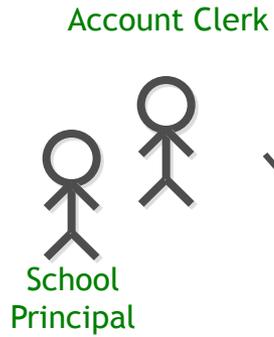
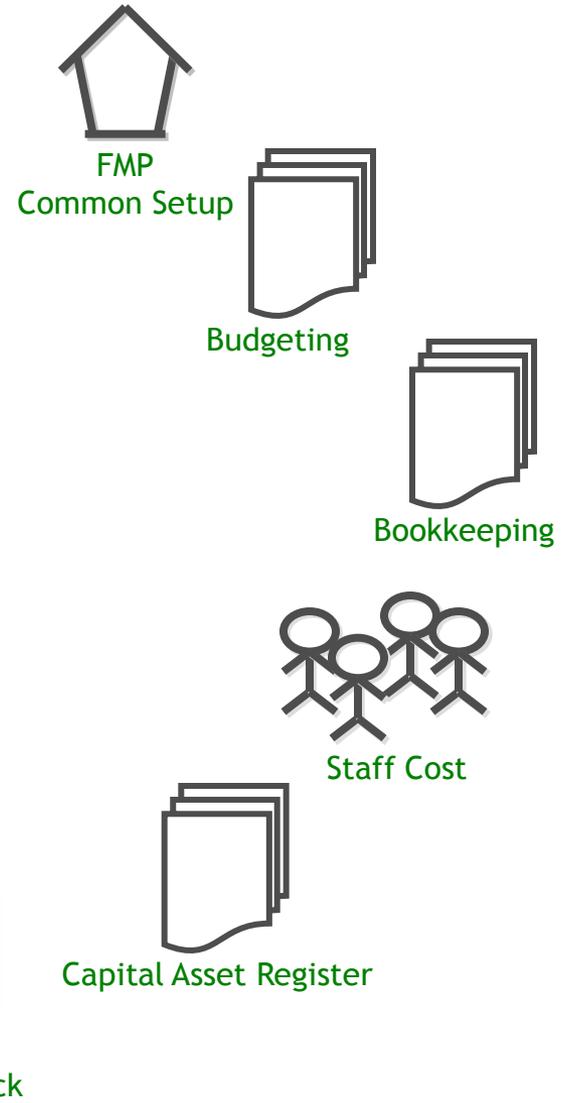


# FMP - Non-Recurrent Grant



- Daily Collection Summary
1. Daily Collection Summary
  2. Report

- Non-Recurrent Grant
1. Building
  2. Furniture & Equipment
  3. Report



# Non-Recurrent Grant - Report

- User can generate English or Chinese Non-Recurrent Grant reports through this report function.
- The following two reports are available in this function:
  - Non-Recurrent Grant Register for Building
  - Non-Recurrent Grant Register for Furniture and Equipment
- Report can be generated in a preview pop-up window or stored in Report Management - Repository.
- 4 different formats can be selected for report generation - PDF, WORD, RICHTEXT and EXCEL.
- User may edit the generated report in WORD, RICHTEXT and EXCEL format.

[S-FOR04-01] [FMP](#) > [NRGR](#) > Report

- | Report Name (ID)  |
|---|
| <a href="#">▶ Non-Recurrent Grant Register (Building) (R-NRG001-E)</a>                |
| <a href="#">▶ Non-Recurrent Grant Register (Furniture and Equipment) (R-NRG002-E)</a> |
| <a href="#">▶ 非經常津貼登記冊 - 校舍 (R-NRG001-C)</a>  |
| <a href="#">▶ 非經常津貼登記冊 - 家具及設備 (R-NRG002-C)</a>                                       |

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

- ▶ Common Setup
- ▶ Budgeting
- ▶ Bookkeeping
- ▶ Staff Cost
- ▶ CAR
- ▶ Sales & Stock
- ▶ Daily Coll. Summa
- ▼ Non-Recurrent Gr
  - Building
  - Furniture & Equi

Step 1. Click [Non-Recurrent Grant] → [Report] from the left menu

Step 2. Click the report name hyperlink

[S-FOR04-01] [FMP](#) > [NRGR](#) > Report

Report Name (ID)			
<a href="#">Non-Recurrent Grant Register (Building) (R-NRG001-E)</a>			
Template Description	Type	Creator	Creation Date
<a href="#">Built-in Template</a>	Built-In		31/03/2003 18:53
<a href="#">Non-Recurrent Grant Register (Furniture and Equipment) (R-NRG002-E)</a>			
<a href="#">非經常津貼登記冊 - 校舍 (R-NRG001-C)</a>			
<a href="#">非經常津貼登記冊 - 家具及設備 (R-NRG002-C)</a>			

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

- ▶ Common Setup
- ▶ Budgeting
- ▶ Bookkeeping
- ▶ Staff Cost
- ▶ CAR
- ▶ Sales & Stock
- ▶ Daily Coll. Summa
- ▼ Non-Recurrent Gr
  - Building
  - Furniture & Equi

Step 3. Click the report template hyperlink

# Generate Report

[S-FOR04-02] FMP > NRGR > Report

## Non-Recurrent Grant Register (Building) (R-NRG001-E):- Built-in Template

Please Input The Print Criteria

School Level Secondary  
Accounting Year 2000/2001 To 2000/2001  
Format PDF

**Preview & Print** To File Reset Back

Two ways to generate reports:

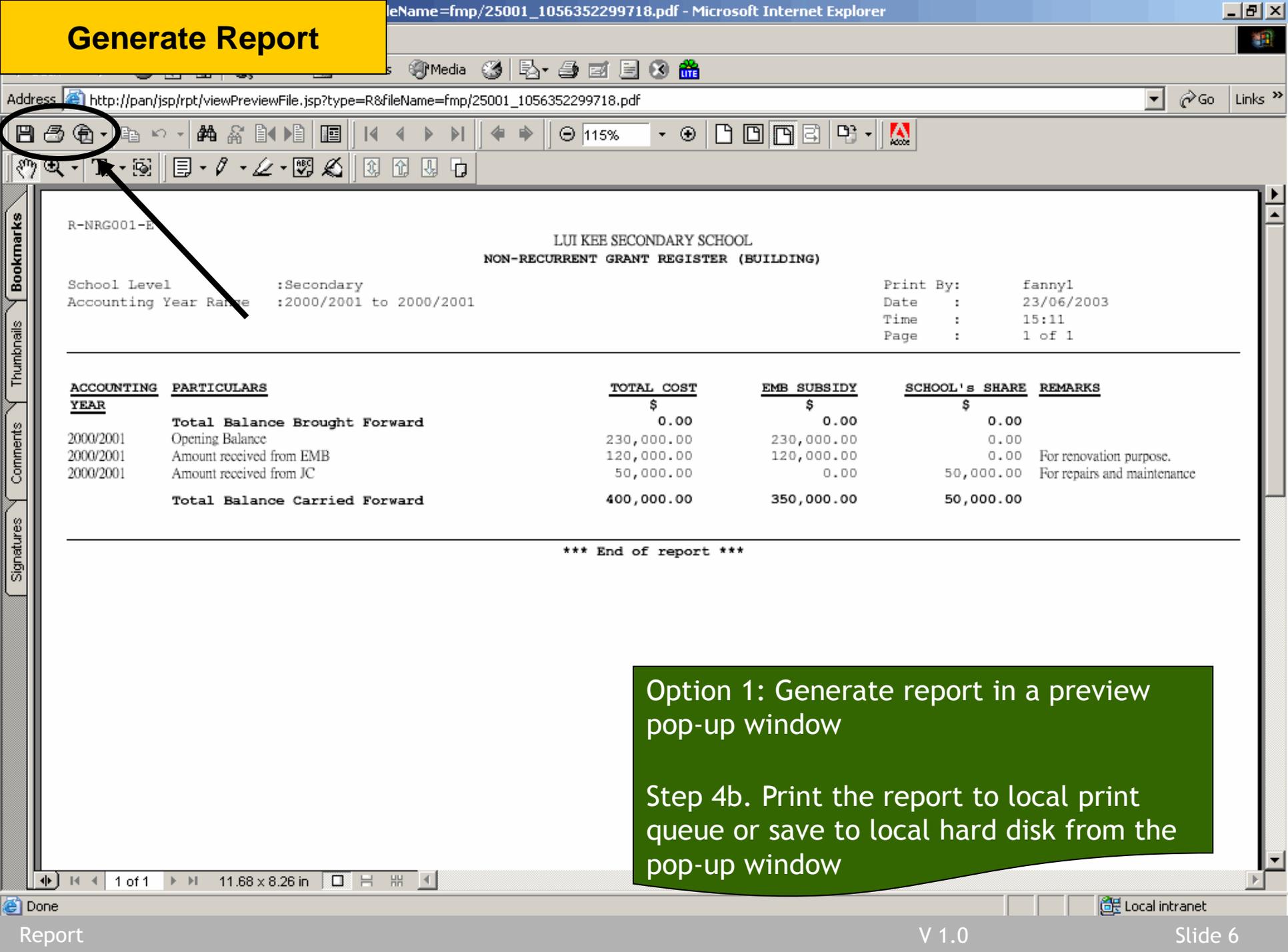
Option 1: Generate report in a preview pop-up window

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

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

Step 4a. Click [Preview & Print] button

# Generate Report



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

Step 4b. Print the report to local print queue or save to local hard disk from the pop-up window

[S-FOR04-02] [FMP](#) > [NRGR](#) > Report

## Non-Recurrent Grant Register (Building) (R-NRG001-E):- Built-in Template

Please Input The Print Criteria

School Level   
Accounting Year  To   
Format

- ▶ Common Setup
- ▶ Budgeting
- ▶ Bookkeeping
- ▶ Staff Cost
- ▶ CAR
- ▶ Sales & Stock
- ▶ Daily Coll. Summa
- ▼ Non-Recurrent Gr
  - Building
  - Furniture & Equi

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

Step 4a. Click [To File] button

- ▼ FMP
  - ▶ Common Setup
  - ▶ Budgeting
  - ▶ Bookkeeping
  - ▶ Staff Cost
  - ▶ CAR
  - ▶ Sales & Stock
  - ▶ Daily Coll. Summary
  - ▼ Non-Recurrent Grant
    - Building
    - Furniture & Equip
    - Report

[S-FOR04-02] FMP > Non-Recurrent Grant > Report

## Non-Recurrent Grant Register (Building) (R-NRG001-E):- Built-in Template

Please input the print criteria.

School Level Secondary  
Accounting Year 2000/2001 To 2000/2001  
Format PDF

**Explorer User Prompt**

Script Prompt:

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

Non-Recurrent Grant Register (Building) of Year 2000/2001

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

Step 4b. Fill in the report description in the pop-up dialog box

Step 4c. Click [OK] button

- ▼ FMP
  - ▶ Common Setup
  - ▶ Budgeting
  - ▶ Bookkeeping
  - ▶ Staff Cost
  - ▶ CAR
  - ▶ Sales & Stock
  - ▶ Daily Coll. Summary
  - ▼ Non-Recurrent Grant
    - Building
    - Furniture & Equip
    - Report

[S-FOR04-02] [FMP](#) > [Non-Recurrent Grant](#) > Report

Report has been submitted for generation. Please go to the ["Repository" function of "Report Management" module](#) to view the generated report.  
Report generated successfully.

## Non-Recurrent Grant Register (Building) (R-NRG001-E):- Built-in Template

Please input the print criteria.

School Level

Accounting Year  To

Format

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

Step 4d. User can click the hyperlink to go to Report Repository to download the report or click **[Report Management]** → **[Repository]** from the left menu to download the report later

# Generate Report

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

Step 4e. Download the report from Report Management - Repository

[S-RPT01-01] Report Management > Repository

Module	FMP
Category	Non-Recurrent Grant Register
Report Name (ID)	Non-Recurrent Grant Register (Building)
Report Description	
Language	<input type="radio"/> All <input checked="" type="radio"/> English <input type="radio"/> Chinese
Creator	
Creation Date (From) (DDMM/YYYY)	14/10/2003
Creation Date (To) (DDMM/YYYY)	
Status	Done

Search Reset

- Report Management
  - Template
  - Repository

<input type="checkbox"/>	Report Name (ID) ▲	Report Description	Creator	Format/Size	Creation Time
<input type="checkbox"/>	<a href="#">Non-Recurrent Grant Register (Building) (R-NRG001-E)</a>	Non-Recurrent Grant Register (Building) for 2002/2003	dennywoo	PDF 62.0 KB	14/10/2003 15:49:19

Delete

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

Press  
ESCAPE  
to return