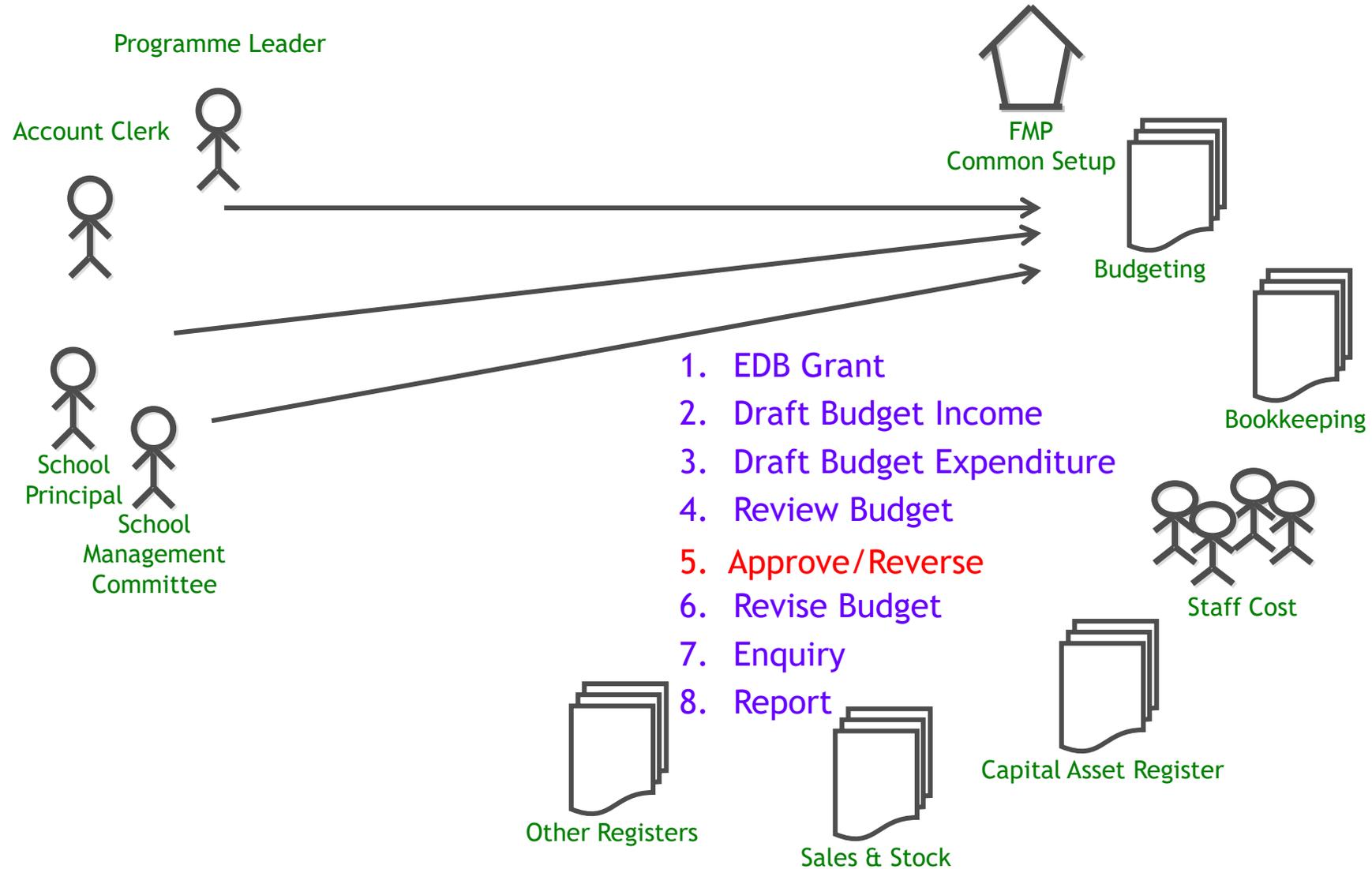


FMP - Budgeting



Budgeting - Approve/Reverse

Purpose:

- Approve Budget allows the user to approve the budget on behalf of Incorporated Management Committee (IMC) upon receiving the endorsement from IMC.
- 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 Incorporated Management Committee (IMC) after receiving the endorsement from the IMC.
- 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.

Approve Budget

RESTRICTED)

(UAT - 3.21.12) Current School Year: 2018 21/08/2024 10:14:52 | [Icons] | super1 | Logout

[4-01] FMP > Budgeting > Approve/Reverse > Approve

Approve

Reverse

Approve

Sch Level/Session

Secondary/Whole Day

Accounting Year [1]

2016/2017

Note(s):

[1] Accounting year can be selected for approval when both statuses of budget income and expenditure are "Freeze".

Budgeting

EDB Grant

Draft Budget Income

Draft Budget Expenditure

Review Budget

Approve/Reverse

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]

Step 3. Click [Approve] button

Approve Budget

RESTRICTED)

(UAT - 3.21.12) Current School Year: 2018 21/08/2024 10:15:36 | [Email] [Email] [Bell] [Help] [Language] | super1 [Dropdown] Logout

[4-01] FMP > Budgeting > Approve/Reverse > Approve

i Budgets approved successfully.

Approve

Reverse

Approve

Budgeting

EDB Grant

Draft Budget Income

Draft Budget Expenditure

Review Budget

Approve/Reverse

Sch Level/Session

Secondary/Whole Day

Accounting Year [1]

Note(s):

[1] Accounting year can be selected for approval when both statuses of budget income and expenditure are "Freeze".

After the budget is approved, the accounting year will not show in the field [Accounting Year]. 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

RESTRICTED)

(UAT - 3.21.12) Current School Year: 2018 21/08/2024 10:31:41 | [Email] [Email] [Bell] [Help] [Language] | super1 [Dropdown] Logout

[7-01] FMP > Budgeting > Approve/Reverse > Reverse

Approve **Reverse**

Reverse

Sch Level/Session

Secondary/Whole Day

Accounting Year [1]

2053/2054

Note(s):

[1] Approved budget can be reversed only when there are no revised budget, bookkeeping or staff cost transactions records for the accounting year.

Budgeting

EDB Grant

Draft Budget Income

Draft Budget Expenditu

Review Budget

Approve/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]

Step 4. Click [Reverse] button

ESCAPE
To Return