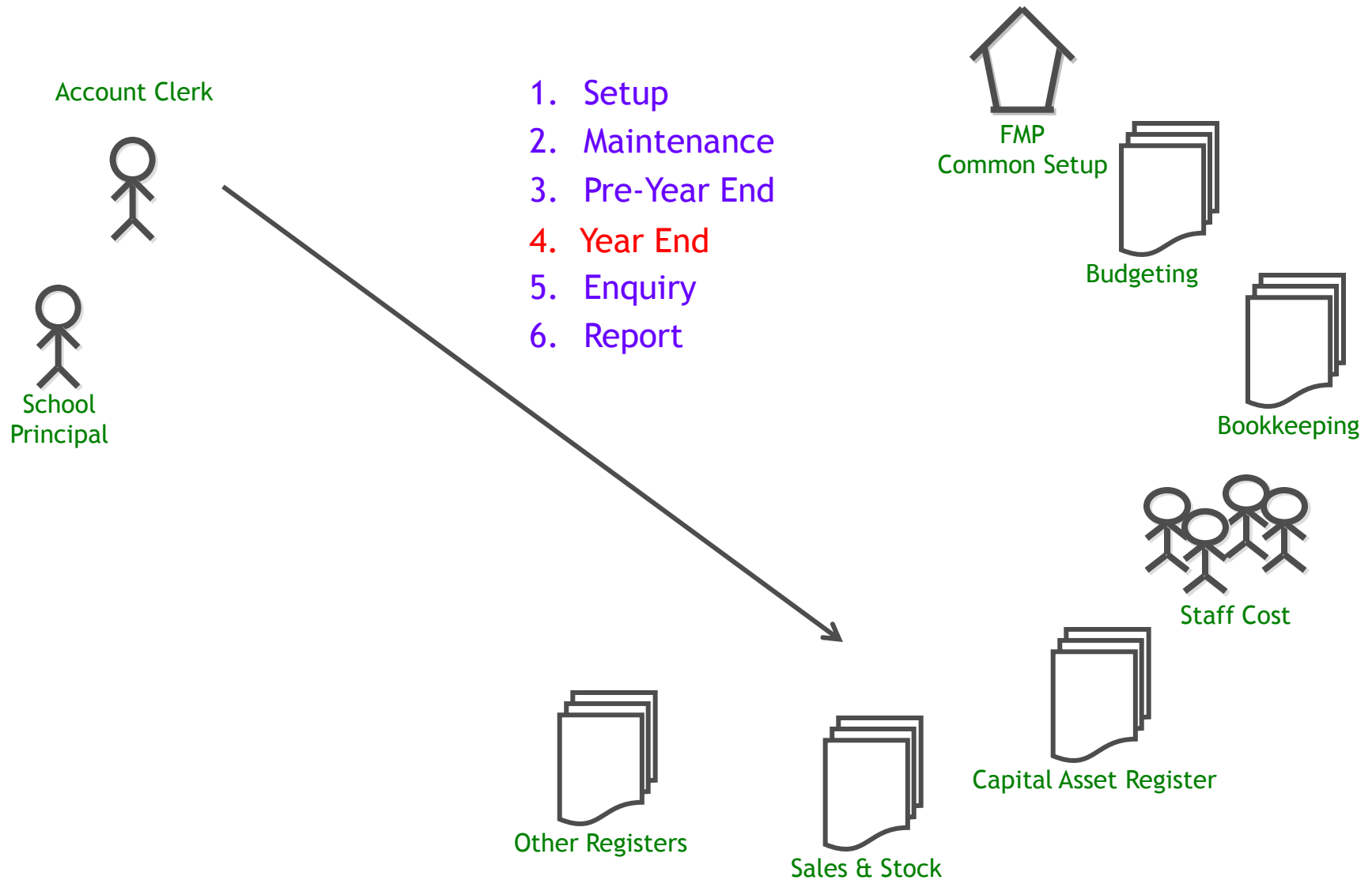


FMP - Sales & Stock



Sales & Stock - Year End

- After performing Pre-Year End Process, user can proceed to this function for Year End Process.
- Year End Process consists of two parts:
 - Provisional Year End Closing - to check the feasibility of processing Final Year End Process.
 - Final Year End Closing - to final close an accounting year. Once the accounting year is final closed in Sales and Stock Module, it cannot be re-opened.

Provisional Year End

- This function allows user to select any opened accounting year in Sales and Stock Module and perform Provisional Year End checking to check the feasibility of processing Final Year End Process.
- Provisional Year-End checking will not generate any reports to Report Management.
- After performing Provisional Year End Process, user can proceed to Final Year End Process to final close the accounting year in Sales and Stock Module.

Process Provisional Year End Closing

User: fmp_admin Last Login: 11/03/2003 12:34 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

11 March 2003 17:06

[S-FSS13-01] [FMP](#) > [Sales & Stock](#) > [Year End](#) > [Provisional Year End Closing](#)

Provisional Year End Closing

Final Year End Closing

Accounting Year To Be Closed (YYYY/YYYY)

2000/2001

Proceed

Step 1. Click [Sales & Stock] → [Year End] from the left menu.

By default, it displays the page of [Provisional Year End Closing]

Step 2. Select [Accounting Year To Be Closed]

Step 3. Click [Proceed] button

Note: Only opened accounting years are available for selection.

Process Provisional Year End Closing

Failed Case

Provisional Year End Closing will be aborted if the following checking is failed:

1. All purchase and sales vouchers have been completed.

(AM)

User: fmpSAs L

Current Sch

[S-FSS13-01] FMP > Sales & Stock > Year End > Provisional Year End Closing

E-67143 : Fail to perform Provisional Year End Closing, system has the following findings

E-63102 : Draft / unposted / incomplete vouchers are found for the accounting year:-

- Sales and Stock - Sales and Stock Purchase Voucher (Incomplete) SP-001
- Sales and Stock - Sales and Stock Purchase Voucher (Incomplete) SP-002
- Sales and Stock - Sales and Stock Sales Voucher (Incomplete) SS-001
- Sales and Stock - Sales and Stock Sales Voucher (Incomplete) SS-002

▼ Sales & Stock

- Setup
- Maintenance
- Pre-Year End
- Year End
- Enquiry
- Report

Provisional Year End Closing

Final Year End Closing

Accounting Year To Be Closed (YYYY/YYYY)

2008/2009 ▼

Proceed

Process Provisional Year End Closing

Successful Case

- No outstanding item exists

[S-FSS13-01] FMP> Sales & Stock > Year End> Provisional Year End Closing

Provisional Year End Checking successfully

Provisional Year End Closing

Final Year End Closing

Accounting Year To Be Closed (YYYY/YYYY)

2000/2001

Proceed

If the system has passed through the checking, the message "Provisional Year End checked successfully." will be displayed.

▼ Sales & Stock

- Setup
- Maintenance
- Pre-Year End
- Year End
- Enquiry
- Report

Notes:

- All purchase and sales vouchers of the selected accounting year must be completed before performing Provisional Year End Process.
- User can still maintain stock details under the selected accounting year
- When performing Bookkeeping provisional year end closing, closing ledger balance of the selected accounting year will be rolled over to the next year as opening balance if no outstanding items exist (e.g. incomplete sales and stock vouchers, Staff Cost payroll month not closed). When performing Sales and Stock provisional year end closing, the system will simply check if there is any incomplete Sales and Stock vouchers. Nothing will be performed if the checking can be passed through. There is no rollover closing balance to next accounting year as opening balances.

Final Year End

- This function allows user to select any opened accounting year in Sales and Stock Module and perform Final Year End closing. Accounting year in Sales and Stock Module will be final closed through the process.
- Ensure the account of the selected accounting year has been confirmed by Education Bureau.
- Final closed accounting year cannot be re-opened.
- Final Year End reports will be generated for verification and recording purpose. Final Year End reports include:
 - Stock Balance (Group by Category) (R-FSS011B-E)
 - Stock Balance (Group by Stock Code) (R-FSS011A-E)
 - Stock Profit Report (R-FSS009-E)

Process Final Year End Closing

User: fmp_admin Last Login: 11/03/2003 12:34 [Logout](#) | [Help](#) | [中文版](#)

Current School Year: 2001

11 March 2003 17:11

[S-FSS13-02] [FMP](#) > [Sales & Stock](#) > [Year End](#) > [Final Year End Closing](#)

Provisional Year End Closing

Final Year End Closing

Accounting Year To Be Closed (YYYYYY)

2000/2001

Reminder:

1. Please ensure the account of this year has been confirmed by Education and Manpower Bureau.
2. Final Closed Accounting Year cannot be re-opened.

Proceed

Step 1. Click [Sales & Stock] → [Year End]
from the left menu.

Step 2. Click [Final Year End Closing] tab

Step 3. Select [Accounting Year to be Closed]

Step 4. Click [Proceed] button

Note: Only opened accounting years are available for selection.

Process Final Year End Closing

Failed Case

Final Year End Closing will be aborted if any of the following checking is failed:

1. All purchase and sales vouchers have been completed.

(AM)

User: fmpSAs L

Current Sch

[S-FSS13-02] FMP > Sales & Stock > Year End > Final Year End Closing

E-67144 : Fail to perform Final Year End Closing, system has the following findings

E-67058 : Incomplete vouchers are found for the accounting year:-

- Sales and Stock - Sales and Stock Purchase Voucher (Incomplete) SP-001
- Sales and Stock - Sales and Stock Purchase Voucher (Incomplete) SP-002
- Sales and Stock - Sales and Stock Sales Voucher (Incomplete) SS-001
- Sales and Stock - Sales and Stock Sales Voucher (Incomplete) SS-002

Provisional Year End Closing

Final Year End Closing

Accounting Year To Be Closed (YYYY/YYYY)

2008/2009

Reminder:

1. Please ensure the account of this year has been confirmed by Education and Manpower Bureau.
2. Final Closed Accounting Year cannot be re-opened.

Proceed

- ▼ Sales & Stock
 - Setup
 - Maintenance
 - Pre-Year End
 - Year End
 - Enquiry
 - Report

Process Final Year End Closing

User: fmp_admin Last Login: 11/03/2

Current School Year:

Successful Case

- No outstanding item exists

IS-ESS13-021 FMP> Sales & Stock > Year End > Final Year End Closing

All the pre-requisites for closing accounting year 2000/2001 have been fulfilled. Please click on CONFIRM to perform the year end closing. Please ensure the next accounting year has been created.

Provisional Year End Closing

Final Year End Closing

Accounting Year To Be Closed (YYYYYYYY)

2000/2001

Reminder:

1. Please ensure the account of this year has been confirmed by Education and Manpower Bureau.
2. Final Closed Accounting Year cannot be re-opened.

Confirm

Back

Indicate that checking has been passed through

Step 5. Click [Confirm] button

Process Final Year End Closing

User: fmp_admin Last Login: 11/03/2003 12:34 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

11 March 2003 17:12

[S-FSS13-02] **FMP** > Sales & Stock > Year End > Final Year End Closing

Accounting year 2000/2001 is closed successfully.

Reports are generated in [Report Repository](#). Please click on the link or select Repository under Report Mgt menu item to view and download the reports generated.

Provisional Year End Closing

Final Year End Closing

Accounting Year To Be Closed (YYYYYYYY)

2000/2001

Reminder:

1. Please ensure the account of this year has been confirmed by Education and Manpower Bureau.
2. Final Closed Accounting Year cannot be re-opened.

[Back](#)

1. Accounting year is closed in Sales and Stock Module.

2. Final Year End reports are generated in Report Management - Repository. User may click the hyperlink to link to Report Management - Repository to view the reports.

Process Final Year End Closing

List of Year End reports generated under Report Management - Repository

(AM) User: fmpSAs Last Current School Year 2003 17:24

[S-RPT01-01] Report Management > Repository

Module: FMP

Category: FSS 5 - Year End

Report Name (ID): All Report(s)

Report Description:

Language: ☒ All ☐ English ☐ Chinese

Creator:

Creation Date (From) (DD/MM/YYYY): Creation Date (To) (DD/MM/YYYY):

Status: All

Search Reset

Page 1 of 3 Bottom

| | Report Name (ID) ▲ | Report Description | Creator | File | Creation Date | Status |
|--------------------------|---|-------------------------------|---------|-------------|---------------------|--------|
| <input type="checkbox"/> | Stock Balance (Group by Category) (R-FSS011B-E) | Year End Report for 2201/2202 | fmpSAs | PDF 0.0 KB | 29/09/2003 13:53:03 | Error |
| <input type="checkbox"/> | Stock Balance (Group by Category) (R-FSS011B-E) | Year End Report for 2015/2016 | fmpSAs | PDF 0.0 KB | 29/09/2003 12:49:36 | Error |
| <input type="checkbox"/> | Stock Balance (Group by Category) (R-FSS011B-E) | Year End Report for 2409/2410 | fmpSAs | PDF 0.0 KB | 08/09/2003 16:28:15 | Error |
| <input type="checkbox"/> | Stock Balance (Group by Category) (R-FSS011B-E) | Year End Report for 2420/2421 | fmpSAs | PDF 0.0 KB | 26/08/2003 14:22:09 | Error |
| <input type="checkbox"/> | Stock Balance (Group by Category) (R-FSS011B-E) | Year End Report for 2018/2019 | fmpSAs | PDF 70.0 KB | 21/08/2003 12:39:44 | Done |
| <input type="checkbox"/> | Stock Balance (Group by Category) (R-FSS011B-E) | Year End Report for 2419/2420 | fmpSAs | PDF 0.0 KB | 14/08/2003 15:32:00 | Error |
| <input type="checkbox"/> | Stock Balance (Group by Category) (R-FSS011B-E) | Year End Report for 2004/2005 | fmpSAs | PDF 69.0 KB | 02/08/2003 13:31:00 | Done |
| <input type="checkbox"/> | Stock Balance (Group by Category) (R-FSS011B-E) | Year End Report for 2176/2177 | fmpSAs | PDF | 02/08/2003 13:19:37 | Done |

Notes:

- All purchase and sales vouchers of the selected accounting year must be completed before performing Final Year End Process.
- There is no rollover closing balance to next accounting year as opening balances.
- Final Year-End process should be done before Final Year-End process of Bookkeeping.
- Final Year-End Closing of Bookkeeping Module will check whether Final Year-End Closing of Sales and Stock Module has already been done. That is Final Year-End Closing of Sales and Stock Module should be done before Final Year-End Closing of Bookkeeping Module.
- In a final closed accounting year, purchase and sales vouchers cannot be generated in Sales and Stock Module and write-off transactions cannot be carried out.



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