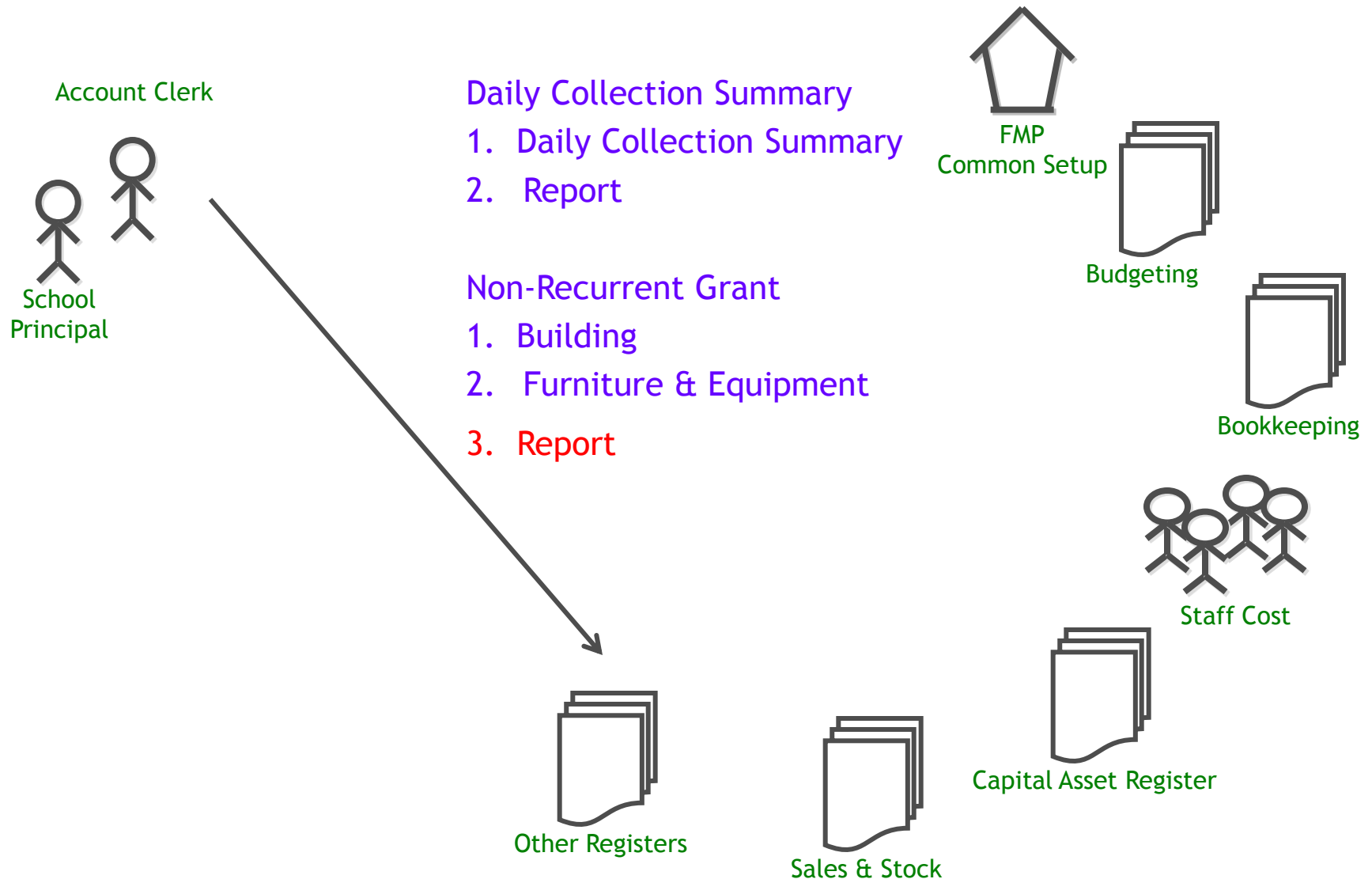


# FMP - Non-Recurrent Grant



# 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.

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

Step 2. Click the report name hyperlink

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

# Generate Report

User: fanny1 Last Login: 21/06/2003 09:21 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

23 June 2003 15:13

[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.

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

Address: [http://pan/jsp/rpt/viewPreviewFile.jsp?type=R&fileName=fmp/25001\\_1056352299718.pdf](http://pan/jsp/rpt/viewPreviewFile.jsp?type=R&fileName=fmp/25001_1056352299718.pdf)

Media

115%

Adobe

R-NRG001-E

LUI KEE SECONDARY SCHOOL  
NON-RECURRENT GRANT REGISTER (BUILDING)

School Level : Secondary  
Accounting Year Range : 2000/2001 to 2000/2001

Print By: fannyl  
Date : 23/06/2003  
Time : 15:11  
Page : 1 of 1

<u>ACCOUNTING YEAR</u>	<u>PARTICULARS</u>	<u>TOTAL COST</u>	<u>EMB SUBSIDY</u>	<u>SCHOOL'S SHARE</u>	<u>REMARKS</u>
	Total Balance Brought Forward	\$ 0.00	\$ 0.00	\$ 0.00	
2000/2001	Opening Balance	230,000.00	230,000.00	0.00	
2000/2001	Amount received from EMB	120,000.00	120,000.00	0.00	For renovation purpose.
2000/2001	Amount received from JC	50,000.00	0.00	50,000.00	For repairs and maintenance
	Total Balance Carried Forward	400,000.00	350,000.00	50,000.00	

\*\*\* End of 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

Secondary

Accounting Year

2000/2001

To

2000/2001

Format

PDF

 Preview & Print

 To File

 Reset

 Back

- ▶ 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

# Generate Report

User: fmpuser Login Time: 03/10/2003 15:25 Logout Help

Current School Year: 2001

3 October 2003 15:26

FMP

- Common Setup
- Budgeting
- Bookkeeping
- Staff Cost
- CAR
- Sales & Stock
- Daily Coll. Summar

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

Preview & Print To File Reset Back

### 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

OK

Cancel

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



# Generate Report

User: fmpuser Login Time: 03/10/2003 15:25 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

3 October 2003 15:27

## FMP

- ▶ Common Setup
- ▶ Budgeting
- ▶ Bookkeeping
- ▶ Staff Cost
- ▶ CAR
- ▶ Sales & Stock
- ▶ Daily Coll. Summar
- ▼ 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 Secondary  
Accounting Year 2000/2001 To 2000/2001  
Format PDF

Preview & Print To File Reset Back

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) (DD/MM/YYYY)	14/10/2003
Creation Date (To) (DD/MM/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