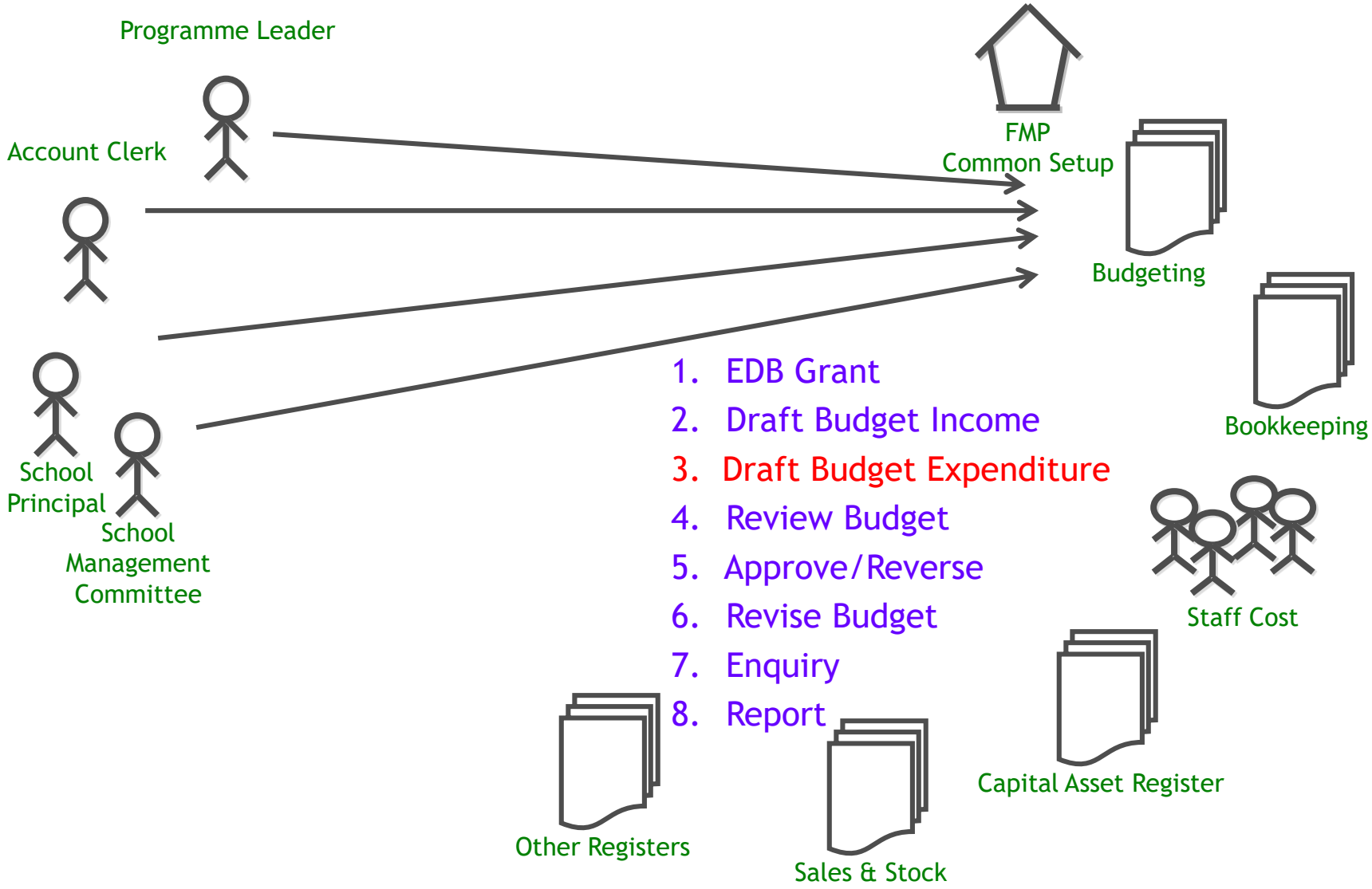
FMP – Budgeting



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.

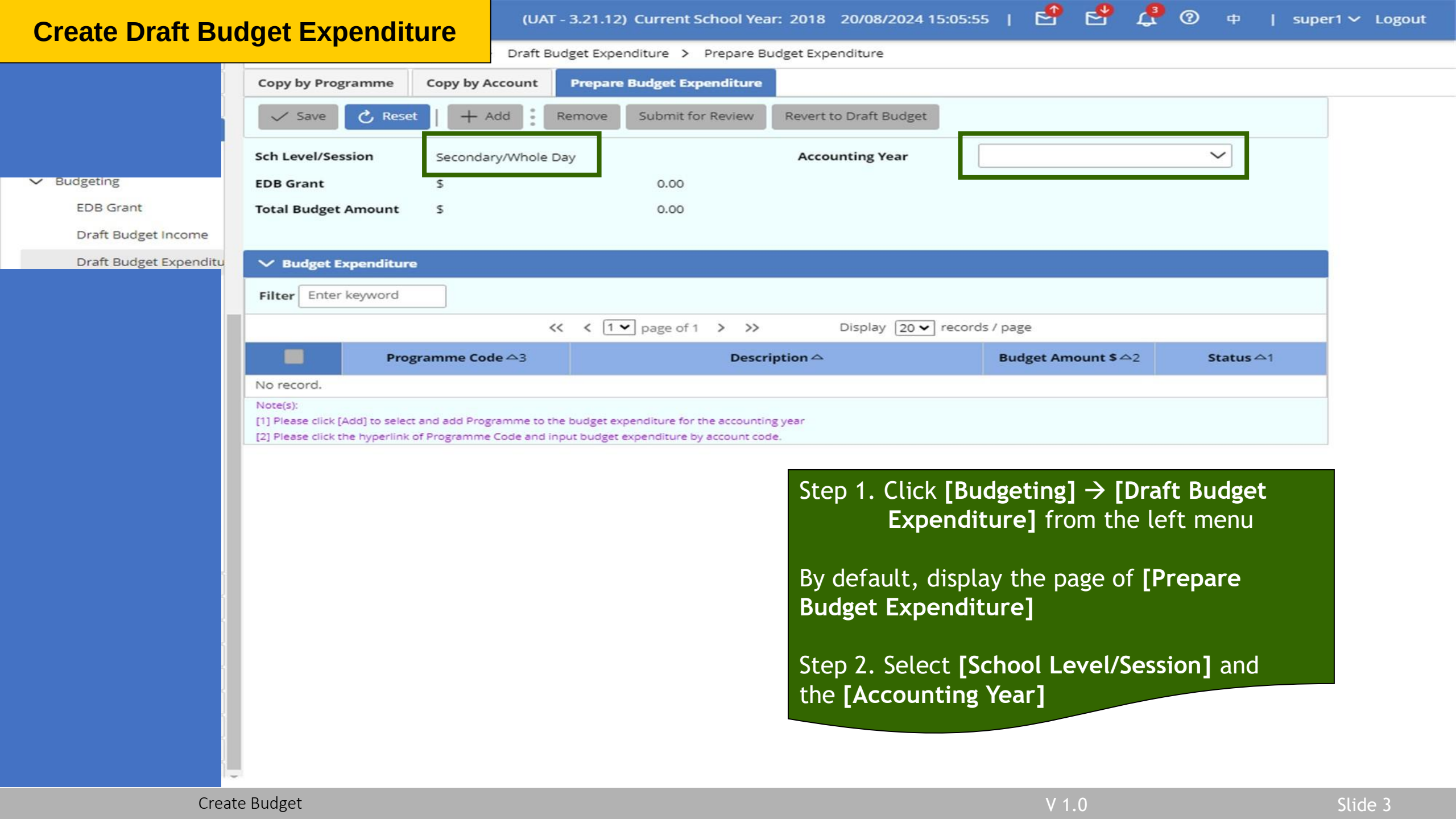
• Programme Leader who is usually a senior teacher should prepare the budget. Role of financial clerk is to input budget on behalf of Programme Leader only.

• 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

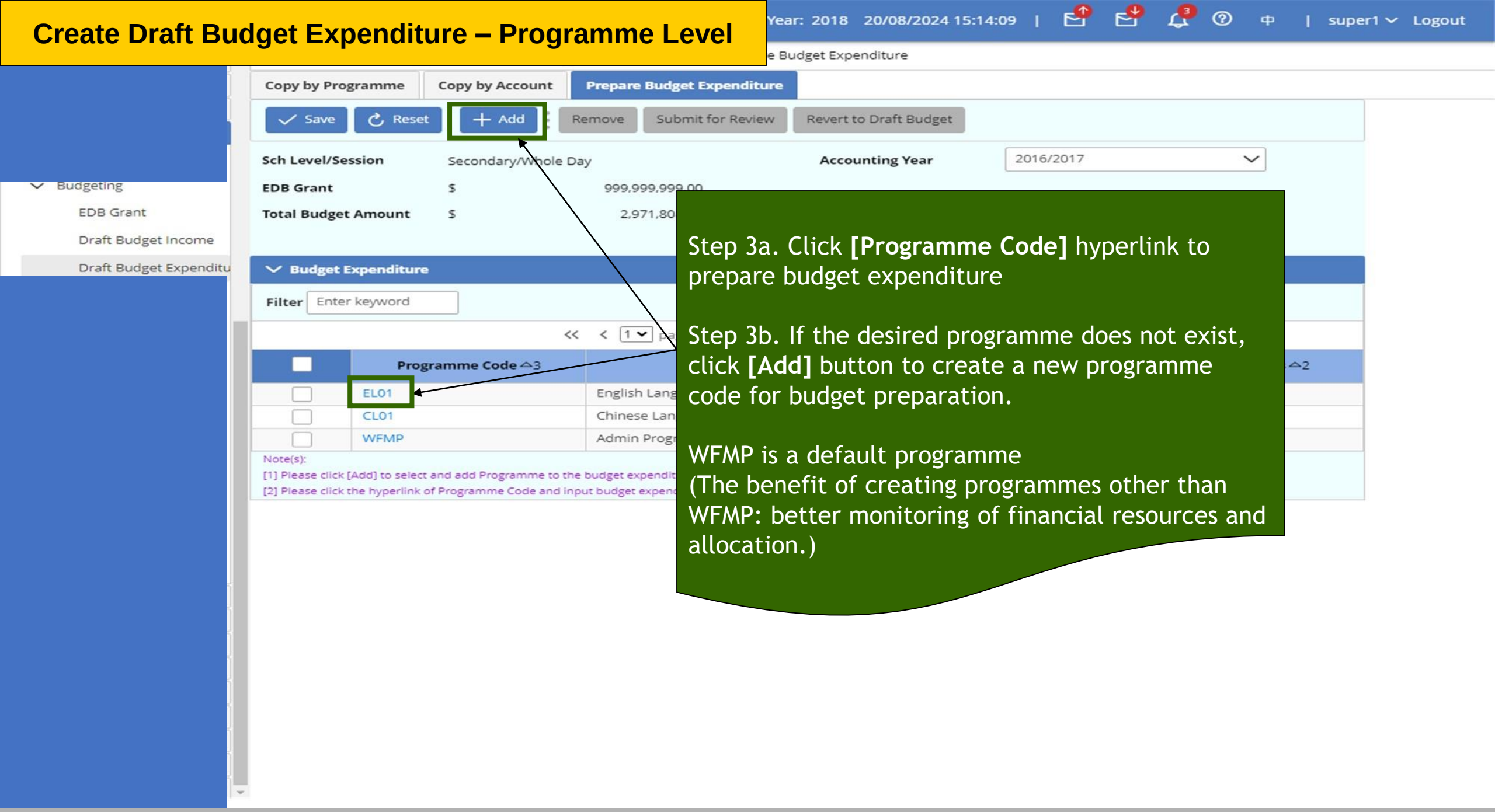


Step 1. Click **[Budgeting]** → **[Draft Budget Expenditure]** from the left menu

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

Step 2. Select **[School Level/Session]** and the **[Accounting Year]**

Create Draft Budget Expenditure – Programme Level

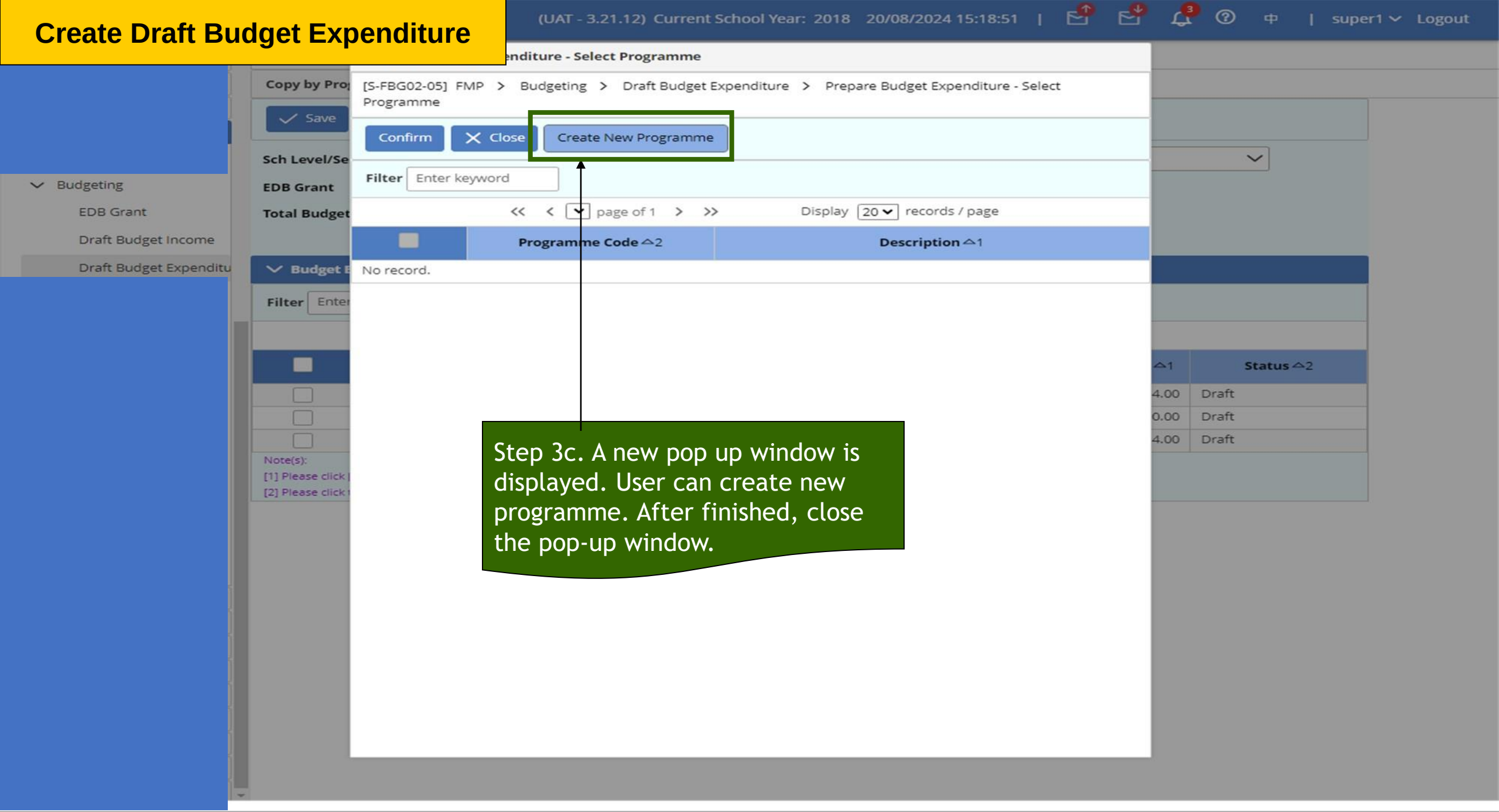


Step 3a. Click **[Programme Code]** hyperlink to prepare budget expenditure

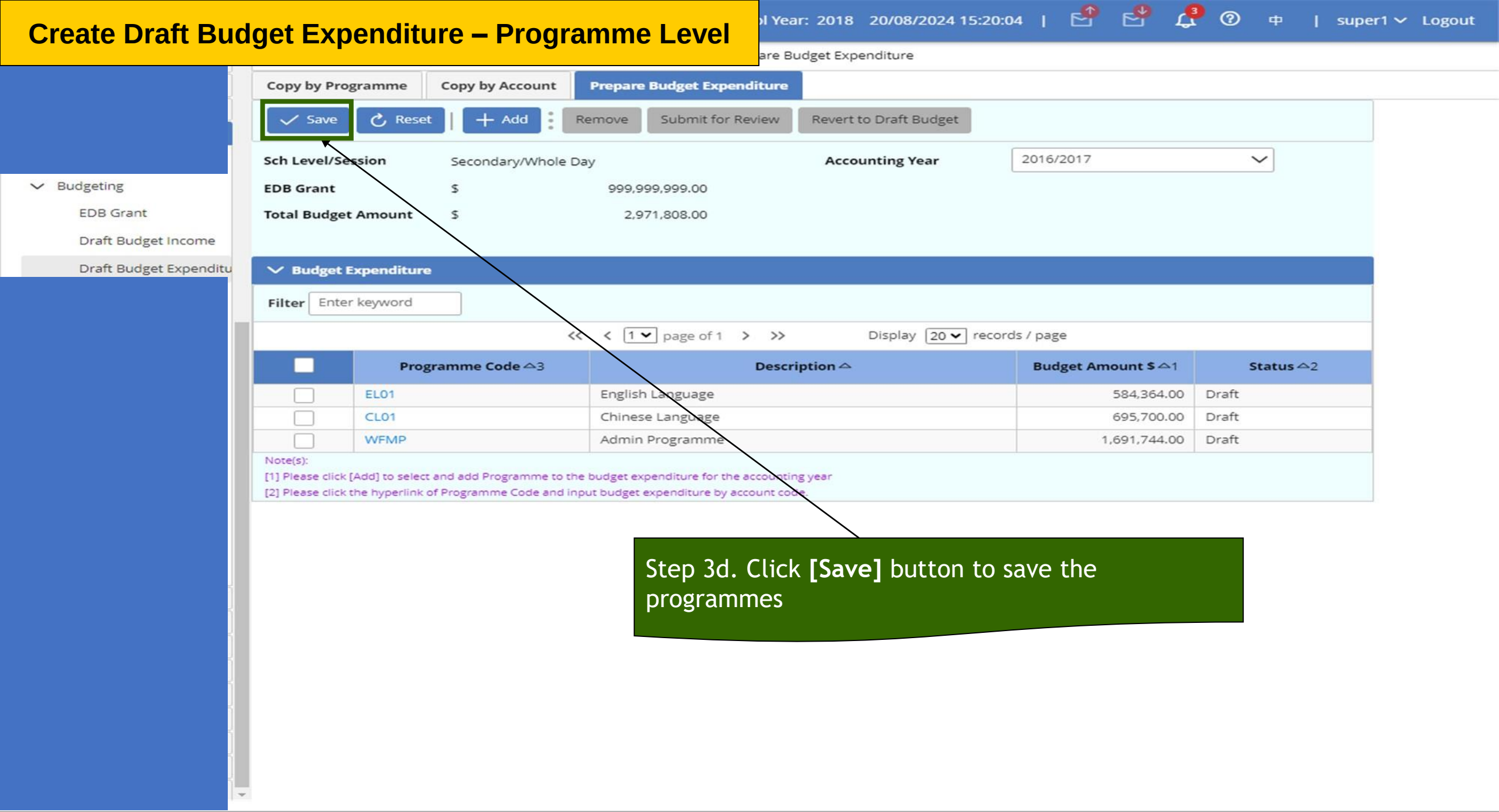
Step 3b. If the desired programme does not exist, click **[Add]** button to create a new programme code for budget preparation.

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

Create Draft Budget Expenditure

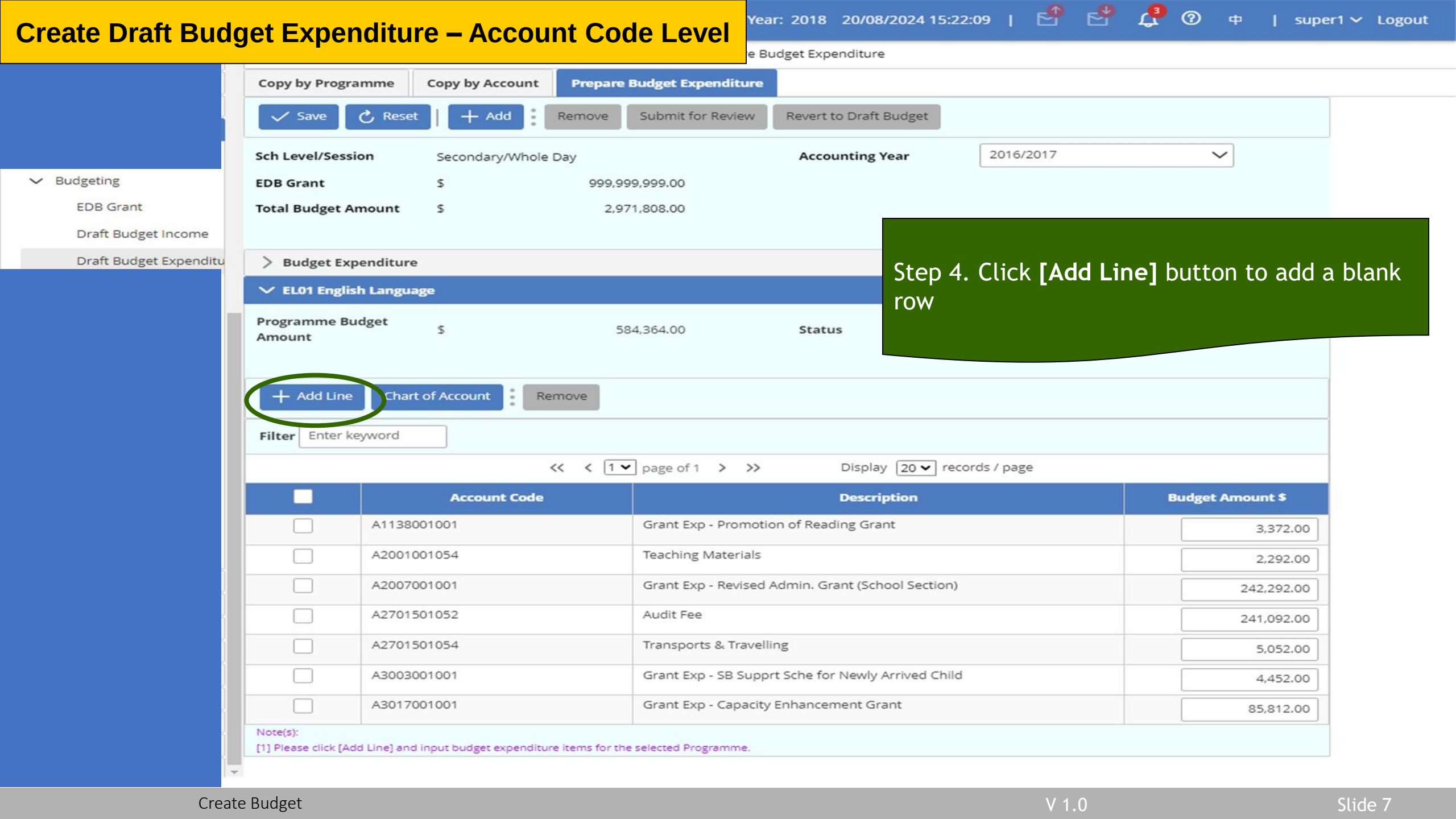


Create Draft Budget Expenditure – Programme Level



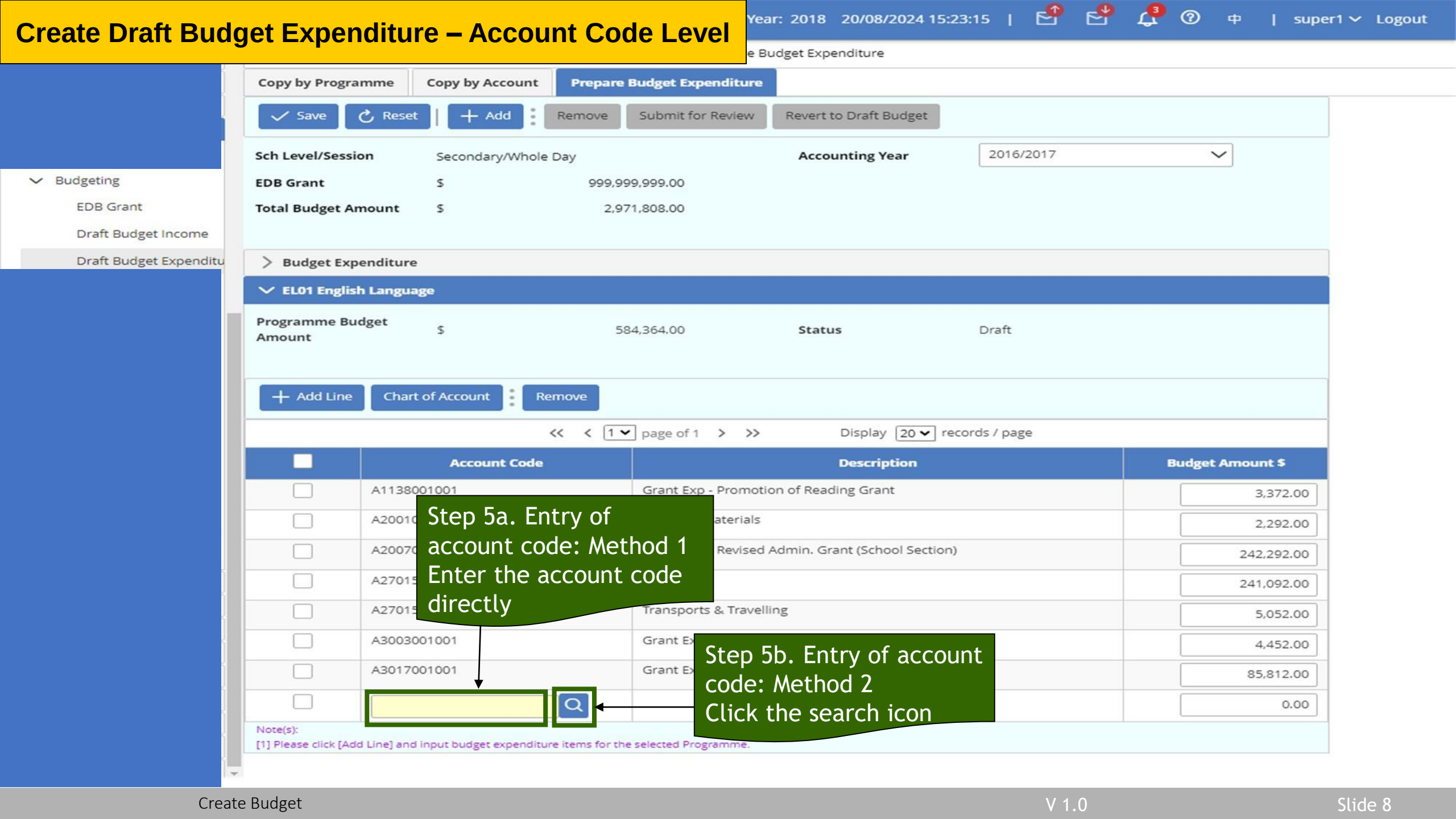
Step 3d. Click **[Save]** button to save the programmes

Create Draft Budget Expenditure – Account Code Level

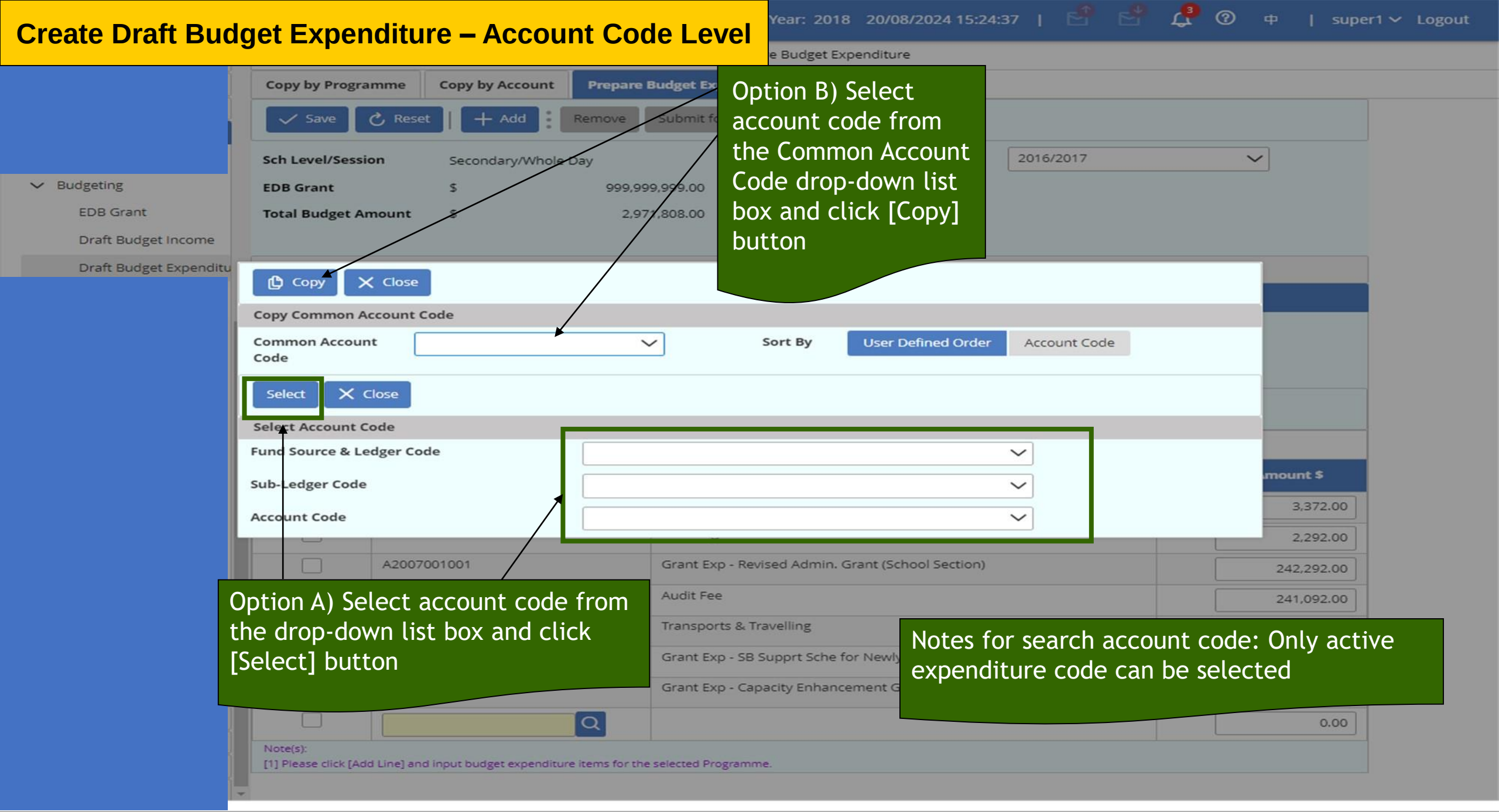


Step 4. Click **[Add Line]** button to add a blank row

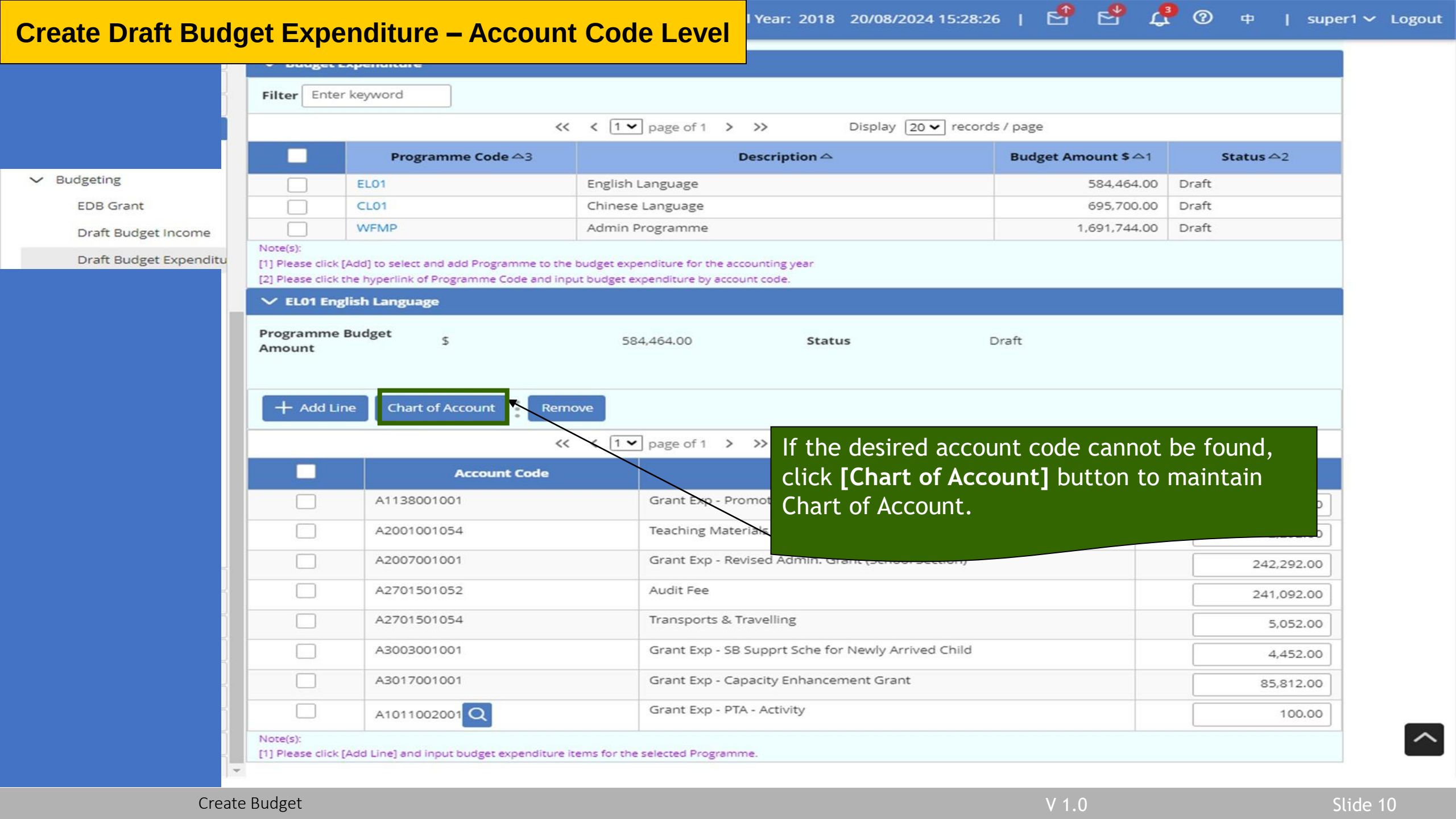
Create Draft Budget Expenditure – Account Code Level



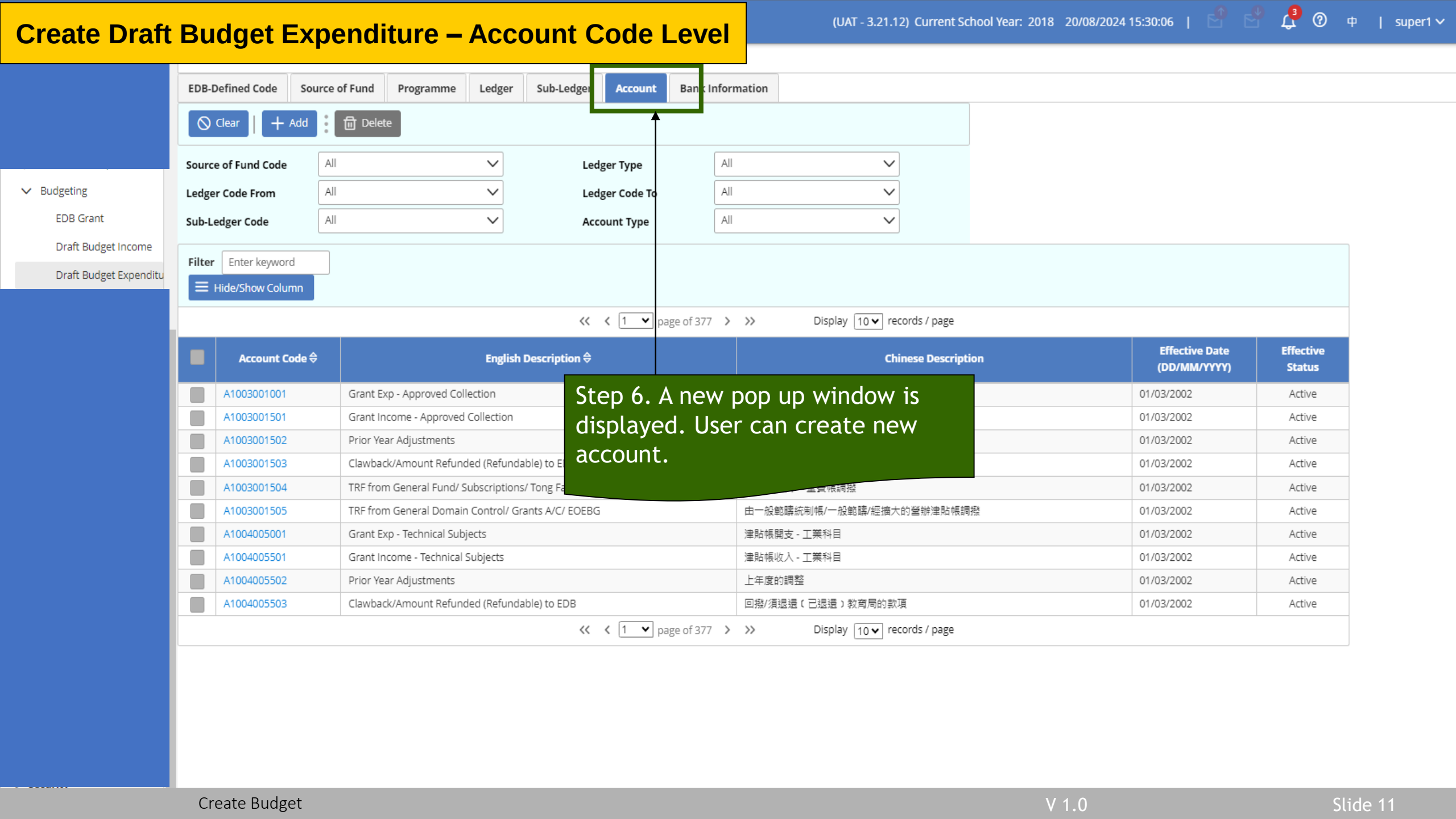
Create Draft Budget Expenditure – Account Code Level



Create Draft Budget Expenditure – Account Code Level

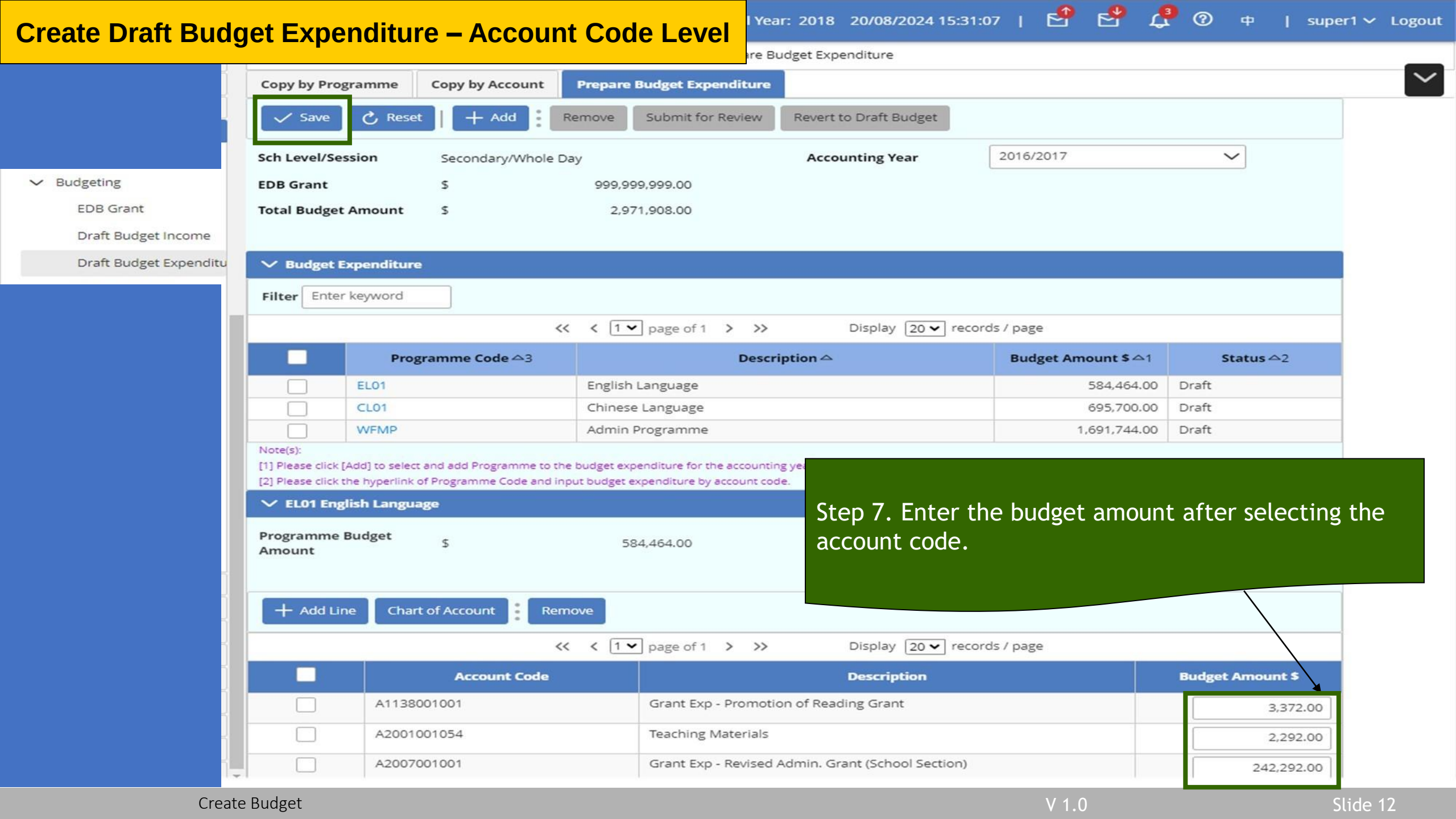


Create Draft Budget Expenditure – Account Code Level



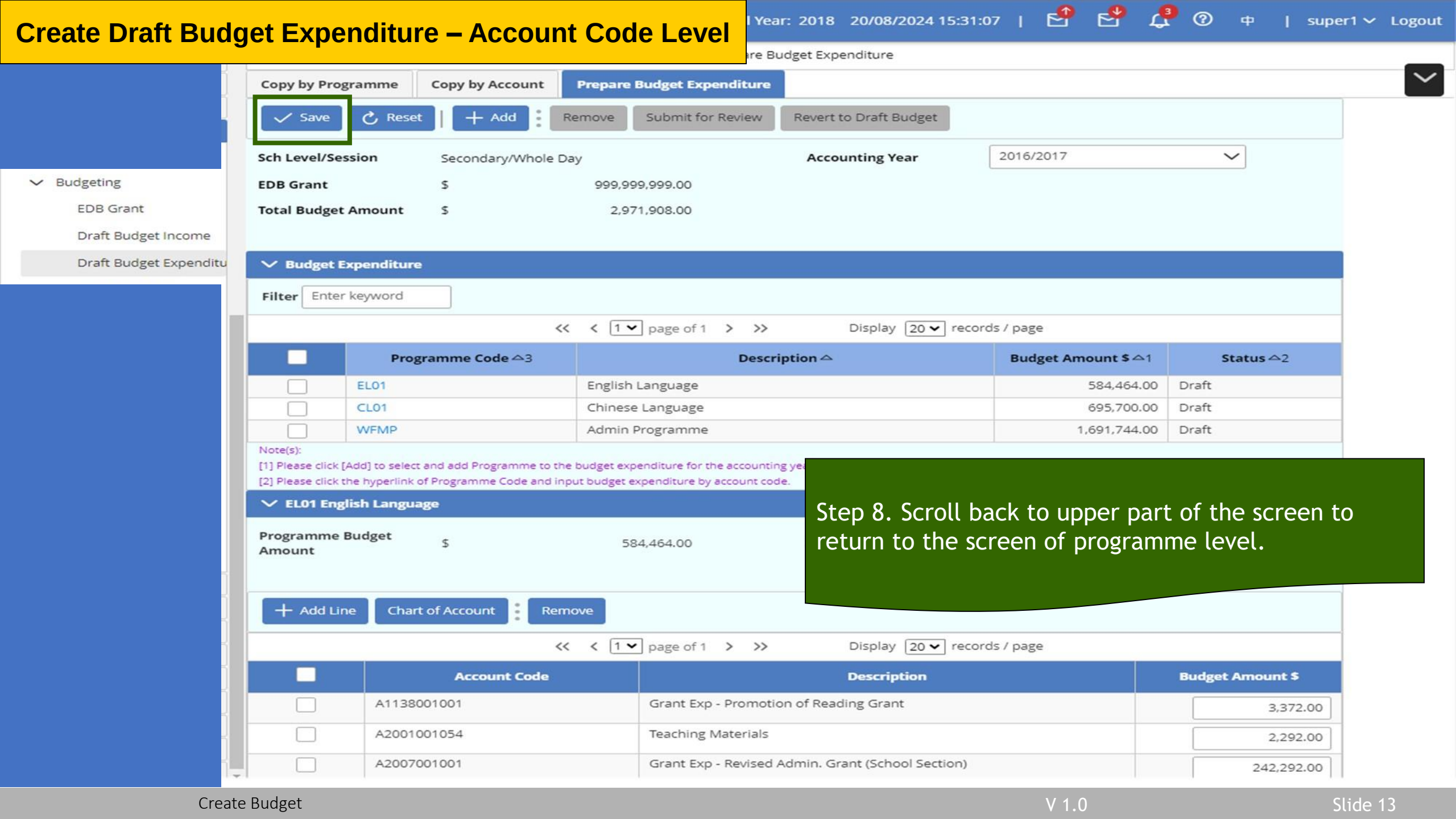
Step 6. A new pop up window is displayed. User can create new account.

Create Draft Budget Expenditure – Account Code Level



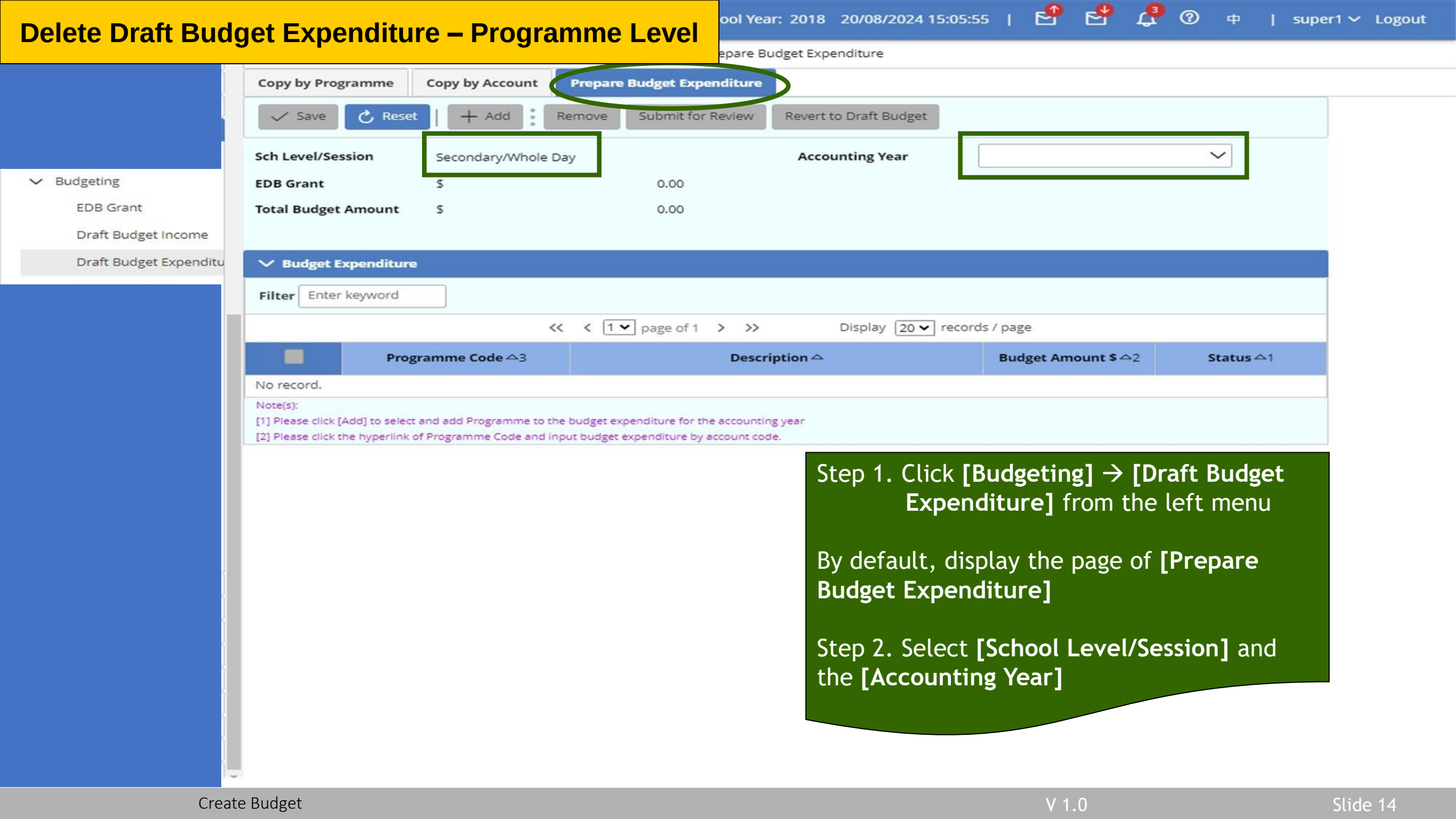
Step 7. Enter the budget amount after selecting the account code.

Create Draft Budget Expenditure – Account Code Level



Step 8. Scroll back to upper part of the screen to return to the screen of programme level.

Delete Draft Budget Expenditure – Programme Level

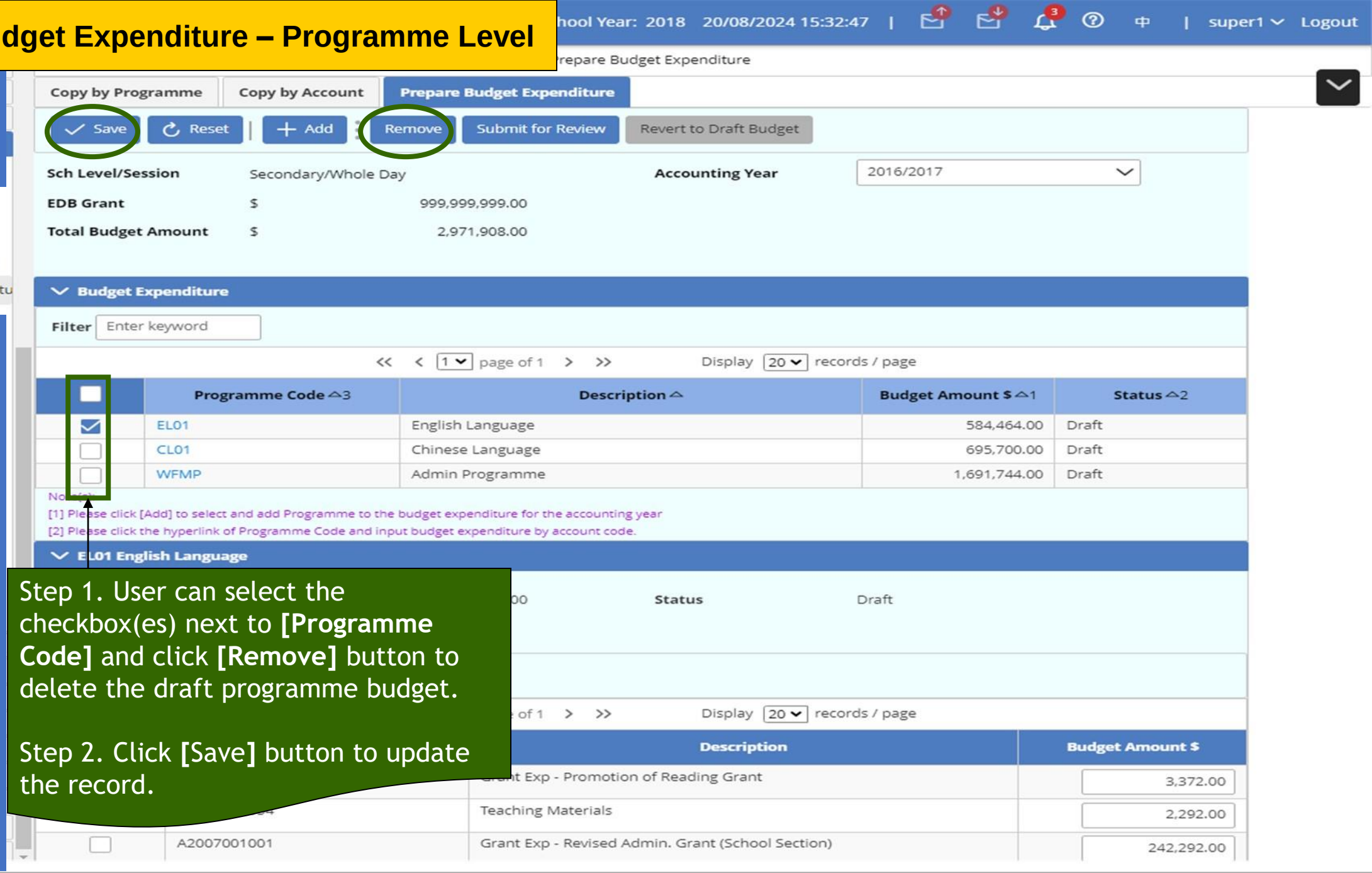


Step 1. Click **[Budgeting]** → **[Draft Budget Expenditure]** from the left menu

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

Step 2. Select **[School Level/Session]** and the **[Accounting Year]**

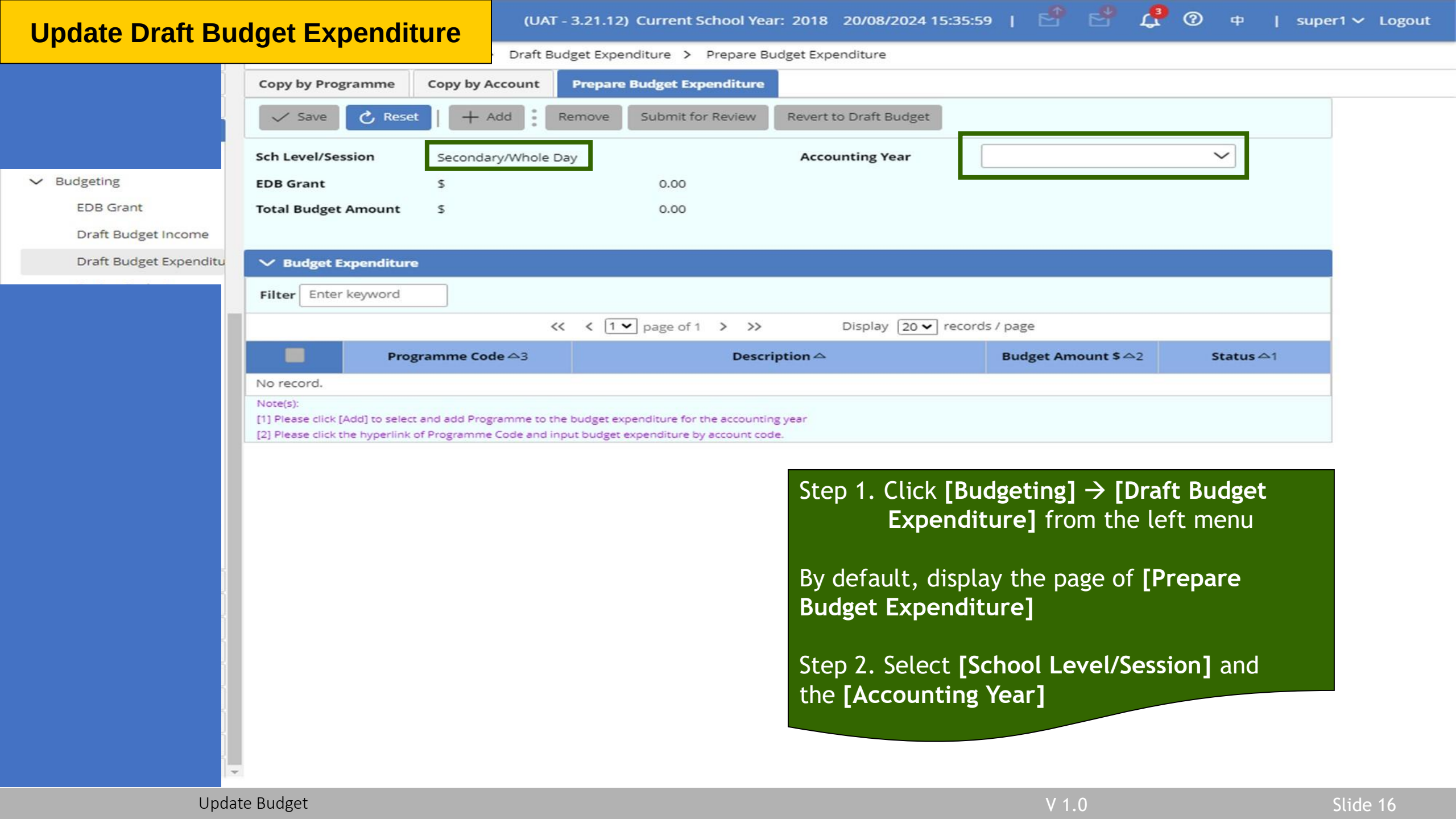
Delete Draft Budget Expenditure – Programme Level



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

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

Update Draft Budget Expenditure

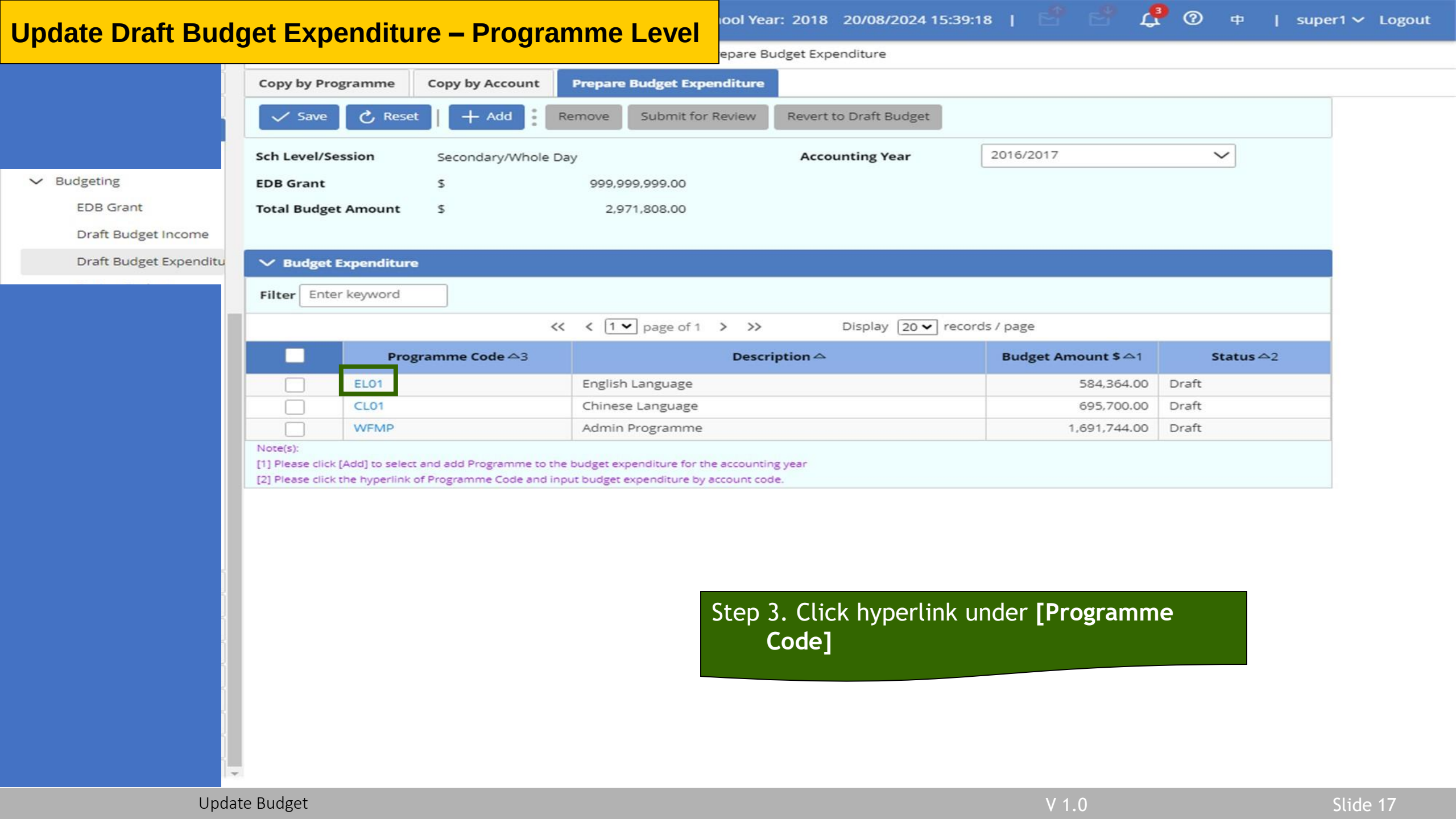


Step 1. Click **[Budgeting]** → **[Draft Budget Expenditure]** from the left menu

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

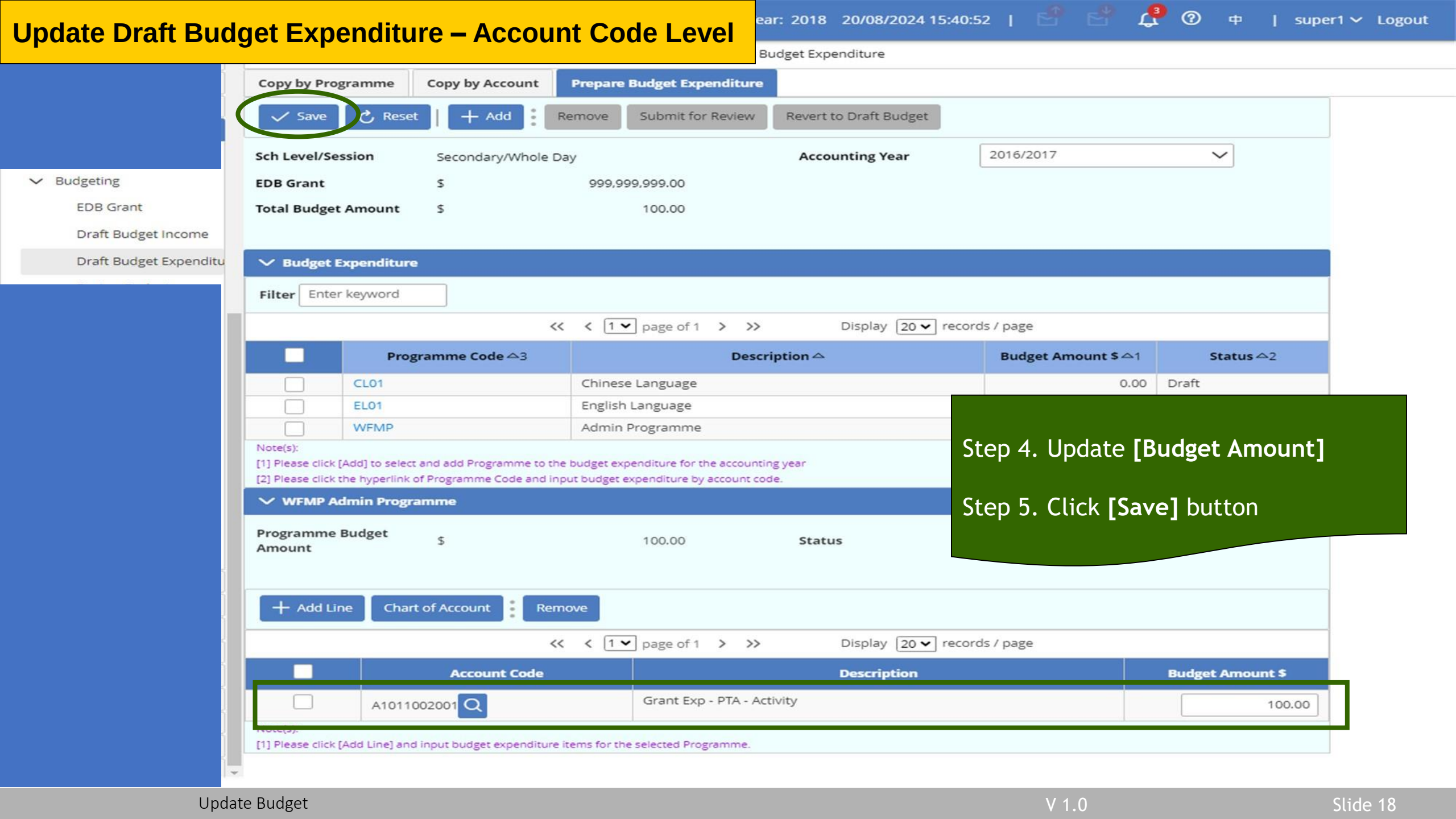
Step 2. Select **[School Level/Session]** and the **[Accounting Year]**

Update Draft Budget Expenditure – Programme Level



Step 3. Click hyperlink under **[Programme Code]**

Update Draft Budget Expenditure – Account Code Level



Step 4. Update **[Budget Amount]**

Step 5. Click **[Save]** button

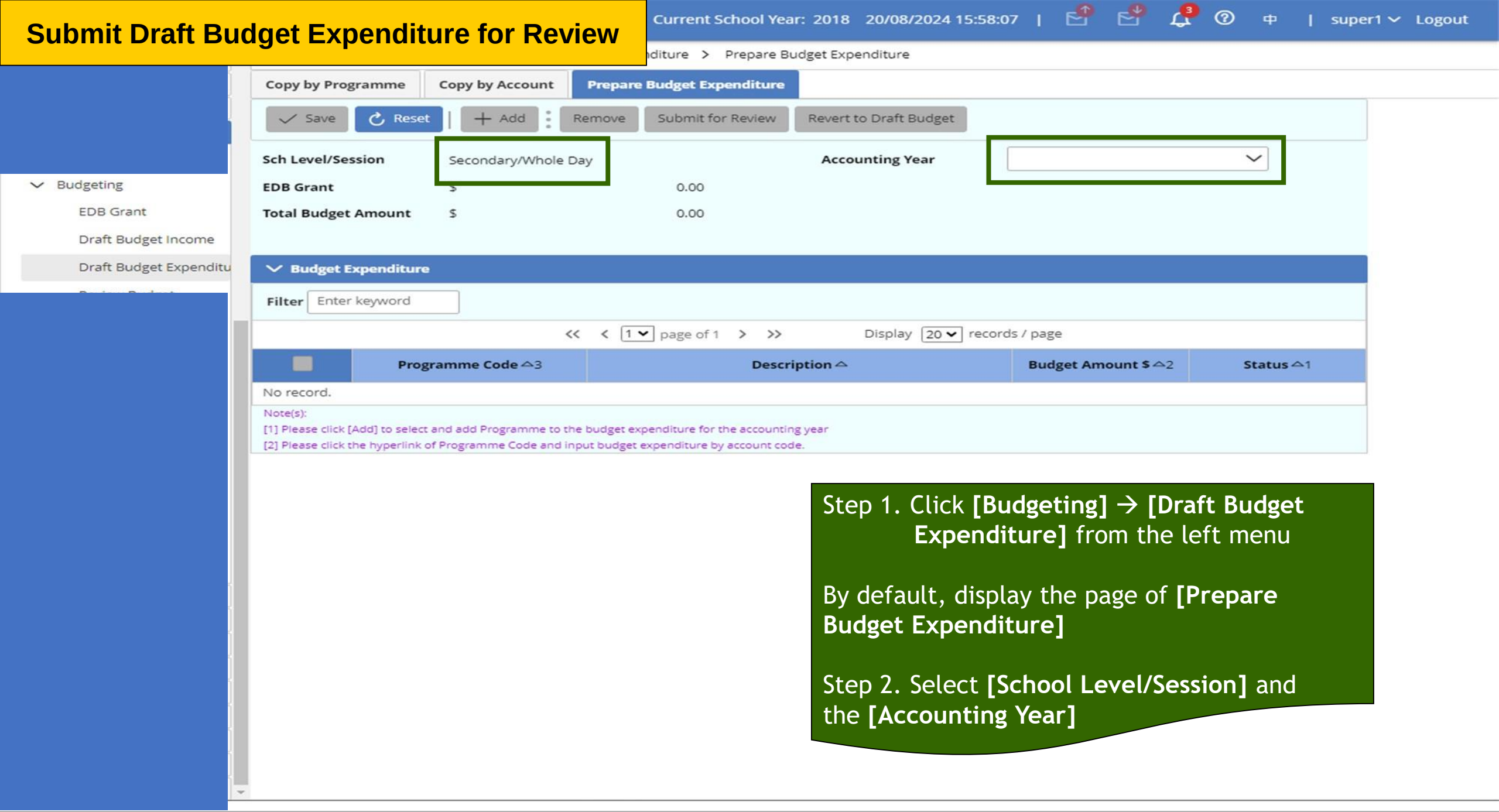
Submit Draft Budget Expenditure for Review

- 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

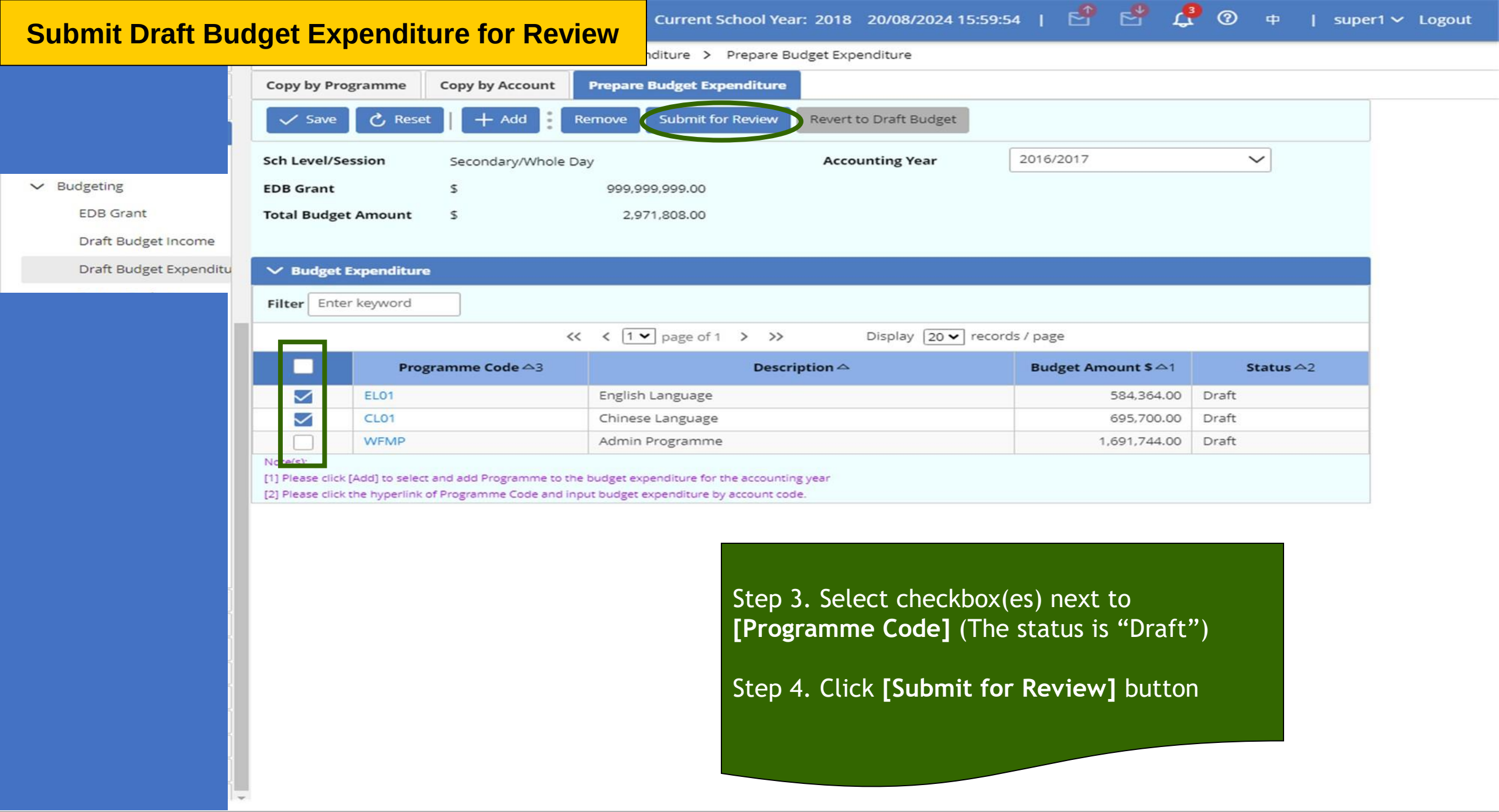


Step 1. Click **[Budgeting]** → **[Draft Budget Expenditure]** from the left menu

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

Step 2. Select **[School Level/Session]** and the **[Accounting Year]**

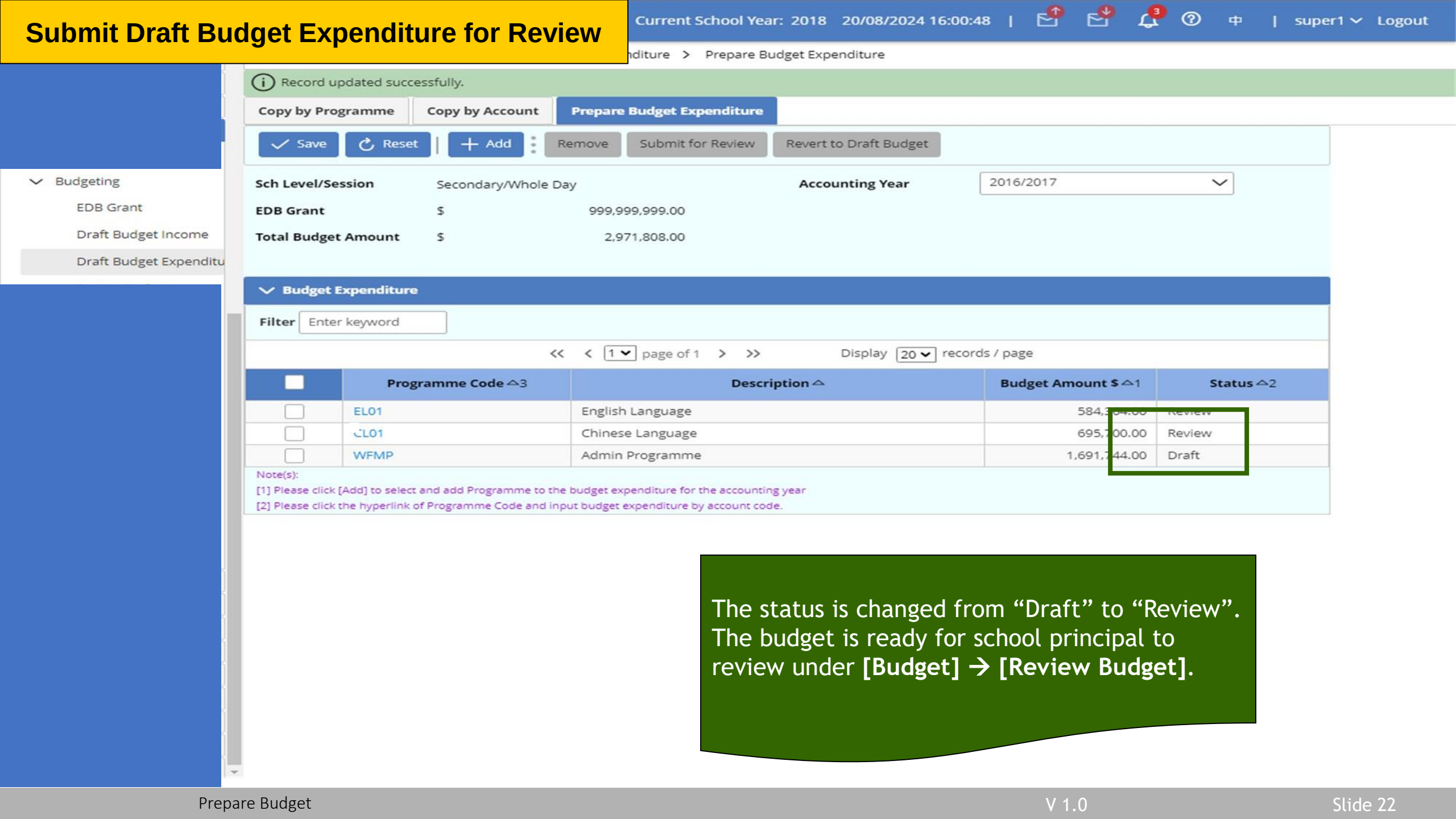
Submit Draft Budget Expenditure for Review



Step 3. Select checkbox(es) next to **[Programme Code]** (The status is “Draft”)

Step 4. Click **[Submit for Review]** button

Submit Draft Budget Expenditure for Review



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

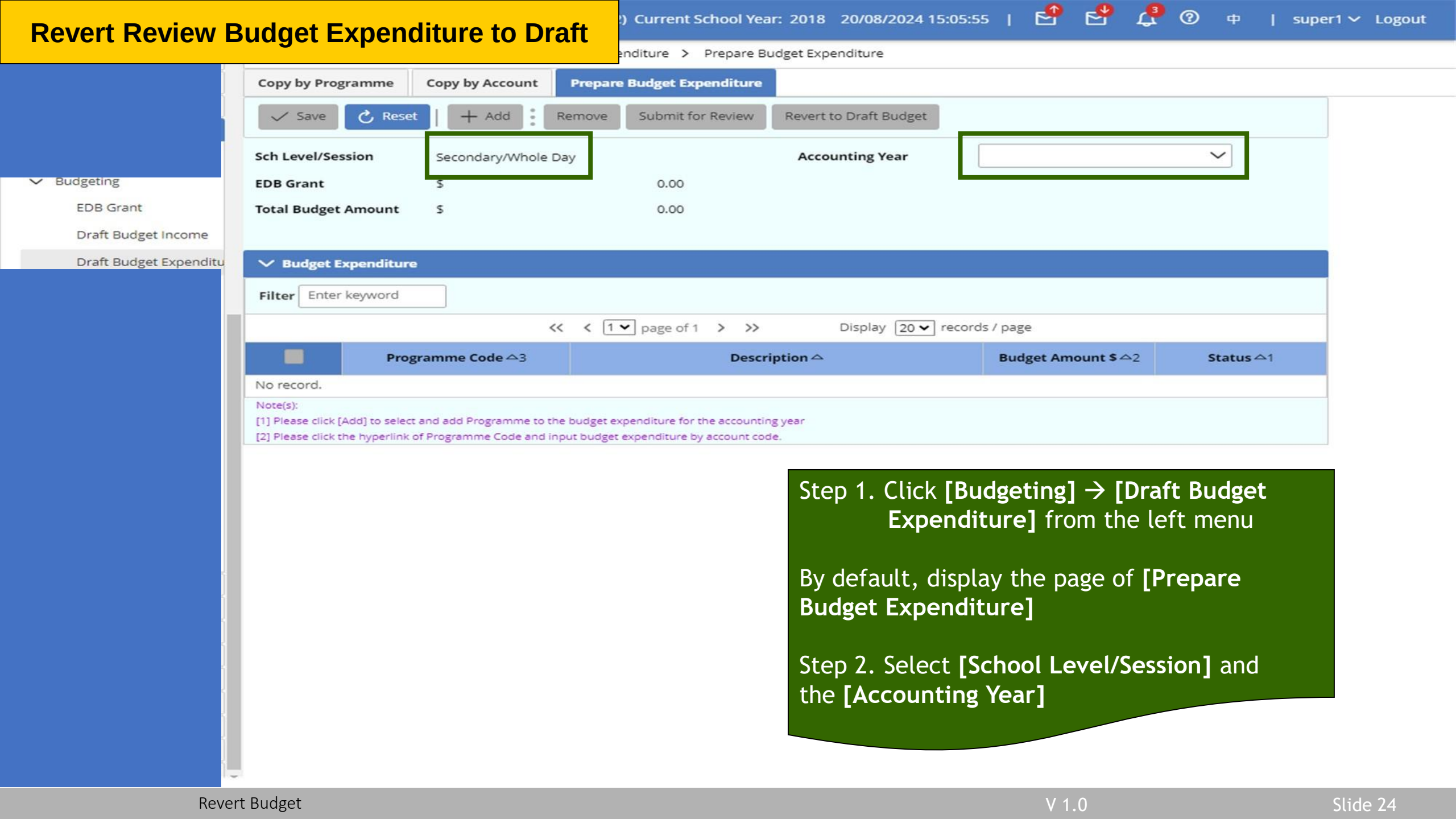
Revert Review Budget Expenditure to Draft

- 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

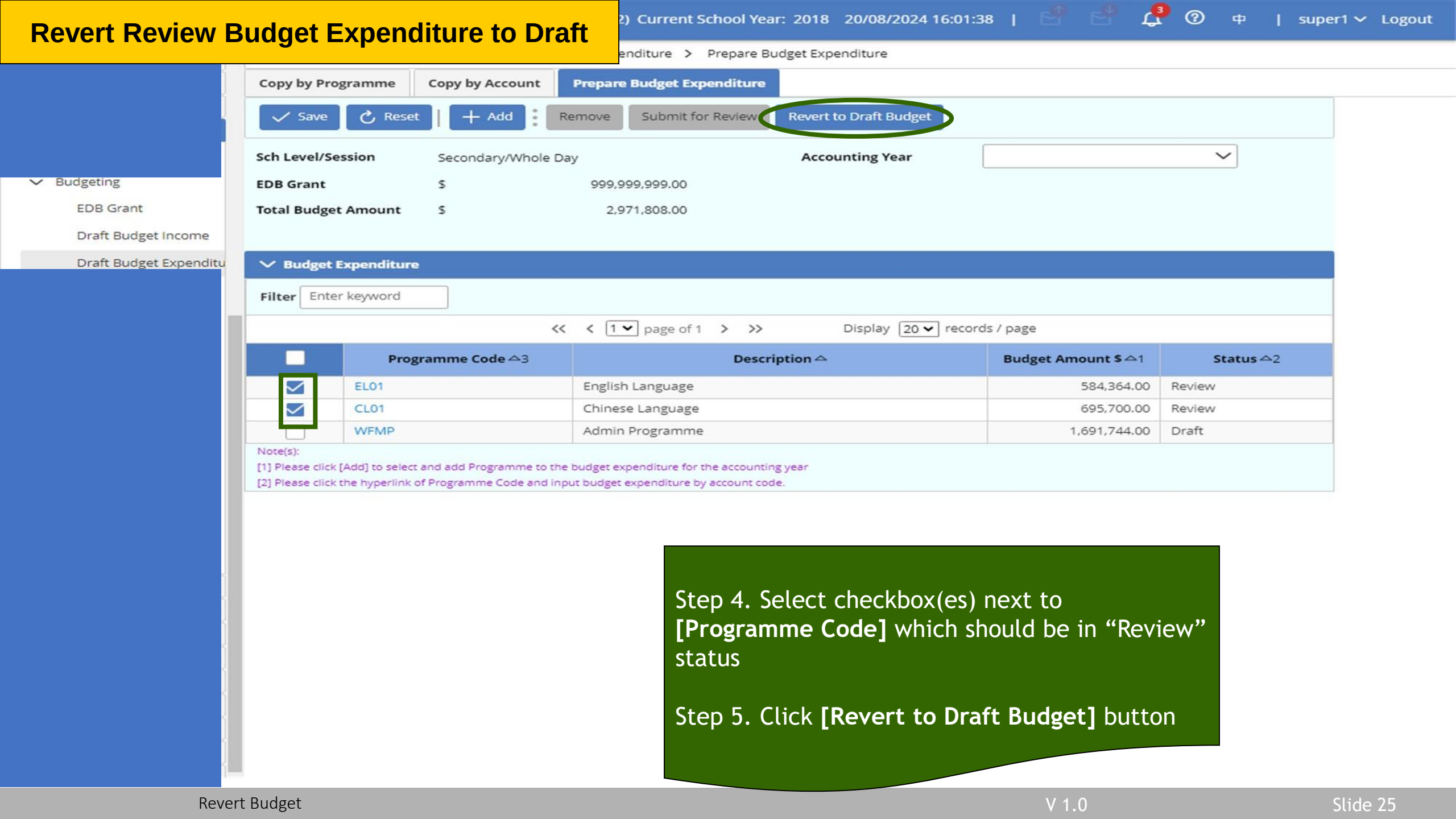


Step 1. Click **[Budgeting]** → **[Draft Budget Expenditure]** from the left menu

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

Step 2. Select **[School Level/Session]** and the **[Accounting Year]**

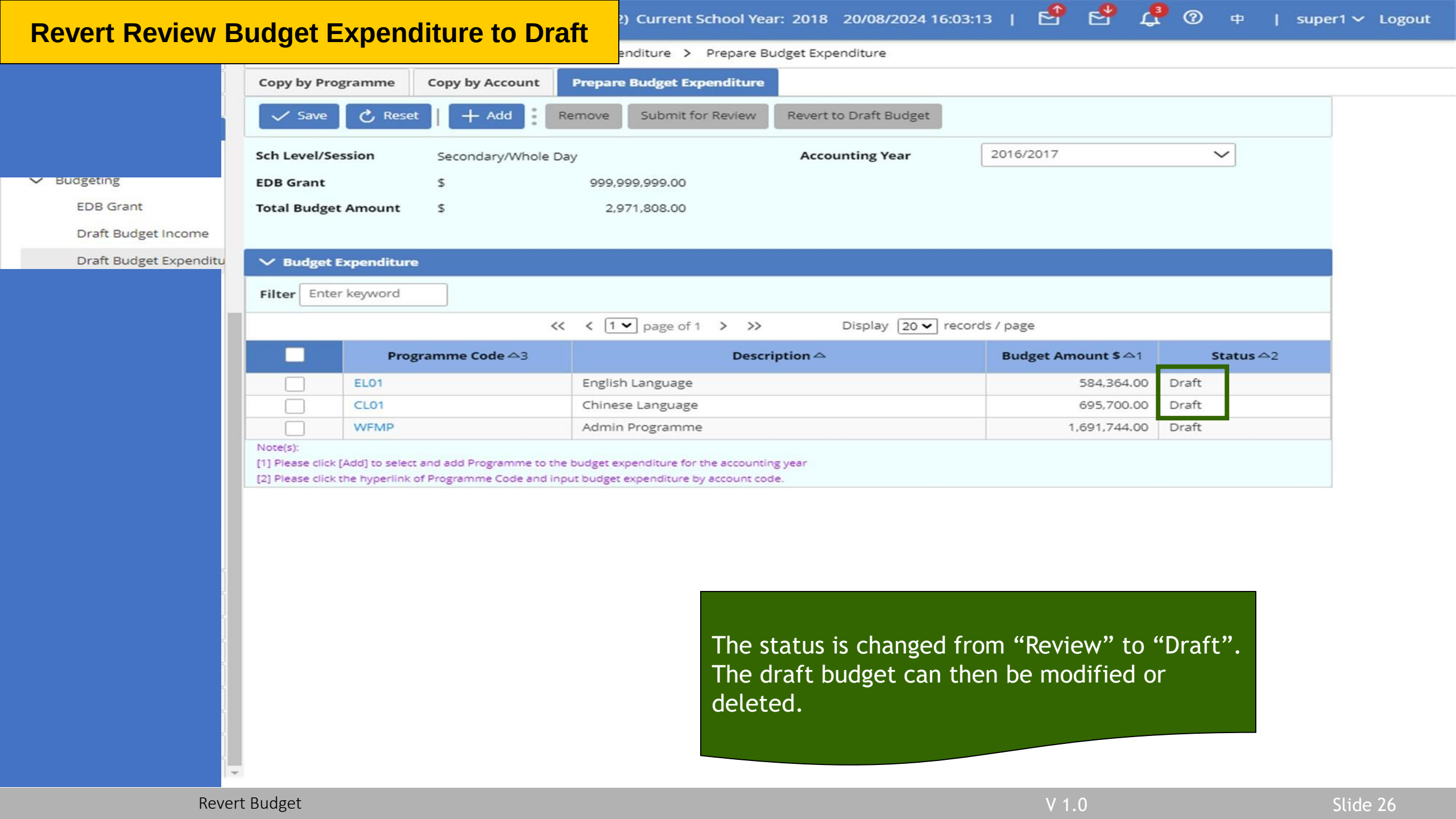
Revert Review Budget Expenditure to Draft



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



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

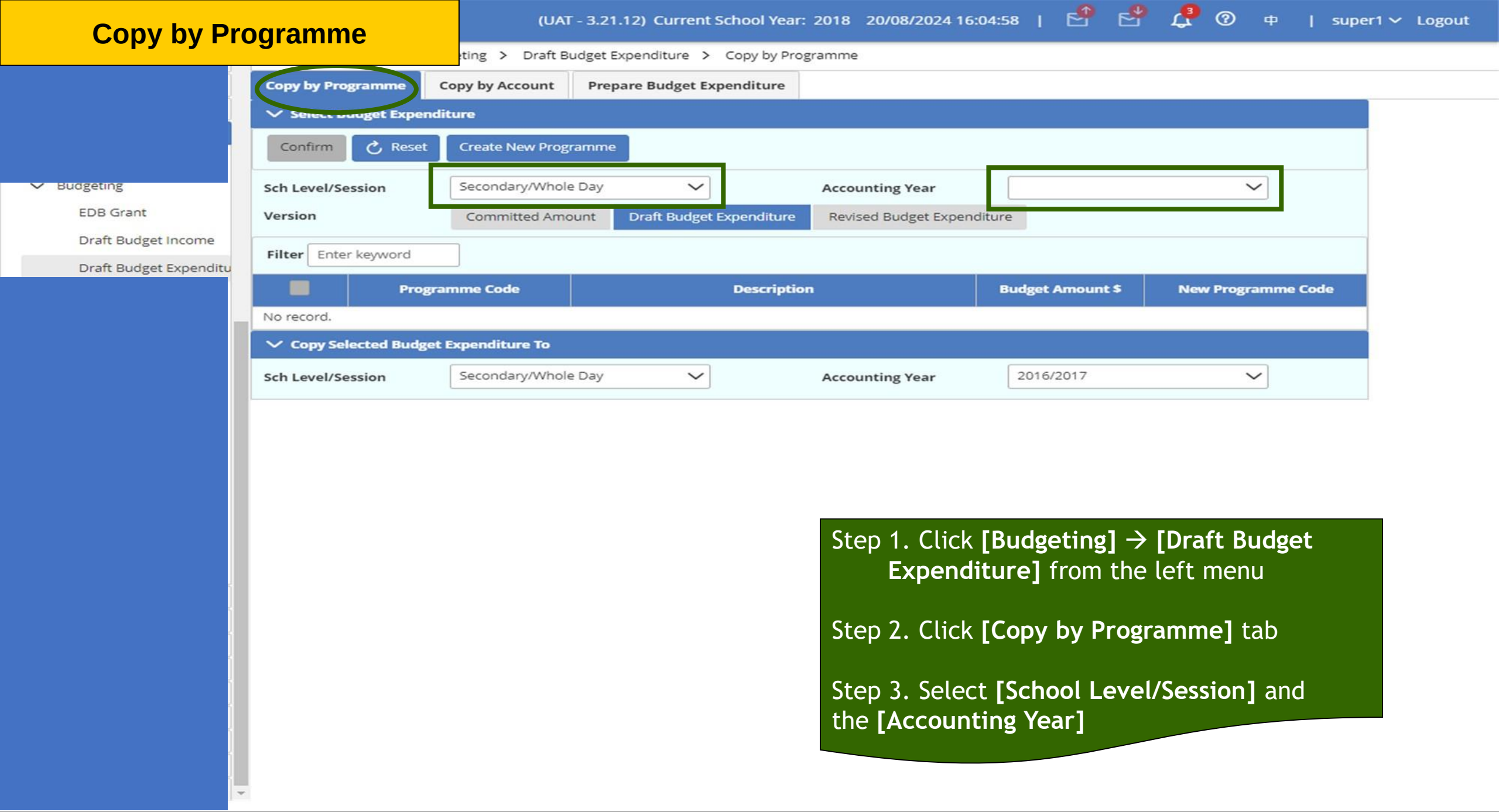
Copy by Programme

- 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

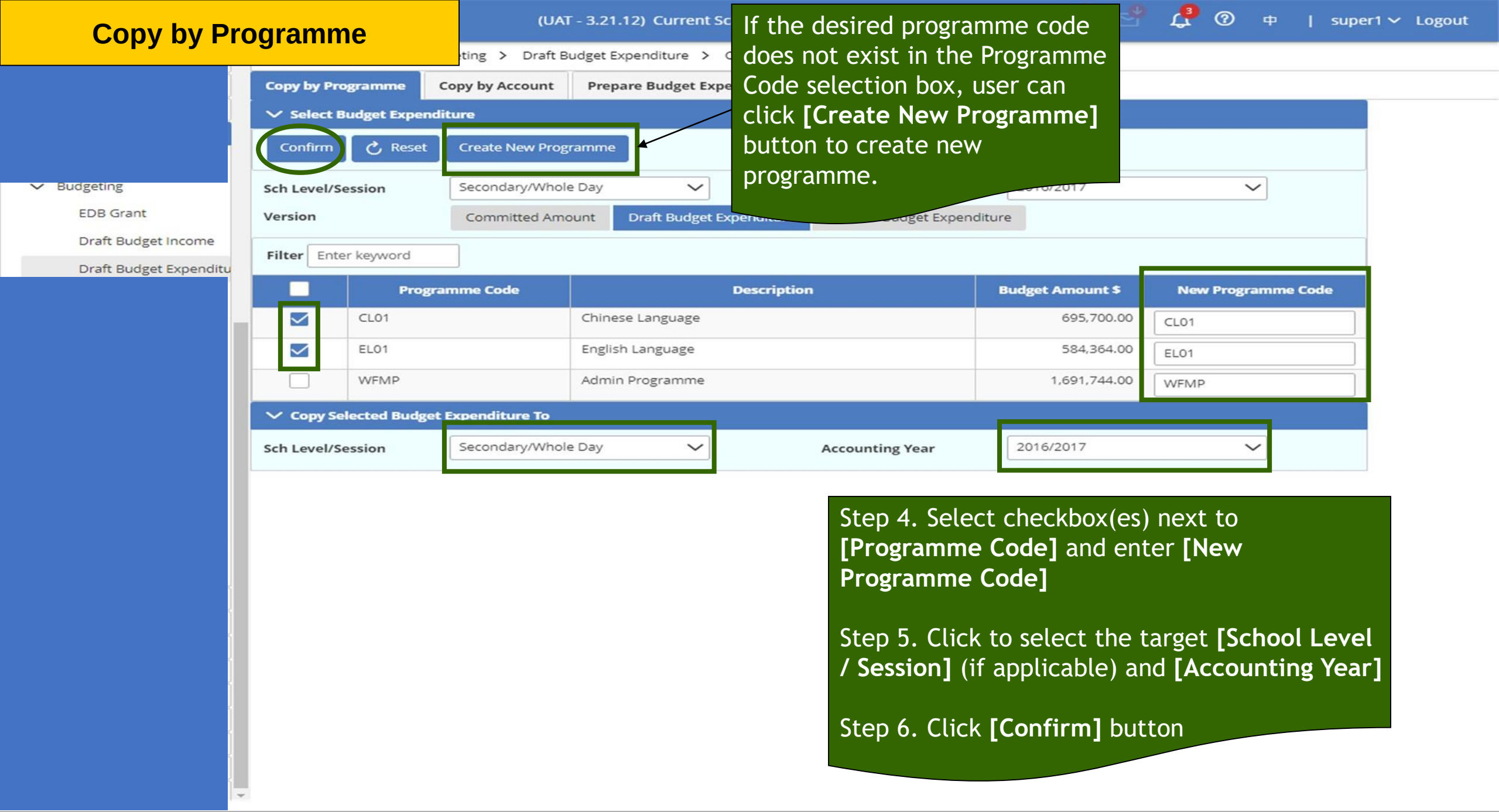


Step 1. Click **[Budgeting]** → **[Draft Budget Expenditure]** from the left menu

Step 2. Click **[Copy by Programme]** tab

Step 3. Select **[School Level/Session]** and the **[Accounting Year]**

Copy by 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 4. Select checkbox(es) next to **[Programme Code]** and enter **[New Programme Code]**

Step 5. Click to select the target **[School Level / Session]** (if applicable) and **[Accounting Year]**

Step 6. Click **[Confirm]** button

Copy by Account

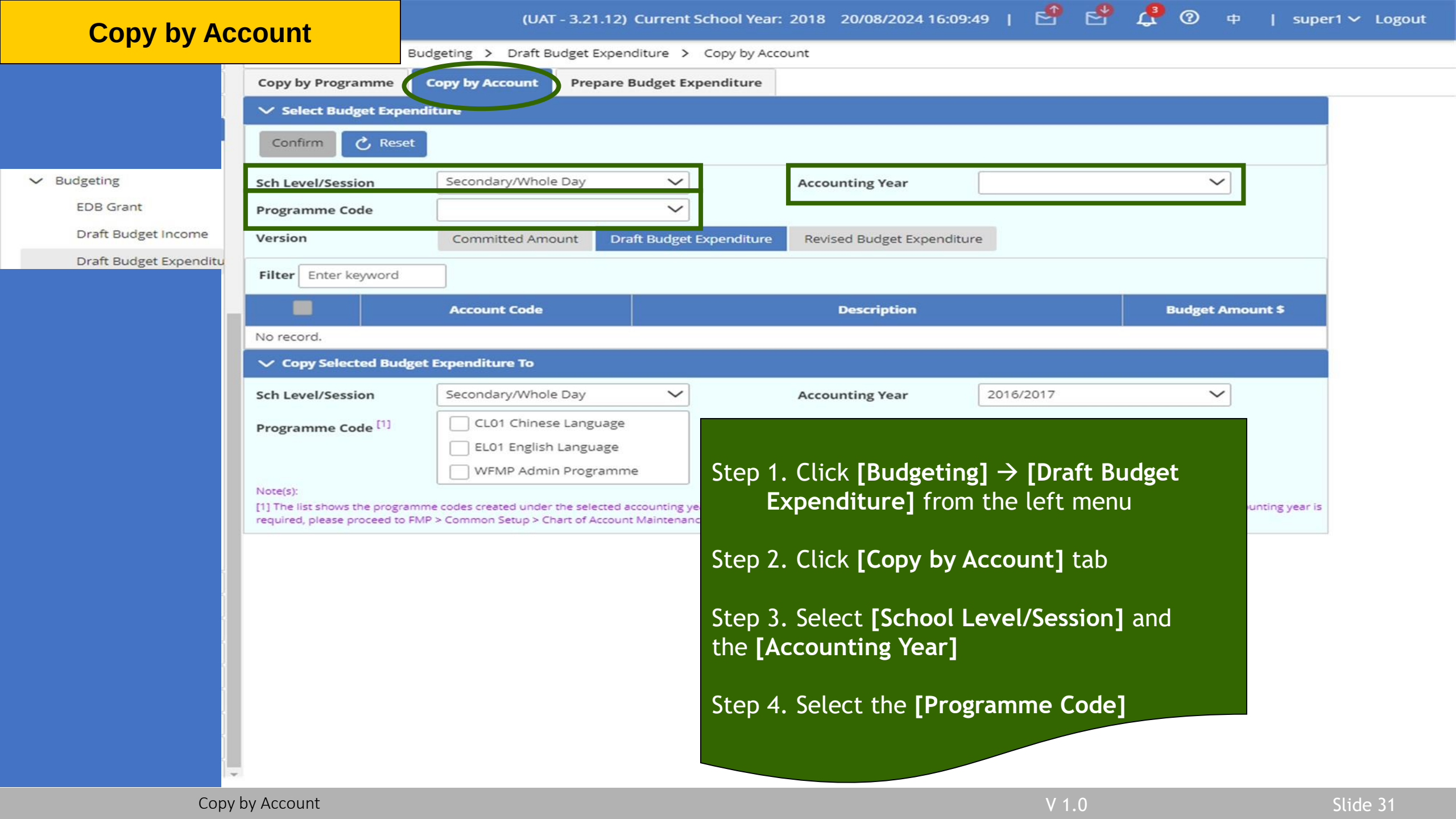
- User can create a new expenditure budget by copying accounts of the Committed Amount, Draft or Revised Budget Expenditure from one School Level / Session and Accounting Year to another School Level / Session and Accounting Year. It provides an effective and efficient means to prepare budget.

- 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



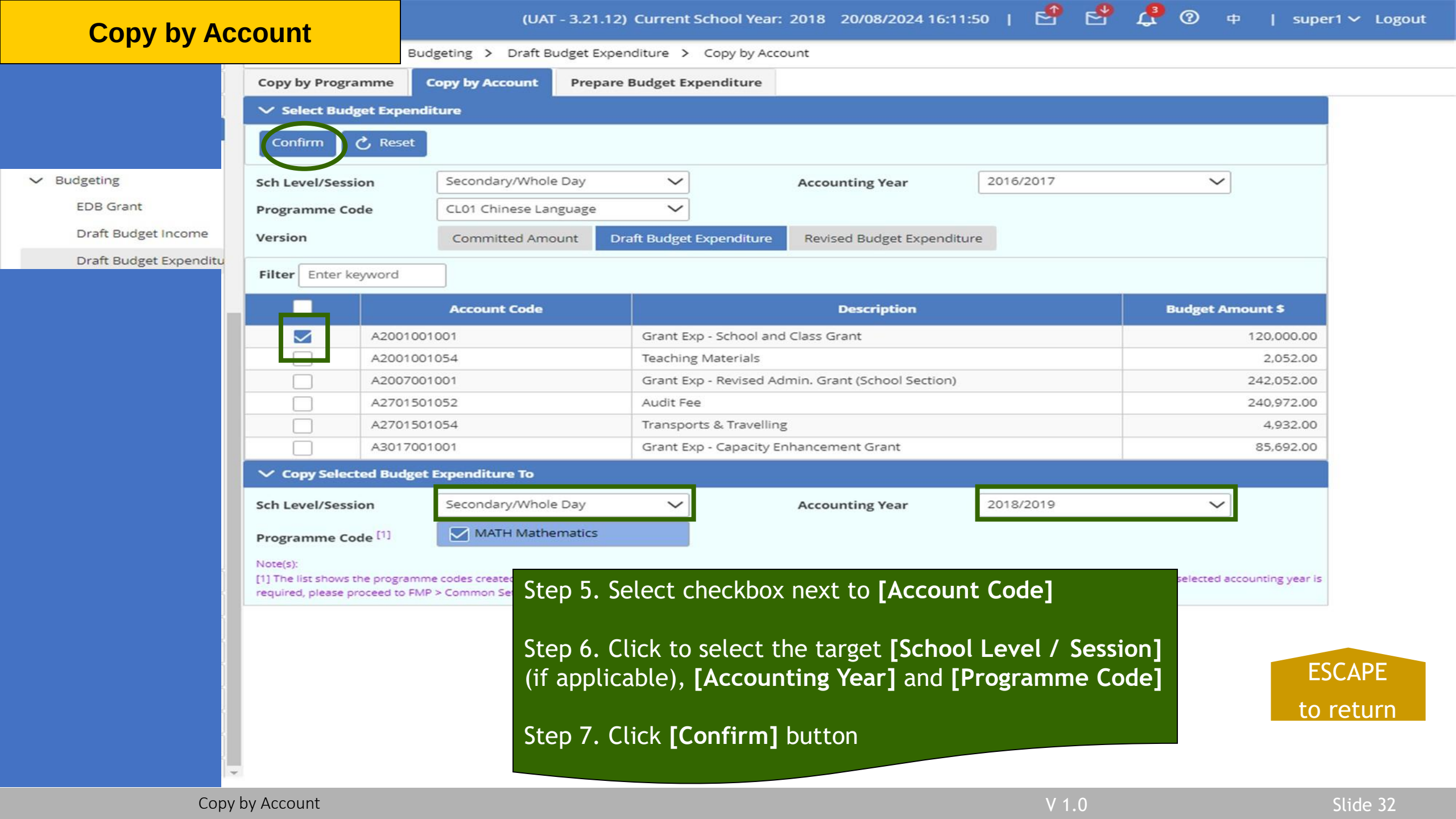
Step 1. Click **[Budgeting]** → **[Draft Budget Expenditure]** from the left menu

Step 2. Click **[Copy by Account]** tab

Step 3. Select **[School Level/Session]** and the **[Accounting Year]**

Step 4. Select the **[Programme Code]**

Copy by Account



Step 5. Select checkbox next to **[Account Code]**

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

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

ESCAPE to return