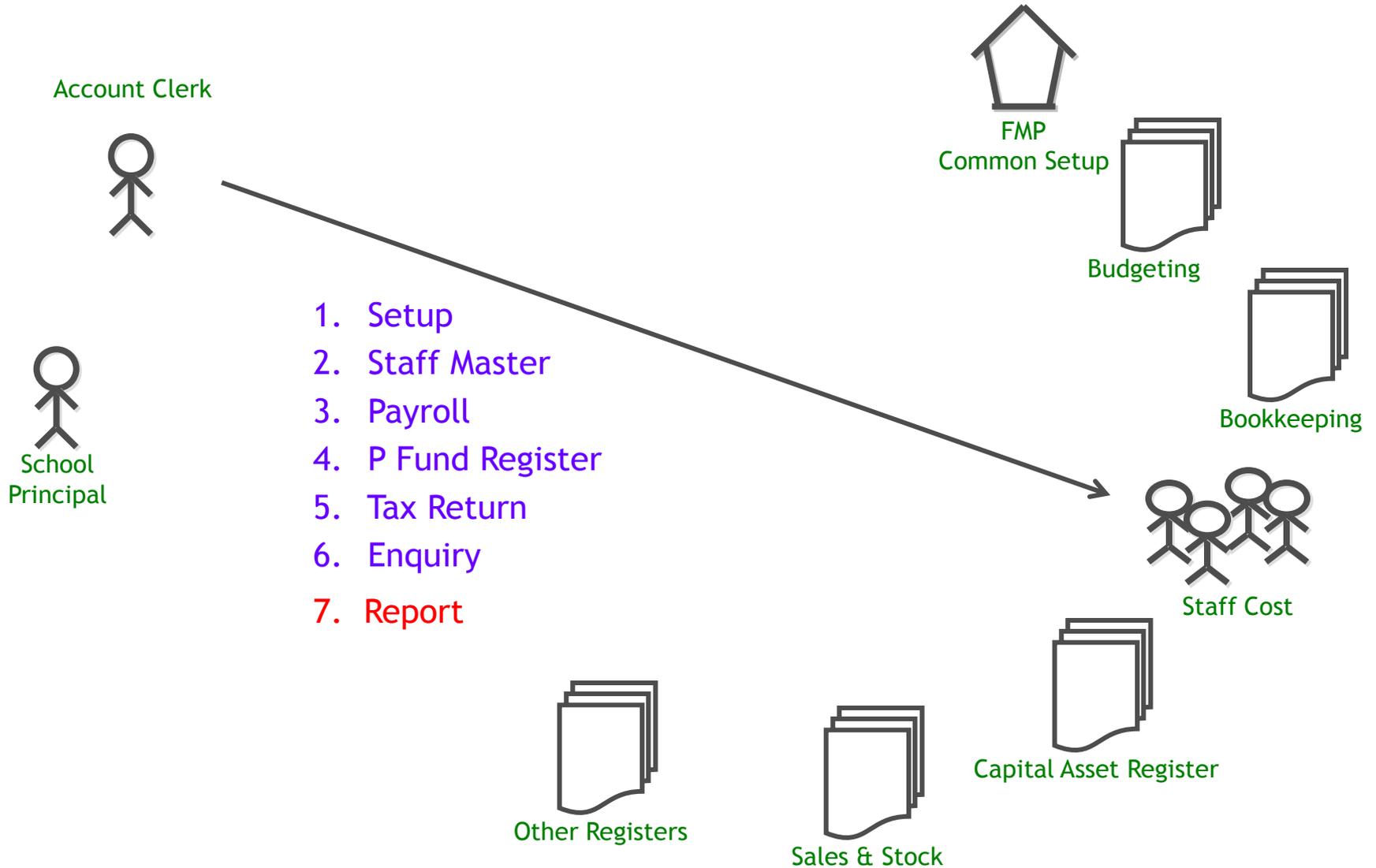


FMP - Staff Cost



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 Provident Fund category

- 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.

Reports under Cost Allocation category

- 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:

Language: English Chinese

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

Reports under Annual Account category

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 5 - Annual Accounts

Language: English Chinese

Search Reset

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.

- 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

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)

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

[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

- ▼ 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

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

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

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

Category

Language English Chinese

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

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

User: jennife

[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

Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address: http://192.168.6.151/jsp/rpt/viewPreviewFile.jsp?type=R&fileName=fmp/19001_1069723605906.pdf

儲存副本    選擇文字工具  86%  搜尋 Adobe PDF

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

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

Current School Year: 2001 7 July 2003 10:14

Built-in Template

Please input the print criteria:

Sch Level/Session	ALL
Accounting Year (YYYYYYYY)	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

[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 .

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

English Name

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

Status: All

<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

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