



# **CloudSAMS USER MANUAL Financial Monitoring and Planning - Non-Recurrent Grant**

**(Document 27e)**

**Table of Contents**

<b>1</b>	<b>Module Overview</b> .....	<b>3</b>
1.1	INTRODUCTION.....	3
1.1.1	<i>Objective</i> .....	3
1.2	FUNCTION CHART .....	4
1.3	FLOW DIAGRAM.....	5
1.4	INTERACTIONS WITH OTHER MODULES.....	6
<b>2</b>	<b>Operation Procedures</b> .....	<b>7</b>
2.1	NON-RECURRENT GRANT .....	7
2.1.1	<i>Non-Recurrent Grant for Building - Add Transaction</i> .....	7
2.1.2	<i>Non-Recurrent Grant for Building - Modify Transaction</i> .....	8
2.1.3	<i>Non-Recurrent Grant for Building - Delete Transaction</i> .....	10
2.1.4	<i>Non-Recurrent Grant for Furniture &amp; Equipment - Add Transaction</i> .....	11
2.1.5	<i>Non-Recurrent Grant for Furniture &amp; Equipment - Modify Transaction</i> .....	13
2.1.6	<i>Non-Recurrent Grant for Furniture &amp; Equipment - Delete Transaction</i> .....	15
2.1.7	<i>Generate Report</i> .....	16

## 1 Module Overview

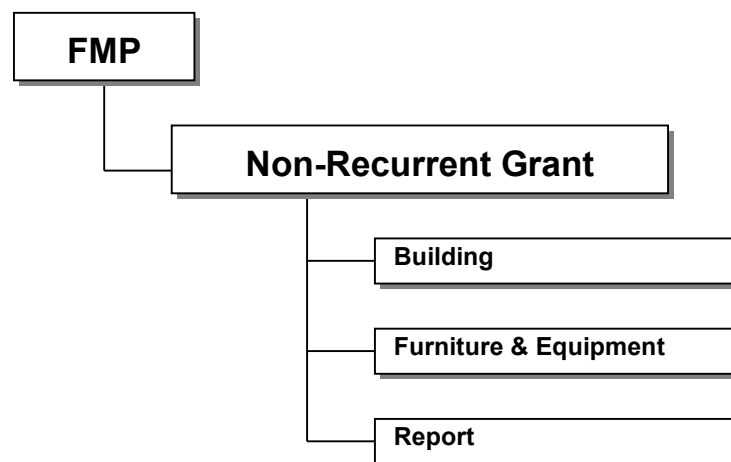
### 1.1 Introduction

#### 1.1.1 Objective

This module allows users to maintain the Non-recurrent Grant Registration for the current accounting year. Year end closing concept does not apply here and therefore, there is no Pre-Year End and Year End process in this Module. The followings are some of the key features of FMP Non-Recurrent Grant Module:

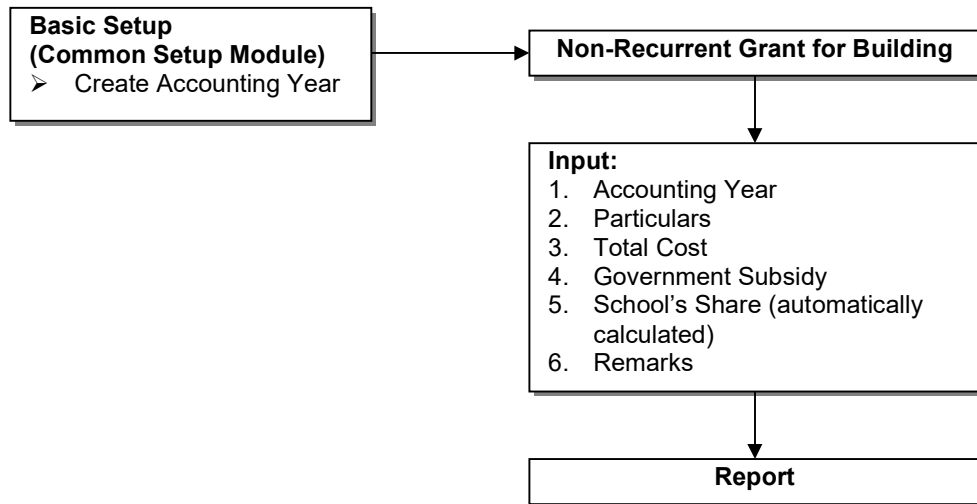
- a. Users may choose to use Non-recurrent Grant Module only, or any other FMP modules.
- b. Non-Recurrent Grant for Furniture and Equipment is used to record the non-recurrent grant received from EDB for the purchase of Furniture and Equipment. It includes information of Total Cost, Government Subsidy and School's Share.
- c. Non-Recurrent Grant for Building is used to record the non-recurrent grant received from EDB for repairs and maintenance of building. It includes information of Total Cost, Government Subsidy and School's Share. The amount is entered on a yearly basis.

1.2 Function Chart

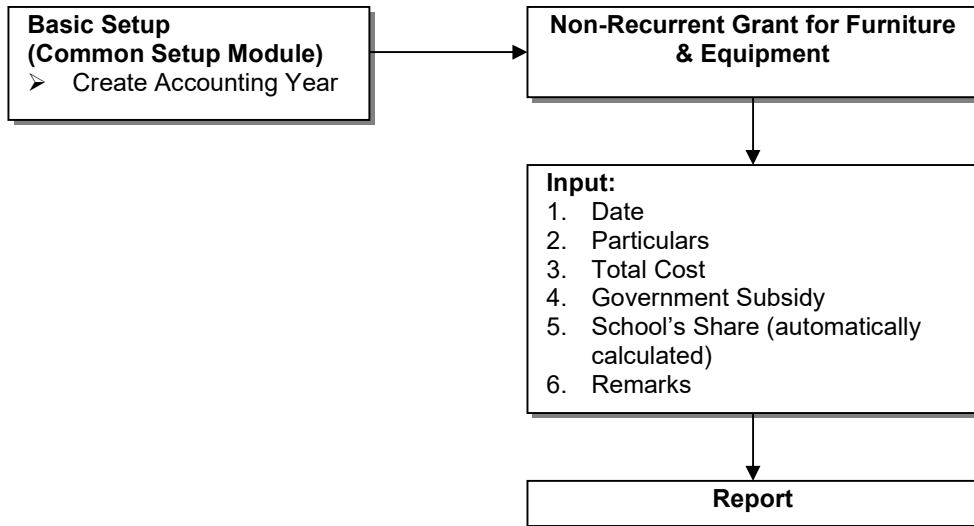


1.3 Flow Diagram

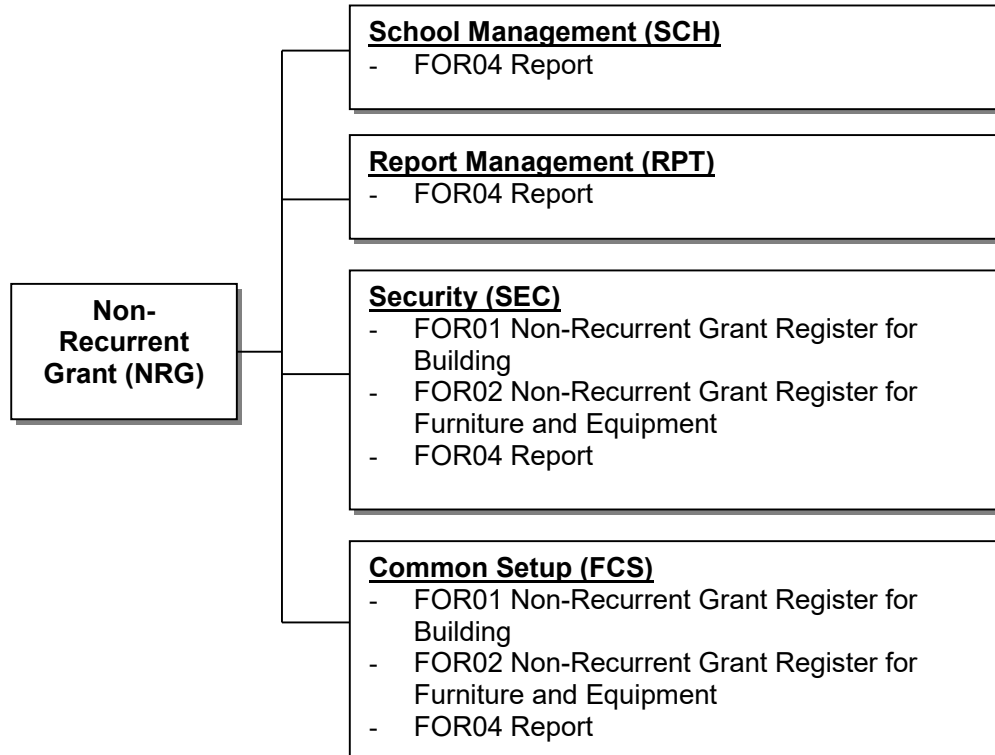
a. Non-Recurrent Grant for Building



b. Non-Recurrent Grant for Furniture and Equipment



## 1.4 Interactions with Other Modules



### FOR01 – Non-Recurrent Grant Register for Building

- Common Setup (FCS)
  - Non-Recurrent Grant Module is effective.
- Security (SEC)
  - Insert Audit Trail to Security.
  - Check access rights to insert / update / delete building records.

### FOR02 – Non-Recurrent Grant Register for Furniture and Equipment

- Common Setup (FCS)
  - Non-Recurrent Grant Module is effective.
- Security (SEC)
  - Insert Audit Trail to Security.
  - Check access rights to insert / update / delete furniture and equipment records.

### FOR04 – Report

- School Management (SCH)
  - Retrieve school name.
- Report Management (RPT)
  - Retrieve report template.
- Common Setup (FCS)
  - Non-Recurrent Grant Module is effective.
- Security (SEC)
  - Check access rights to preview & print / save report to file.

## 2 Operation Procedures

### 2.1 Non-Recurrent Grant

#### 2.1.1 Non-Recurrent Grant for Building - Add Transaction

##### Function Description

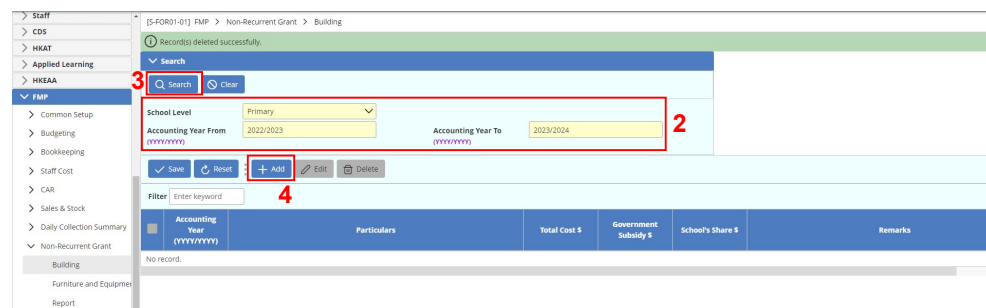
Users can add a new non-recurrent grant for building transaction to record the non-recurrent grant received from EDB for repairs and maintenance of building. The amount is entered on a yearly basis.

##### Pre-requisites

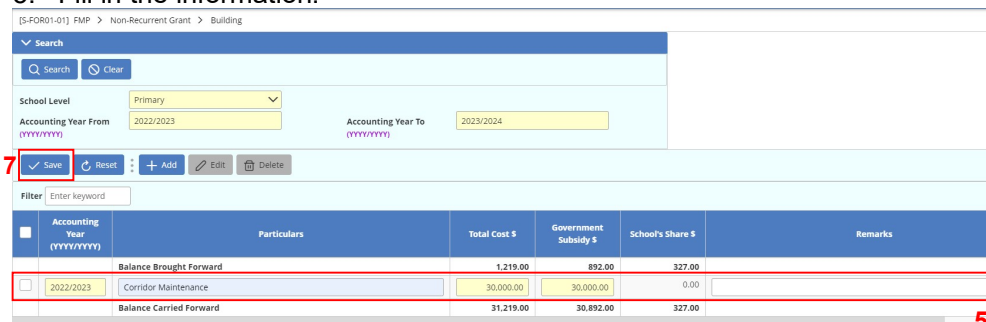
1. Non-Recurrent Grant Module must be effective.

##### User Procedures

1. Click **[FMP]** → **[Non-Recurrent Grant]** → **[Building]** from the left menu.
2. Select the School Level and enter the **Accounting Year**. School Level can be selected for through train school.
3. Click **[Search]** button.
4. Click **[Add]** button to add a new transaction. A new transaction line will be displayed.



#### 5. Fill in the information.



Accounting Year (YYYY/YYYY)	Particulars	Total Cost \$	Government Subsidy \$	School's Share \$	Remarks
	Balance Brought Forward	1,219.00	892.00	327.00	
2022/2023	Corridor Maintenance	30,000.00	30,000.00	0.00	
	Balance Carried Forward	31,219.00	30,892.00	327.00	

6. Repeat steps 3 to 4 to add in more transactions.
7. Click **[Save]** button. All the input transactions will be saved.

 Post-effects

1. The transaction is added in the Non-Recurrent Grant Register. The information of Total Cost, Government Subsidy and School's Share are recorded in the Register.

 Notes

1. If the accounting year of the newly added transaction is not within the selected accounting years, an error message will be prompted.
2. The amount for Total Cost must be greater than zero.
3. Upon saving, the system will check the completeness of all the mandatory fields.
4. Future date is not allowed.
5. The Balance Brought Forward and Carried Forward represent the amount for the specified Accounting Year range.

[S-FOR01-01] FMP > Non-Recurrent Grant > Building

Search

Search Clear

School Level: Primary

Accounting Year From: 2022/2023 Accounting Year To: 2022/2023

Save Reset Add Edit Delete


Filter: Enter keyword

Accounting Year (YYYY/YYYY)	Particulars	Total Cost \$	Government Subsidy \$	School's Share \$	Remarks
	Balance Brought Forward	1,219.00	892.00	327.00	
2022/2023	Corridor Maintenance	30,000.00	30,000.00	0.00	5
	Balance Carried Forward	31,219.00	30,892.00	327.00	

### 2.1.2 Non-Recurrent Grant for Building - Modify Transaction

 Function Description

Users can modify existing transactions. The change will be effective instantly.

 Pre-requisites

1. The transaction must exist.

 User Procedures

1. Click **[FMP]** → **[Non-Recurrent Grant]** → **[Building]** from the left menu.
2. Select School Level and enter the **Accounting Year**. School Level can be selected for through train school.



[S-FOR01-01] FMP > Non-Recurrent Grant > Building

Search

Search Clear

School Level Primary

Accounting Year From 2022/2023 Accounting Year To 2023/2024

Save Reset Add Edit Delete

Filter Enter keyword

Accounting Year (YYYY/YYYY)	Particulars	Total Cost \$	Government Subsidy \$	School's Share \$	Remarks
	Balance Brought Forward	1,219.00	892.00	327.00	
2022/2023	Corridor Maintenance	30,000.00	30,000.00	0.00	
	Balance Carried Forward	31,219.00	30,892.00	327.00	

3. Click **[Search]** button.
4. Matched transactions will be shown in display mode.

[S-FOR01-01] FMP > Non-Recurrent Grant > Building

Search

Search Clear

School Level Primary

Accounting Year From 2022/2023 Accounting Year To 2023/2024

Save Reset Add Edit Delete

Filter Enter keyword

Accounting Year (YYYY/YYYY)	Particulars	Total Cost \$	Government Subsidy \$	School's Share \$	Remarks
<input checked="" type="checkbox"/>	Balance Brought Forward	1,219.00	892.00	327.00	
<input checked="" type="checkbox"/>	2022/2023 Corridor Maintenance	30,000.00	30,000.00	0.00	
<input type="checkbox"/>	Balance Carried Forward	31,219.00	30,892.00	327.00	

5. Select the checkbox next to the Accounting Year of the records to be modified. Users may select one or more transactions to be modified at the same time.
6. Click **[Edit]** button. Confirmation message will pop up.
  - a. Click **[Cancel]** to abort.
  - b. Click **[Confirm]** to proceed. The selected transaction will be changed to edit mode after confirmation.

**Confirmation**

Are you sure to modify record?

Confirm Cancel

7. Update the transaction detail.
8. Click **[Save]** button to save the change.

[S-FOR01-01] FMP > Non-Recurrent Grant > Building

Search

Search Clear

School Level Primary

Accounting Year From 2022/2023 Accounting Year To 2023/2024

Save Reset Add Edit Delete

Filter Enter keyword

Accounting Year (YYYY/YYYY)	Particulars	Total Cost \$	Government Subsidy \$	School's Share \$	Remarks
<input checked="" type="checkbox"/>	Balance Brought Forward	1,219.00	892.00	327.00	
<input checked="" type="checkbox"/>	2022/2023 Corridor Maintenance	35,000.00	30,000.00	5,000.00	
<input type="checkbox"/>	Balance Carried Forward	36,219.00	30,892.00	327.00	

 Post-effects

1. The transaction is updated in the Non-Recurrent Grant Register. The information of Total Cost, Government Subsidy and School's share are recorded in the register.

 Notes

1. If the accounting year of the newly updated transaction is not within the selected accounting years, an error message will be prompted.
2. The amount for Total Cost must be greater than zero.
3. Upon saving, the system will check the completeness of all the mandatory fields.
4. Future date is not allowed.
5. The Balance Brought Forward and Carried Forward represent the amount for the specified Accounting Year range.

Record saved successfully.

Search

Search Clear

School Level Primary

Accounting Year From 2022/2023 Accounting Year To 2023/2024

Save Reset Add Edit Delete


Filter Enter keyword

Accounting Year (YYYY/YYYY)	Particulars	Total Cost \$	Government Subsidy \$	School's Share \$	Remarks
	Balance Brought Forward	1,219.00	892.00	327.00	
2022/2023	Corridor Maintenance	35,000.00	30,000.00	5,000.00	5
	Balance Carried Forward	36,219.00	30,892.00	5,327.00	

### 2.1.3 Non-Recurrent Grant for Building - Delete Transaction

 Function Description

Users can delete a transaction from the Register.

 Pre-requisites

1. The transaction must exist.

 User Procedures

1. Click **[FMP]** → **[Non-Recurrent Grant]** → **[Building]** from the left menu.
2. Select School Level and enter the **Accounting Year**. School Level can be selected for through train school.
3. Click **[Search]** button.

3

2

Accounting Year (YYYY/YYYY)	Particulars	Total Cost \$	Government Subsidy \$	School's Share \$	Remarks
	Balance Brought Forward	1,219.00	892.00	327.00	
2022/2023	Corridor Maintenance	35,000.00	30,000.00	5,000.00	
	Balance Carried Forward	36,219.00	30,892.00	5,327.00	

- Matched transactions will be displayed.
- Select the checkbox next to the Accounting Year of the records to be deleted. Users may select one or more transactions to be deleted at the same time.

6

5

4

Accounting Year (YYYY/YYYY)	Particulars	Total Cost \$	Government Subsidy \$	School's Share \$	Remarks
<input checked="" type="checkbox"/>	Balance Brought Forward	1,219.00	892.00	327.00	
<input checked="" type="checkbox"/>	2022/2023 Corridor Maintenance	35,000.00	30,000.00	5,000.00	
	Balance Carried Forward	36,219.00	30,892.00	5,327.00	

- Click **[Delete]** button.



#### Post-effects

- The transaction is deleted in the Non-Recurrent Grant Register.



#### Notes

N/A

### 2.1.4 Non-Recurrent Grant for Furniture & Equipment - Add Transaction



#### Function Description

Users can add a new transaction to record the non-recurrent grant received from EDB for the purchase of Furniture & Equipment.



#### Pre-requisites

- Non-Recurrent Grant Module must be effective.



#### User Procedures

- Click **[FMP]** → **[Non-Recurrent Grant]** → **[Furniture & Equipment]** from the left menu.

2. Select the School Level and enter the Transaction Date. School Level can be selected for Through Train School.
3. Click **[Search]** button.
4. Click **[Add]** button to add a new transaction.

5. Fill in the information.
6. Repeat steps 3 to 4 to add in more transactions.
7. Click **[Save]** button.

Transaction Date (DD/MM/YYYY)	Particulars	Total Cost \$	Government Subsidy \$	School's Share \$	Remarks
	Balance Brought Forward	369,114.00	514.00	368,600.00	
01/01/2022	sofa	10,000.00	8,000.00	2,000.00	
	Balance Carried Forward	379,114.00	8,514.00	368,600.00	



### Post-effects

1. The transaction is added in the Non-Recurrent Grant Register. The information of Total Cost, Government Subsidy and School's Share are recorded in the Register.



### Notes

1. The transaction date entered must be within the selected transaction dates.
2. The amount for Total Cost must be greater than zero.
3. Upon saving, the system will check the completeness of all the mandatory fields.
4. Future date is not allowed.
5. The Balance Brought Forward and Carried Forward represent the amount for the specified date range.

Transaction Date (DD/MM/YYYY)	Particulars	Total Cost \$	Government Subsidy \$	School's Share \$	Remarks
	Balance Brought Forward	369,114.00	514.00	368,600.00	
01/01/2022	sofa	10,000.00	8,000.00	2,000.00	5
	Balance Carried Forward	379,114.00	8,514.00	370,600.00	

### 2.1.5 Non-Recurrent Grant for Furniture & Equipment - Modify Transaction

#### Function Description

Users can modify existing transaction. The change will be effective instantly.

#### Pre-requisites

1. The transaction must exist.

#### User Procedures

1. Click **[FMP]** → **[Non-Recurrent Grant]** → **[Furniture & Equipment]** from the left menu.
2. Select School Level and enter the **Transaction Date**. School Level can be selected for through train school.
3. Click **[Search]** button.

[S-FOR02-01] FMP > Non-Recurrent Grant > Furniture and Equipment

Search

3 Search Clear

School Level Primary

Transaction Date From 01/01/2022 Transaction Date To 01/01/2022

2

4. Matched transactions will be shown in display mode.

[S-FOR02-01] FMP > Non-Recurrent Grant > Furniture and Equipment

Search

Search Clear

School Level Primary

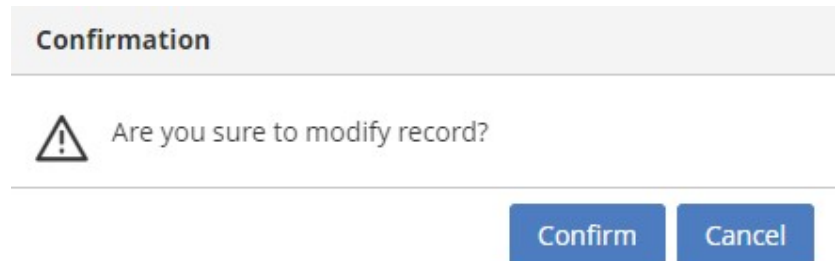
Transaction Date From 01/01/2022 Transaction Date To 01/01/2022

6 Save Reset Add Edit Delete

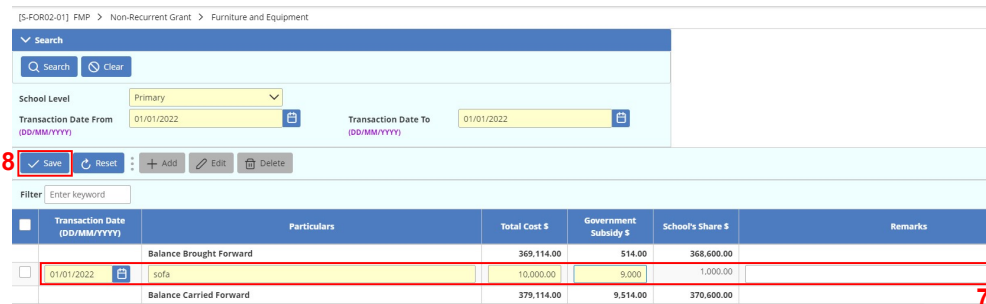
Filter Enter keyword

Transaction Date (DD/MM/YYYY)	Particulars	Total Cost \$	Government Subsidy \$	School's Share \$	Remarks
	Balance Brought Forward	369,114.00	514.00	368,600.00	
01/01/2022	sofa	10,000.00	8,000.00	2,000.00	5
	Balance Carried Forward	379,114.00	8,514.00	370,600.00	4

5. Select the checkbox next to the transaction date of the records to be modified. Users can select one or more transactions to be modified at the same time.
6. Click **[Edit]** button. Confirmation message will pop up.
  - a. Click **[Cancel]** to abort.
  - b. Click **[Confirm]** to proceed. The selected transaction will be changed to edit mode after confirmation.



7. Update the transaction.
8. Click **[Save]** button.



 Post-effects

1. The transaction is updated in the Non-Recurrent Grant Register. The information of Total Cost, Government Subsidy and School's Share are recorded in the Register.

 Notes

1. The transaction date entered must be within the selected transaction dates.
2. The amount for Total Cost must be greater than zero.
3. Upon saving, the system will check the completeness of all the mandatory fields.
4. Future date is not allowed.
5. The Balance Brought Forward and Carried Forward represent the amount for the specified date range.

[S-FOR02-01] FMP > Non-Recurrent Grant > Furniture and Equipment

Record saved successfully.

Search

School Level: Primary

Transaction Date From: 01/01/2022

Transaction Date To: 01/01/2022

Buttons: Save, Reset, Add, Edit, Delete

Filter: Enter keyword

Transaction Date (DD/MM/YYYY)	Particulars	Total Cost \$	Government Subsidy \$	School's Share \$	Remarks
	Balance Brought Forward	369,114.00	514.00	368,600.00	
01/01/2022	sofa	10,000.00	9,000.00	1,000.00	5
	Balance Carried Forward	379,114.00	9,514.00	369,600.00	

### 2.1.6 Non-Recurrent Grant for Furniture & Equipment - Delete Transaction

#### Function Description

Users can delete a transaction.

#### Pre-requisites

1. The transaction must exist.

#### User Procedures

1. Click **[FMP]** → **[Non-Recurrent Grant]** → **[Furniture & Equipment]** from the left menu.
2. Select School Level and enter the Transaction Date. School Level can be selected for through train school.
3. Click **[Search]** button.

[S-FOR02-01] FMP > Non-Recurrent Grant > Furniture and Equipment

Search

School Level: Primary

Transaction Date From: 01/01/2022

Transaction Date To: 01/01/2022

Buttons: Search, Clear

4. Matched transactions will be displayed.
5. Select the checkbox next to the transaction date of the records to be deleted. Users may select one or more transactions to be deleted at the same time.
6. Click **[Delete]** button.

[S-FOR02-01] FMP > Non-Recurrent Grant > Furniture and Equipment

Search

School Level: Primary

Transaction Date From: 01/01/2022

Transaction Date To: 01/01/2022

Buttons: Save, Reset, Add, Edit, Delete

Filter: Enter keyword

Transaction Date (DD/MM/YYYY)	Particulars	Total Cost \$	Government Subsidy \$	School's Share \$	Remarks
	Balance Brought Forward	369,114.00	514.00	368,600.00	
01/01/2022	sofa	10,000.00	9,000.00	1,000.00	5
	Balance Carried Forward	379,114.00	9,514.00	369,600.00	4

 Post-effects

1. The transaction is deleted in the Non-Recurrent Grant Register.


 Notes

N/A

### 2.1.7 Generate Report

 Function Description

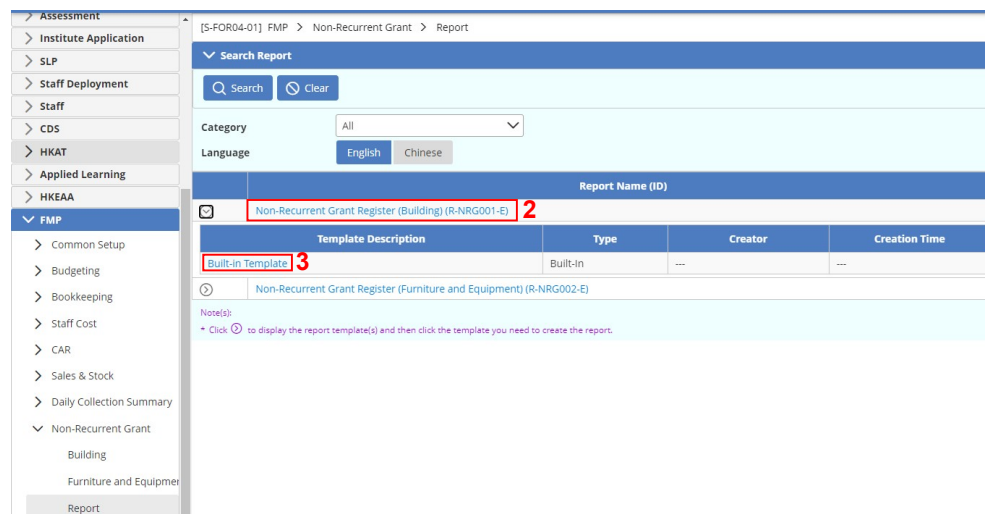
Users can generate report to list out non-recurrent grant transactions captured in the system.

 Pre-requisites

1. Adobe Acrobat Reader and Microsoft Office 2000 are required in order to view the reports

 User Procedures

1. Click **[FMP]** → **[Non-Recurrent Grant]** → **[Report]** from the left menu.
2. Click on the **Report Name (ID)** link and the list of built-in and user-defined report templates are displayed.



3. Click on the Report Template link to generate the report.
4. Enter the report criteria and click **[Preview & Print]** to view the report. A report window will be popped out. Print the report to the local print queue or save to local hard disk from the pop-up window.



5. Users can choose to generate the report backend by clicking on **[To File]** button.
  - a. Users are required to fill in the report description. Report will then be generated and stored in Report Repository. No report window will pop up.
  - b. Click **[Confirm]** button.
  - c. Users 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.

Post-effects

1. If **[Preview & Print]** button is clicked, the selected report is generated for users to preview in a pop-up window.
2. If **[To File]** button is clicked, the selected report is generated and stored in Report Management - Repository. After clicking the **[To File]** button, a textbox will pop up and users may fill in the description of the report in the textbox during report retrieval in Report Management – Repository for easy reference.

Notes

1. The following reports are available:
  - Non-Recurrent Grant Register for Building (R-NRG001-E)

- Non-Recurrent Grant Register for Furniture and Equipment (R-NRG002-E)
2. Different reports may have different set of input criteria.
- 2.1 Non-Recurrent Grant Register for Building (R-NRG001-E)

- This function allows users to generate the Non-Recurrent Grant Register for Building (R-NRG001-E) report based on the selected print criteria.

[S-FOR04-02] FMP > Non-Recurrent Grant > Report

Preview & Print Reset To File Back

Non-Recurrent Grant Register (Building) (R-NRG001-E) : Built-in Template

Please input the print criteria.

School Level All

Accounting Year From 2018/2019 Accounting Year To 2019/2020

Format PDF WORD EXCEL RICHTEXT

- The below criteria can be selected from this screen to generate reports:
  - School Level (the selection is only applicable to Through Train School)
  - Accounting Year Range
  - Format (PDF, WORD, EXCEL, RICHTEXT)
- You can (i) view the reports in a pop-up window by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management – Repository by clicking the **[To File]** button.

2.2 Non-Recurrent Grant Register for Furniture and Equipment (R-NRG002-E)

- This function allows users to generate the Non-Recurrent Grant Register for Furniture and Equipment (R-NRG002-E) report based on the selected print criteria.

[S-FOR04-03] FMP > Non-Recurrent Grant > Report

Preview & Print Reset To File Back

Non-Recurrent Grant Register (Furniture and Equipment) (R-NRG002-E) : Built-in Template

Please input the print criteria.

School Level All

Transaction Date From 01/01/2022 Transaction Date To 31/12/2023

Format PDF WORD EXCEL RICHTEXT

- The below criteria can be selected from this screen to generate reports:
  - School Level (the selection is only applicable to Through Train School)
  - Transaction Date Range
  - Format (PDF, WORD, EXCEL, RICHTEXT)

- You can (i) view the reports in a pop-up window by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management – Repository by clicking the **[To File]** button.
3. CloudSAMS report is built on PDF format with Crystal Report Application, minor alignment issue may be possibly located when printing in other formats.