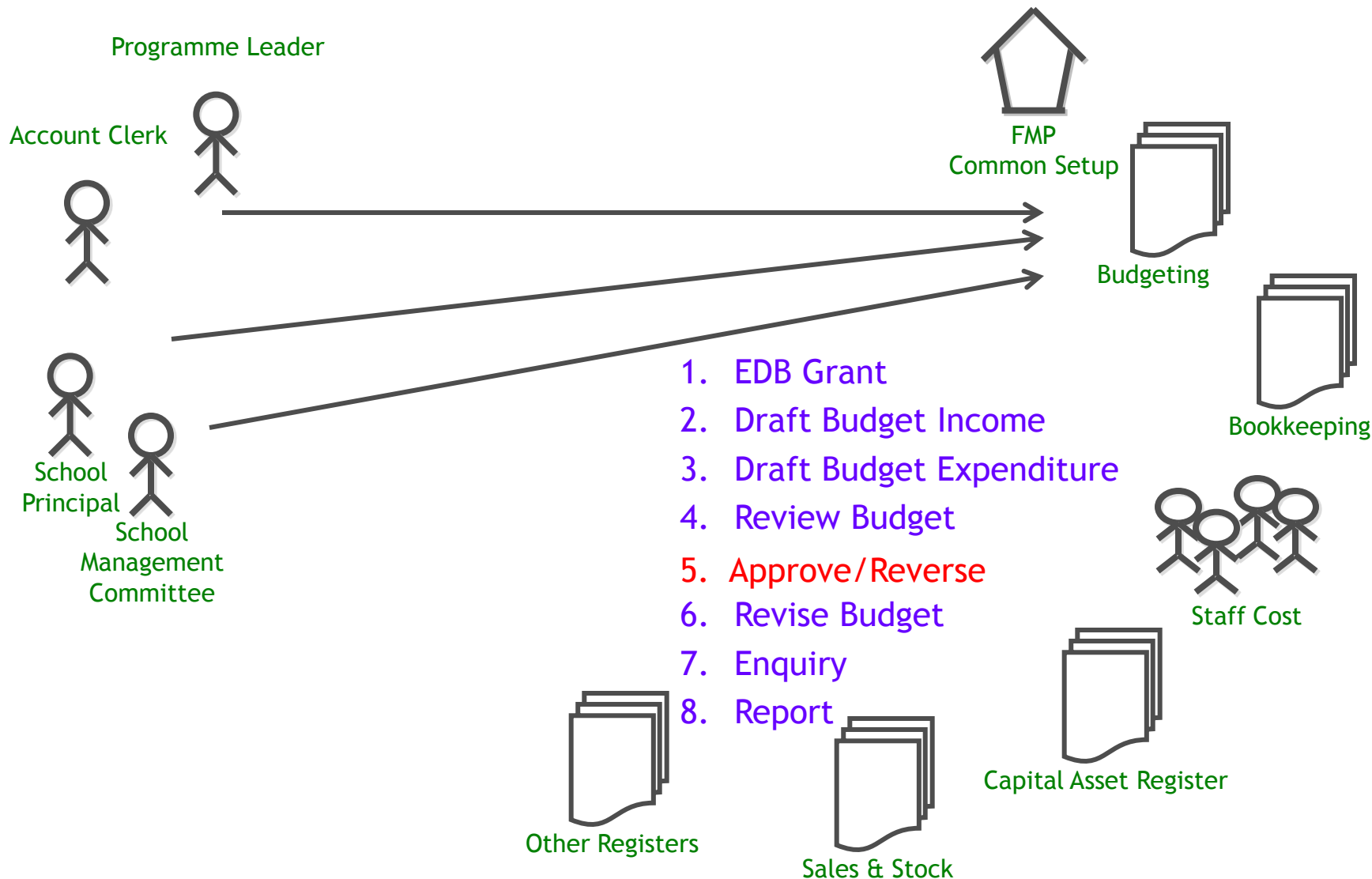


# FMP - Budgeting



# Budgeting - Approve/Reverse

## Purpose:

- Approve Budget allows the user to approve the budget on behalf of School Management Committee (SMC) upon receiving the endorsement from SMC.
- After the budget is approved, the budget status will be changed from “Freeze” to “Approved”.
- Modification on this approved budget can be made through the Revise Budget function. User can refer to this approved budget amounts as Original Budget amounts in the Revise Budget, Enquiry and Reports.
- Reverse Approved Budget function allows the Principal to reverse the budget approval on behalf of the School Management Committee (SMC) after receiving the endorsement from the SMC.
- After the approved budget is reversed, the budget status will be changed from “Approved” to “Freeze”.

## Approve Budget

- Before approval, both budget income and expenditure (all Programmes of budget expenditure) of the accounting year must have been frozen (that is, budgets are in “Freeze” status).
- Once the budget has been approved, user is not allowed to unfreeze and edit the budget. Revision can only be made in revise budget.
- After budget approval, budget check will be performed in Bookkeeping and Staff Cost modules when saving an unposted voucher.
- For schools with multiple school levels / sessions, users should approve budget for each of the each levels / sessions separately.

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Inc

Draft Budget Exp

Review Budget

Approve/Reverse

[S-FBG04-01] FMP &gt; Budgeting &gt; Approve/Reverse &gt; Approve

Approve

Reverse

Approve

Reminder

Please ensure both the budget income and expenditure have been freed.

School Level &amp; Session

Secondary Whole Day

Accounting Year to be approved

2000/2001

Please click Approve Button to proceed the process of approving the budget.

Approve

EDB Grant

Step 1. Click [Budgeting] → [Approve/Reverse] from the left menu

By default, [Approve] page will be displayed

Step 2. Click to select [School Level / Session] (if applicable) and [Accounting Year to be approved]

Step 3. Click [Approve] button

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Income

Draft Budget Expenditure

Review Budget

Approve/Reverse

[S-FBG04-01] FMP &gt; Budgeting &gt; Approve/Reverse &gt; Approve

Budgets approved successfully.

Approve

Reverse

Approve

Reminder

Please ensure both the budget income and expenditure have been freed.

School Level &amp; Session

Secondary Whole Day

Accounting Year to be approved



Please click Approve Button to proceed the process of approving the budget.

Approve

After the budget is approved, the accounting year will not show in the field [Accounting Year to be approved]. However, principal can use Reverse function to reverse the budget to “Freeze” status

## Reverse Budget

- Conditions for reverse an approved budget: 1) the approved budget must not be revised or 2) no unposted voucher has been created in the Bookkeeping / Staff Cost Modules.
- For schools with multiple school levels / sessions, users should reverse budget for each of the schools levels / sessions separately.

# Reverse Budget

User: fmpuser Login Time: 15/10/2003 17:30 [Logout](#) | [Help](#) | [中文版本](#)

Current School Year: 2001

15 October 2003 17:34

FMP

Common Setup

Budgeting

EDB Grant

Draft Budget Inc

Draft Budget Exp

Review Budget

Approve/Reverse

[S-FBG07-01] FMP > Budgeting > Approve/Reverse > Reverse

Approve Reverse

Reverse

Reminder

Please ensure there is no revised budget, bookkeeping and staff cost transaction for the accounting year to be reversed.

Sch Level/Session

Primary/AM

Accounting Year to be reversed

2003/2004

Please click the Reverse Button to proceed the process of reversing the approved budget.

Reverse

Step 1. Click [Budgeting] → [Approve/Reverse] from the left menu

Step 2. Click [Reverse] tab

Step 3. Click to select [School Level / Session] (if applicable) and [Accounting Year to be approved]

Step 4. Click [Reverse] button

Press  
ESCAPE  
To Return