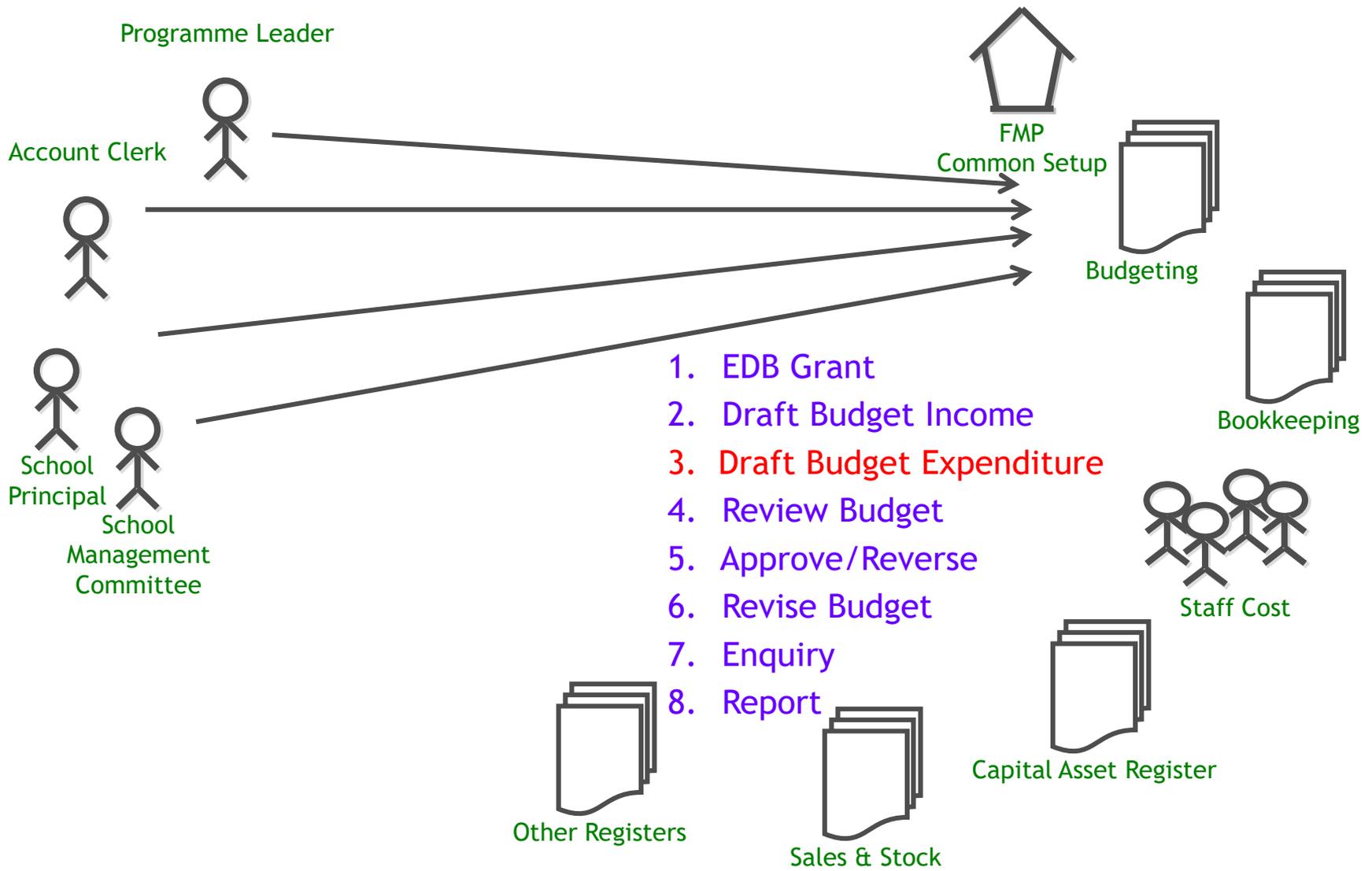


FMP - Budgeting



Draft Budget Expenditure

- This function is used for capturing the estimate of expenses, i.e. expenditures spent by different programmes in the school.
- Budget Expenditure is prepared at programme and expenditure account level.
- Programme Leader who is usually a senior teacher should prepare the budget. Role of financial clerk is to input budget on behalf of Programme Leader only.
- Expenditure accounts can be copied to another school level / session with current or future accounting year, or future accounting year in same school level / session.
- It provides function to School Principal to review and approve.
- Allow preparing of five years budget and generate a five-year forecast report.

Create Draft Budget Expenditure

[S-FBG02-03] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

Draft Expenditure

School Level & Session

Secondary Whole Day

Accounting Year

2002/2003

Programme Code

From

ALL

To

ALL

Budget Status

ALL

[Search](#) [Add](#) [Reset](#)

- ▼ FMP
 - ▶ Common Setup
 - ▼ Budgeting
 - EDB Grant
 - Draft Budget I
 - Draft Budget E

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

By default, display the page of [Prepare Budget Expenditure]

Step 2. Select the [Accounting Year], [Programme Code] and [Budget Status]

Step 3. Click [Add] button

Create Draft Budget Expenditure – Programme Level

[S-FBG02-04] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

Draft Expenditure

Sch Level/Session Secondary Whole Day
Accounting Year 2002/2003
Programme Code From ALL To ALL

EDB Grant \$ 10,000,000.00
Total Budget Amount \$ 0.00

Please click on the hyperlink to create budget for individual account code.

<input type="checkbox"/>	Programme Code	
<input type="checkbox"/>	0001	MATHS
<input type="checkbox"/>	0002	ECON
<input type="checkbox"/>	C001	CHINESE
<input type="checkbox"/>	WFMP	Admin Programme

[Create New Programme](#)

[Submit for Review](#)

Step 4a. Click [Programme Code] hyperlink to prepare budget expenditure

Step 4b. If the desired programme does not exist, click [Create New Programme] button to create a new programme code for budget preparation.

WFMP is a default programme
(The benefit of creating programmes other than WFMP: better monitoring of financial resources and allocation.)

- ▼ FMP
 - ▶ Common Setup
 - ▼ Budgeting
 - EDB Grant
 - Draft Budget I
 - Draft Budget E

Create Draft Budget Expenditure

[S-FBG02-04] FMP > Budgeting > Draft Expenditure > Prepare Budget Expenditure

WebSAMS System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://pan/jsp/fcs/coa/searchProgramme.do?caller=COA>

[S-FCS04-01] FMP > Common Setup > Chart of Account Maintenance > Programme

EDB-Defined Code Source of Fund **Programme** Ledger Sub-Ledger Account Bank Information

Sch Level/Session Secondary Whole Day

Accounting Year (YYYYYYYY) 2000/2001

Search Add Reset

Done Local intranet

Step 4c. A new pop up window is displayed. User can create new programme. After finished, close the pop-up window.

Budget Status

Draft

Draft

Draft

Draft

Create Draft Budget Expenditure – Programme Level

[S-FBG02-04] [FMP](#) > [Budgeting](#) > [Draft Budget Expenditure](#) > [Prepare Budget Expenditure](#)

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

Prepare Budget Expenditure

Sch Level/Session Primary/AM
Accounting Year 2002/2003
Programme Code From ALL To ALL

EDB Grant	\$	0.00
Total Budget Amount	\$	0.00
Budget Amount for 1st Period	\$	0.00
Budget Amount for 2nd Period	\$	0.00

Please click on the hyperlink to create budget for individual account code.

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	Budget Amount for 1st Period \$	Budget Amount for 2nd Period \$	Budget Status
<input type="checkbox"/>	0000	MATHS	0.00	0.00	0.00	Draft
<input type="checkbox"/>	0002	ECON	0.00	0.00	0.00	Draft
<input type="checkbox"/>	0003	ENGLISH	0.00	0.00	0.00	Draft
<input type="checkbox"/>	CHIN	Chinese Programm	0.00	0.00	0.00	Draft
<input type="checkbox"/>	VFMP	Admin Programme	0.00	0.00	0.00	Draft

[Create New Programme](#) [Submit for Review](#) [Revert to Draft Budget](#) [Add](#) [Delete](#) [Save](#) [Back](#)

Step 4d. Click [Add] button to add the created programmes
Step 4e. Click [Save] button to save the programmes

- Review Budget
- Approve/Reverse
- Revise Budget
- Enquiry
- Report
- Bookkeeping

Create Draft Budget Expenditure – Account Code Level

[S-FBG02-05] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

Draft Expenditure

Sch Level/Session Secondary Whole Day
Accounting Year 2002/2003
Programme Code WFMP Admin Programme

Total Budget Amount for this Programme. \$ 0.00 **Status** Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
--------------------------	--------------	-------------	---------------------

Please click Add button to create budget.

[Chart of Account](#) [Add](#) [Delete](#) [Save](#) [Back](#)

Step 5. Click [Add] button to add a blank row

- ▼ FMP
 - ▶ Common Setup
 - ▼ Budgeting
 - EDB Grant
 - Draft Budget I
 - Draft Budget E

Create Draft Budget Expenditure – Account Code Level

[S-FBG02-05] FMP > Budgeting > Draft Expenditure > Prepare Budget Expenditure

Step 6a. Entry of account code: Method 1
Enter the account code directly

Step 6b. Entry of account code: Method 2
Click the search icon

- FMP
 - Common Setup
 - Budgeting
 - EDB Grant
 - Draft Budget Expenditure
 - Draft Budget Expenditure

Secondary Whole Day 2002/2003 WFMP Admin Programme		0.00	Status Draft
<input type="checkbox"/>	Account Code		Budget Amount \$
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>

Please click Add button to create budget.

[Chart of Account](#) [Add](#) [Delete](#) [Save](#) [Back](#)

Create Draft Budget Expenditure – Account Code Level

Retrieve Account Details - Internet Explorer provided by NCS Pte Ltd

Input Account Code

Account Code

Common Account Code

Sort By User Defined Order
 Account Code

Search Account Code

Fund Source & Ledger Code

Sub-Ledger Code

Account Code

Step 6bi. Display a new pop up window. User can either type in [Account Code] and click [Copy] button or search [Account Code] and click [Select] button

Notes for search account code: Only active expenditure code can be selected

- Bookkeeping
 - Payment Vo
 - Receipt Vou
 - Journal Vou
 - Petty Cash V
 - Cheque Prin
 - Voucher Pos
 - Month End
 - Pre-Year En
 - Year End
 - Bank Recon
 - Report

Create Draft Budget Expenditure – Account Code Level

[S-FBK01-03] FMP > Bookkeeping > Payment Voucher

Retrieve Account Details - Internet Explorer provided by NCS Pte Ltd

Input Account Code

Account Code

Common Account Code

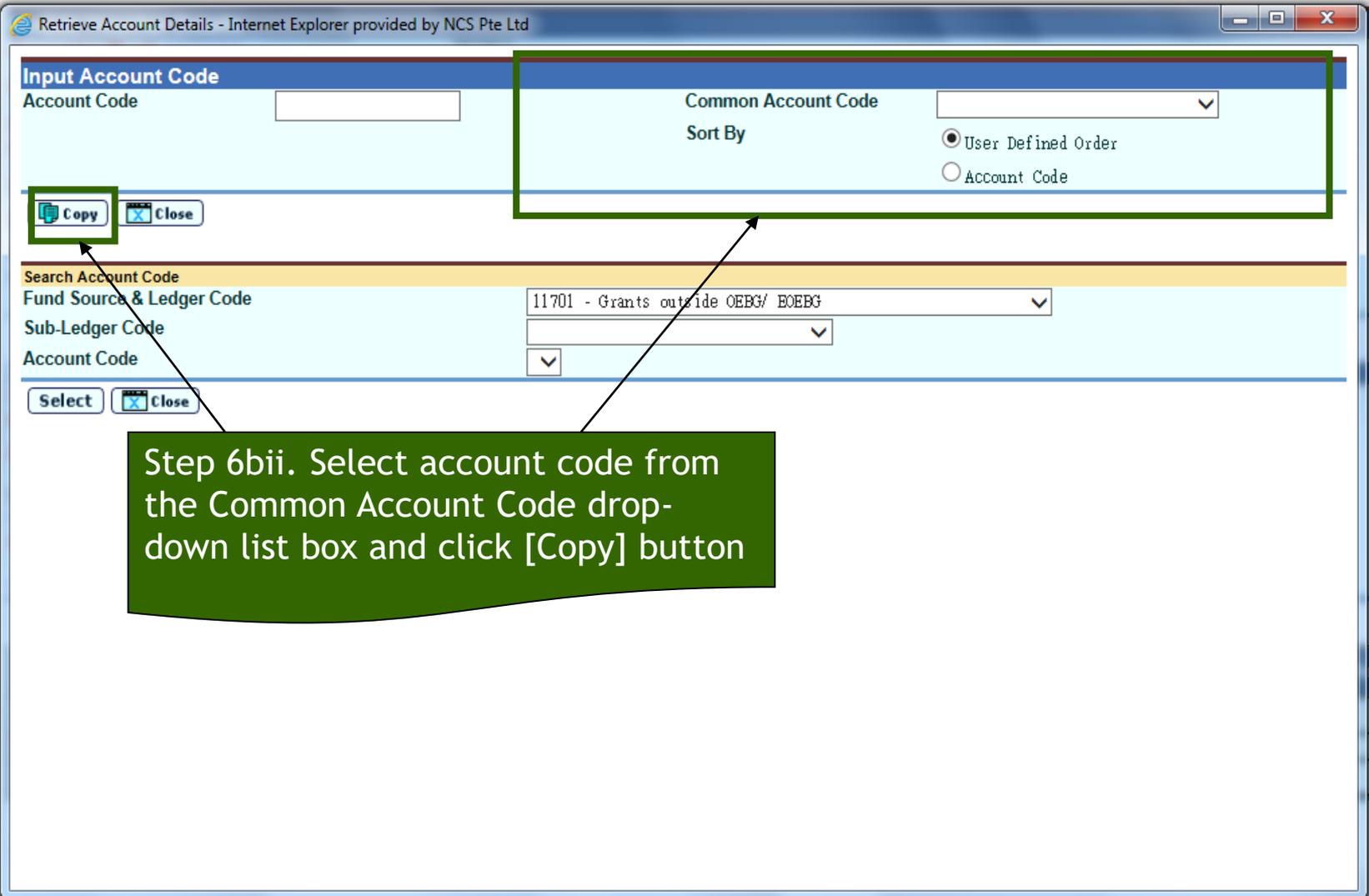
Sort By User Defined Order Account Code

Search Account Code

Fund Source & Ledger Code

Sub-Ledger Code

Account Code



Step 6bii. Select account code from the Common Account Code drop-down list box and click [Copy] button

- Bookkeeping
 - Payment Voucher
 - Receipt Voucher
 - Journal Voucher
 - Petty Cash Voucher
 - Cheque Printing
 - Voucher Posting
 - Month End
 - Pre-Year End
 - Year End
 - Bank Reconciliation
 - Report

Create Draft Budget Expenditure – Account Code Level

[S-FBG02-05] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

Draft Expenditure
Sch Level/Session Secondary Whole Day
Accounting Year 2002/2003
Programme Code WFMP Admin Programme

Total Budget Amount for this Programme. \$ 0.00 **Status** Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	<input type="text"/>		<input type="text" value="0.00"/>

Please click Add button to create budget.

Chart of Account

Step 7. Enter the [Account Code]
If the desired account code cannot be found, click [Chart of Account] button to maintain Chart of Account.

- ▼ FMP
 - ▶ Common Setup
 - ▼ Budgeting
 - EDB Grant
 - Draft Budget I
 - Draft Budget E

Create Draft Budget Expenditure – Account Code Level

[S-FBG02-05] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

http://pan/jsp/fcs/coa/maintainAccount.do?caller=COA - Microsoft Internet Explorer

[S-FCS07-01] [FMP](#) > [Common Setup](#) > [Chart of Account Maintenance](#) > [Account](#)

EDB-Defined Code **Source of Fund** **Programme** **Ledger** **Sub-Ledger** **Account** **Bank Information**

Source of Fund Code: ALL

Ledger Code: ALL

Sub-Ledger Code: ALL

Account Type: ALL

Account Range: From: ALL To: ALL

Step 8. A new pop up window is displayed. User can create new account.

Create Draft Budget Expenditure – Account Code Level

[S-FBG02-05] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

Draft Expenditure

Sch Level/Session Secondary Whole Day
Accounting Year 2002/2003
Programme Code WFMP Admin Programme

Total Budget Amount for this Programme. \$ 20,000.00 **Status** Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	G1003001001	Grant Expenses	20,000.00

Please click Add button to create budget.

[Chart of Account](#) [Add](#) [Delete](#) [Save](#) [Back](#)

Step 9. Click [Back] button to return to the screen of programme level.

Delete Draft Budget Expenditure – Programme Level

[S-FBG02-04] FMP > Budgeting > Draft Expenditure > Prepare Budget Expenditure

Copy by Programme Copy by Account Prepare Budget Expenditure

Draft Expenditure

Sch Level/Session Secondary Whole Day
Accounting Year 2002/2003
Programme Code From ALL To ALL

EDB Grant \$ 10,000,000.00
Total Budget Amount \$ 30,000.00

Please click on the hyperlink to create budget for individual account code.

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	Budget Status
<input type="checkbox"/>	001	MATHS	0.00	Draft
<input type="checkbox"/>	002	ECON	0.00	Draft
<input type="checkbox"/>	001	CHINESE	10,000.00	Draft
<input type="checkbox"/>	MFMP	Admin Programme	20,000.00	Draft

Create New Programme

Submit for Review

Revert to Draft Budget

Add

Delete

Save

Back

Step 1. User can select the checkbox(es) next to [Programme Code] and click [Delete] button to delete the draft programme budget.

Step 2. Click [Save] button to update the record.

Alternative - Create Draft Budget Expenditure

[S-FBG02-05] FMP > Budgeting > Draft Expenditure > Prepare Budget Expenditure

Copy by Programme Copy by Account Prepare Budget Expenditure

Draft Expenditure

Sch Level/Session Primary AM
Accounting Year 2001/2002
Programme Code WFMP Admin Programme

Total Budget Amount for this Programme. \$ 40,000.00
Budget Amount for 1st Period \$ 16,666.67
Budget Amount for 2nd Period \$ 23,333.33 Status Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$	Budget Amount for 1st Period \$	Budget Amount for 2nd Period \$
<input type="checkbox"/>	G1004016001	Grant Expenses	40,000.00	16,666.67	23,333.33

Please click Add button to create budget.

Chart of Account

Add

Delete

Save

Back

If the accounting period is from April to March, there are two periods. After user has entered the budget amount will automatically divide the budget amount for 1st and 2nd Period. The ratio between 1st and 2nd period is 5:7, or the user would enter his own amount for the 1st period

Update Draft Budget Expenditure

[S-FBG02-03] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

Draft Expenditure

Sch Level/Session
Accounting Year
Programme Code

Secondary Whole Day

2002/2003

From ALL

To ALL

Budget Status

ALL

 Search

 Add

 Reset

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

By default, display the page of [Prepare Budget Expenditure]

Step 2. Select the search criteria

Step 3. Click [Search] button

Update Draft Budget Expenditure – Programme Level

[S-FBG02-04] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

Copy by Programme Copy by Account Prepare Budget Expenditure

Draft Expenditure

Sch Level/Session Secondary Whole Day
 Accounting Year 2002/2003
 Programme Code From ALL To ALL

EDB Grant \$ 10,000,000.00
 Total Budget Amount \$ 30,000.00

Please click on the hyperlink to create budget for individual account code.

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	Budget Status
<input type="checkbox"/>	0001	MATHS	0.00	Draft
<input type="checkbox"/>	0002	ECON	0.00	Draft
<input type="checkbox"/>	C001	CHINESE	10,000.00	Draft
<input type="checkbox"/>	VFMP	Admin Programme	20,000.00	Draft

Create New Programme

Submit for Review

Revert to Draft Budget

 Add

 Delete

 Save

 Back

Step 4. Click hyperlink under [Programme Code]

Update Draft Budget Expenditure – Account Code Level

[S-FBG02-05] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

Copy by Programme Copy by Account **Prepare Budget Expenditure**

Draft Expenditure

Sch Level/Session Secondary Whole Day
 Accounting Year 2002/2003
 Programme Code WFMP Admin Programme

Total Budget Amount for this Programme. \$ 20,000.00 **Status** Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	G1003001001	Grant Expenses	20,000.00

Please click Add button to create budget.

Step 5. Update [Budget Amount]

Step 6. Click [Save] button

Submit Draft Budget Expenditure for Review

- After the programme leader or school account clerk has finished the budget expenditure preparation, the programme leader or school account clerk should submit the budget expenditure to Principal for review.
- User can submit individual programme for review.
- After the budget expenditure for the programmes have been submitted for review, the budget status of those selected programmes will be changed from “Draft” to “Review”. Those budget lines will be changed to display mode. No modification is allowed. Modification can only be done in 2 ways:
 - 1) Update budget in Review Budget Income
 - 2) Revert budget to draft by clicking “Revert to Draft” button

Submit Draft Budget Expenditure for Review

[S-FBG02-03] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

Draft Expenditure

Sch Level/Session
Accounting Year
Programme Code

Secondary Whole Day

2002/2003

From ALL

To ALL

ALL

Budget Status

[Search](#) [Add](#) [Reset](#)

- ▼ FMP
 - ▶ Common Setup
 - ▼ Budgeting
 - EDB Grant
 - Draft Budget I
 - Draft Budget E

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

By default, display the page of [Prepare Budget Expenditure]

Step 2. Select the search criteria

Step 3. Click [Search] button

Submit Draft Budget Expenditure for Review

[S-FBG02-04] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

Record saved successfully.

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

Draft Expenditure

Sch Level/Session Secondary Whole Day
Accounting Year 2002/2003
Programme Code From ALL To ALL

EDB Grant \$ 10,000,000.00
Total Budget Amount \$ 30,000.00

Please click on the hyperlink to create budget for individual account code.

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	Budget Status
<input type="checkbox"/>	001	MATHS	0.00	Draft
<input type="checkbox"/>	002	ECON	0.00	Draft
<input type="checkbox"/>	001	CHINESE	10,000.00	Draft
<input type="checkbox"/>	MFMP	Admin Programme	20,000.00	Draft

[Create New Programme](#) [Submit for Review](#) [Revert to Draft Budget](#) [Add](#) [Delete](#) [Save](#) [Back](#)

Step 4. Select checkbox(es) next to [Programme Code] (The status is "Draft")

Step 5. Click [Submit for Review] button

- FMP
 - Common Setup
 - Budgeting
 - EDB Grant
 - Draft Budget
 - Draft Budget

Submit Draft Budget Expenditure for Review

[S-FBG02-04] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

Draft Expenditure

Sch Level/Session Secondary Whole Day
Accounting Year 2002/2003
Programme Code From ALL To ALL

EDB Grant \$ 10,000,000.00
Total Budget Amount \$ 30,000.00

Please click on the hyperlink to create budget for individual account code.

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	Budget Status
<input type="checkbox"/>	0001	MATHS	0.00	Draft
<input type="checkbox"/>	0002	ECON	0.00	Draft
<input type="checkbox"/>	C001	CHINESE	10,000.00	Review
<input type="checkbox"/>	VFMP	Admin Programme	20,000.00	Review

[Create New Programme](#) [Submit for Review](#) [Revert to Draft Budget](#) [Add](#) [Delete](#) [Save](#) [Back](#)

The status is changed from “Draft” to “Review”.
The budget is ready for school principal to review under [Budget] → [Review Budget].

Revert Review Budget Expenditure to Draft

- Allow the user to revert the submitted budget expenditure lines to the “Draft” status.
- If user want to make amendment after the budget has been submitted for review, user can revert the programme to “Draft”. It is provided that the budget has not been frozen by the Principal.
- After the budget is reverted to Draft status, the budget status will be changed from “Review” to “Draft”. The budget line will be changed from display mode back to edit mode.

Revert Review Budget Expenditure to Draft

[S-FBG02-03] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

Copy by Programme **Copy by Account** **Prepare Budget Expenditure**

Draft Expenditure

School Level & Session: Secondary Whole Day

Accounting Year: 2002/2003

Programme Code: From: ALL To: ALL

Budget Status: ALL

 Search  Add  Reset

- Step 1. Click [Budgeting] → [Draft Budget Expenditure] from the left menu
- By default, display the page of [Prepare Budget Expenditure]
- Step 2. Select the search criteria
- Step 3. Click [Search] button

Revert Review Budget Expenditure to Draft

[S-FBG02-04] FMP > Budgeting > Draft Expenditure > Prepare Budget Expenditure

Copy by Programme Copy by Account Prepare Budget Expenditure

Draft Expenditure

Sch Level/Session Secondary Whole Day
Accounting Year 2002/2003
Programme Code From ALL To ALL

EDB Grant \$ 10,000,000.00
Total Budget Amount \$ 30,000.00

Please click on the hyperlink to create budget for individual account code.

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	Budget Status
<input type="checkbox"/>	0001	MATHS	0.00	Draft
<input type="checkbox"/>	0002	ECON	0.00	Draft
<input checked="" type="checkbox"/>	C001	CHINESE	10,000.00	Review
<input type="checkbox"/>	VFMP	Admin Programme	20,000.00	Review

Create New Programme Submit for Review **Revert to Draft Budget** Add Delete Save Back

Step 4. Select checkbox(es) next to [Programme Code] which should be in "Review" status

Step 5. Click [Revert to Draft Budget] button

Revert Review Budget Expenditure to Draft

[S-FBG02-04] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Prepare Budget Expenditure](#)

Record updated successfully.

[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)

Draft Expenditure

Sch Level/Session Secondary Whole Day
Accounting Year 2002/2003
Programme Code From ALL To ALL

EDB Grant \$ 10,000,000.00
Total Budget Amount \$ 30,000.00

Please click on the hyperlink to create budget for individual account code.

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	Budget Status
<input type="checkbox"/>	0001	MATHS	0.00	Draft
<input type="checkbox"/>	0002	ECON	0.00	Draft
<input type="checkbox"/>	C001	CHINESE	10,000.00	Draft
<input type="checkbox"/>	VFMP	Admin Programme	20,000.00	Review

[Create New Programme](#)

[Submit for Review](#)

[Revert to Draft Budget](#)

[Add](#)

[Delete](#)

[Save](#)

[Back](#)

The status is changed from “Review” to “Draft”.
The draft budget can then be modified or deleted.

- FMP
 - Common Setup
 - Budgeting
 - EDB Grant
 - Draft Budget I
 - Draft Budget E

Copy by Programme

- User can create a new expenditure budget by copying the programmes of Committed Amount, Draft or Revised Budget Expenditure from one School Level / Session and Accounting Year to another School Level / Session and Accounting Year. It provides an effective and efficient means to prepare budget.
- To proceed with the copying function, the budget of the designated (copy to) school level / session and accounting year should not have any budgets or the budget is in “Draft” status.
- The new programme code must exist and be effective in the “Copy to” School Level / Session and Accounting Year.

Copy by Programme

[S-FBG02-01] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Copy by Programme](#)

Copy by Programme Copy by Account Prepare Budget Expenditure

Copy From

School Level & Session

Secondary Whole Day



Committed Amount



Draft Budget Expenditure

Accounting Year

2001/2002



Revised Budget Expenditure



Search



Reset

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget I

Draft Budget E

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

Step 2. Click [Copy by Programme] tab

Step 3. Select the search criteria

Step 4. Click [Search] button

[S-FBG02-02] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Copy by Programme](#)[Copy by Programme](#) [Copy by Account](#) [Prepare Budget Expenditure](#)**Copy From**

School Level & Session

Secondary Whole Day

Accounting Year

2001/2002

Status Draft

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	New Programme Code
<input type="checkbox"/>	0001	MATHS	80,000.00	<input type="text" value="0001"/>
<input type="checkbox"/>	AC01	ACTIVITY 01	16,400.00	<input type="text" value="AC01"/>
<input type="checkbox"/>	SD01	Sport Day01	10,000.00	<input type="text" value="SD01"/>
<input type="checkbox"/>	WFMP	Admin Programme	1,793,000.00	<input type="text" value="WFMP"/>

Copy To

School Level & Session

Secondary Whole Day

Accounting Year

If the desired programme code does not exist in the Programme Code selection box, user can click **[Create New Programme]** button to create new programme.

Step 5. Select checkbox(es) next to **[Programme Code]** and enter **[New Programme Code]**

Step 6. Click to select the target **[School Level / Session]** (if applicable) and **[Accounting Year]**

Step 7. Click **[Confirm]** button

Copy by Account

- User can create a new expenditure budget by copying accounts of the Committed Amount, Draft or Revised Budget Expenditure from one School Level / Session and Accounting Year to another School Level / Session and Accounting Year. It provides an effective and efficient means to prepare budget.
- Allow user to copy selected account codes of a programme to another programme or several programmes.
- To proceed with the copying function, the budget of the designated (copy to) school level / session and accounting year should not have no budget created or the budget is in “Draft” status.
- The new programme code must exist and be effective in the “Copy to” School Level / Session and Accounting Year.

Copy by Account

[S-FBG02-06] [FMP](#) > [Budgeting](#) > [Draft Expenditure](#) > [Copy by Account](#)

[Copy by Programme](#) **[Copy by Account](#)** [Prepare Budget Expenditure](#)

Copy From

School Level & Session

Secondary Whole Day

Committed Amount

Draft Budget Expenditure

Accounting Year

2001/2002

Revised Budget Expenditure

Programme Code

0001 MATHS

 Search

 Reset

- ▼ FMP
 - ▶ Common Setup
 - ▼ Budgeting
 - EDB Grant
 - Draft Budget I
 - Draft Budget E

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

Step 2. Click [Copy by Account] tab

Step 3. Select the search criteria

Step 4. Click [Search] button

Copy by Account

[S-FBG02-07] FMP > Budgeting > Draft Expenditure > Copy by Account

Copy by Programme Copy by Account Prepare Budget Expenditure

Copy From

School Level & Session Secondary Whole Day
 Accounting Year 2001/2002
 Programme Code 0001 MATHS

Status Draft

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	G1011001001	Grant Expenses	40,000.00
<input type="checkbox"/>	G2046001001	Grant Expenses	8,000.00
<input type="checkbox"/>	G3015001001	Grant Expenses	32,000.00

Copy To

School Level & Session
 Accounting Year
 Programme Code

Secondary Whole Day

2002/2003

From ALL

To ALL

Confirm

Create New Programme

If the desired programme code does not exist in the Programme Code selection box, user can click [Create New Programme] button to create new programme.

Step 5. Select checkbox next to [Account Code]

Step 6. Click to select the target [School Level / Session] (if applicable) and [Accounting Year]

Step 7. Click [Confirm] button

Press
 ESCAPE
 to return