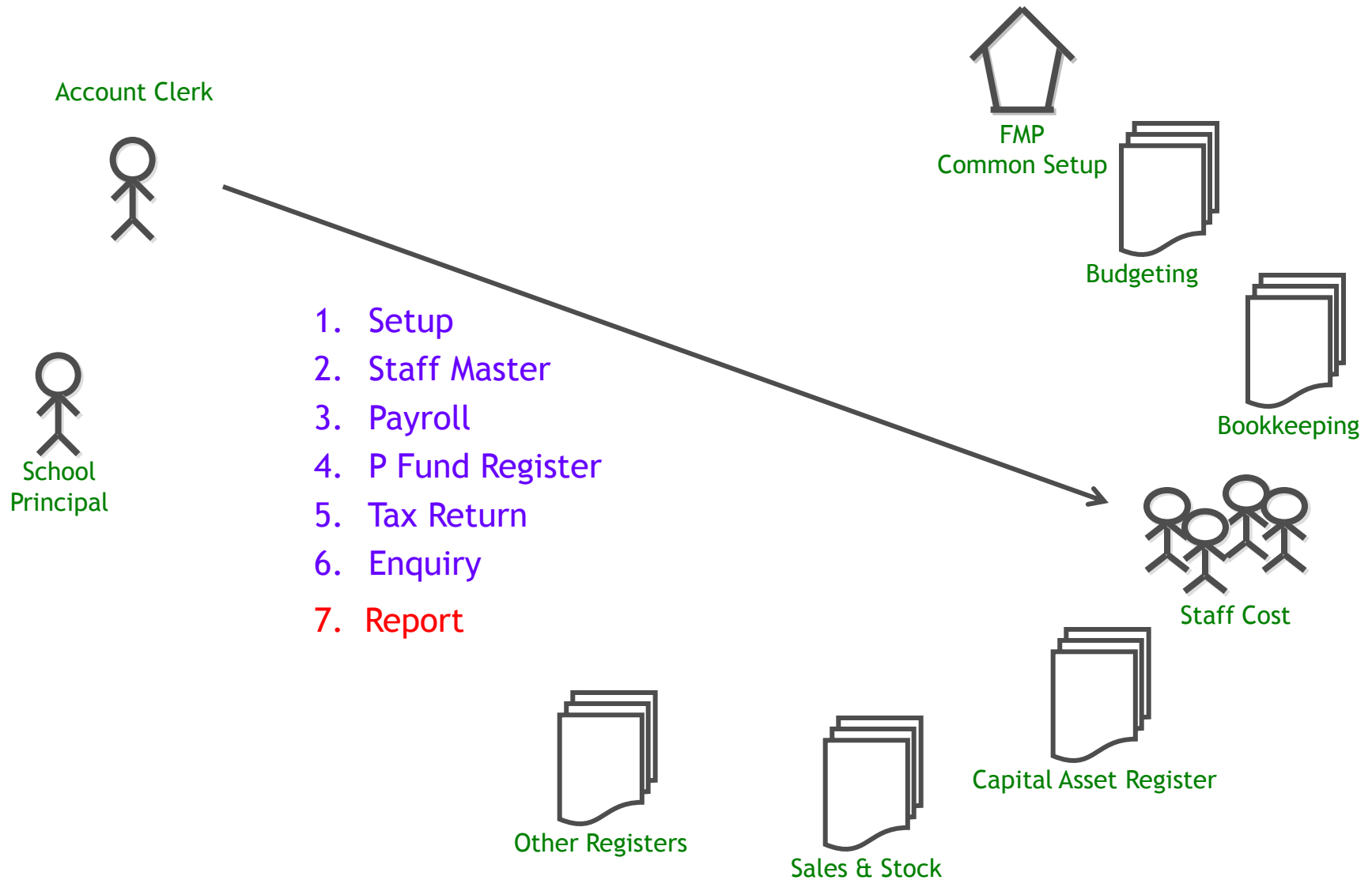


FMP - Staff Cost



Staff Cost - Report

- Staff Cost reports provide user with relevant Staff Cost information for record and management purposes.
- Staff Cost reports are grouped in the following six categories.
 - ALL categories
 - FSC 1 - Voucher and Others;
 - e.g. MPF Remittance Advice, Payroll Voucher / Provident Fund Voucher, Posted Payroll Voucher / Provident Fund Voucher, Transaction List
 - FSC 2 - Payroll;
 - e.g. Interface Log File (Transaction from Staff / Staff Deployment Module), Pay Slip, Payroll Item Detail, Payroll Validation Report
 - FSC 3 - Provident Fund;
 - e.g. Grant / Subsidized School Provident Fund Register, ORSO / Mandatory Provident Fund Register
 - FSC 4 - Cost Allocation;
 - e.g. Programme Time Spent Report, Staff Cost Control Report
 - FSC 5 - Annual Accounts;
 - e.g. Salary for Non-teaching Staff, Salary for Teaching Staff
 - FSC 6 - Taxation.
 - e.g. Payroll Summary for Tax Return

Reports under
Vouchers & Others
category

Primary AM (School Type 2)

User: jennifer Login Time: 15/10/2003 11:35

Current School: 15 October 2003 11:35

- Home
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summary
 - Non-Recurrent Grant
- Report Management
- Customization

[S-FSC25-01] FMP > Staff Cost > Report

Category: FSC 1 - Vouchers & Others
Language: ☒ English ☐ Chinese

 Search  Reset

Report Name (ID)
▶ Aided School Monthly Paysheet (R-FSC020-E)
▶ Budget Check Report (R-FBK045-E)
▶ List of Deleted Vouchers (R-FSC028-E)
▶ MPF Remittance Advice (R-FSC004-E)
▶ Payroll Voucher / Provident Fund Voucher (Unposted/ Posted) (R-FSC026-E)
▶ Posted Payroll Voucher / Provident Fund Voucher Transaction List (R-FSC014-E)
▶ Summary of Cheques Used (R-FBK044-E)

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

WebSAMS System Version 1.0.0 (BUILD-13102003a) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS

Address http://192.168.6.151/jsp/index.jsp

User: jennifer Login Time: 15/10/2003 11:36

Current School Year: 2002 15 October 2003 11:36

Primary AM (School Type 2)

- Home
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summary
 - Non-Recurrent Grant
- Report Management
- Customization

[S-FSC25-01] FMP > Staff Cost > Report

Category: FSC 2 - Payroll

Language: ☒ English ☐ Chinese

Search Reset

Report Name (ID)
Autopay Report (R-FSC002-E)
Control Report for Staff Change (Group by Payroll Month) (R-FSC021-E)
Interface Log File (Transaction from Staff / Staff Deployment Module) (R-FSC015-E)
Monthly Salary Control Report (R-FSC023-E)
MPF Contribution Proforma Report (R-FSC027-E)
Pay Slip (R-FSC005-E)
Payroll Item Detail - Payment and Cost Allocation (R-FSC016A-E)
Payroll Item Detail - Working on Payroll Net Payment (R-FSC016B-E)
Payroll Item Detail - Working on Provident Fund Contribution (R-FSC016C-E)
Payroll Report (Group by Payment Method) (R-FSC003-E)
Payroll Report (Group by Payroll Month) (R-FSC022-E)
Payroll Validation Report (R-FSC001-E)
Staff Master Listing (R-FSC006-E)

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

Report Internet

Reports under
Payroll category

Reports under
Provident Fund
category

Primary AM (School Type 2)

User: jennifer Login Time: 15/10/2003

Current School: 15 October 2003 11:37

- Home
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summary
 - Non-Recurrent Grant
- Report Management
- Customization

[S-FSC25-01] FMP > Staff Cost > Report

Category: FSC 3 - Provident Fund
Language: ☒ English ☐ Chinese

 Search  Reset

Report Name (ID)

- ▶ [Grant / Subsidized School Provident Fund Register \(R-FSC009-E\)](#)
- ▶ [List of Staff with No Provident Fund Contribution \(R-FSC012-E\)](#)
- ▶ [ORSO / Mandatory Provident Fund Register \(R-FSC017-E\)](#)

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

WebSAMS System Version 1.0.0 (BUILD-13102003a) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS

Address http://192.168.6.151/jsp/index.jsp

User: jennifer Login Time: 15/10/2003 11:38

Current School: 15 October 2003 11:38

Primary AM (School Type 2)

- Home
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summary
 - Non-Recurrent Grant
 - Report Management
 - Customization

[S-FSC25-01] FMP > Staff Cost > Report

Category: FSC 4 - Cost Allocation

Language: ☒ English ☐ Chinese

Search Reset

Report Name (ID)
Programme Time Spent Report (Group by Programme Code) (R-FSC010A-E)
Programme Time Spent Report (Group by Staff Code) (R-FSC010B-E)
Staff Cost Control Report (Group by Account Code) (R-FSC024B-E)
Staff Cost Control Report (Group by Programme Code) (R-FSC024A-E)

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

Report Internet

Reports under
Cost Allocation
category

Reports under
Annual Account
category

Primary AM (School Type 2)

User: jennifer Login Time: 15/10/2003 11:38

Current School: 15 October 2003 11:38

- Home
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summary
 - Non-Recurrent Grant
- Report Management
- Customization

[S-FSC25-01] FMP > Staff Cost > Report

Category

FSC 5 - Annual Accounts

Language

☒ English ☐ Chinese

Report Name (ID)

[Salary for Non-teaching Staff \(R-FSC019-E\)](#)[Salary for Teaching Staff \(R-FSC018-E\)](#)

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

Reports under
Taxation category

Primary AM (School Type 2)

User: jennifer Login Time: 15/10/2003

Current School Year: 2002

15 October 2003 11:39

- Home
- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summary
 - Non-Recurrent Grant
 - Report Management
 - Customization

[S-FSC25-01] FMP > Staff Cost > Report

Category: FSC 6 - Taxation
Language: ☒ English ☐ Chinese

 Search  Reset

Report Name (ID)

- ▶ [Employer's Tax Return Form for Employee \(IR56B\) \(R-FSC007-E\)](#)
- ▶ [Error List for Staff/ Supply Teacher/ Others with Incomplete Data in Generating IR56B Softcopy \(R-FSC025-E\)](#)
- ▶ [List of Employees with IR56B Filed via Computerised Format \(R-FSC008-E\)](#)
- ▶ [Payroll Summary for Tax Return \(R-FSC013-E\)](#)

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

Note: Selection of R-FSC007-E, R-FSC008-E and R-FSC025-E will be directed to the "Tax Return".

Staff Cost - Report

- Only posted transaction will be captured for the following reports:
 - Aided School Monthly Paysheet (R-FSC020-E)
 - Monthly Salary Control Report (R-FSC023-E)
 - Payroll Summary for Tax Return (R-FSC013-E)
 - Posted Payroll Voucher / Provident Fund Voucher Transaction List (R-FSC014-E)
 - Programme Time Spent Report (Group by Programme Code) (R-FSC010A-E)
 - Programme Time Spent Report (Group by Staff Code) (R-FSC010B-E)
 - Salary for Non-teaching Staff (R-FSC019-E)
 - Salary for Teaching Staff (R-FSC018-E)
 - Staff Cost Control Report (Group by Account Code) (R-FSC024B-E)
 - Staff Cost Control Report (Group by Programme Code) (R-FSC024A-E)

Staff Cost - Report

1. Report can be generated in a preview pop-up window or stored in Report Management - Repository.
2. Four different formats can be selected for report generation: PDF, WORD, RICHTEXT and EXCEL.
3. User may edit the generated report in WORD, RICHTEXT and EXCEL format.
4. The following reports can be generated in PDF format only and they are not allowed for amendment:
 - Staff Master Listing (R-FSC006-E)
 - Employer's Tax Return Form for Employee (IR56B) (R-FSC007-E)
 - List of Employees with IR56B Filed via Computerised Format (R-FSC008-E)
 - Posted Payroll Voucher / Provident Fund Voucher Transaction List (R-FSC014-E)
 - Interface Log File (Transaction from Staff / Staff Deployment Module) (R-FSC015-E)
 - Control Report for Staff Change (Group by Payroll Month) (R-FSC021-E)
 - Error List for Staff/ Supply Teacher/ Others with Incomplete Data in Generating IR56B Softcopy (R-FSC025-E)
 - List of Deleted Vouchers (R-FSC028-E)

Generate Report

User: fmp_admin Last Login: 07/03/2003 14:50 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 March 2003 11:40

▼ FMP

- ▶ Common Setup
- ▶ Budgeting
- ▶ Bookkeeping
- ▼ Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report

[S-FSC25-01] FMP > Staff Cost > Report

Category

Language ☒ English ☐ Chinese

 Search  Reset

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

Generate Report

User: fmp_admin Last Login: 07/03/2003 14:50 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

10 March 2003 11:40


[S-FSC25-01] FMP > Staff Cost > Report

Step 2. Select [Category]

Category

Language

- All Categories
- All Categories
- FSC 1 - Vouchers & Others
- FSC 2 - Payroll
- FSC 3 - Provident Fund
- FSC 4 - Cost Allocation
- FSC 5 - Annual Accounts
- FSC 6 - Taxation

 Search

 Reset

- FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report

[S-FSC25-01] FMP > Staff Cost > Report

Category

FSC 2 - Payroll

Language

☒ English ☐ Chinese

 Search

 Reset

Step 3. Select [Language]

Step 4. Click [Search]
button

Generate Report

User: jennifer Login Time: 02/10/2003 14:33 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 2 October 2003 14:35

[S-FSC25-01] FMP > Staff Cost > Report

Category
Language ☒ English ☐ Chinese

Search Reset

Report Name (ID)

- ▶ [Autopay Report \(R-FSC002-E\)](#)
- ▶ [Control Report for Staff Change \(Group by Payroll Month\) \(R-FSC021-E\)](#)
- ▶ [Interface Log File \(Transaction from Staff / Staff Deployment Module\) \(R-FSC015-E\)](#)
- ▶ [Monthly Salary Control Report \(R-FSC023-E\)](#)
- ▶ [MPF Contribution Proforma Report \(R-FSC027-E\)](#)
- ▶ [Pay Slip \(R-FSC005-E\)](#)
- ▶ [Payroll Item Detail - Payment and Cost Allocation \(R-FSC016A-E\)](#)
- ▶ [Payroll Item Detail - Working on Payroll Net Payment \(R-FSC016B-E\)](#)
- ▶ [Payroll Item Detail - Working on Provident Fund Contribution \(R-FSC016C-E\)](#)
- ▶ [Payroll Report \(Group by Payment Method\) \(R-FSC003-E\)](#)
- ▶ [Payroll Report \(Group by Payroll Month\) \(R-FSC022-E\)](#)
- ▶ [Payroll Validation Report \(R-FSC001-E\)](#)
- ▶ [Staff Master Listing \(R-FSC006-E\)](#)

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

Step 5. Click
[Report Name (ID)]
hyperlink

Generate Report

User: jennifer Login Time: 02/10/2003 14:33 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002 2 October 2003 14:37

[S-FSC25-01] FMP > Staff Cost > Report

Category

Language ☒ English ☐ Chinese

Search Reset

Report Name (ID)

- ▶ [Autopay Report \(R-FSC002-E\)](#)
- ▶ [Control Report for Staff Change \(Group by Payroll Month\) \(R-FSC021-E\)](#)
- ▶ [Interface Log File \(Transaction from Staff / Staff Deployment Module\) \(R-FSC015-E\)](#)
- ▶ [Monthly Salary Control Report \(R-FSC023-E\)](#)
- ▶ [MPF Contribution Proforma Report \(R-FSC027-E\)](#)
- ▶ [Pay Slip \(R-FSC005-E\)](#)
- ▶ [Payroll Item Detail - Payment and Cost Allocation \(R-FSC016A-E\)](#)
- ▶ [Payroll Item Detail - Working on Payroll Net Payment \(R-FSC016B-E\)](#)
- ▶ [Payroll Item Detail - Working on Provident Fund Contribution \(R-FSC016C-E\)](#)
- ▶ [Payroll Report \(Group by Payment Method\) \(R-FSC003-E\)](#)
- ▶ [Payroll Report \(Group by Payroll Month\) \(R-FSC022-E\)](#)
- ▼ [Payroll Validation Report \(R-FSC001-E\)](#)
- ▶ [Staff Master Listing \(R-FSC006-E\)](#)

Template Description	Type	Creator	Creation Time
Built-in Template	Built-In	---	---

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

Step 6. Click [Built-in Template] hyperlink

[S-FSC25-02] [FMP](#) > [Staff Cost](#) > [Report](#)

Payroll Validation Report (R-FSC001-E):- Built-in Template

Please input the print criteria:

Sch Level/Session	ALL	
Accounting Year (YYYY/YYYY)	2002/2003	
Payroll Month (MM/YYYY)	08/2003	
Voucher Type	Payroll Voucher	
Voucher Status	ALL	
Voucher No.	ALL	To ALL
Group By	Account Code	
Format	PDF	

 Preview & Print To File Reset Back

Preview & Print Report

Step 7. Enter the
print criteria

Generate Report

[S-FSC25-02] FMP > Staff Cost > Report

Payroll Validation Report (R-FSC001-E):- Built-in Template


Please input the print criteria:

Sch Level/Session	ALL
Accounting Year (YYYY/YYYY)	2002/2003
Payroll Month (MM/YYYY)	08/2003
Voucher Type	Payroll Voucher
Voucher Status	ALL
Voucher No.	ALL To ALL
Group By	Account Code
Format	PDF

 Preview & Print

 To File

 Reset

 Back

Preview & Print Report

Two ways to generate reports:

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

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

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

Step 8a. Click [Preview & Print] button



R-FSC001-E

PRIMARY SCHOOL (AM) (TYPE 2)
PAYROLL VALIDATION REPORT (PAYROLL VOUCHER)

Sch level/Session :ALL
Accounting Year :2002/2003
Payroll Month :08/2003
Voucher Status :ALL
Voucher No. :PR03/08-00003 - PR03/08-00003
Group By :Account Code

Print By :jennifer
Date :25/11/2003
Time : 9:26
Page :1 of 1

ACCOUNT

<u>SCHOOL LEVEL</u> <u>/SESSION</u>	<u>PROGRAMME</u>	<u>STAFF</u>	<u>ITEMS</u>	<u>AMOUNT</u> \$
G1017001002 Teaching Staff Salaries excl P.F. Contributions				
Primary/ AM	WFMP Admin Programme	NCS1 CHAN TAI MAN(陳大文)	Salary - Teaching Staff (Earning Payroll Items)	10,000.00
Primary/ AM	WFMP Admin Programme	NCS1 CHAN TAI MAN(陳大文)	Allowance - Teaching Staff (Earning Payroll Items)	5,000.00
Primary/ AM	WFMP Admin Programme	NCS1 CHAN TAI MAN(陳大文)	Back Pay - Teaching Staff (Earning Payroll Items)	2,500.00
Sub-Total:				17,500.00
G1022001001 Grant Expenses				
Primary/ AM	001 Special Programme	NCS1 CHAN TAI MAN(陳大文)		

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

Step 8b. Print the report to local print queue or save to local hard disk from the pop-up window

Generate Report

[S-FSC25-02] [FMP](#) > [Staff Cost](#) > [Report](#)

Payroll Validation Report (R-FSC001-E):- Built-in Template

Please input the print criteria:

Sch Level/Session	ALL	
Accounting Year (YYYY/YYYY)	2002/2003	
Payroll Month (MM/YYYY)	08/2003	
Voucher Type	Payroll Voucher	
Voucher Status	ALL	
Voucher No.	ALL	To ALL
Group By	Account Code	
Format	PDF	

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

Preview & Print Report

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

Step 8a. Click [To File] button

Generate Report

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

Payroll Validation (08/2003)

OK

Cancel

First Login: 05/07/2003 12:24 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

7 July 2003 10:14

- ▶ Bookkeeping
- ▼ Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
- ▶ CAR
- ▶ Sales & Stock
- ▶ Daily Coll. Summary
- ▶ Non-Recurrent Cost
- ▶ SPA
- ▼ Report Management
 - Template
 - Repository
- ▶ Data Management
- ▶ Timetabling
- ▶ Code Management
- ▶ Security

Built-in Template

Please input the print criteria:

Sch Level/Session ALL

Accounting Year (YYYY/YYYY)

2002/2003

Payroll Month (MM/YYYY)

08/2003

Voucher Type

Payroll Voucher

Voucher Status

ALL

Voucher No.

ALL

To

ALL

Group By

Account Code

Format

PDF

 Preview & Print

 To File

 Reset

 Back

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

Step 8b. Fill in the report description and then click [OK] button.

- Award & Punishment
- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- ▼ FMP
 - Common Setup
 - Budgeting
 - Bookkeeping
 - ▼ Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Register
 - Tax Return
 - Enquiry
 - Report
 - CAR
 - Sales & Stock
 - Daily Coll. Summary
 - Non-Recurrent Cost

[S-FSC25-02] FMP > Staff Cost > Report

Report has been submitted for generation. Please go to the **"Repository" function of "Report Management" module** to view the generated report.

Payroll Validation Report (R-FSC001-E):- Built-in Template

Please input the print criteria.

Sch Level/Session	ALL		
Accounting Year (YYYY/YYYY)	2004/2005		
Payroll Month (MM/YYYY)	09/2004		
Voucher Type	Payroll Voucher		
Voucher Status	ALL		
Voucher No.	ALL	To	ALL
Group By	Account Code		
Format	PDF		

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

Reports are generated and saved in Report Management - Repository.

Step 8c. Click the link of **"Repository function of Report Management Module"** or click **[Report Management] → [Repository]** from the left menu to download the report later .

English Name

User: jennifer Last Login: 05/07/2003 12:24

Current School Year: 2

Step 8d. Click [Report Name (ID)] hyperlinks to download reports.

- Bookkeeping
- Staff Cost
 - Setup
 - Staff Master
 - Payroll
 - P Fund Regist
 - Tax Return
 - Enquiry
 - Report
- CAR
- Sales & Stock
- Daily Coll. Summ
- Non-Recurent C
- SPA
- Report Management
 - Template
 - Repository
- Data Management
- Timetabling
- Code Management
- Security
- E-Mail
- Customization

[S-RPT01-01] Report Management > Repository

Module: FMP

Category: FSC 2 - Payroll

Report Name (ID): Payroll Validation Report (R-FSC001-E)

Report Description:

Language: ☒ All ☐ English ☐ Chinese

Creator:

Creation Date (From): (DD/MM/YYYY)

Creation Date (To): (DD/MM/YYYY)

Status: All

Search Reset

<input type="checkbox"/>	<u>Report Name (ID)</u>	<u>Report Description</u>	<u>Creator</u>	<u>File</u>	<u>Creation Date</u>	<u>Status</u>
<input type="checkbox"/>	Payroll Validation Report (R-FSC001-E)	Payroll Validation (08/2003)	jennifer	PDF 0.0 KB	07/07/2003 10:25:49	In Progress
<input type="checkbox"/>	Payroll Validation Report (R-FSC001-E)		shirley	DOC 96.0 KB	13/06/2003 14:16:26	Done

Delete

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