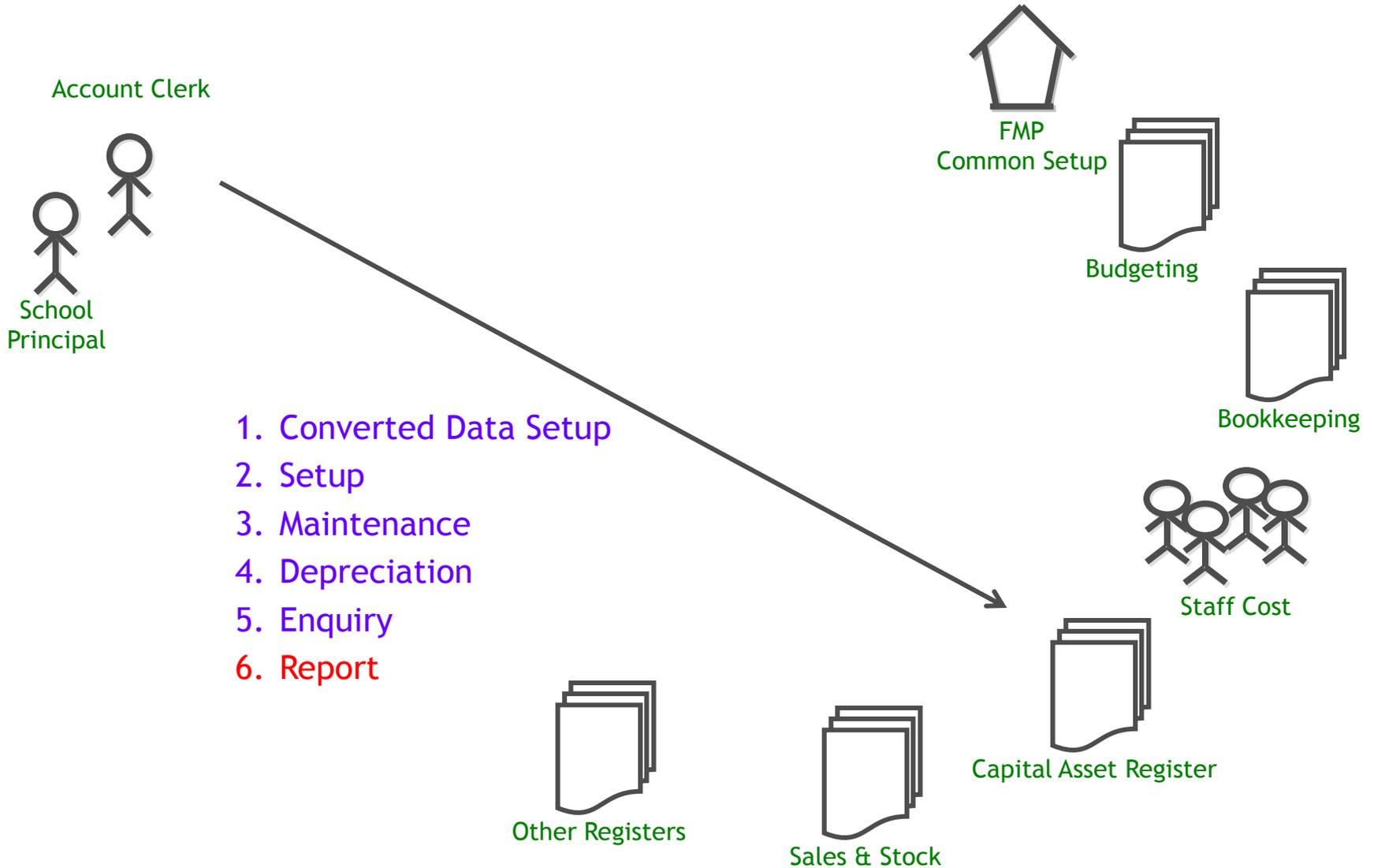


FMP - Capital Asset Register



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.

[S-FCA11-01] FMP > CAR > Report

Category

Language English Chinese

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)

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

- ▶ Student Activities
- ▶ Award & Punishme
- ▶ Assessment
- ▶ Special Assesmer
- ▶ Staff Deployment
- ▶ Staff
- ▶ CDS
- ▶ HKAT
- ▶ HKEAA
- ▼ FMP
 - ▶ Common Setup
 - ▶ Budgeting
 - ▶ Bookkeeping
 - ▶ Staff Cost
 - ▼ CAR
 - Setup
 - Maintenance
 - Depreciation
 - Enquiry
 - Report

Reports under Setup Category

- ▶ Student Activities
- ▶ Award & Punishme
- ▶ Assessment
- ▶ Special Assesmer
- ▶ 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

Language English Chinese

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

[S-FSS10-01] FMP > Sales & Stock > Report

Category
 Language English Chinese

Report Name (ID)
▶ Assets List with Write-off Quantity and Date (R-FCA019-E)
▶ Authority Log - Refrain from Modification (R-FCA008-E)
▶ Authority Log - Write-off Asset (R-FCA005-E)
▶ Capital Asset Register (R-FCA011-E)
▶ Depreciation Report (R-FCA009-E)
▶ Register of Capital Asset by Category (R-FCA002-E)
▶ Register of Capital Asset by Location (R-FCA003-E)
▶ Register of Capital Asset by Responsible Officer (R-FCA004-E)
▶ Transfer List (R-FCA010-E)

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

Reports under Registers & Others Category

- ▶ Award & Punishment
- ▶ Assessment
- ▶ Special Assessment
- ▶ Staff Deployment
- ▶ Staff
- ▶ CDS
- ▶ HKAT
- ▶ HKEAA
- ▼ FMP
 - ▶ Common Setup
 - ▶ Budgeting
 - ▶ Bookkeeping
 - ▶ Staff Cost
 - ▶ CAR
 - ▼ Sales & Stock
 - Setup
 - Maintenance
 - Pre-Year End
 - Year End
 - Enquiry

- ▶ 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

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

- ▼ FMP
 - ▶ Common Setup
 - ▶ Budgeting
 - ▶ Bookkeeping
 - ▶ Staff Cost
 - ▼ CAR
 - Converted Data S
 - Setup
 - Maintenance
 - Depreciation
 - Enquiry
 - Report
 - ▶ Sales & Stock
 - ▶ Daily Coll. Summar
 - ▶ Non-Recurrent Gra
- ▶ Report Management
- ▶ Customization

[S-FCA11-01] FMP > CAR > Report

Category

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.

- ▶ 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

All Categories

Language

English Chinese

 Search

 Reset

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

Step 2. Select one of the categories and languages.

Step 3. Click [Search] button

- ▶ Award & Punishment
- ▶ Assessment
- ▶ Special Assessment
- ▶ Staff Deployment
- ▶ Staff
- ▶ CDS
- ▶ HKAT
- ▶ HKEAA
- ▼ FMP
 - ▶ Common Setup
 - ▶ Budgeting
 - ▶ Bookkeeping
 - ▶ Staff Cost
 - ▶ CAR
 - ▼ Sales & Stock
 - Setup
 - Maintenance
 - Pre-Year End
 - Year End
 - Enquiry

[S-FSS10-01] FMP > Sales & Stock > Report

Category
Language English Chinese

- | Report Name (ID) |
|---|
| ▶ Assets List with Write-off Quantity and Date (R-FCA019-E) |
| ▶ Authority Log - Refrain from Modification (R-FCA008-E) |
| ▶ Authority Log - Write-off Asset (R-FCA005-E) |
| ▶ Capital Asset Register (R-FCA011-E) |
| ▶ Depreciation Report (R-FCA009-E) |
| ▶ Register of Capital Asset by Category (R-FCA002-E) |
| ▶ Register of Capital Asset by Location (R-FCA003-E) |
| ▶ Register of Capital Asset by Responsible Officer (R-FCA004-E) |
| ▶ Transfer List (R-FCA010-E) |

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

Step 4. Click the report name hyperlink

- ▶ Award & Punishment
- ▶ Assessment
- ▶ Special Assessment
- ▶ Staff Deployment
- ▶ Staff
- ▶ CDS
- ▶ HKAT
- ▶ HKEAA
- ▼ FMP
 - ▶ Common Setup
 - ▶ Budgeting
 - ▶ Bookkeeping
 - ▶ Staff Cost
 - ▶ CAR
 - ▼ Sales & Stock
 - Setup
 - Maintenance
 - Pre-Year End
 - Year End
 - Enquiry

[S-FCA11-01] FMP > CAR > Report

Category: FCA 3 - Register & Others
Language: English Chinese

Search Reset

Report Name (ID)			
▶ Assets List with Write-off Quantity and Date (R-FCA019-E)			
▶ Authority Log - Refrain from Modification (R-FCA008-E)			
▶ Authority Log - Write-off Asset (R-FCA005-E)			
▼ Capital Asset Register (R-FCA011-E)			
Template Description	Type	Creator	Creation Time
Built-in Template	Built-In	---	---
▶ Depreciation Report (R-FCA009-E)			
▶ Register of Capital Asset by Category (R-FCA002-E)			
▶ Register of Capital Asset by Location (R-FCA003-E)			
▶ Register of Capital Asset by Responsible Officer (R-FCA004-E)			
▶ Transfer List (R-FCA010-E)			

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

Step 5. Click the report template hyperlink

- ▶ Student Activities
- ▶ Award & Punishme
- ▶ Assessment
- ▶ Special Assesmer
- ▶ Staff Deployment
- ▶ Staff
- ▶ CDS
- ▶ HKAT
- ▶ HKEAA
- ▼ FMP
 - ▶ Common Setup
 - ▶ Budgeting
 - ▶ Bookkeeping
 - ▶ Staff Cost
 - ▼ CAR
 - Setup
 - Maintenance
 - Depreciation
 - Enquiry
 - Report

[S-FCA11-11] FMP > CAR > Report

Capital Asset Register (R-FCA011-E):- Built-in Template

Please Input The Print Criteria

Registered Date (DDMM/YYYY)	<input type="text"/>	To	<input type="text"/>
Voucher No.	<input type="text"/>	To	<input type="text"/>
Category Code	<input type="text" value="ALL"/>		
Asset Code	<input type="text" value="ALL"/>		
Format	<input type="text" value="PDF"/>		

Preview & Print To File Reset Back

Step 6. Select the print criteria

Generate Report

- ▶ Student Activities
- ▶ Award & Punishme
- ▶ Assessment
- ▶ Special Assesmen
- ▶ Staff Deployment
- ▶ Staff
- ▶ CDS
- ▶ HKAT
- ▶ HKEAA
- ▼ FMP
 - ▶ Common Setup
 - ▶ Budgeting
 - ▶ Bookkeeping
 - ▶ Staff Cost
 - ▼ CAR
 - Setup
 - Maintenance
 - Depreciation
 - Enquiry
 - Report

[S-FCA11-11] FMP > CAR > Report

Capital Asset Register (R-FCA011-E):- Built-in Template

Please Input The Print Criteria

Registered Date To

(DDMM/YYYY)

Voucher No. To

Category Code

Asset Code

Format

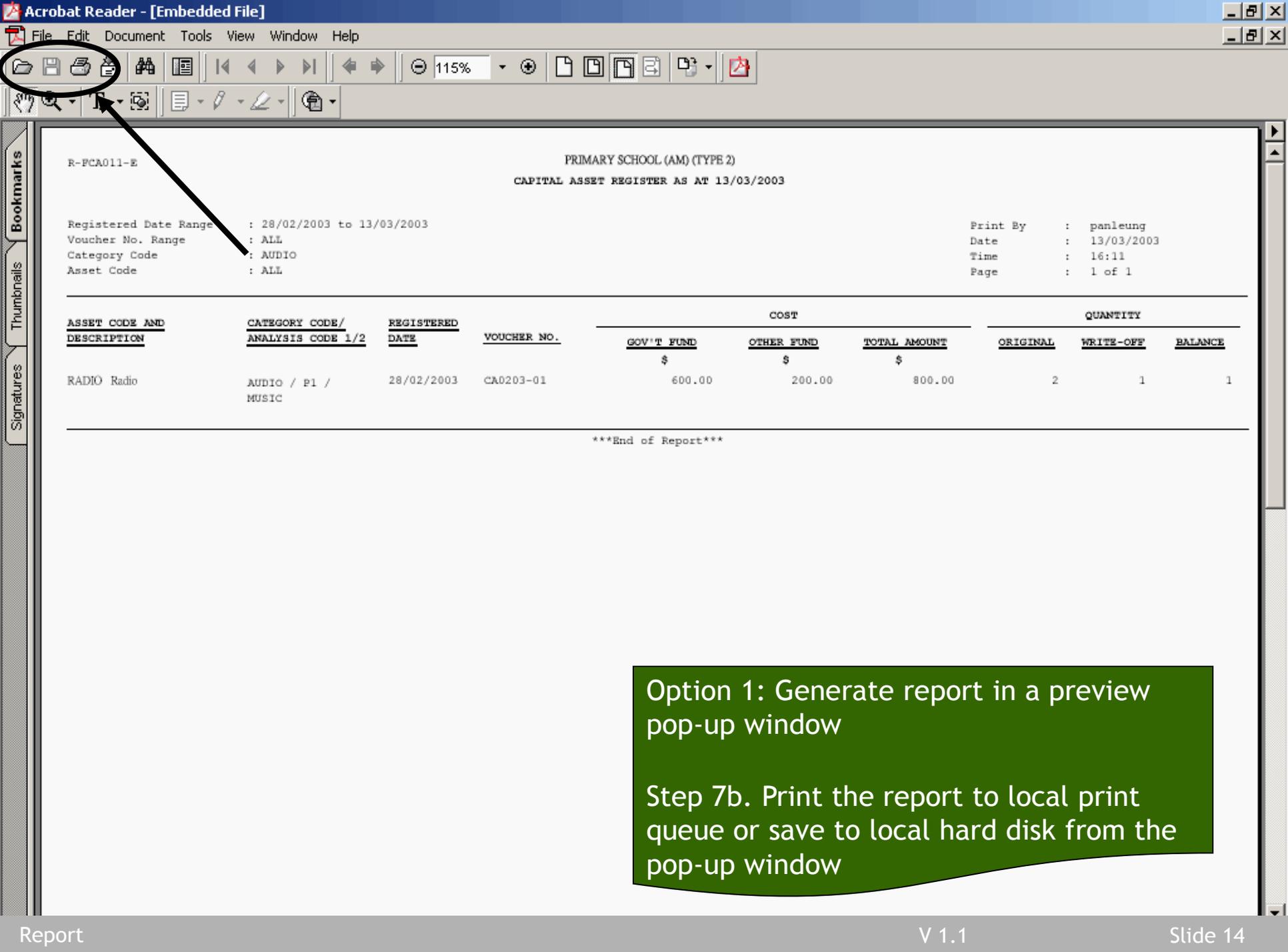
Two ways to generate reports:

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-PCA011-E

PRIMARY SCHOOL (AM) (TYPE 2)

CAPITAL ASSET REGISTER AS AT 13/03/2003

Registered Date Range : 28/02/2003 to 13/03/2003
Voucher No. Range : ALL
Category Code : AUDIO
Asset Code : ALL

Print By : panleung
Date : 13/03/2003
Time : 16:11
Page : 1 of 1

<u>ASSET CODE AND DESCRIPTION</u>	<u>CATEGORY CODE/ ANALYSIS CODE 1/2</u>	<u>REGISTERED DATE</u>	<u>VOUCHER NO.</u>	<u>COST</u>			<u>QUANTITY</u>		
				<u>GOV'T FUND</u>	<u>OTHER FUND</u>	<u>TOTAL AMOUNT</u>	<u>ORIGINAL</u>	<u>WRITE-OFF</u>	<u>BALANCE</u>
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

- ▶ Student Activities
- ▶ Award & Punishme
- ▶ Assessment
- ▶ Special Assesmen
- ▶ Staff Deployment
- ▶ Staff
- ▶ CDS
- ▶ HKAT
- ▶ HKEAA
- ▼ FMP
 - ▶ Common Setup
 - ▶ Budgeting
 - ▶ Bookkeeping
 - ▶ Staff Cost
 - ▼ CAR
 - Setup
 - Maintenance
 - Depreciation
 - Enquiry
 - Report

[S-FCA11-11] FMP > CAR > Report

Capital Asset Register (R-FCA011-E):- Built-in Template

Please Input The Print Criteria

Registered Date To

(DDMM/YYYY)

Voucher No. To

Category Code

Asset Code

Format

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

Step 7a. Click [To File] button

[S-FCA11-11] FMP > CAR > Report

Capital Asset Register (R-FCA011-E):- Built-in Template

Please input the print criteria.

Registered Date  To 

(DDMM/YYYY)

Voucher No. a To z

Category Code

Asset Code

Format

 Preview & Print  To File  Reset  Back

Explorer User Prompt

Script Prompt:

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

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

[S-FC11-11] FMP > CAR > Report

Report has been submitted for generation. Please go to the **"Repository"** function of **"Report Management"** module to view the generated report.

Capital Asset Register (R-FC11-E):- Built-in Template

Please input the print criteria.

Registered Date  To 

(DD/MM/YYYY)

Voucher No. a To z

Category Code ALL 

Asset Code ALL 

Format PDF 

 Preview & Print  To File  Reset  Back

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

[S-RPT01-01] Report Management > Repository

Module	FMP		
Category	FCA 3 - Register & Others		
Report Name (ID)	Capital Asset Register (R-FCA011-E)		
Report Description			
Language	<input type="radio"/> All <input checked="" type="radio"/> English <input type="radio"/> Chinese		
Creator			
Creation Date (From) (DDMM/YYYY)		Creation Date (To) (DDMM/YYYY)	
Status	All		

Search Reset

<input type="checkbox"/>	Report Name (ID) ▲	Report Description	Creator	Format/Size	Creation Time	Status
<input type="checkbox"/>	Capital Asset Register (R-FCA011-E)	Capital Asset Register as at 17/10/2003	fmpuser	PDF 58.0 KB	17/10/2003 15:36:31	Done
<input type="checkbox"/>	Capital Asset Register (R-FCA011-E)	Capital Asset Register as at 21/10/2003	fmpuser	PDF 58.0 KB	02/10/2003 18:05:35	Done

Delete

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

Press
ESCAPE
to return