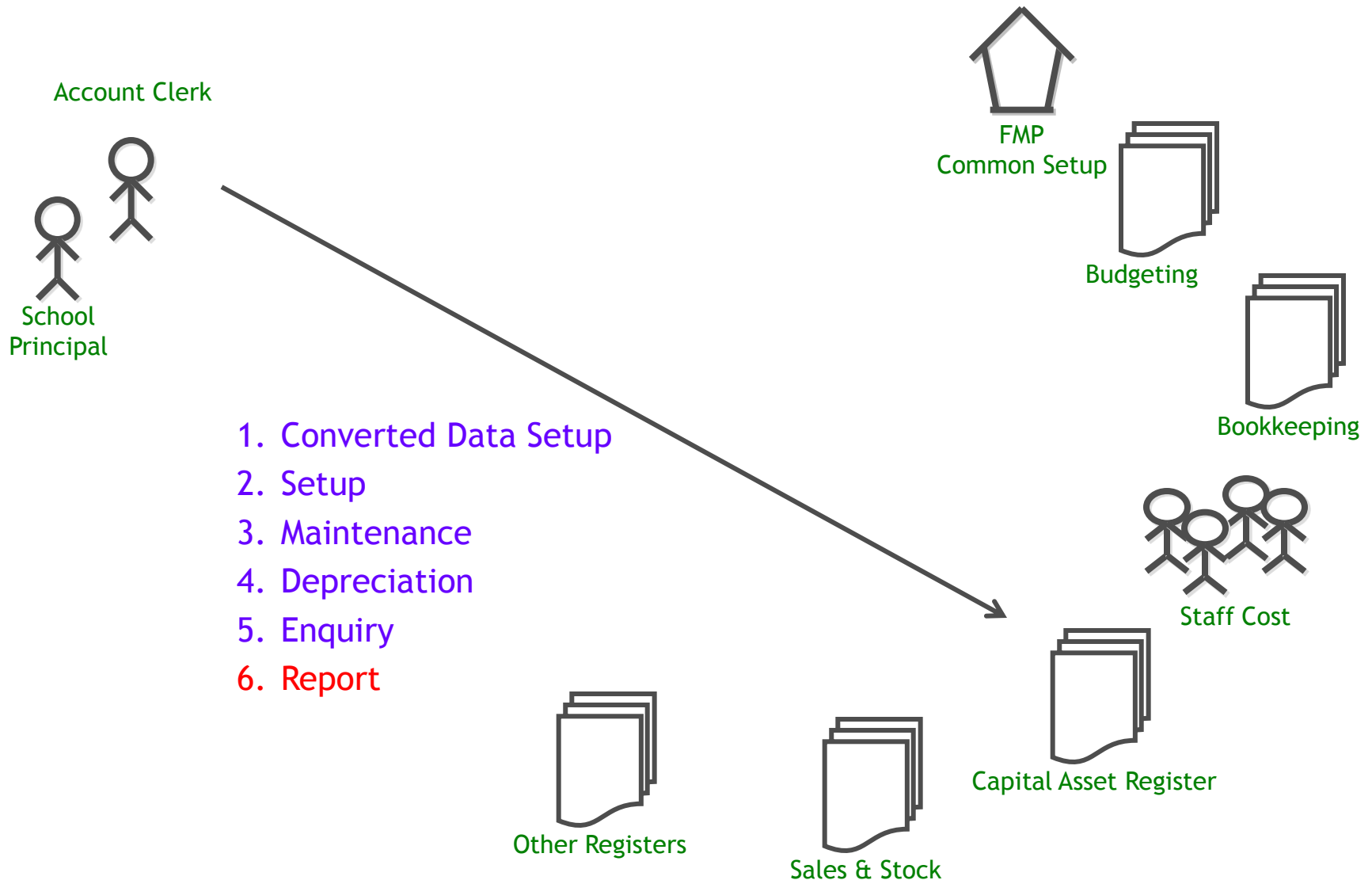


# FMP - Capital Asset Register



# 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.

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

[S-FCA11-01] FMP &gt; CAR &gt; Report

Category

Language ☒ English ☐ Chinese

 Search  Reset

Report Name (ID)	
▶ <a href="#">List of Asset Analysis Code 1 (R-FCA015-E)</a>	
▶ <a href="#">List of Asset Analysis Code 2 (R-FCA016-E)</a>	
▶ <a href="#">List of Asset Category (R-FCA013-E)</a>	
▶ <a href="#">List of Asset Master (R-FCA014-E)</a>	

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

Reports under Setup Category

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

[S-FCA11-01] FMP &gt; CAR &gt; Report

Category FCA 2 - Voucher List  
Language ☒ English ☐ Chinese

 Search  Reset

Report Name (ID)	
▶ <a href="#">Incomplete Asset/ Asset Adjustment Voucher List (R-FCA012-E)</a>	
▶ <a href="#">List of Deleted Vouchers (R-FCA018-E)</a>	
▶ <a href="#">Voucher List for Capital Asset (R-FCA001-E)</a>	

\* 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 &gt; Sales &amp; Stock &gt; Report

Category

Language ☒ English ☐ Chinese

 Search  Reset

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

\* 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

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

[S-FCA11-01] FMP &gt; CAR &gt; Report

Category

Language ☒ English ☐ Chinese

 Search  Reset

Report Name (ID)
▶ <a href="#">Stocktake Worksheet by Location (R-FCA006-E)</a>
▶ <a href="#">Stocktake Worksheet by Responsible Officer (R-FCA007-E)</a>

\* 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 &amp; Stock

▶ Daily Coll. Summar

▶ Non-Recurrent Gra

▶ Report Management

▶ Customization

[S-FCA11-01] FMP &gt; CAR &gt; 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

User: panleung Last Login: 13/03/2003 14:46 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

13 March 2003 16:01

- ▶ Student Activities
- ▶ Award & Punishment
- ▶ Assessment
- ▶ Special Assessment
- ▶ 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

# Generate Report

User: fanny1 Last Login: 30/05/2003 10:58 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

30 May 2003 17:08

- ▶ 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

 Search  Reset

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

\* 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

# Generate Report

User: fanny1 Last Login: 30/05/2003 10:58 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

30 May 2003 17:08

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

\* 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

# Generate Report

User: panleung Last Login: 13/03/2003 14:46 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

13 March 2003 16:03





- ▶ Student Activities
- ▶ Award & Punishment
- ▶ Assessment
- ▶ Special Assessment
- ▶ 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 & Punishment
- ▶ Assessment
- ▶ Special Assessment
- ▶ 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 (DD/MM/YYYY) 28/02/2003 To 13/03/2003  
Voucher No.  To   
Category Code AUDIO - Audio Equipment  
Asset Code ALL  
Format PDF

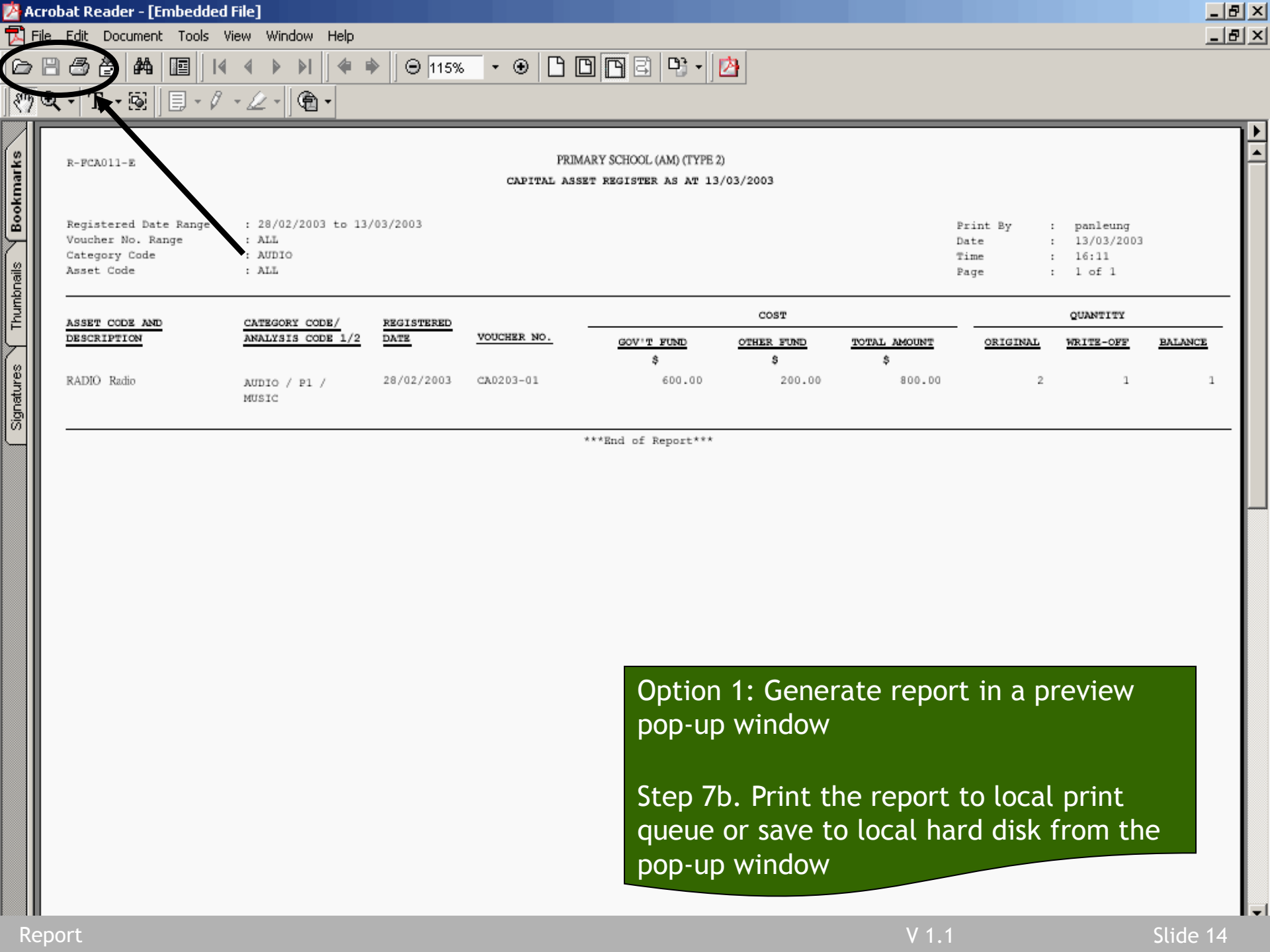
Two ways to generate reports:

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

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

User: panleung Last Login: 13/03/2003 14:46 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2002

13 March 2003 16:04

- ▶ Student Activities
- ▶ Award & Punishment
- ▶ Assessment
- ▶ Special Assessment
- ▶ 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   
(DD/MM/YYYY)

Voucher No.  To

Category Code

Asset Code

Format

 Preview & Print  To File  Reset  Back

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

Step 7a. Click [To File] button

- School Management
- Student
- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
- Common Setup

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

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

Please input the print criteria.

Registered Date  To   
(DD/MM/YYYY)

Voucher No.  To

Category Code

Asset Code

Format

### Explorer User Prompt

Script Prompt:

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

Capital Asset Register as at 21/10/2003

OK

Cancel

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

User: dennywoo Login Time: 02/10/2003 11:51 Logout | Help | 中文版本

Current School Year: 2002

2 October 2003 12:21

- School Management
- Student
- Attendance
- Student Activities
- Award & Punishment
- Assessment
- Special Assessment
- Staff Deployment
- Staff
- CDS
- HKAT
- HKEAA
- FMP
- Common Setup

[S-FCA11-11] 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-FCA011-E):- Built-in Template

Please input the print criteria.

Registered Date  To   
(DD/MM/YYYY)

Voucher No.  To

Category Code

Asset Code

Format

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) (DD/MM/YYYY)	<input type="text"/>
Creation Date (To) (DD/MM/YYYY)	<input type="text"/>
Status	All

Search Reset

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