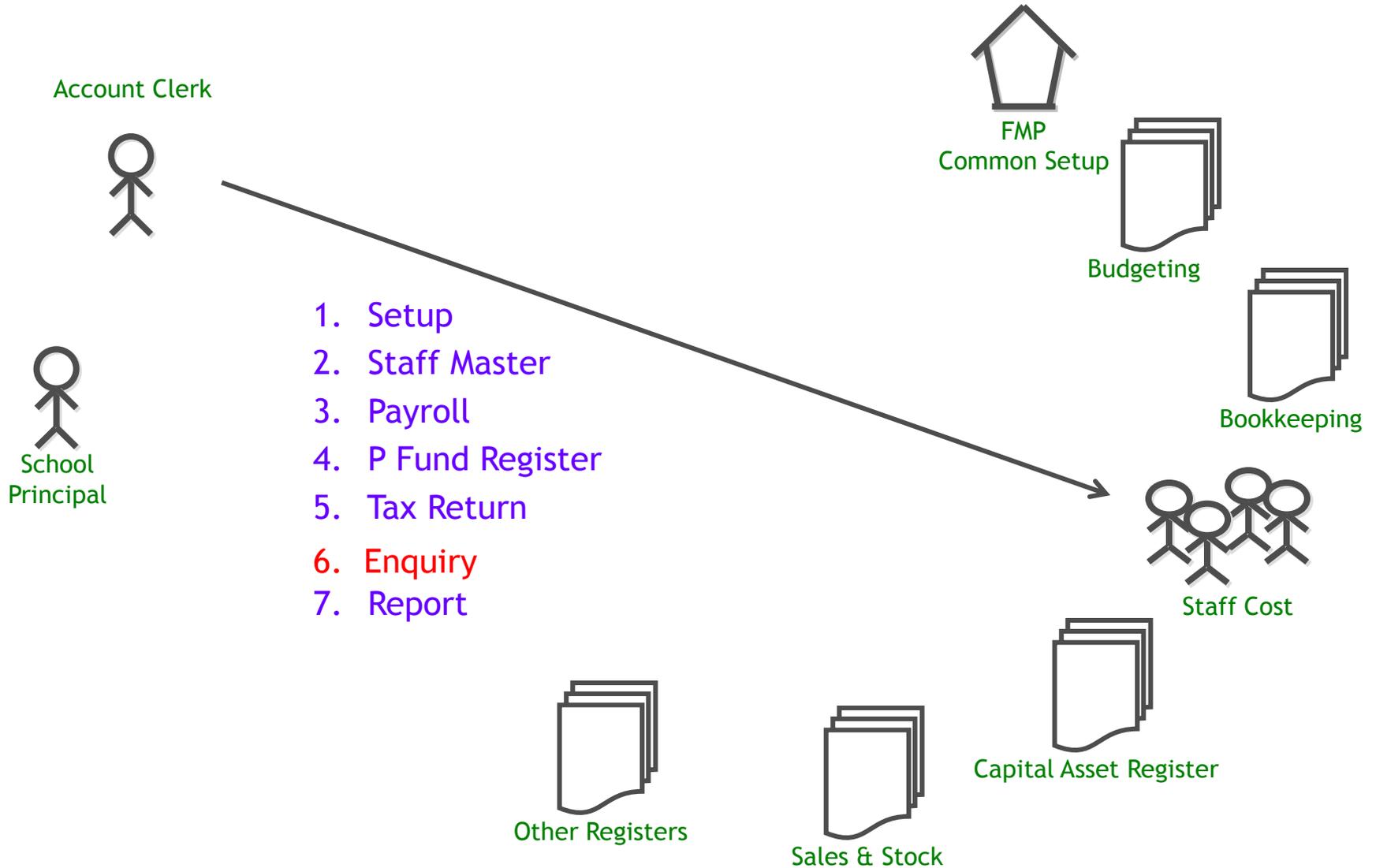


# FMP - Staff Cost



# Staff Cost - Enquiry

- User can search for staff cost spent under each Programme / Account in a particular year.
  - To give a true picture of the school's total staff resource allocation.
  - To help user to prepare the budget expenditure for payroll before the beginning of a school year.
- Only payroll entries with posted payroll vouchers (net of provident fund deduction) will be taken into account.
- Reimbursement items paid to staff via payroll voucher will also be included in the amount.
- User can generate the corresponding reports of the enquiry:
  - Staff Cost Control Report (Group by Account Code) (R-FSC024B-E)
  - Staff Cost Control Report (Group by Programme Code) (R-FSC024A-E)

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Regist
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summ
  - Non-Recurrent C

[S-FSC01-02] FMP > Staff Cost > Enquiry

Sch Level/Session	ALL		
Accounting Year (YYYY/YYYY)	2002/2003		
Payroll Month (MM/YYYY)	(From) 09/2002	(To) 08/2003	
Group By	Account Code		

Note: Press "Print" button to print report "Staff Cost Control Report (Group by Programme Code) (R-FSC024A-E)" or report "Staff Cost Control Report (Group by Account Code) (R-FSC024B-E)" according to the enquiry criteria.

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

Step 2. Select the search criteria

- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Regist
    - Tax Return
    - Enquiry
    - Report
  - CAR
  - Sales & Stock
  - Daily Coll. Summ
  - Non-Recurent C

[S-FSC01-02] FMP > Staff Cost > Enquiry

Sch Level/Session	ALL		
Accounting Year (YYYY/YYYY)	2002/2003		
Payroll Month (MM/YYYY)	(From) 09/2002	(To) 08/2003	
Group By	Account Code		

Note: Press "Print" button to print report "Staff Cost Control Report (Group by Programme Code) (R-FSC024A-E)" or report "Staff Cost Control Report (Group by Account Code) (R-FSC024B-E)" according to the enquiry criteria.



Step 3. Click [Search] button



- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
  - Common Setup
    - Sch Accounting
    - A/C Year Main
    - COA Maintenance
    - Voucher Type
    - Location Main
    - Report
  - Budgeting
  - Bookkeeping
  - Staff Cost
    - Setup
    - Staff Master
    - Payroll
    - P Fund Register
    - Tax Return

[S-FSC01-02] FMP > Staff Cost > Enquiry

Sch Level/Session: ALL

Accounting Year (YYYY/YYYY): 2002/2003

Payroll Month (MM/YYYY): (From) 09/2002 (To) 08/2003

Group By: Account Code

Note: Press "Print" button to print report "Staff Cost Control Report (Group by Programme Code) (R-FSC024A-E)" or report "Staff Cost Control Report (Group by Account Code) (R-FSC024B-E)" according to the enquiry criteria.

Search Print Reset

Account / Programme	07/2003	08/2003	Total Amount
<b>C1706001001 Expenses</b>			
Primary/AM 001 Special Programme	10.00	0.00	10.00
<b>G1016002001 Grant Expenses</b>			
Primary/AM WFMP Admin Programme	0.00	16.20	16.20
<b>G1017001002 Teaching Staff Salaries excl P.F. Co</b>			
Primary/AM WFMP Admin Programme	30,100.00	65,960,262.00	65,990,362.00
<b>G1022001001 Grant Expenses</b>			
Primary/AM 001 Special Programme	0.00	8.50	8.50
<b>Total</b>	<b>30,110.00</b>	<b>65,960,286.70</b>	<b>65,990,396.70</b>

Step 4. Click [Print] button to print the corresponding report of the enquiry.

[S-FSC01-02] FMP > Staff Cost > Enquiry

Sch Level/Session: ALL

Accounting Year (YYYY/YYYY): 2002/2003

Payroll Month (MM/YYYY): (From) 09/2002 (To) 08/2003

Group By: Account Code

Note: Press "Print" button to print report "Staff Cost Control Report (Group by Programme Code) (R-FSC024A-E)" or report "Staff Cost Control Report (Group by Account Code) (R-FSC024B-E)" according to the enquiry criteria.

Search [Print] Reset

Account / Programme	07/2003	08/2003	Total Amount
<b>C1706001001 Expenses</b>			
Primary/AM 001 Special Programme	10.00	0.00	10.00
<b>G1016002001 Grant Expenses</b>			
Primary/AM WFMP Admin Programme	0.00	16.20	16.20
<b>G1017001002 Teaching Staff Salaries excl P.F. Co</b>			
Primary/AM WFMP Admin Programme	30,100.00	65,960,262.00	
<b>G1022001001 Grant Expenses</b>			
Primary/AM 001 Special Programme	0.00	8.50	
<b>Total</b>	<b>30,110.00</b>	<b>65,960,286.70</b>	

Press ESCAPE to return