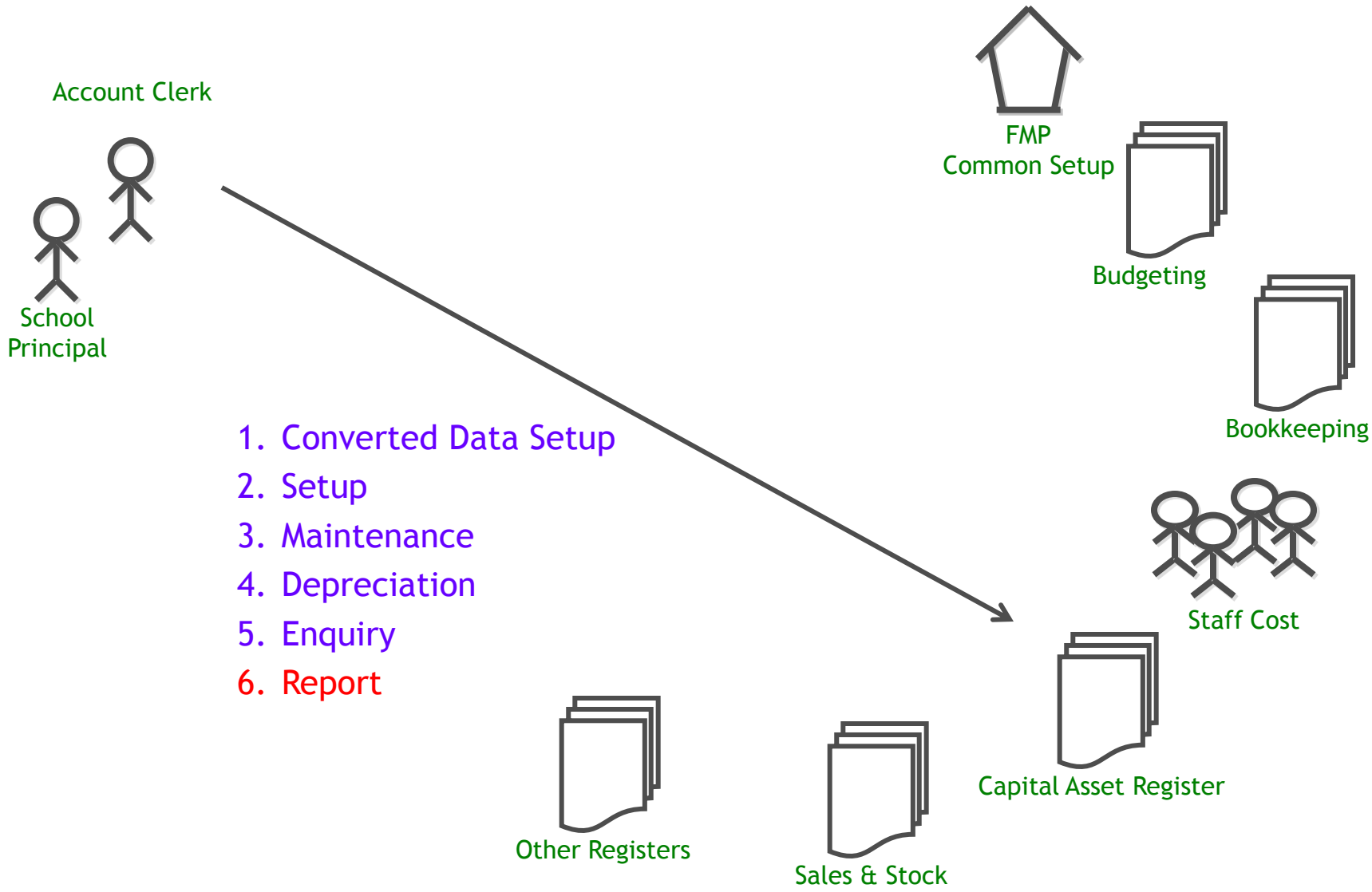
FMP – Capital Asset Register

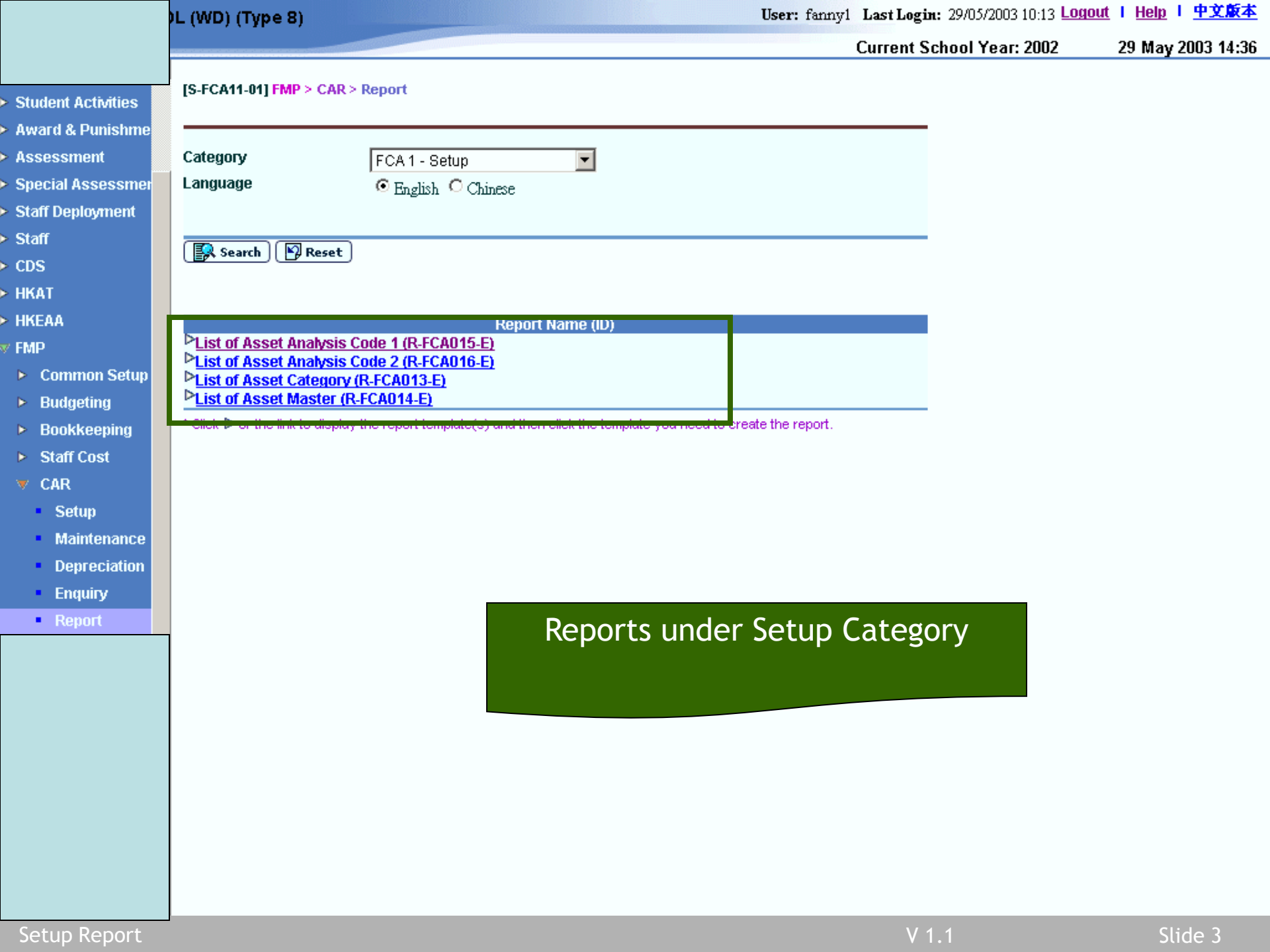


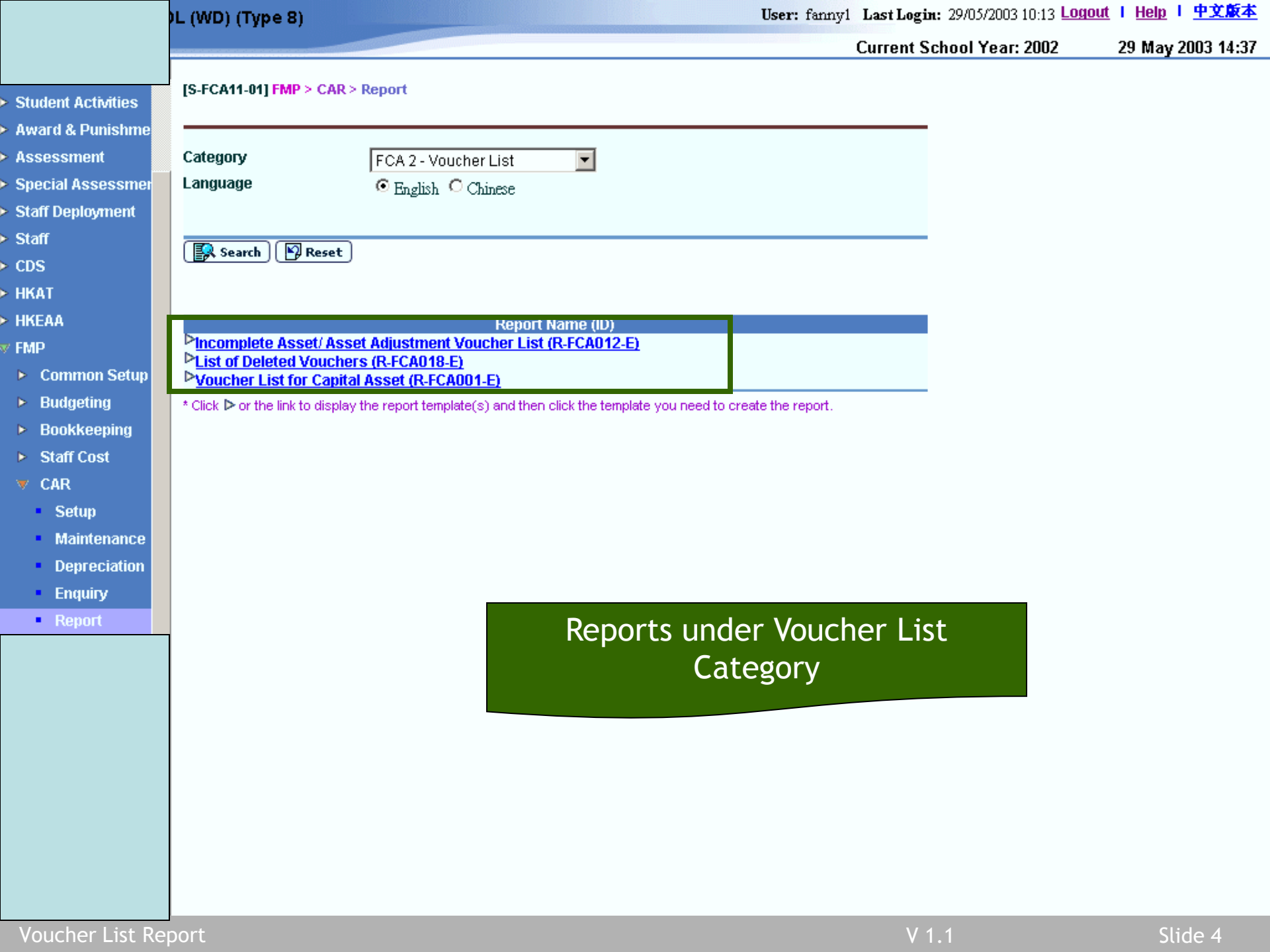
Capital Asset Register – Report

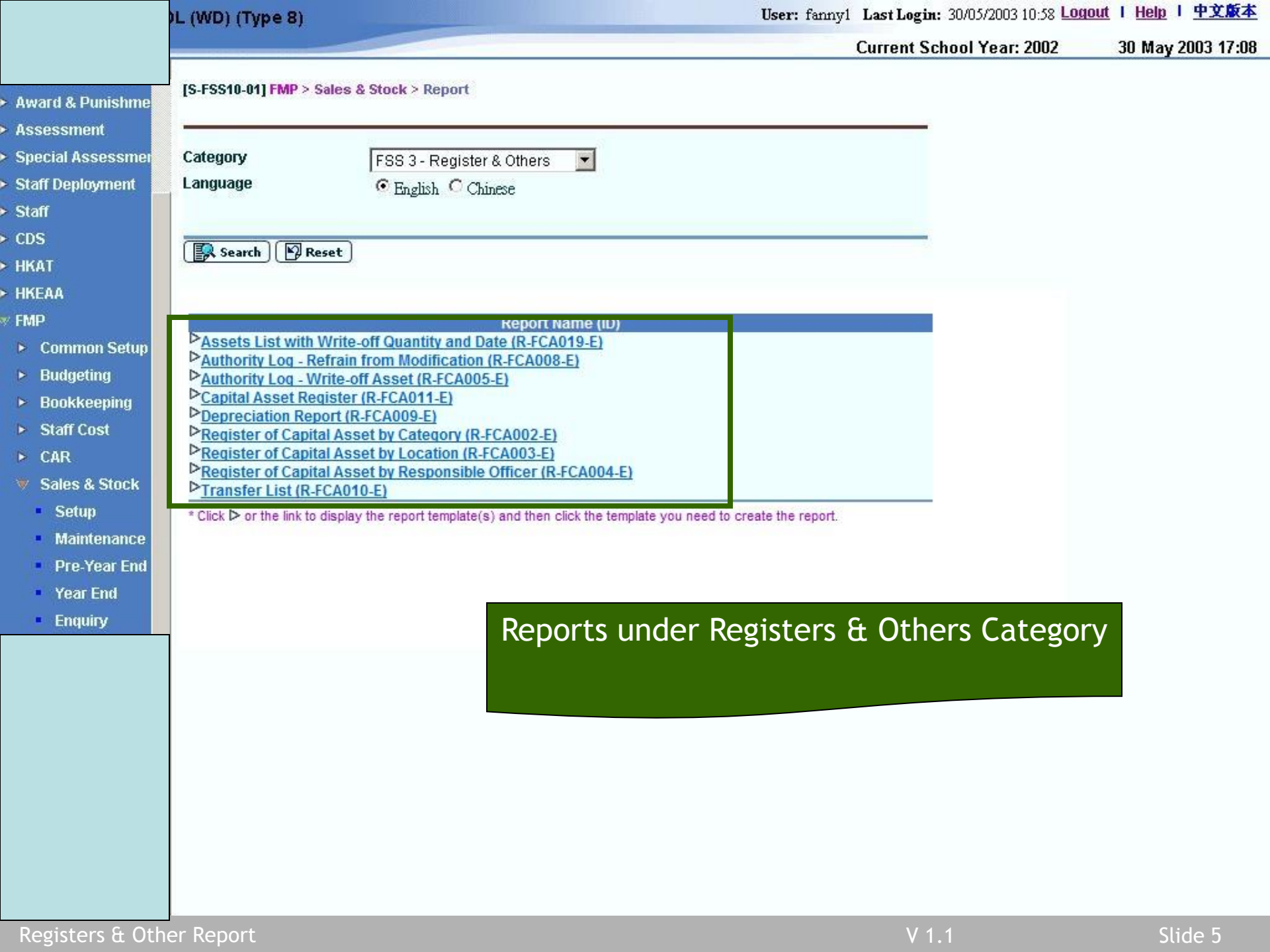
- User can generate English or Chinese Capital Asset reports through this report function.

- User can view the reports for the following categories
  - All Categories
  - Setup
    - e.g. List of Asset Category (R-FCA013-E), List of Asset Master (R-FCA014-E)
  - Voucher List
    - e.g. Voucher List for Capital Asset (R-FCA001-E), Incomplete Asset / Asset Adjustment Voucher List (R-FCA012-E)
  - Register & Others
    - e.g. Capital Asset Register (R-FCA011-E), Register of Capital Asset by Category (R-FCA002-E)
  - Stocktake Worksheet
    - e.g. Stocktake Worksheet by Location (R-FCA006-E), Stocktake Worksheet by Responsible Officer (R-FCA007-E)
  - Data Conversion
    - e.g. Converted Asset Code List (R-FCA017-E)

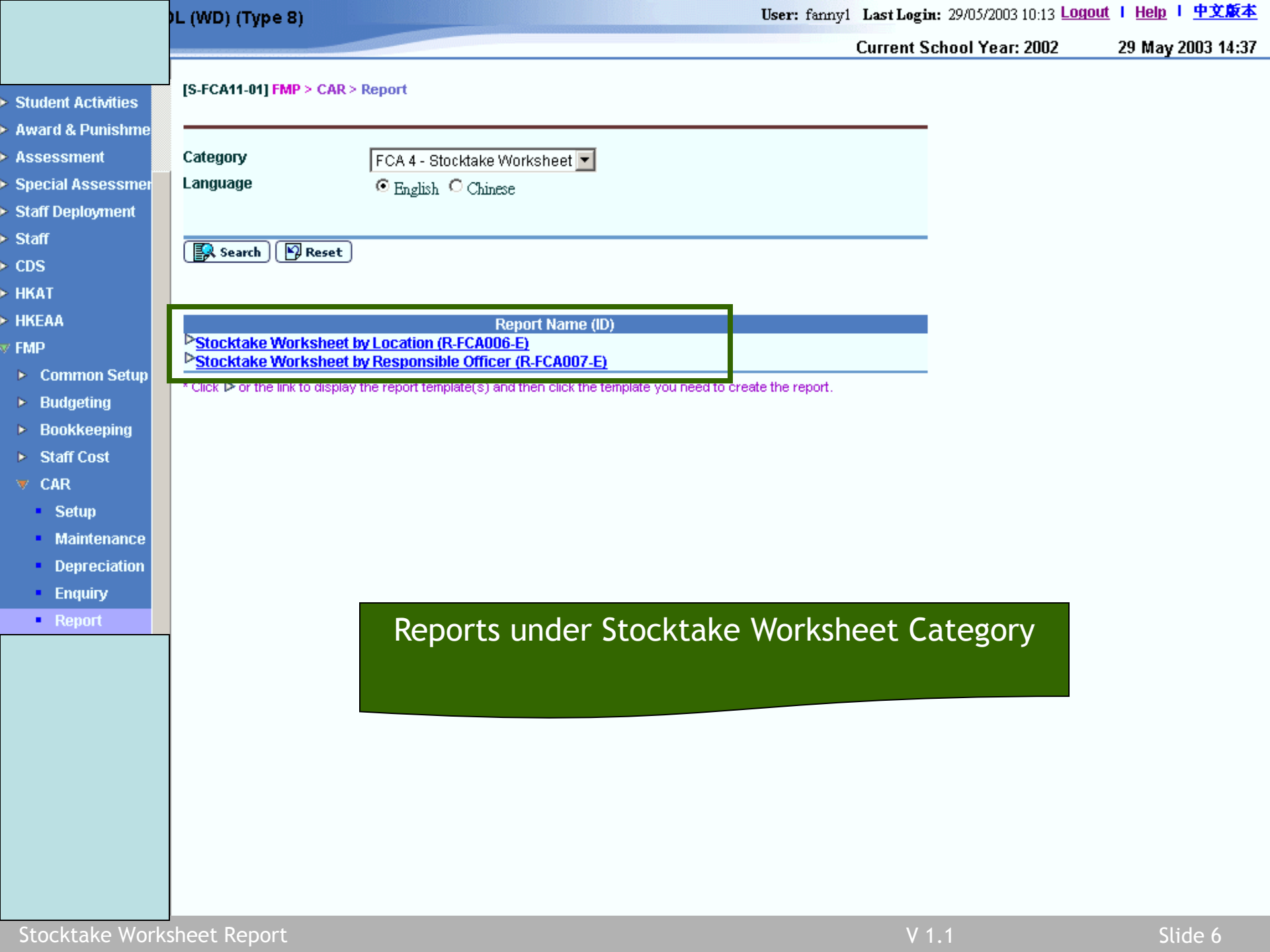
- Data Conversion Category is only available for schools which choose to convert the data of Capital Asset Register from SAMS system.

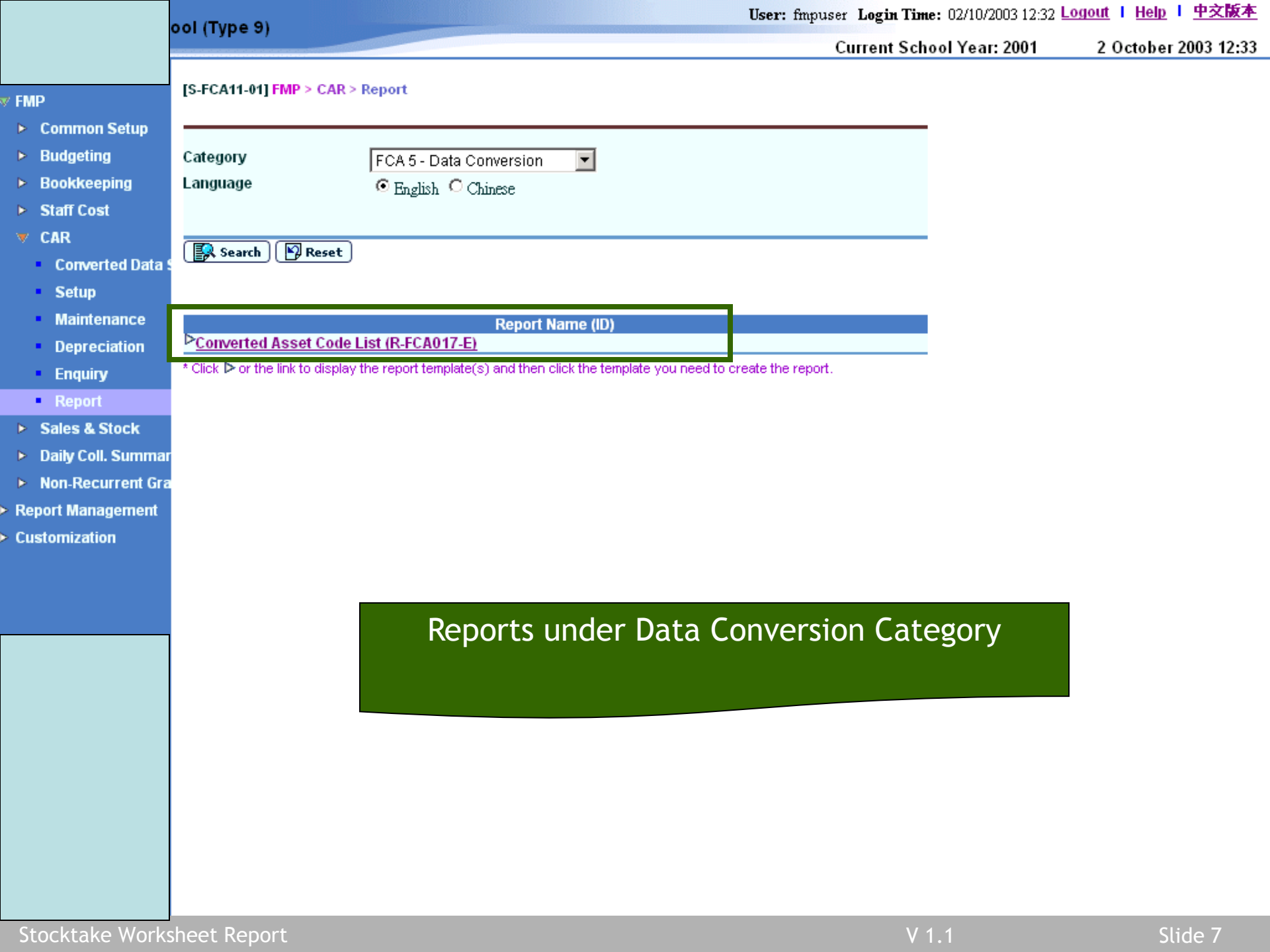

L (WD) (Type 8)
User: fanny1 Last Login: 29/05/2003 10:13 Logout | Help | 中文版本
Current School Year: 2002
29 May 2003 14:36
Student Activities
Award & Punishme
Assessment
Special Assessmer
Staff Deployment
Staff
CDS
HKAT
HKEAA
FMP
Common Setup
Budgeting
Bookkeeping
Staff Cost
CAR
Setup
Maintenance
Depreciation
Enquiry
Report
[S-FCA11-01] FMP > CAR > Report
Category
FCA 1 - Setup
Language
English
Chinese
Search
Reset
Report Name (ID)
List of Asset Analysis Code 1 (R-FCA015-E)
List of Asset Analysis Code 2 (R-FCA016-E)
List of Asset Category (R-FCA013-E)
List of Asset Master (R-FCA014-E)
Reports under Setup Category


L (WD) (Type 8)
User: fanny1 Last Login: 29/05/2003 10:13 Logout | Help | 中文版本
Current School Year: 2002
29 May 2003 14:37
Student Activities
Award & Punishme
Assessment
Special Assessmer
Staff Deployment
Staff
CDS
HKAT
HKEAA
FMP
Common Setup
Budgeting
Bookkeeping
Staff Cost
CAR
Setup
Maintenance
Depreciation
Enquiry
Report
[S-FCA11-01] FMP > CAR > Report
Category
FCA 2 - Voucher List
Language
English
Chinese
Search
Reset
Report Name (ID)
Incomplete Asset/ Asset Adjustment Voucher List (R-FCA012-E)
List of Deleted Vouchers (R-FCA018-E)
Voucher List for Capital Asset (R-FCA001-E)
* Click ▷ or the link to display the report template(s) and then click the template you need to create the report.
Reports under Voucher List Category



Reports under Registers & Others Category


L (WD) (Type 8)
User: fanny1 Last Login: 29/05/2003 10:13 Logout | Help | 中文版本
Current School Year: 2002
29 May 2003 14:37
Student Activities
Award & Punishme
Assessment
Special Assessmer
Staff Deployment
Staff
CDS
HKAT
HKEAA
FMP
Common Setup
Budgeting
Bookkeeping
Staff Cost
CAR
Setup
Maintenance
Depreciation
Enquiry
Report
[S-FCA11-01] FMP > CAR > Report
Category
FCA 4 - Stocktake Worksheet
Language
English
Chinese
Search
Reset
Report Name (ID)
Stocktake Worksheet by Location (R-FCA006-E)
Stocktake Worksheet by Responsible Officer (R-FCA007-E)
* Click ▷ or the link to display the report template(s) and then click the template you need to create the report.
Reports under Stocktake Worksheet Category


ool (Type 9)
User: fmpuser Login Time: 02/10/2003 12:32 Logout | Help | 中文版本
Current School Year: 2001
2 October 2003 12:33
FMP
Common Setup
Budgeting
Bookkeeping
Staff Cost
CAR
Converted Data
Setup
Maintenance
Depreciation
Enquiry
Report
Sales & Stock
Daily Coll. Summar
Non-Recurrent Gra
Report Management
Customization
[S-FCA11-01] FMP > CAR > Report
Category
FCA 5 - Data Conversion
Language
English
Chinese
Search
Reset
Report Name (ID)
Converted Asset Code List (R-FCA017-E)
* Click ▷ or the link to display the report template(s) and then click the template you need to create the report.
Reports under Data Conversion Category

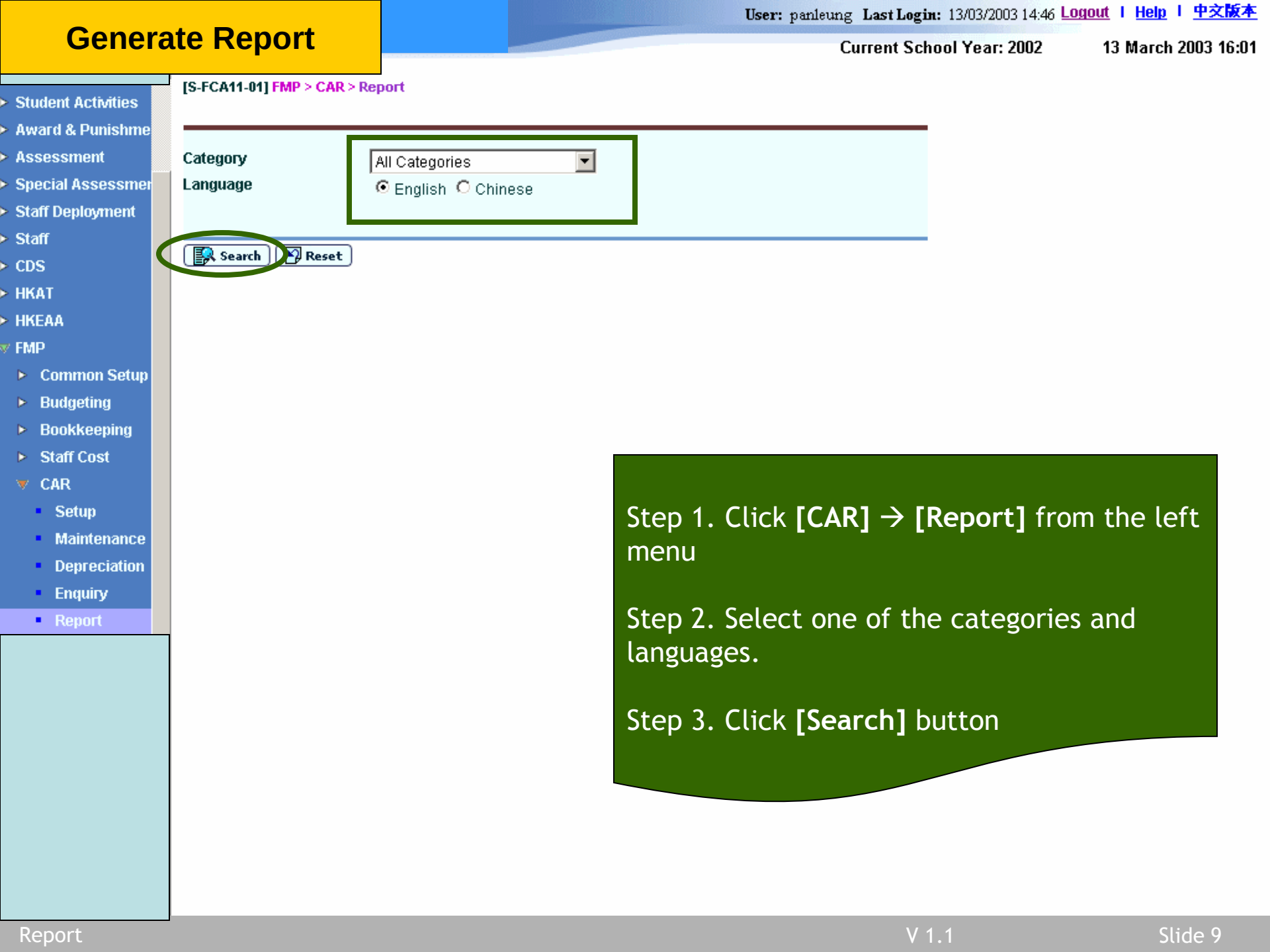
Generate Report

- 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. But “List of Deleted Vouchers” (R-FCA018) can be generated in PDF format only and it is not allowed for amendment.

- User may edit the generated report in WORD, RICHTEXT and EXCEL format.

Generate Report

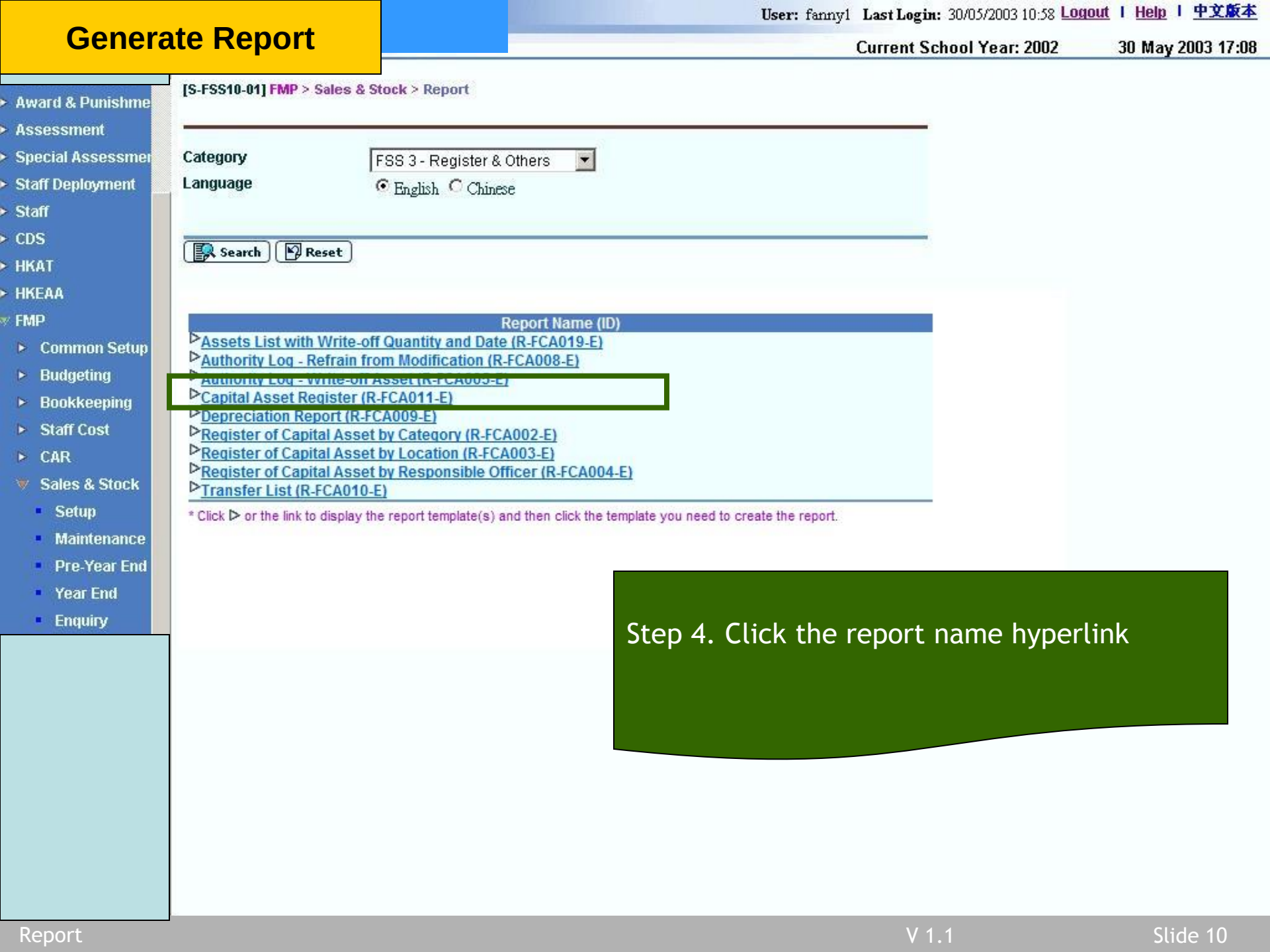


Step 1. Click **[CAR]** → **[Report]** from the left menu

Step 2. Select one of the categories and languages.

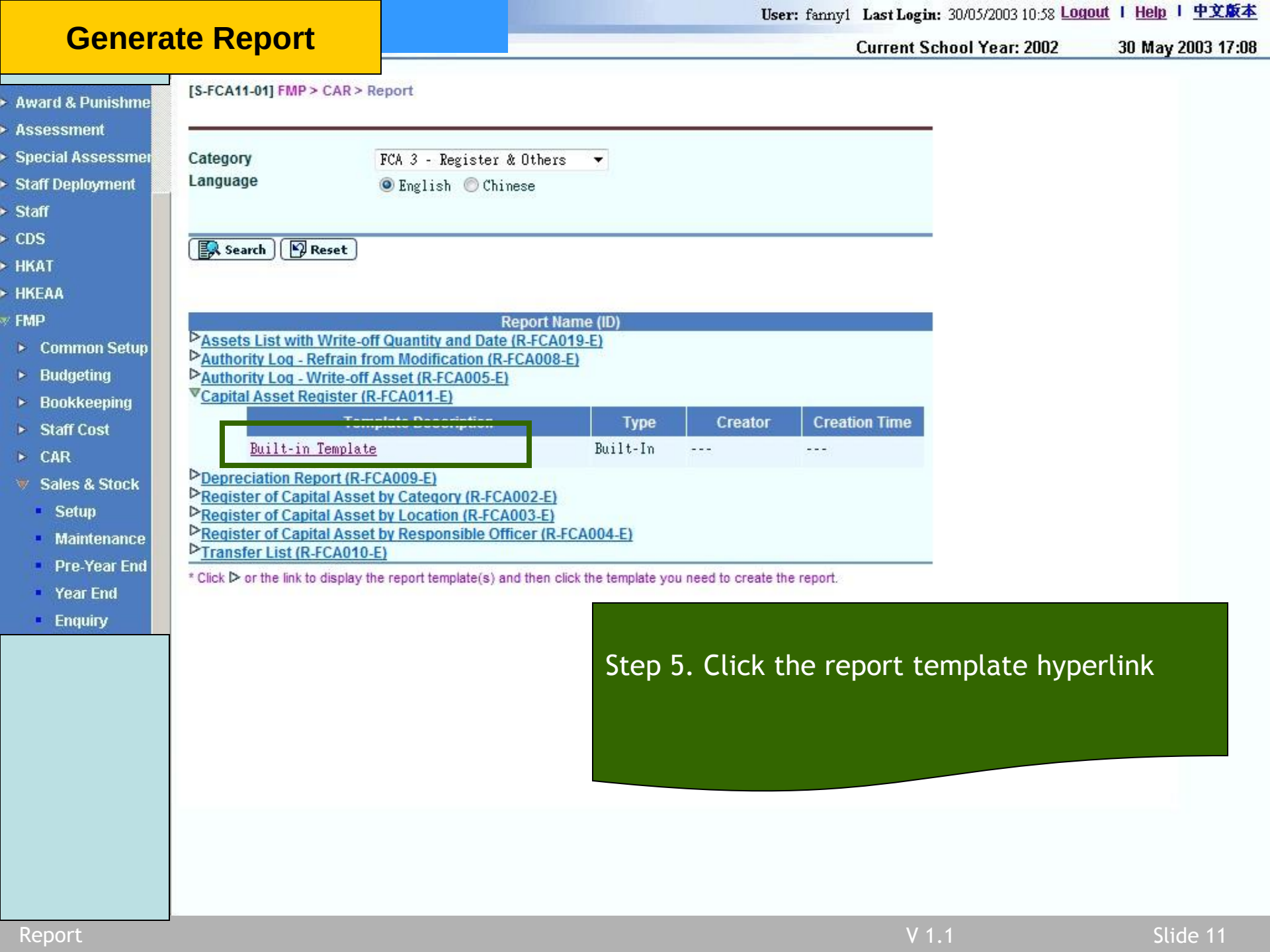
Step 3. Click **[Search]** button

Generate Report



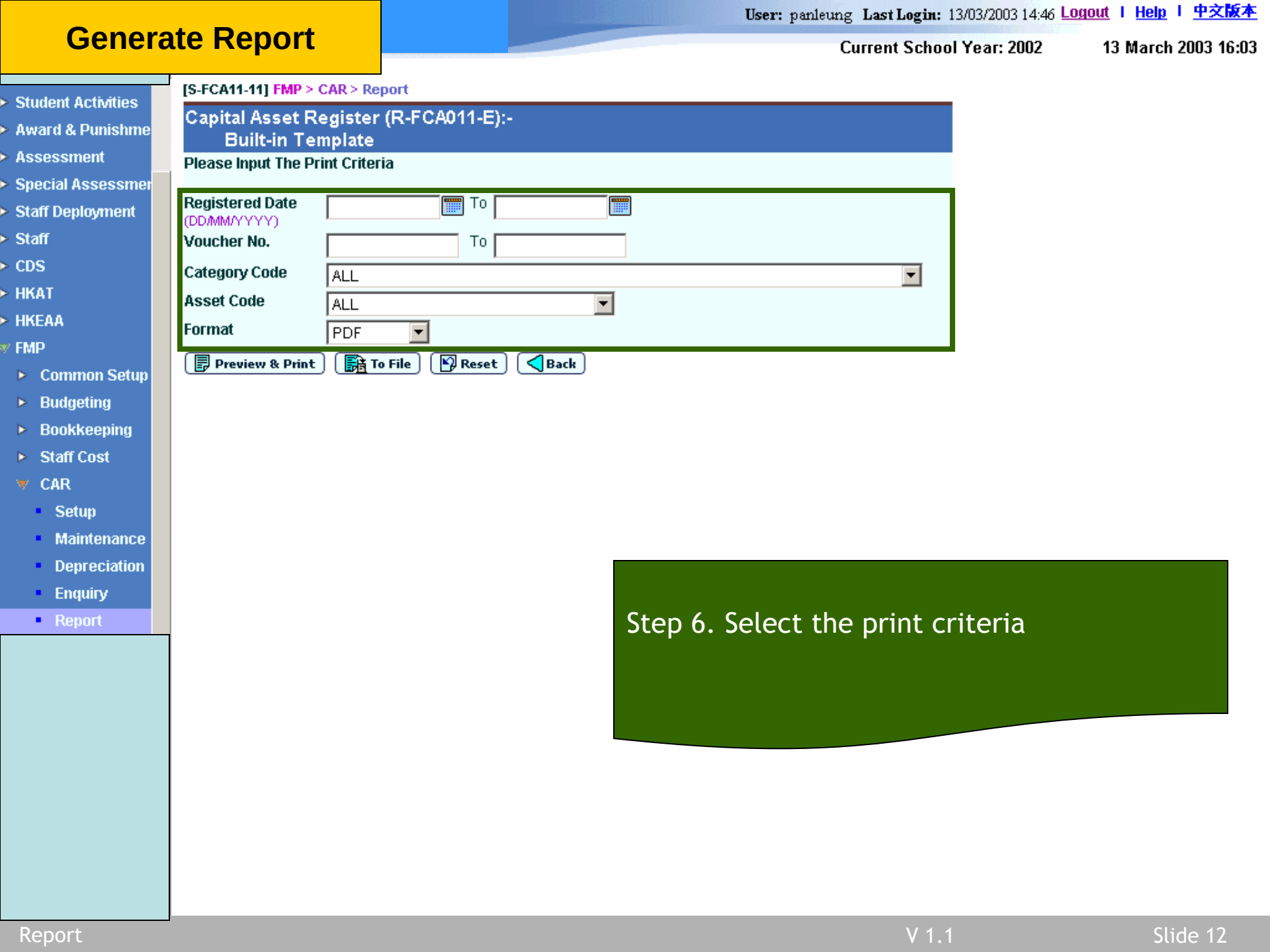
Step 4. Click the report name hyperlink

Generate Report



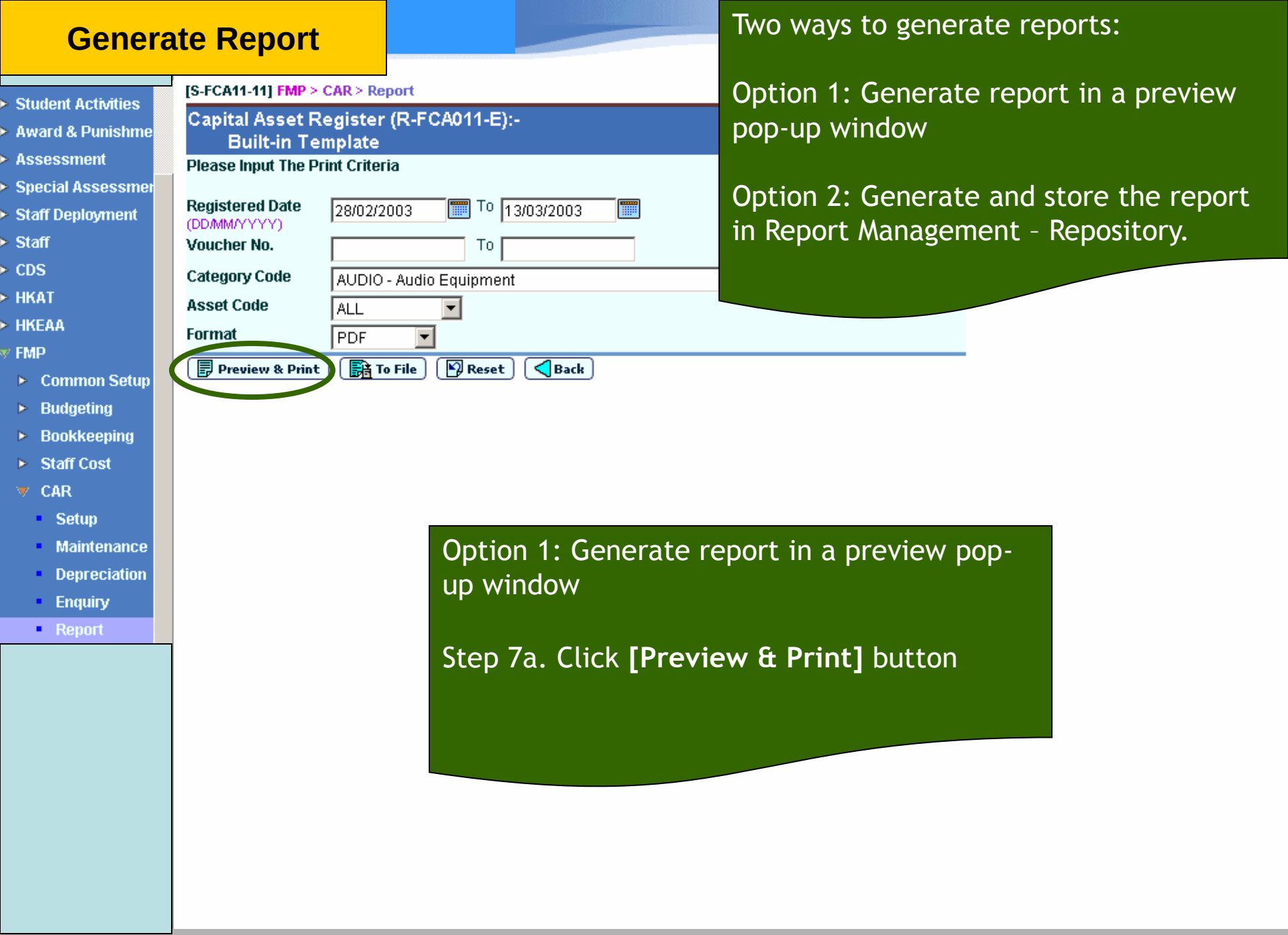
Step 5. Click the report template hyperlink

Generate Report



Step 6. Select the print criteria

Generate 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 7a. Click **[Preview & Print]** button

R-FCA011-E

PRIMARY SCHOOL (AM) (TYPE 2)

CAPITAL ASSET REGISTER AS AT 13/03/2003

Registered Date Range	: 28/02/2003 to 13/03/2003	Print By	: panleung
Voucher No. Range	: ALL	Date	: 13/03/2003
Category Code	: AUDIO	Time	: 16:11
Asset Code	: ALL	Page	: 1 of 1

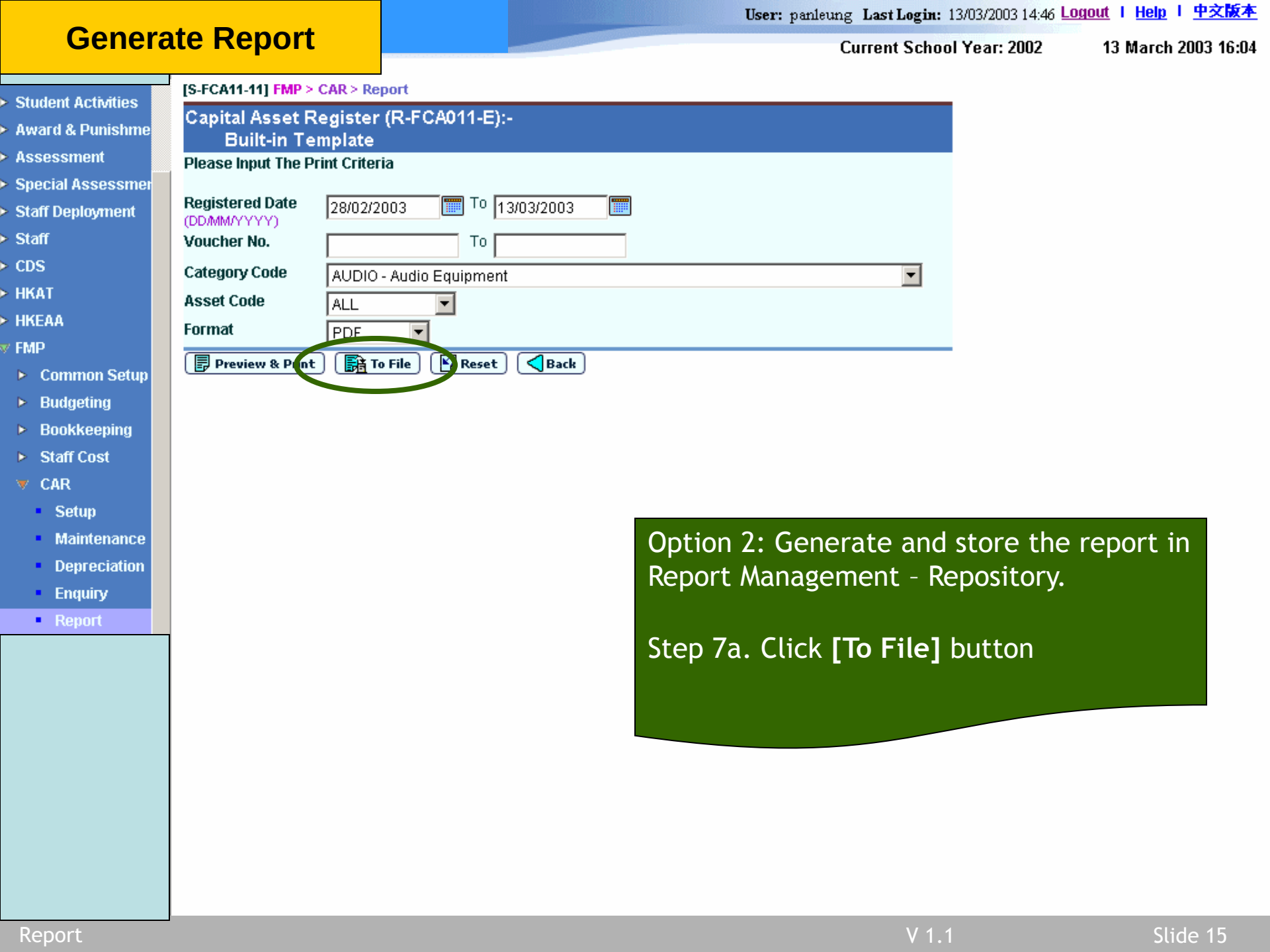
ASSET CODE AND DESCRIPTION	CATEGORY CODE/ ANALYSIS CODE 1/2	REGISTERED DATE	VOUCHER NO.	COST			QUANTITY		
				GOV'T FUND $	OTHER FUND $	TOTAL AMOUNT $	ORIGINAL	WRITE-OFF	BALANCE
RADIO Radio	AUDIO / P1 / MUSIC	28/02/2003	CA0203-01	600.00	200.00	800.00	2	1	1

End of Report

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

Step 7b. Print the report to local print queue or save to local hard disk from the pop-up window

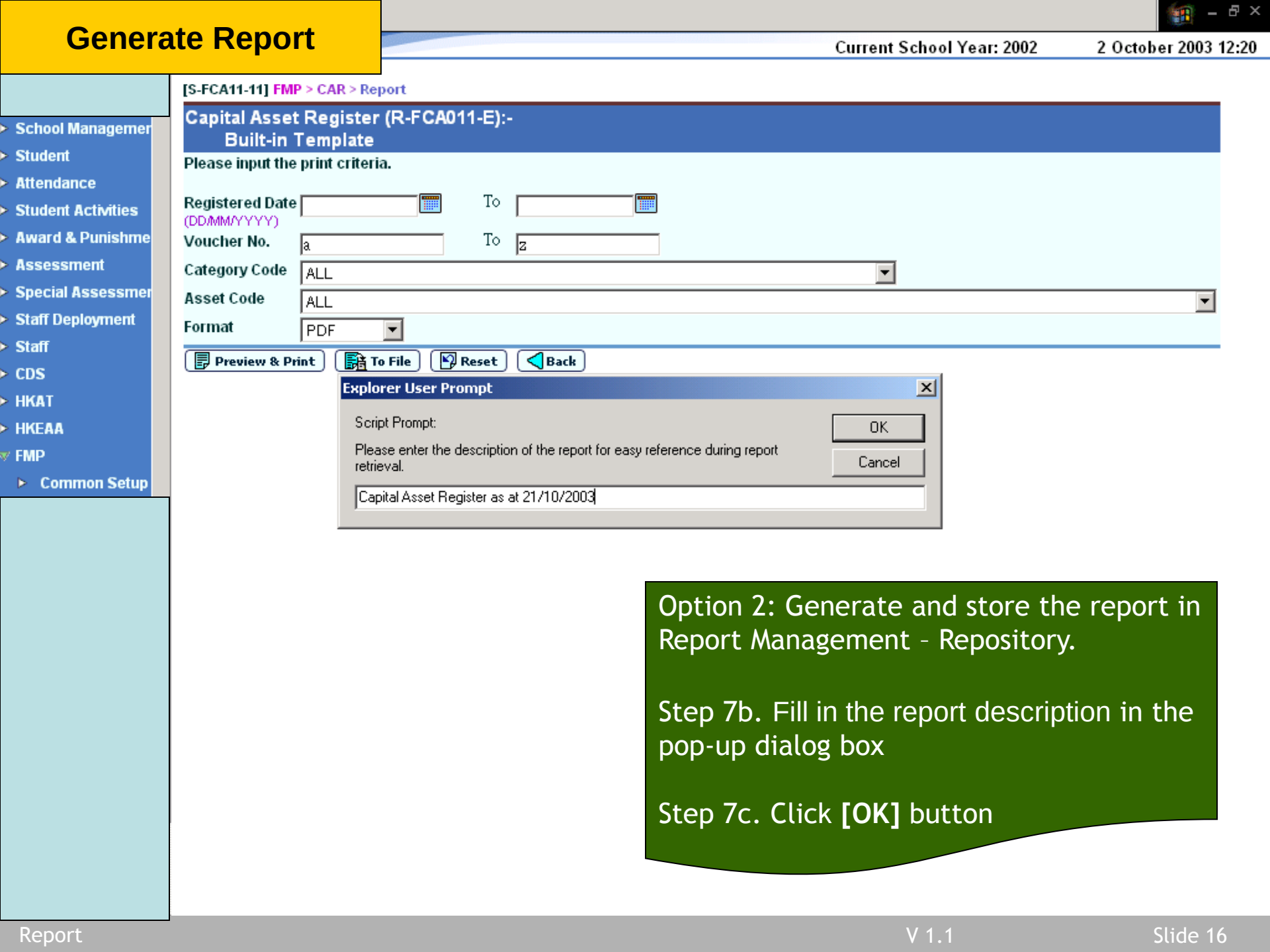
Generate Report



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

Step 7a. Click **[To File]** button

Generate Report

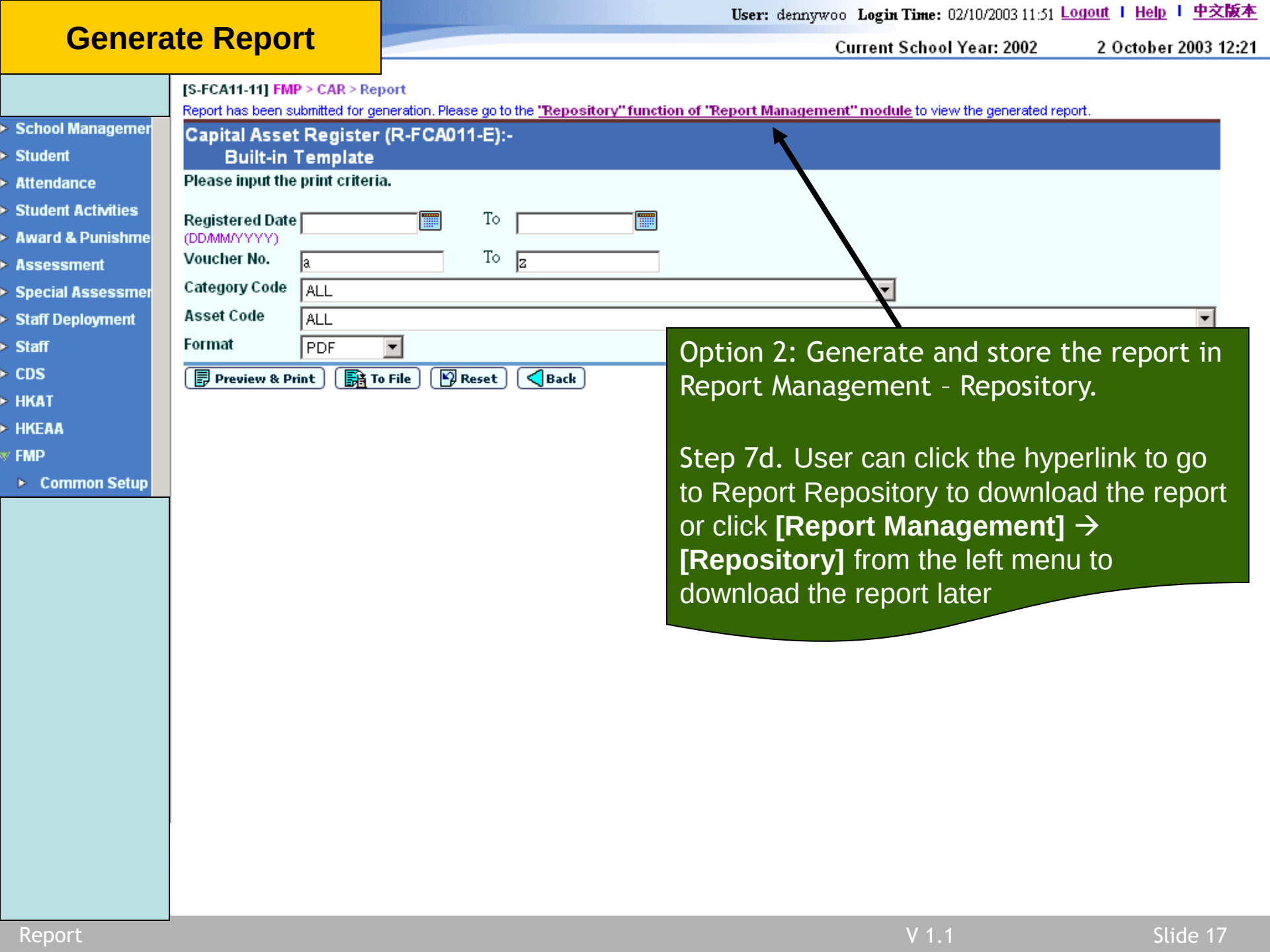


Option 2: Generate and store the report in Report Management – Repository.

Step 7b. Fill in the report description in the pop-up dialog box

Step 7c. Click **[OK]** button

Generate Report



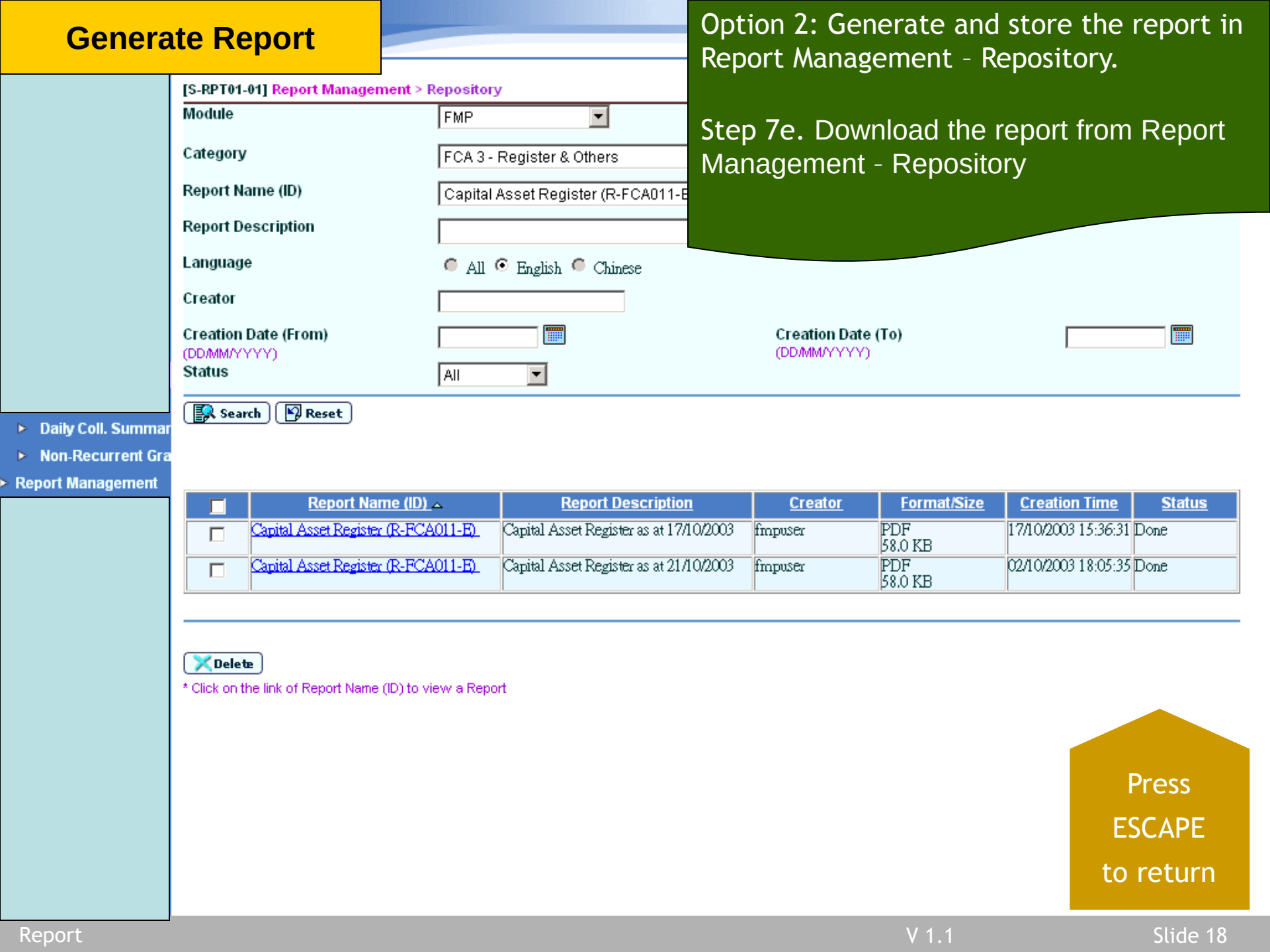
Option 2: Generate and store the report in Report Management – Repository.

Step 7d. 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 7e. Download the report from Report Management – Repository



Press ESCAPE to return