Chinese Programm	0.00	0.00	0.00	Draft
<input type="checkbox"/>	<a href="#">VFMP</a>	Admin Programme	0.00	0.00	0.00	Draft

[Create New Programme](#) [Submit for Review](#) [Revert to Draft Budget](#) [Add](#) [Delete](#) [Save](#) [Back](#)

Step 4d. Click **[Add]** button to add the created programmes  
Step 4e. Click **[Save]** button to save the programmes

- Review Budget
- Approve/Reverse
- Revise Budget
- Enquiry
- Report
- Bookkeeping

# Create Draft Budget Expenditure – Account Code Level

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

Current School Year: 2002

30 May 2003 16:28

[S-FBG02-05] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

## Draft Expenditure

Sch Level/Session Secondary Whole Day  
Accounting Year 2002/2003  
Programme Code WFMP Admin Programme

Total Budget Amount for this Programme. \$ 0.00 **Status** Draft

	Account Code	Description	Budget Amount \$
---	--------------	-------------	---------------------

Please click Add button to create budget.

[Chart of Account](#)



Add



Delete



Save



Back

Step 5. Click [Add] button to add a blank row

# Create Draft Budget Expenditure – Account Code Level

[S-FBG02-05] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

Step 6a. Entry of  
account code: Method 1  
Enter the account code  
directly

[Prepare Budget Expenditure](#)

Secondary Whole Day  
2002/2003  
WFMP Admin Programme

0.00

Status Draft

Account Code	Budget Amount
<input type="text"/>	<input type="text" value="0.00"/>

Step 6b. Entry of account  
code: Method 2  
Click the search icon

Please Click Add button to create budget.

[Chart of Account](#)

[Add](#)

[Delete](#)

[Save](#)

[Back](#)



# Create Draft Budget Expenditure – Account Code Level

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 6bi. 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 expenditure code can be selected

# Create Draft Budget Expenditure – Account Code Level

[S-FBK01-03] FMP > Bookkeeping > Payment Voucher

Retrieve Account Details - Internet Explorer provided by NCS Pte Ltd

Input Account Code	
Account Code	<input type="text"/>
Common Account Code	<input type="text" value=""/>
Sort By	<input checked="" type="radio"/> User Defined Order <input type="radio"/> Account Code

Search Account Code	
Fund Source & Ledger Code	<input type="text" value="11701 - Grants outside OEBG/ EOEBG"/>
Sub-Ledger Code	<input type="text" value=""/>
Account Code	<input type="text" value=""/>

Step 6bii. Select account code from the Common Account Code drop-down list box and click [Copy] button

# Create Draft Budget Expenditure – Account Code Level

[S-FBG02-05] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

## Draft Expenditure

Sch Level/Session Secondary Whole Day  
Accounting Year 2002/2003  
Programme Code WFMP Admin Programme

Total Budget Amount for this Programme. \$ 0.00 **Status** Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	<input type="text"/>		<input type="text" value="0.00"/>

Please click Add button to create budget.

**Chart of Account**



Add



Delete



Save



Back

Step 7. Enter the [Account Code]

If the desired account code cannot be found,  
click [Chart of Account] button to maintain  
Chart of Account.

# Create Draft Budget Expenditure – Account Code Level

[S-FBG02-05] FMP > Budgeting > Draft Expenditure > Prepare Budget Expenditure

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 8. A new pop up window is displayed. User can create new account.

# Create Draft Budget Expenditure – Account Code Level


[S-FBG02-05] FMP > Budgeting > Draft Expenditure > Prepare Budget Expenditure

Copy by Programme Copy by Account Prepare Budget Expenditure

## Draft Expenditure

Sch Level/Session Secondary Whole Day  
Accounting Year 2002/2003  
Programme Code WFMP Admin Programme

Total Budget Amount for this Programme. \$ 20,000.00 Status Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	G1003001001 	Grant Expenses	<input type="text" value="20,000.00"/>

Please click Add button to create budget.

Chart of Account

 Add

 Delete

 Save

 Back

Step 9. Click [Back] button to return to the screen of programme level.

# Delete Draft Budget Expenditure – Programme Level

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

Current School Year: 2002

30 May 2003 16:30

[S-FBG02-04] FMP > Budgeting > Draft Expenditure > Prepare Budget Expenditure

Copy by Programme Copy by Account Prepare Budget Expenditure

## Draft Expenditure

Sch Level/Session Secondary Whole Day  
Accounting Year 2002/2003  
Programme Code From ALL To ALL

EDB Grant \$ 10,000,000.00  
Total Budget Amount \$ 30,000.00

Please click on the hyperlink to create budget for individual account code.

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	Budget Status
<input type="checkbox"/>	<a href="#">001</a>	MATHS	0.00	Draft
<input type="checkbox"/>	<a href="#">002</a>	ECON	0.00	Draft
<input type="checkbox"/>	<a href="#">001</a>	CHINESE	10,000.00	Draft
<input type="checkbox"/>	<a href="#">VFMP</a>	Admin Programme	20,000.00	Draft

Create New Programme

Submit for Review

Revert to Draft Budget

Add

Delete

Save

Back

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

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

# Alternative - Create Draft Budget Expenditure

User: carlawang Last Login: 02/04/2003 14:12 Logout Help 中文版本

Current School Year: 2002

2 April 2003 17:47

[S-FBG02-05] FMP > Budgeting > Draft Expenditure > Prepare Budget Expenditure

Copy by Programme Copy by Account Prepare Budget Expenditure

## Draft Expenditure

Sch Level/Session Primary AM  
Accounting Year 2001/2002  
Programme Code WFMP Admin Programme

Total Budget Amount for this Programme. \$ 40,000.00  
Budget Amount for 1st Period \$ 16,666.67  
Budget Amount for 2nd Period \$ 23,333.33 Status Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$	Budget Amount for 1st Period \$	Budget Amount for 2nd Period \$
<input type="checkbox"/>	G1004016001	Grant Expenses	40,000.00	16,666.67	23,333.33

Please click Add button to create budget.

Chart of Account

Add

Delete

Save

Back

If the accounting period is from April to March, there are two periods. After user has entered the budget amount 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, or the user would enter his own amount for the 1<sup>st</sup> period

# Update Draft Budget Expenditure

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

Current School Year: 2002

30 May 2003 16:28

[S-FBG02-03] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

## Draft Expenditure

Sch Level/Session

Secondary Whole Day

Accounting Year

2002/2003

Programme Code

From

ALL

To

ALL

Budget Status

ALL

 Search

 Add

 Reset

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

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

Step 2. Select the search criteria

Step 3. Click [Search] button



# Update Draft Budget Expenditure – Programme Level

[S-FBG02-04] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)[Copy by Programme](#)[Copy by Account](#)[Prepare Budget Expenditure](#)

## Draft Expenditure

Sch Level/Session Secondary Whole Day  
 Accounting Year 2002/2003  
 Programme Code From ALL To ALL

EDB Grant \$ 10,000,000.00  
 Total Budget Amount \$ 30,000.00

Please click on the hyperlink to create budget for individual account code.

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	Budget Status
<input type="checkbox"/>	<a href="#">0001</a>	MATHS	0.00	Draft
<input type="checkbox"/>	<a href="#">0002</a>	ECON	0.00	Draft
<input type="checkbox"/>	<a href="#">C001</a>	CHINESE	10,000.00	Draft
<input type="checkbox"/>	<a href="#">VVFMP</a>	Admin Programme	20,000.00	Draft

[Create New Programme](#)[Submit for Review](#)[Revert to Draft Budget](#)[Add](#)[Delete](#)[Save](#)[Back](#)

Step 4. Click hyperlink under [Programme Code]

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

# Update Draft Budget Expenditure – Account Code Level

[S-FBG02-05] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

## Draft Expenditure

Sch Level/Session Secondary Whole Day  
Accounting Year 2002/2003  
Programme Code WFMP Admin Programme

Total Budget Amount for this Programme. \$ 20,000.00 **Status** Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	G1003001001	Grant Expenses	20,000.00

Please click Add button to create budget.

[Chart of Account](#)

[Add](#)

[Delete](#)

[Save](#)

[Back](#)

Step 5. Update [Budget Amount]

Step 6. Click [Save] button

## Submit Draft Budget Expenditure for Review

- After the programme leader or school account clerk has finished the budget expenditure preparation, the programme leader or school account clerk should submit the budget expenditure to Principal for review.
- User can submit individual programme for review.
- After the budget expenditure for the programmes have been submitted for review, the budget status of those selected programmes will be changed from “Draft” to “Review”. Those budget lines will be changed to display mode. No modification is allowed. 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 Draft Budget Expenditure for Review

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

Current School Year: 2002

30 May 2003 16:28

[S-FBG02-03] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

## Draft Expenditure

Sch Level/Session

Secondary Whole Day

Accounting Year

Programme Code

2002/2003

From

ALL

To

ALL

Budget Status

ALL



Search



Add



Reset

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

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

Step 2. Select the search criteria

Step 3. Click [Search] button

# Submit Draft Budget Expenditure for Review

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

Current School Year: 2002

30 May 2003 16:30

[S-FBG02-04] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

Record saved successfully.

[Copy by Programme](#)

[Copy by Account](#)

[Prepare Budget Expenditure](#)

## Draft Expenditure

Sch Level/Session Secondary Whole Day

Accounting Year 2002/2003

Programme Code From ALL To ALL

EDB Grant \$ 10,000,000.00

Total Budget Amount \$ 30,000.00

Please click on the hyperlink to create budget for individual account code.

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	Budget Status
<input type="checkbox"/>	<a href="#">001</a>	MATHS	0.00	Draft
<input type="checkbox"/>	<a href="#">002</a>	ECON	0.00	Draft
<input type="checkbox"/>	<a href="#">001</a>	CHINESE	10,000.00	Draft
<input type="checkbox"/>	<a href="#">MFMP</a>	Admin Programme	20,000.00	Draft

[Create New Programme](#)

[Submit for Review](#)

[Revert to Draft Budget](#)

[Add](#)

[Delete](#)

[Save](#)

[Back](#)

Step 4. Select checkbox(es) next to [Programme Code] (The status is "Draft")

Step 5. Click [Submit for Review] button

# Submit Draft Budget Expenditure for Review

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

Current School Year: 2002

30 May 2003 16:30

[S-FBG02-04] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

## Draft Expenditure

Sch Level/Session Secondary Whole Day  
Accounting Year 2002/2003  
Programme Code From ALL To ALL

EDB Grant \$ 10,000,000.00  
Total Budget Amount \$ 30,000.00

Please click on the hyperlink to create budget for individual account code.

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	Budget Status
<input type="checkbox"/>	<a href="#">0001</a>	MATHS	0.00	Draft
<input type="checkbox"/>	<a href="#">0002</a>	ECON	0.00	Draft
<input type="checkbox"/>	<a href="#">C001</a>	CHINESE	10,000.00	Review
<input type="checkbox"/>	<a href="#">VFMP</a>	Admin Programme	20,000.00	Review

[Create New Programme](#)

[Submit for Review](#)

[Revert to Draft Budget](#)

[Add](#)

[Delete](#)

[Save](#)

[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 Expenditure to Draft

- Allow the user to revert the submitted budget expenditure lines to the “Draft” status.
- If user want to make amendment after the budget has been submitted for review, user can revert the programme to “Draft”. It is provided that the budget has not been frozen by the Principal.
- After the budget is reverted to Draft status, the budget status will be changed from “Review” to “Draft”. The budget line will be changed from display mode back to edit mode.

# Revert Review Budget Expenditure to Draft

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

Current School Year: 2002

30 May 2003 16:28

[S-FBG02-03] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

## Draft Expenditure

School Level & Session

Secondary Whole Day

Accounting Year

2002/2003

Programme Code

From

ALL

To

ALL

Budget Status

ALL



Search



Add



Reset

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

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

Step 2. Select the search criteria

Step 3. Click [Search] button



# Revert Review Budget Expenditure to Draft

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

Current School Year: 2002

30 May 2003 16:30

[S-FBG02-04] FMP > Budgeting > Draft Expenditure > Prepare Budget Expenditure

Copy by Programme Copy by Account Prepare Budget Expenditure

## Draft Expenditure

Sch Level/Session Secondary Whole Day  
Accounting Year 2002/2003  
Programme Code From ALL To ALL

EDB Grant \$ 10,000,000.00  
Total Budget Amount \$ 30,000.00

Please click on the hyperlink to create budget for individual account code.

	Programme Code	Description	Budget Amount \$	Budget Status
<input type="checkbox"/>	<a href="#">0001</a>	MATHS	0.00	Draft
<input type="checkbox"/>	<a href="#">0002</a>	ECON	0.00	Draft
<input checked="" type="checkbox"/>	<a href="#">C001</a>	CHINESE	10,000.00	Review
<input type="checkbox"/>	<a href="#">VFMP</a>	Admin Programme	20,000.00	Review

Create New Programme Submit for Review **Revert to Draft Budget** Add Delete Save Back

Step 4. Select checkbox(es) next to [Programme Code] which should be in "Review" status

Step 5. Click [Revert to Draft Budget] button

# Revert Review Budget Expenditure to Draft

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

Current School Year: 2002

30 May 2003 16:30

[S-FBG02-04] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

Record updated successfully.

[Copy by Programme](#)

[Copy by Account](#)

[Prepare Budget Expenditure](#)

## Draft Expenditure

Sch Level/Session Secondary Whole Day

Accounting Year 2002/2003

Programme Code From ALL To ALL

EDB Grant \$ 10,000,000.00

Total Budget Amount \$ 30,000.00

Please click on the hyperlink to create budget for individual account code.

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	Budget Status
<input type="checkbox"/>	<a href="#">0001</a>	MATHS	0.00	Draft
<input type="checkbox"/>	<a href="#">0002</a>	ECON	0.00	Draft
<input type="checkbox"/>	<a href="#">C001</a>	CHINESE	10,000.00	Draft
<input type="checkbox"/>	<a href="#">WFMP</a>	Admin Programme	20,000.00	Review

[Create New Programme](#)

[Submit for Review](#)

[Revert to Draft Budget](#)

[Add](#)

[Delete](#)

[Save](#)

[Back](#)

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

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

## Copy by Programme

- User can create a new expenditure budget by copying the programmes of Committed Amount, Draft or Revised Budget Expenditure 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.
- The new programme code must exist and be effective in the “Copy to” School Level / Session and Accounting Year.

# Copy by Programme

[S-FBG02-01] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Copy by Programme](#)

**Copy by Programme**

Copy by Account

Prepare Budget Expenditure

Copy From

School Level & Session

Secondary Whole Day

☐ Committed Amount

☒ Draft Budget Expenditure

Accounting Year

2001/2002

☐ Revised Budget Expenditure



Search



Reset

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget I

Draft Budget E

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

Step 2. Click [Copy by Programme] tab

Step 3. Select the search criteria

Step 4. Click [Search] button

# Copy by Programme

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

Current School Year: 2002

30 May 2003 17:16

[S-FBG02-02] FMP > Budgeting > Draft Expenditure > Copy by Programme

Copy by Programme Copy by Account Prepare Budget Expenditure

## Copy From

School Level & Session

Secondary Whole Day

Accounting Year

2001/2002

Status Draft

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	New Programme Code
<input type="checkbox"/>	0001	MATHS	80,000.00	<input type="text" value="0001"/>
<input type="checkbox"/>	AC01	ACTIVITY 01	16,400.00	<input type="text" value="AC01"/>
<input type="checkbox"/>	SD01	Sport Day01	10,000.00	<input type="text" value="SD01"/>
<input type="checkbox"/>	WFMP	Admin Programme	1,793,000.00	<input type="text" value="WFMP"/>

## Copy To

School Level & Session

Secondary Whole Day

Accounting Year

2002/2003

Confirm

Create New Programme

Back

If the desired programme code does not exist in the Programme Code selection box, user can click [Create New Programme] button to create new programme.

Step 5. Select checkbox(es) next to [Programme Code] and enter [New Programme Code]

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

Step 7. Click [Confirm] button

## Copy by Account

- User can create a new expenditure budget by copying accounts of the Committed Amount, Draft or Revised Budget Expenditure 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.
- Allow user to copy selected account codes of a programme to another programme or several programmes.
- To proceed with the copying function, the budget of the designated (copy to) school level / session and accounting year should not have no budget created or the budget is in “Draft” status.
- The new programme code must exist and be effective in the “Copy to” School Level / Session and Accounting Year.

# Copy by Account

[S-FBG02-06] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Copy by Account](#)

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

Copy From

School Level & Session

Secondary Whole Day

☐ Committed Amount ☒ Draft Budget Expenditure

Accounting Year

2001/2002

☐ Revised Budget Expenditure

Programme Code

0001 MATHS

 Search

 Reset

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget

Draft Budget

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

Step 2. Click [Copy by Account] tab

Step 3. Select the search criteria

Step 4. Click [Search] button

# Copy by Account

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

Current School Year: 2002

30 May 2003 17:17

[S-FBG02-07] FMP > Budgeting > Draft Expenditure > Copy by Account

Copy by Programme Copy by Account Prepare Budget Expenditure

## Copy From

School Level & Session

Secondary Whole Day

Accounting Year

2001/2002

Programme Code

0001 MATHS

Status Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	G1011001001	Grant Expenses	40,000.00
<input type="checkbox"/>	G2046001001	Grant Expenses	8,000.00
<input type="checkbox"/>	G3015001001	Grant Expenses	32,000.00

## Copy To

School Level & Session

Secondary Whole Day

Accounting Year

2002/2003

Programme Code

From ALL

To ALL

Confirm

Create New Programme

If the desired programme code does not exist in the Programme Code selection box, user can click [Create New Programme] button to create new programme.

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