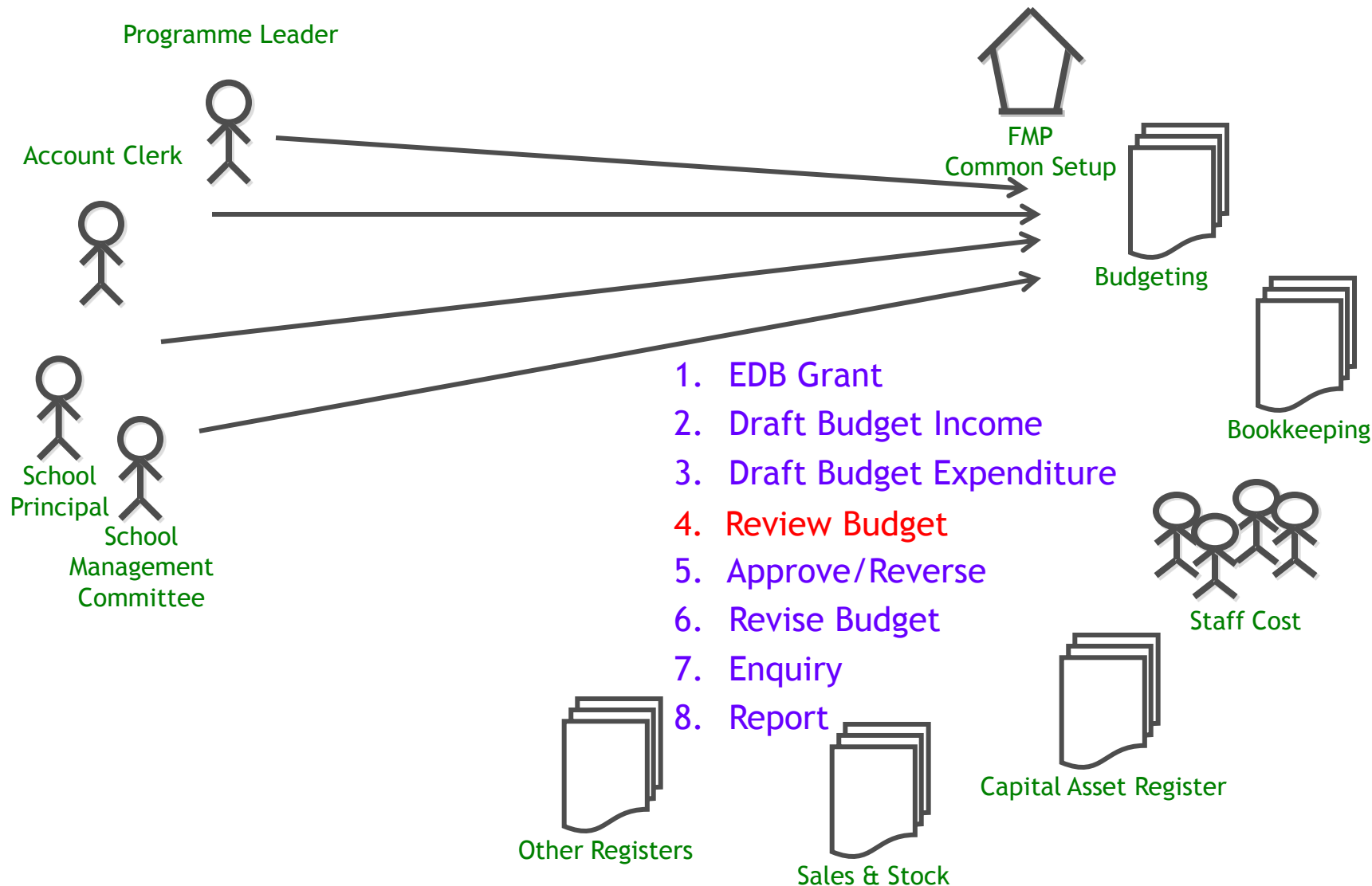


FMP - Budgeting



Budgeting - Review Budget

Purpose:

- For the purpose of duties segregation, the school account clerk does not have default access rights to review, freeze and unfreeze budget.
- Review budget allows Principal to review and amend the budget prepared by the school account clerk before submitting the budget for School Management Committee (SMC) to approve. Before the budget is frozen for SMC approval, Principal can directly amend the budget.
- After the budget is frozen for SMC approval, the budget cannot be amended.
- Unfreeze budget allows the Principal to unfreeze the frozen budget for further modification before submitting to School Management Committee (SMC). After the budget has been unfrozen, Principal can directly amend the budget. The budget status will be changed from “Freeze” to “Review”. The budget screen will be changed from display mode to edit mode.
- For schools with multiple school levels / sessions, user should review budget for each of the school levels / sessions separately.

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Income

Draft Budget Expenditure

Review Budget

[S-FBG03-02] FMP > Budgeting > Review Budget > Income

Income Expenditure

Review Budget

School Level & Session

Secondary Whole Day

Accounting Year

2000/2001

 Search

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

By default, display the page of [Income]

Step 2. Select the search criteria

Step 3. Click [Search] button

Freeze Budget Income

User: fmp_admin Last Login: 04/03/2003 17:50 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

5 March 2003 10:38

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Inc

Draft Budget Exp

Review Budget

[S-FBG03-02] FMP > Budgeting > Review Budget > Income

Income Expenditure

Review Budget

School Level & Session

Secondary Whole Day

Accounting Year

2000/2001

EDB Grant

\$

1,000,000.00

Total Budget Amount

\$

5,000.00

Status Review

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

Chart of Account

Freeze for Approval

Add

Delete

Save

Back

Step 3. Click [Freeze for Approval] for School Management Committee Approval

Freeze Budget Income

User: fmp_admin Last Login: 04/03/2003 17:50 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

5 March 2003 11:15

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Income

Draft Budget Expenditure

Review Budget

[S-FBG03-02] FMP > Budgeting > Review Budget > Income

Record saved successfully.

Income Expenditure

Review Budget

School Level & Session

Secondary Whole Day

Accounting Year

2000/2001

EDB Grant

\$

1,000,000.00

Total Budget Amount

\$

5,000.00

Status Freeze

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

Unfreeze

Back

The status is now changed from “Review” to “Freeze”

Freeze Budget Income

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

Current School Year: 2002

30 May 2003 17:58

[S-FBG03-02] FMP > Budgeting > Review Budget > Income

Income Expenditure

Review Budget

School Level & Session
Accounting Year

Secondary Whole Day
2002/2003

EDB Grant \$ 10,000,000.00
Total Budget Amount \$ 16,000.00

Status Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	G1003001501	Grant Income	1,000.00
<input type="checkbox"/>	G1004016501	Grant Income	5,000.00
<input type="checkbox"/>	G2001001506	TRF to Special Domain Grants A/C	10,000.00

Back

If the status is shown as draft (means the clerk does not finish the draft process), the principal cannot freeze the budget

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

Freeze Budget Income

- After the Principal has freezed the budget, the status for the selected budget Income will be updated to “Freeze”. User cannot edit the budget.
- Please note that user cannot revert the budget status to “Draft” under Draft Budget Income application if the budget has been frozen.

Unfreeze Budget Income

User: fmp_admin Last Login: 04/03/2003 17:50 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

5 March 2003 10:35

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Inc

Draft Budget Exp

Review Budget

[S-FBG03-02] FMP > Budgeting > Review Budget > Income

Income Expenditure

Review Budget

School Level & Session

Secondary Whole Day

Accounting Year

2000/2001

Search

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

By default, display the page of [Income]

Step 2. Enter the search criteria

Step 3. Click [Search] button

Unfreeze Budget Income

User: fmp_admin Last Login: 04/03/2003 17:50 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

5 March 2003 11:15

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Income

Draft Budget Expenditure

Review Budget

[S-FBG03-02] FMP > Budgeting > Review Budget > Income

Record saved successfully.

Income Expenditure

Review Budget

School Level & Session

Secondary Whole Day

Accounting Year

2000/2001

EDB Grant

\$

1,000,000.00

Total Budget Amount

\$

5,000.00

Status Freeze

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

Unfreeze

Back

Step 4. Click [Unfreeze] button

Unfreeze Budget Income

User: fmp_admin Last Login: 04/03/2003 17:50 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

5 March 2003 11:15

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Income

Draft Budget Expenditure

Review Budget

[S-FBG03-02] FMP > Budgeting > Review Budget > Income

Record saved successfully.

Income Expenditure

Review Budget

School Level & Session

Secondary Whole Day

Accounting Year

2000/2001

EDB Grant

\$

1,000,000.00

Total Budget Amount

\$

5,000.00

Status

Review

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

Chart of Account

Freeze for Approval

 Add

 Delete

 Save

 Back

The status is changed from “Freeze” to “Review”

Unfreeze Budget Income

- After unfreeze budget, the status for budget income will be changed from “Freeze” to “Review”. Budget screen will be changed from display mode to edit mode. User can amend the budget.

Freeze Budget Expenditure

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Inc

Draft Budget Exp

Review Budget

[S-FBG03-03] FMP > Budgeting > Review Budget > Expenditure

Income Expenditure

Review Budget Expenditure

School Level & Session

Secondary Whole Day

Accounting Year

2000/2001

Programme Code

From ALL

To ALL

Budget Status

ALL

 Search

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

Step 2. Click [Expenditure] tab

Step 3. Select the search criteria

Step 4. Click [Search] button

Freeze Budget Expenditure

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Inc

Draft Budget Exp

Review Budget

[S-FBG03-04] FMP > Budgeting > Review Budget > Expenditure

Income Expenditure

Review Budget Expenditure

School Level & Session Secondary Whole Day

Accounting Year 2000/2001

Programme Code From ALL To ALL

EDB Grant \$ 1,000,000.00

Total Budget Amount \$ 2,000.00

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	Budget Status
<input type="checkbox"/>	CH00	Chemistry Admin	2,000.00	Review

Create New Programme

Freeze for Approval

Unfreeze

 Add Delete Save Back

Step 5. Select checkbox next to [Programme Code]

Step 6. Click [Freeze for Approval]

Freeze Budget Expenditure

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Inc

Draft Budget Exp

Review Budget

[S-FBG03-04] FMP > Budgeting > Review Budget > Expenditure

Record updated successfully

Income Expenditure

Review Budget Expenditure

School Level & Session Secondary Whole Day
Accounting Year 2000/2001
Programme Code From ALL To ALL

EDB Grant \$ 1,000,000.00
Total Budget Amount \$ 2,000.00

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	Budget Status
<input type="checkbox"/>	CH00	Chemistry Admin	2,000.00	Freeze

[Create New Programme](#) [Freeze for Approval](#) [Unfreeze](#) [Add](#) [Delete](#) [Save](#)[Back](#)

The status is changed from “Review” to “Freeze”

Freeze Budget Expenditure

- After the Principal has freezed the budget, the status for the selected budget expenditure lines will be updated to “Freeze”. User cannot edit the budget.
- Please also note that user cannot revert the budget lines status to “Draft” under Draft Budget Expenditure application if the budget lines have been frozen.

Unfreeze Budget Expenditure

User: fmp_admin Last Login: 04/03/2003 17:50 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

5 March 2003 10:54

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Inc

Draft Budget Exp

Review Budget

[S-FBG03-03] FMP > Budgeting > Review Budget > Expenditure

Income **Expenditure**

Review Budget Expenditure

School Level & Session

Accounting Year

Programme Code

Budget Status

Secondary Whole Day

2000/2001

From ALL

To ALL

ALL

 Search

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

Step 2. Click [Expenditure] tab

Step 3. Enter the search criteria

Step 4. Click [Search] button

Unfreeze Budget Expenditure

User: fmp_admin Last Login: 04/03/2003 17:50 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

5 March 2003 11:00

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Inc

Draft Budget Exp

Review Budget

[S-FBG03-04] FMP > Budgeting > Review Budget > Expenditure

Record updated successfully

Income Expenditure

Review Budget Expenditure

School Level & Session Secondary Whole Day

Accounting Year 2000/2001

Programme Code From ALL To ALL

EDB Grant \$ 1,000,000.00

Total Budget Amount \$ 2,000.00

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	Budget Status
<input type="checkbox"/>	CH00	Chemistry Admin	2,000.00	Freeze

Create New Programme

Freeze for Approval

Unfreeze

Add

Delete

Save

Back

Step 5. Check boxes under [Programme Code]

Step 6. Click [Unfreeze] button

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Inc

Draft Budget Exp

Review Budget

[S-FBG03-04] FMP > Budgeting > Review Budget > Expenditure

Record updated successfully

Income Expenditure

Review Budget Expenditure

School Level & Session Secondary Whole Day

Accounting Year 2000/2001

Programme Code From ALL To ALL

EDB Grant \$ 1,000,000.00

Total Budget Amount \$ 2,000.00

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	Budget Status
<input type="checkbox"/>	CH00	Chemistry Admin	2,000.00	Review

Create New Programme

Freeze for Approval

Unfreeze

 Add

 Delete

 Save

 Back

The status is changed from "Freeze" to "Review"

Unfreeze Budget Expenditure

- After unfreeze budget, the status for budget expenditure lines will be changed from “Freeze” to “Review”. Budget lines will be changed from display mode to edit mode. User can amend the budget.

Review Budget Expenditure - Add New Programme

- User can create new programme code in Chart of Account function in Common Setup Module or click the **[Create New Programme]** button in Review Budget screen.
- Unlike Draft Budget Expenditure, the system will not add all programmes at once after clicking the **[Add]** button. Only 1 programme will be added every time after the **[Add]** button is clicked.

Review Budget Expenditure

User: fmpuser Login Time: 22/10/2003 14:55 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

22 October 2003 16:06

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Inc

Draft Budget Exp

Review Budget

[S-FBG03-04] [FMP](#) > [Budgeting](#) > [Review Budget](#) > [Expenditure](#)

Income **Expenditure**

Review Budget Expenditure

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

EDB Grant	\$	0.00
Total Budget Amount	\$	9,000,300.40
Budget Amount for 1st Period	\$	3,750,041.84
Budget Amount for 2nd Period	\$	5,250,258.56

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	Budget Amount for 1st Period \$	Budget Amount for 2nd Period \$	Budget Status
<input type="checkbox"/>	CHIN	CHINESE	9,000,000.40	3,750,000.17	5,250,000.23	Draft
<input type="checkbox"/>	STAR	STAR	300.00	41.67	258.33	Draft

Create New Programme

Freeze for Approval

Unfreeze

 Add

 Delete

 Save

 Back

Review Budget Expenditure

User: fmpuser Login Time: 22/10/2003 14:55 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

22 October 2003 16:09

[S-FBG03-04] [FMP](#) > [Budgeting](#) > [Review Budget](#) > [Expenditure](#)

Income **Expenditure**

Review Budget Expenditure

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

EDB Grant \$ 0.00
Total Budget Amount \$ 9,000,300.40
Budget Amount for 1st Period \$ 3,750,041.84
Budget Amount for 2nd Period \$ 5,250,258.56

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	Budget Amount for 1st Period \$	Budget Amount for 2nd Period \$	Budget Status
<input type="checkbox"/>	CHIN	CHINESE	9,000,000.40	3,750,000.17	5,250,000.23	Draft
<input type="checkbox"/>	STAR	STAR	300.00	41.67	258.33	Draft
<input type="checkbox"/>	0000		0.00	0.00	0.00	Review

Step 1. Click [Add] button.

Step 2. A selection box will be shown.
Select the programme code to be added.

Review Budget Expenditure

User: fmpuser Login Time: 22/10/2003 15:14 [Logout](#) | [Help](#) | [中文版](#)

Current School Year: 2001

22 October 2003 16:11

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Inc

Draft Budget Exp

Review Budget

[S-FBG03-04] FMP > Budgeting > Review Budget > Expenditure

Record saved successfully.

Income Expenditure

Review Budget Expenditure

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

EDB Grant \$ 0.00
Total Budget Amount \$ 9,000,300.40
Budget Amount for 1st Period \$ 3,750,041.84
Budget Amount for 2nd Period \$ 5,250,258.56

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	Budget Amount for 1st Period \$	Budget Amount for 2nd Period \$	Budget Status
<input type="checkbox"/>	CHIN	CHINESE	9,000,000.40	3,750,000.17	5,250,000.23	Draft
<input type="checkbox"/>	STAR	STAR	300.00	41.67	258.33	Draft
<input type="checkbox"/>	WFMP	Admin Programme	0.00	0.00	0.00	Review

Create New Programme

Freeze for Approval

Unfreeze

 Add

 Delete

 Save

 Back

Step 3. Click [Save] button.

Press
ESCAPE
to return