

## Enhancements on Book-keeping Sub-module of FMP

I am pleased to announce that a number of enhancements have been made on the Financial Monitoring and Planning Module (FMP) of Web School Administration and Management System (WebSAMS). These enhancements, which aim at facilitating the effective preparation of annual accounts for audit purposes, were implemented in early September 2010 and are summarized below for easy reference. Detailed operating procedures can be found in the on-line FMP Training Manual.

(1) [Trial Balance – R-FBK009](#)

Trial Balance (R-FBK009) is enhanced to allow users to print out the account balances either at ledger level or down to sub-ledger/account level for each income and expenditure item. Both IMC and non-IMC schools can make use of this report to check the accuracy and completeness of all accounts before compiling the annual accounts.

(2) [Outside OEBG/EOEBG Grant Accounts – R-FBK018](#)

The Outside OEBG/EOEBG Grant Accounts Report (R-FBK018) is revised to exclude the ledger code “A1067001” (Composite Furniture and Equipment) from the listing of outside EOEBG Grants. Both IMC and non-IMC schools can retrieve this report to check the position of grants outside OEBG/EOEBG at sub-ledger level.

(3) [List of Account Details – R-FBK023](#)

The List of Account Details (R-FBK023) is modified to show detailed information of each grant down to account level for income and expenditure items. Both IMC and non-IMC schools can obtain a comprehensive listing of each grant related to grant income, expenditure, surplus/deficit, amount transferred, amount refunded to EDB etc.

(4) [EOEBG Statement of Income and Expenditure – R-FBK050](#)

The Statement of Income and Expenditure for EOEBG (R-FBK050) is modified to include a new school specific grant – “Enhanced Speech Therapy Grant”. IMC schools can run this report to review the income, expenditure and surplus/deficit for each school specific grant.

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(5) [New Balance Sheet for IMC Schools – R-FBK054](#)

A new Balance Sheet (R-FBK054) is developed solely for the use by IMC Schools (i.e. “A” fund). For those non-IMC schools, they can still use the existing report (R-FBK028) to generate the Balance Sheet by selecting “G” fund without any change.

(6) [EOEBG Financial Statements](#)

Two report templates for EOEBG Financial Statements, referred to as Alternative I (R-FBK049) and Alternative II (R-FBK055), are designed to cater for two different book-keeping approaches. IMC schools directly debit expenditure to EOEBG baseline (i.e. A2701501) should select Alternative I while those prefer to follow existing practice of charging expenditure to individual General/Special Domain Account Codes (subsequent to a transfer of funding from EOEBG baseline) should select Alternative II. For greater details about Alternative I and Alternative II, please refer to the attached “**Suggested Accounting Entries for EOEBG for IMC Schools**”.

(7) [Generation of Annual Accounts Reports for IMC Schools by Pre-Year End Process](#)

A set of annual accounts reports for IMC schools (i.e. “A” fund) can be generated after executing the Pre-Year End process in the FMP Book-keeping Sub-module. The reports can be found under the Report Category “FBK5a – Pre-Year End – IMC School” in the Report Management – Repository Sub-module.

Similarly, for non-IMC schools (i.e. “G” fund), the annual accounts reports can also be retrieved under the Report Category “FBK5b – Pre-Year End – Aided Schools under SMC” in the Report Management – Repository Sub-module after executing the Pre-Year End process.

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