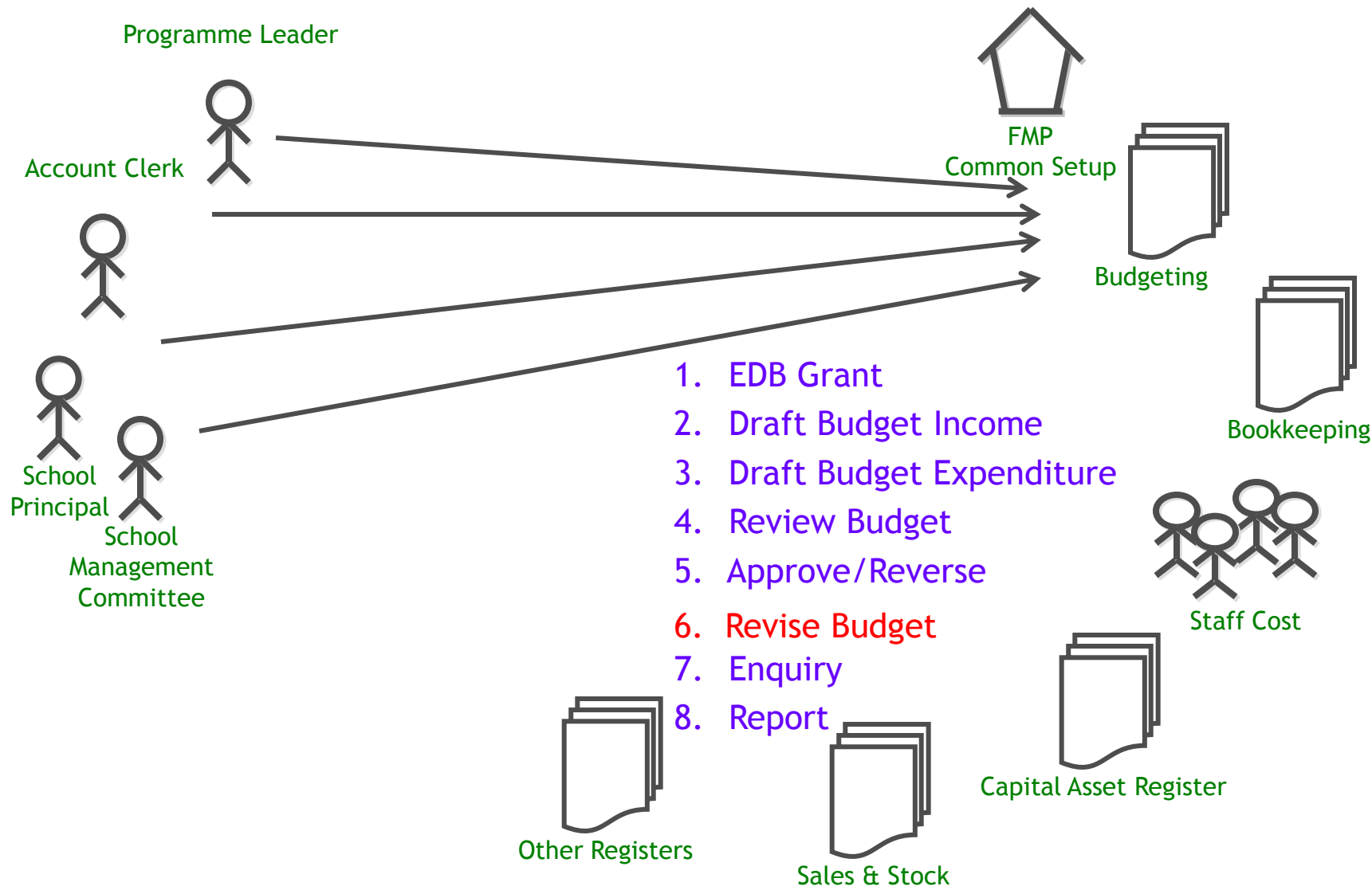


FMP - Budgeting



Budgeting - Revise Budget

Purpose:

- It allows the user to revise an approved budget income. User may edit any of the existing budget lines and add in new budget lines. “History of Revision to Budget Income and Expenditure” Report (R-FBG011-E) will capture all the revision history.
- For schools with multiple school levels / sessions, users should revise budget for each of the school levels / sessions separately.

Revise Budget Income

- Endorsement must be received from School Management Committee (SMC) to revise the budget.
- No deletion is allowed in Revise Budget function.
- After the budget has been revised, the current revised budget amount will be set to the last revised budget amount.
- Zero amounts can be captured in the budget input screens, but it will be filtered away in the enquiry screens and all Budgeting Reports.

Revise Budget Income

User: fmp_admin Last Login: 18/03/2003 17:53 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

19 March 2003 12:17

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Income

Draft Budget Expenditure

Review Budget

Approve/Reverse

Revise Budget

[S-FBG05-01] FMP > Budgeting > Revised Budget > Income

Income Expenditure

Revised Budget

School Level & Session

Secondary Whole Day

Accounting Year

2000/2001

Search

Step 1. Click [Budgeting] → [Revise Budget] from the left menu

Step 2. Click [Income] tab (it is the default)

Step 3. Select the search criteria

Step 4. Click [Search] button

Revise Budget Income

User: fmp_admin Last Login: 18/03/2003 17:53 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

19 March 2003 12:24

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Income

Draft Budget Expenditure

Review Budget

Approve/Reverse

Revise Budget

[S-FBG05-02] FMP > Budgeting > Revised Budget > Income

Income Expenditure

Revised Budget

School Level & Session Secondary Whole Day
Accounting Year 2000/2001

EDB Grant	\$	1,000,000.00
Total Current Revised Budget Amount	\$	4,000.00
Total Last Revised Budget Amount	\$	5,000.00
Total Original Budget Amount	\$	5,000.00

Account Code	Description	Current Revised Budget Amount	Last Revised Budget Amount	Original Budget Amount
		\$	\$	\$
G1004016501	Grant Income	4,000.00	5,000.00	5,000.00

Chart of Account

Add

Save

Back

Step 5. Enter [Current Revised Budget Amount]

Step 6. For [Add] and [Chart of Account] buttons, please refer to “Draft Budget Income” for details

Step 7. Click [Save] button

Alternative : Revise Budget Income

Current School Year: 2001

22 October 2003 12:26

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Income

Draft Budget Expenditure

Review Budget

Approve/Reverse

Revise Budget

[S-FBG05-02] FMP > Budgeting > Revise Budget > Income

Income Expenditure

Revise Budget Income

Sch Level/Session Primary/AM
Accounting Year 2003/2004

EDB Grant	\$	0.00
Total Current Revised Budget Amount	\$	17,720,002.19
Total Last Revised Budget Amount	\$	17,720,002.19
Total Original Budget Amount	\$	17,720,002.19

Account Code	Description	Current Revised Budget Amount \$	Current Revised 1st Period \$	Current Revised 2nd Period \$	Last Revised Budget Amount \$	Original Budget Amount \$
G1004005501	Grant Income	6,000,000.50	2,500,000.21	3,500,000.29	6,000,000.50	6,000,000.50
G1004015501	Grant Income	860,000.33	400,000.00	460,000.33	860,000.33	860,000.33
G2024001551	Grant Income					
G3011001501	Grant Income					
K1700500551	Grant Income					

Chart of Account

If the accounting period is from April to March, two periods will be shown on screen. After user has entered the budget amount, the system will automatically divide the budget amount for 1st and 2nd Period. The ratio between 1st and 2nd period is 5:7. The user can enter his own figure to the 1st Period.

1st period refers to April to August which consists of 5 months and 2nd period refers to September to March which consists of 7 months.

Revise Budget Expenditure

- Endorsement must be received from School Management Committee (SMC) to revise the budget.
- No deletion programme code and budget expenditure is allowed in Revise Budget function.
- After the budget has been revised, the current revised budget amount will be set to the last revised budget amount.

Revise Budget Expenditure

User: fmp_admin Last Login: 18/03/2003 17:53 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

19 March 2003 12:27

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Income

Draft Budget Expenditure

Review Budget

Approve/Reverse

Revise Budget

[S-FBG06-01] [FMP](#) > [Budgeting](#) > [Revised Budget](#) > [Expenditure](#)

Income **Expenditure**

Revised Budget Expenditure

School Level & Session

Secondary Whole Day

Accounting Year

2000/2001

Programme Code

From ALL

To ALL

 Search

Step 1. Click [Budgeting] → [Revise Budget]
from the left menu

Step 2. Click [Expenditure] tab

Step 3. Select the search criteria

Step 4. Click [Search] button

Revise Budget Expenditure

User: fmp_admin Last Login: 18/03/2003 17:53 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

19 March 2003 12:29

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Income

Draft Budget Expenditure

Review Budget

Approve/Reverse

Revise Budget

[S-FBG06-02] [FMP](#) > [Budgeting](#) > [Revised Budget](#) > [Expenditure](#)

[Income](#) [Expenditure](#)

Revised Budget Expenditure

School Level & Session Secondary Whole Day

Accounting Year 2000/2001

Programme Code From ALL To ALL

EDB Grant	\$	1,000,000.00
Total Current Revised Budget Amount	\$	2,000.00
Total Last Revised Budget Amount	\$	2,000.00
Total Original Budget Amount	\$	2,000.00

Programme Code	Description	Current Revised Budget Amount \$	Last Revised Budget Amount \$	Original Budget Amount \$
CH00	Chemistry Admin	2,000.00	2,000.00	2,000.00

Create New Programme

 Add

 Save

 Back

Step 5. Click hyperlink of [Programme Code]

Revise Budget Expenditure

User: fmp_admin Last Login: 18/03/2003 17:53 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

19 March 2003 12:32

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Income

Draft Budget Expenditure

Review Budget

Approve/Reverse

Revise Budget

[S-FBG06-04] FMP > Budgeting > Revised Budget > Expenditure

Income Expenditure

Revised Budget Expenditure

School Level & Session Secondary Whole Day

Accounting Year 2000/2001

Programme Code

Total Current Revised Budget Amount \$ 1,000.00

Total Last Revised Budget Amount \$ 2,000.00

Total Original Budget Amount \$ 2,000.00

Account Code	Description	Current Revised Budget Amount \$	Last Revised Budget Amount \$	Original Budget Amount \$
G1004005001	Grant Expenses	1,000.00	2,000.00	2,000.00

Chart of Account

Add

Save

Back

Step 5. Enter [Current Revised Budget Amount]

Step 6. For [Add] and [Chart of Account] buttons, please refer "Draft Budget Expenditure"

Step 7. Click [Save] button

Alternative : Revise Budget Expenditure

Current School Year: 2001

22 October 2003 12:31

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Inc

Draft Budget Exp

Review Budget

Approve/Reverse

Revise Budget

[S-FBG06-04] FMP > Budgeting > Revise Budget > Expenditure

Income Expenditure

Revise Budget Expenditure

Sch Level/Session Primary/AM
 Accounting Year 2003/2004
 Programme Code WFMP Admin Programme

Total Current Revised Budget Amount \$ 1,008,720,001.78
 Total Last Revised Budget Amount \$ 1,008,720,001.78
 Total Original Budget Amount \$ 1,008,720,001.78

Account Code	Description	Current Revised Budget Amount \$	Current Revised 1st Period \$	Current Revised 2nd Period \$	Last Revised Budget Amount \$	Original Budget Amount \$
G1003001001	Grant Expenses	999,999,999.99	416,666,666.66	83,333,333.33	999,999,999.99	999,999,999.99
G1004005001	Grant Expenses	6,000,000.50	2,500,000.21	3,500,000.29	6,000,000.50	6,000,000.50
					860,000.33	860,000.33
					860,000.96	860,000.96
					1,000,000.00	1,000,000.00

If the accounting period is from April to March, two periods will be shown on screen. After user has entered the budget amount, the system will automatically divide the budget amount for 1st and 2nd Period. The ratio between 1st and 2nd period is 5:7. The user can enter his own figure to the 1st Period.

1st period refers to April to August which consists of 5 months and 2nd period refers to September to March which consists of 7 months.

Press
ESCAPE
to return