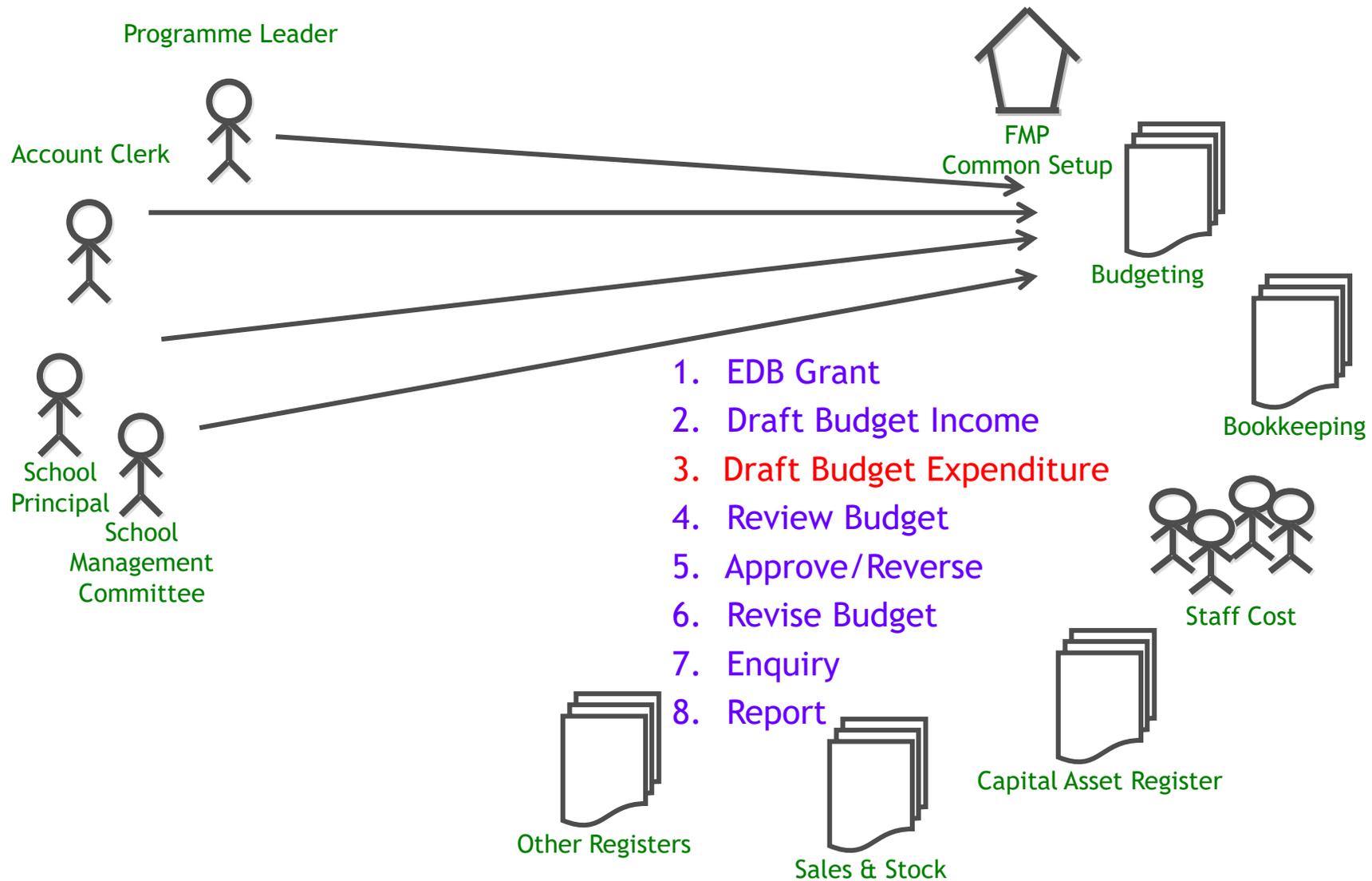


FMP - Budgeting



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

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

Save |

Sch Level/Session Secondary/Whole Day Accounting Year

EDB Grant \$ 0.00
Total Budget Amount \$ 0.00

Budget Expenditure

Filter

<< < 1 page of 1 > >> Display 20 records / page

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

No record.

Note(s):
[1] Please click [Add] to select and add Programme to the budget expenditure for the accounting year
[2] Please click the hyperlink of Programme Code and input budget expenditure by account code.

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

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

Save | Reset | **+ Add** | Remove | Submit for Review | Revert to Draft Budget

Sch Level/Session: Secondary/Whole Day | Accounting Year: 2016/2017

EDB Grant: \$ 999,999,999.00
Total Budget Amount: \$ 2,971,800.00

Budget Expenditure

Filter: Enter keyword

<input type="checkbox"/>	Programme Code	
<input type="checkbox"/>	EL01	English Lang
<input type="checkbox"/>	CL01	Chinese Lan
<input type="checkbox"/>	WFMP	Admin Progr

Note(s):
[1] Please click [Add] to select and add Programme to the budget expenditure.
[2] Please click the hyperlink of Programme Code and input budget expenditure.

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

Expenditure - Select Programme

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

Confirm

Close

Create New Programme

Filter Enter keyword

page of 1

Display 20 records / page

Programme Code ^2

Description ^1

No record.

Step 3c. A new pop up window is displayed. User can create new programme. After finished, close the pop-up window.

Create Draft Budget Expenditure – Programme Level

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

Save | Reset | | | |

Sch Level/Session: Secondary/Whole Day | Accounting Year: 2016/2017

EDB Grant: \$ 999,999,999.00

Total Budget Amount: \$ 2,971,808.00

Budget Expenditure

Filter:

<< < 1 page of 1 > >> Display 20 records / page

<input type="checkbox"/>	Programme Code ³	Description ⁴	Budget Amount \$ ¹	Status ²
<input type="checkbox"/>	ELO1	English Language	584,364.00	Draft
<input type="checkbox"/>	CLO1	Chinese Language	695,700.00	Draft
<input type="checkbox"/>	WFMP	Admin Programme	1,691,744.00	Draft

Note(s):
[1] Please click [Add] to select and add Programme to the budget expenditure for the accounting year
[2] Please click the hyperlink of Programme Code and input budget expenditure by account code.

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

Create Draft Budget Expenditure – Account Code Level

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

✓ Save | ↻ Reset | + Add | Remove | Submit for Review | Revert to Draft Budget

Sch Level/Session: Secondary/Whole Day | Accounting Year: 2016/2017

EDB Grant: \$ 999,999,999.00
Total Budget Amount: \$ 2,971,808.00

> Budget Expenditure

EL01 English Language

Programme Budget Amount: \$ 584,364.00 | Status

+ Add Line | Chart of Account | Remove

Filter: Enter keyword

<< < 1 page of 1 > >> | Display 20 records / page

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	A1138001001	Grant Exp - Promotion of Reading Grant	3,372.00
<input type="checkbox"/>	A2001001054	Teaching Materials	2,292.00
<input type="checkbox"/>	A2007001001	Grant Exp - Revised Admin. Grant (School Section)	242,292.00
<input type="checkbox"/>	A2701501052	Audit Fee	241,092.00
<input type="checkbox"/>	A2701501054	Transports & Travelling	5,052.00
<input type="checkbox"/>	A3003001001	Grant Exp - SB Supprt Sche for Newly Arrived Child	4,452.00
<input type="checkbox"/>	A3017001001	Grant Exp - Capacity Enhancement Grant	85,812.00

Note(s):
[1] Please click [Add Line] and input budget expenditure items for the selected Programme.

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

Create Draft Budget Expenditure – Account Code Level

- Budgeting
- EDB Grant
- Draft Budget Income
- Draft Budget Expenditure

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

Save Reset Add Remove Submit for Review Revert to Draft Budget

Sch Level/Session Secondary/Whole Day Accounting Year 2016/2017

EDB Grant \$ 999,999,999.00
Total Budget Amount \$ 2,971,808.00

Budget Expenditure

EL01 English Language

Programme Budget Amount \$ 584,364.00 Status Draft

Add Line Chart of Account Remove

1 page of 1 Display 20 records / page

	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	A1138001001	Grant Exp - Promotion of Reading Grant	3,372.00
<input type="checkbox"/>	A20010	Materials	2,292.00
<input type="checkbox"/>	A20070	Revised Admin. Grant (School Section)	242,292.00
<input type="checkbox"/>	A27015		241,092.00
<input type="checkbox"/>	A27015	Transports & Travelling	5,052.00
<input type="checkbox"/>	A3003001001	Grant Ex	4,452.00
<input type="checkbox"/>	A3017001001	Grant Ex	85,812.00
<input type="checkbox"/>			0.00

Step 5a. Entry of account code: Method 1
Enter the account code directly

Step 5b. Entry of account code: Method 2
Click the search icon

Note(s):
[1] Please click [Add Line] and input budget expenditure items for the selected Programme.

Create Draft Budget Expenditure – Account Code Level

- Budgeting
- EDB Grant
- Draft Budget Income
- Draft Budget Expenditure

Copy by Programme Copy by Account Prepare Budget Ex

Save Reset Add Remove Submit for

Sch Level/Session Secondary/Whole Day

EDB Grant \$ 999,999,999.00

Total Budget Amount \$ 2,971,808.00

Option B) Select account code from the Common Account Code drop-down list box and click [Copy] button

Copy Common Account Code

Common Account Code [] Sort By User Defined Order Account Code

Select Close

Select Account Code

Fund Source & Ledger Code []

Sub-Ledger Code []

Account Code []

Option A) Select account code from the drop-down list box and click [Select] button

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

<input type="checkbox"/>	A2007001001	Grant Exp - Revised Admin. Grant (School Section)	3,372.00
<input type="checkbox"/>		Audit Fee	2,292.00
<input type="checkbox"/>		Transports & Travelling	242,292.00
<input type="checkbox"/>		Grant Exp - SB Supprt Sche for Newl	241,092.00
<input type="checkbox"/>		Grant Exp - Capacity Enhancement G	0.00

Note(s):
[1] Please click [Add Line] and input budget expenditure items for the selected Programme.

Create Draft Budget Expenditure – Account Code Level

- Budgeting
 - EDB Grant
 - Draft Budget Income
 - Draft Budget Expenditure

Filter

<< < 1 page of 1 > >> Display 20 records / page

<input type="checkbox"/>	Programme Code ^{△3}	Description [△]	Budget Amount \$ ^{△1}	Status ^{△2}
<input type="checkbox"/>	EL01	English Language	584,464.00	Draft
<input type="checkbox"/>	CL01	Chinese Language	695,700.00	Draft
<input type="checkbox"/>	WFMP	Admin Programme	1,691,744.00	Draft

Note(s):
[1] Please click [Add] to select and add Programme to the budget expenditure for the accounting year
[2] Please click the hyperlink of Programme Code and input budget expenditure by account code.

EL01 English Language

Programme Budget Amount \$ 584,464.00 Status Draft

<< < 1 page of 1 > >>

<input type="checkbox"/>	Account Code	Description	Budget Amount
<input type="checkbox"/>	A1138001001	Grant Exp - Promot	
<input type="checkbox"/>	A2001001054	Teaching Materials	
<input type="checkbox"/>	A2007001001	Grant Exp - Revised Admin. Grant (School Section)	242,292.00
<input type="checkbox"/>	A2701501052	Audit Fee	241,092.00
<input type="checkbox"/>	A2701501054	Transports & Travelling	5,052.00
<input type="checkbox"/>	A3003001001	Grant Exp - SB Supprt Sche for Newly Arrived Child	4,452.00
<input type="checkbox"/>	A3017001001	Grant Exp - Capacity Enhancement Grant	85,812.00
<input type="checkbox"/>	A1011002001	Grant Exp - PTA - Activity	100.00

Note(s):
[1] Please click [Add Line] and input budget expenditure items for the selected Programme.

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

Create Draft Budget Expenditure – Account Code Level

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

Clear | Add | Delete

Source of Fund Code: All | Ledger Type: All
 Ledger Code From: All | Ledger Code To: All
 Sub-Ledger Code: All | Account Type: All

Filter: Enter keyword | Hide/Show Column

<< < 1 page of 377 > >> Display 10 records / page

	Account Code	English Description	Chinese Description	Effective Date (DD/MM/YYYY)	Effective Status
	A1003001001	Grant Exp - Approved Collection		01/03/2002	Active
	A1003001501	Grant Income - Approved Collection		01/03/2002	Active
	A1003001502	Prior Year Adjustments		01/03/2002	Active
	A1003001503	Clawback/Amount Refunded (Refundable) to E		01/03/2002	Active
	A1003001504	TRF from General Fund/ Subscriptions/ Tong Fa		01/03/2002	Active
	A1003001505	TRF from General Domain Control/ Grants A/C/ EOEBG	由一般範疇統制帳/一般範疇/經擴大的營辦津貼帳調撥	01/03/2002	Active
	A1004005001	Grant Exp - Technical Subjects	津貼帳開支 - 工業科目	01/03/2002	Active
	A1004005501	Grant Income - Technical Subjects	津貼帳收入 - 工業科目	01/03/2002	Active
	A1004005502	Prior Year Adjustments	上年度的調整	01/03/2002	Active
	A1004005503	Clawback/Amount Refunded (Refundable) to EDB	回撥/須退還 (已退還) 教育局的款項	01/03/2002	Active

<< < 1 page of 377 > >> Display 10 records / page

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

Create Draft Budget Expenditure – Account Code Level

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

Save Reset

Sch Level/Session Secondary/Whole Day Accounting Year 2016/2017

EDB Grant \$ 999,999,999.00

Total Budget Amount \$ 2,971,908.00

Budget Expenditure

Filter

<< < 1 page of 1 > >> Display 20 records / page

<input type="checkbox"/>	Programme Code ^{^3}	Description [^]	Budget Amount \$ ^{^1}	Status ^{^2}
<input type="checkbox"/>	EL01	English Language	584,464.00	Draft
<input type="checkbox"/>	CL01	Chinese Language	695,700.00	Draft
<input type="checkbox"/>	WFMP	Admin Programme	1,691,744.00	Draft

Note(s):
[1] Please click [Add] to select and add Programme to the budget expenditure for the accounting year.
[2] Please click the hyperlink of Programme Code and input budget expenditure by account code.

EL01 English Language

Programme Budget Amount \$ 584,464.00

<< < 1 page of 1 > >> Display 20 records / page

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	A1138001001	Grant Exp - Promotion of Reading Grant	<input type="text" value="3,372.00"/>
<input type="checkbox"/>	A2001001054	Teaching Materials	<input type="text" value="2,292.00"/>
<input type="checkbox"/>	A2007001001	Grant Exp - Revised Admin. Grant (School Section)	<input type="text" value="242,292.00"/>

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

Create Draft Budget Expenditure – Account Code Level

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

Save Reset Add Remove Submit for Review Revert to Draft Budget

Sch Level/Session Secondary/Whole Day Accounting Year 2016/2017

EDB Grant \$ 999,999,999.00
Total Budget Amount \$ 2,971,908.00

Budget Expenditure

Filter

<< < 1 page of 1 > >> Display 20 records / page

<input type="checkbox"/>	Programme Code ^{△3}	Description [△]	Budget Amount \$ ^{△1}	Status ^{△2}
<input type="checkbox"/>	EL01	English Language	584,464.00	Draft
<input type="checkbox"/>	CL01	Chinese Language	695,700.00	Draft
<input type="checkbox"/>	WFMP	Admin Programme	1,691,744.00	Draft

Note(s):
[1] Please click [Add] to select and add Programme to the budget expenditure for the accounting year.
[2] Please click the hyperlink of Programme Code and input budget expenditure by account code.

EL01 English Language

Programme Budget Amount \$ 584,464.00

Add Line Chart of Account Remove

<< < 1 page of 1 > >> Display 20 records / page

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	A1138001001	Grant Exp - Promotion of Reading Grant	<input type="text" value="3,372.00"/>
<input type="checkbox"/>	A2001001054	Teaching Materials	<input type="text" value="2,292.00"/>
<input type="checkbox"/>	A2007001001	Grant Exp - Revised Admin. Grant (School Section)	<input type="text" value="242,292.00"/>

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

Delete Draft Budget Expenditure – Programme Level

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

Save Reset Add Remove Submit for Review Revert to Draft Budget

Sch Level/Session Secondary/Whole Day Accounting Year [Dropdown]

EDB Grant \$ 0.00

Total Budget Amount \$ 0.00

Budget Expenditure

Filter Enter keyword

<< < 1 page of 1 > >> Display 20 records / page

Programme Code	Description	Budget Amount \$	Status
No record.			

Note(s):
[1] Please click [Add] to select and add Programme to the budget expenditure for the accounting year
[2] Please click the hyperlink of Programme Code and input budget expenditure by account code.

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

- Budgeting
 - EDB Grant
 - Draft Budget Income
 - Draft Budget Expenditure

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

Save | Reset | Add | Remove | Submit for Review |

Sch Level/Session: Secondary/Whole Day | Accounting Year: 2016/2017

EDB Grant: \$ 999,999,999.00

Total Budget Amount: \$ 2,971,908.00

Budget Expenditure

Filter:

<< < 1 page of 1 > >> | Display 20 records / page

<input type="checkbox"/>	Programme Code ³	Description [^]	Budget Amount \$ ¹	Status ²
<input checked="" type="checkbox"/>	EL01	English Language	584,464.00	Draft
<input type="checkbox"/>	CL01	Chinese Language	695,700.00	Draft
<input type="checkbox"/>	WFMP	Admin Programme	1,691,744.00	Draft

No. of records: 3

[1] Please click [Add] to select and add Programme to the budget expenditure for the accounting year

[2] Please click the hyperlink of Programme Code and input budget expenditure by account code.

EL01 English Language

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.

	Description	Budget Amount \$
<input type="checkbox"/>	Grant Exp - Promotion of Reading Grant	3,372.00
<input type="checkbox"/>	Teaching Materials	2,292.00
<input type="checkbox"/>	Grant Exp - Revised Admin. Grant (School Section)	242,292.00

Update Draft Budget Expenditure

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

Save Reset | Add Remove Submit for Review Revert to Draft Budget

Sch Level/Session **Secondary/Whole Day** Accounting Year

EDB Grant \$ 0.00

Total Budget Amount \$ 0.00

Budget Expenditure

Filter

<< < 1 page of 1 > >> Display 20 records / page

	Programme Code	Description	Budget Amount \$	Status
--	----------------	-------------	------------------	--------

No record.

Note(s):

- [1] Please click [Add] to select and add Programme to the budget expenditure for the accounting year
- [2] Please click the hyperlink of Programme Code and input budget expenditure by account code.

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

Prepare Budget Expenditure

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

Save Reset Add Remove Submit for Review Revert to Draft Budget

Sch Level/Session Secondary/Whole Day Accounting Year 2016/2017

EDB Grant \$ 999,999,999.00

Total Budget Amount \$ 2,971,808.00

Budget Expenditure

Filter Enter keyword

<< < 1 page of 1 > >> Display 20 records / page

<input type="checkbox"/>	Programme Code ^{△3}	Description [△]	Budget Amount \$ ^{△1}	Status ^{△2}
<input type="checkbox"/>	ELO1	English Language	584,364.00	Draft
<input type="checkbox"/>	CLO1	Chinese Language	695,700.00	Draft
<input type="checkbox"/>	WFMP	Admin Programme	1,691,744.00	Draft

Note(s):

- [1] Please click [Add] to select and add Programme to the budget expenditure for the accounting year
- [2] Please click the hyperlink of Programme Code and input budget expenditure by account code.

Step 3. Click hyperlink under [Programme Code]

Update Draft Budget Expenditure – Account Code Level

Budget Expenditure

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

Save Reset Add Remove Submit for Review Revert to Draft Budget

Sch Level/Session Secondary/Whole Day Accounting Year 2016/2017

EDB Grant \$ 999,999,999.00

Total Budget Amount \$ 100.00

Budget Expenditure

Filter Enter keyword

1 page of 1 Display 20 records / page

<input type="checkbox"/>	Programme Code ³	Description ¹	Budget Amount \$ ¹	Status ²
<input type="checkbox"/>	CL01	Chinese Language	0.00	Draft
<input type="checkbox"/>	EL01	English Language		
<input type="checkbox"/>	WFMP	Admin Programme		

Note(s):
[1] Please click [Add] to select and add Programme to the budget expenditure for the accounting year
[2] Please click the hyperlink of Programme Code and input budget expenditure by account code.

WFMP Admin Programme

Programme Budget Amount \$ 100.00 Status

Add Line Chart of Account Remove

1 page of 1 Display 20 records / page

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	A1011002001	Grant Exp - PTA - Activity	100.00

Note(s):
[1] Please click [Add Line] and input budget expenditure items for the selected Programme.

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

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

Save | Reset | + Add | Remove | Submit for Review | Revert to Draft Budget

Sch Level/Session: Secondary/Whole Day | Accounting Year: [Dropdown]

EDB Grant: \$ 0.00
Total Budget Amount: \$ 0.00

Budget Expenditure

Filter: Enter keyword

<< < 1 page of 1 > >> Display 20 records / page

Programme Code	Description	Budget Amount	Status
No record.			

Note(s):
[1] Please click [Add] to select and add Programme to the budget expenditure for the accounting year
[2] Please click the hyperlink of Programme Code and input budget expenditure by account code.

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

nditure > Prepare Budget Expenditure

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

✓ Save | ↻ Reset | + Add | Remove | **Submit for Review** | Revert to Draft Budget

Sch Level/Session: Secondary/Whole Day | Accounting Year: 2016/2017

EDB Grant: \$ 999,999,999.00

Total Budget Amount: \$ 2,971,808.00

Budget Expenditure

Filter: Enter keyword

<< < 1 page of 1 > >> | Display 20 records / page

<input type="checkbox"/>	Programme Code ^{△3}	Description [△]	Budget Amount \$ ^{△1}	Status ^{△2}
<input checked="" type="checkbox"/>	EL01	English Language	584,364.00	Draft
<input checked="" type="checkbox"/>	CL01	Chinese Language	695,700.00	Draft
<input type="checkbox"/>	WFMP	Admin Programme	1,691,744.00	Draft

Notes:
[1] Please click [Add] to select and add Programme to the budget expenditure for the accounting year
[2] Please click the hyperlink of Programme Code and input budget expenditure by account code.

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

Record updated successfully.

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

Save Reset Add Remove Submit for Review Revert to Draft Budget

Sch Level/Session Secondary/Whole Day Accounting Year 2016/2017
EDB Grant \$ 999,999,999.00
Total Budget Amount \$ 2,971,808.00

Budget Expenditure

Filter Enter keyword

1 page of 1 Display 20 records / page

<input type="checkbox"/>	Programme Code ³	Description ¹	Budget Amount \$ ¹	Status ²
<input type="checkbox"/>	EL01	English Language	584,564.00	Review
<input type="checkbox"/>	CL01	Chinese Language	695,700.00	Review
<input type="checkbox"/>	WFMP	Admin Programme	1,691,744.00	Draft

Note(s):
[1] Please click [Add] to select and add Programme to the budget expenditure for the accounting year
[2] Please click the hyperlink of Programme Code and input budget expenditure by account code.

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

enditure > Prepare Budget Expenditure

- Budgeting
- EDB Grant
- Draft Budget Income
- Draft Budget Expenditure

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

Save Reset Add Remove Submit for Review Revert to Draft Budget

Sch Level/Session Secondary/Whole Day Accounting Year

EDB Grant \$ 0.00

Total Budget Amount \$ 0.00

Budget Expenditure

Filter Enter keyword

<< < 1 page of 1 > >> Display 20 records / page

Programme Code	Description	Budget Amount \$	Status
No record.			

Note(s):

- [1] Please click [Add] to select and add Programme to the budget expenditure for the accounting year
- [2] Please click the hyperlink of Programme Code and input budget expenditure by account code.

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

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

Save Reset Add Remove Submit for Review **Revert to Draft Budget**

Sch Level/Session Secondary/Whole Day Accounting Year

EDB Grant \$ 999,999,999.00
Total Budget Amount \$ 2,971,808.00

Budget Expenditure

Filter Enter keyword

<< < 1 page of 1 > >> Display 20 records / page

<input type="checkbox"/>	Programme Code ^3	Description ^	Budget Amount \$ ^1	Status ^2
<input checked="" type="checkbox"/>	ELO1	English Language	584,364.00	Review
<input checked="" type="checkbox"/>	CL01	Chinese Language	695,700.00	Review
<input type="checkbox"/>	WFMP	Admin Programme	1,691,744.00	Draft

Note(s):
[1] Please click [Add] to select and add Programme to the budget expenditure for the accounting year
[2] Please click the hyperlink of Programme Code and input budget expenditure by account code.

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

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

Save Reset Add Remove Submit for Review Revert to Draft Budget

Sch Level/Session Secondary/Whole Day Accounting Year 2016/2017

EDB Grant \$ 999,999,999.00

Total Budget Amount \$ 2,971,808.00

Budget Expenditure

Filter Enter keyword

<< < 1 page of 1 > >> Display 20 records / page

<input type="checkbox"/>	Programme Code ^3	Description ^4	Budget Amount \$ ^1	Status ^2
<input type="checkbox"/>	ELO1	English Language	584,364.00	Draft
<input type="checkbox"/>	CLO1	Chinese Language	695,700.00	Draft
<input type="checkbox"/>	WFMP	Admin Programme	1,691,744.00	Draft

Note(s):
[1] Please click [Add] to select and add Programme to the budget expenditure for the accounting year
[2] Please click the hyperlink of Programme Code and input budget expenditure by account code.

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

Copy by Programme | Copy by Account | Prepare Budget Expenditure

Confirm | Reset | Create New Programme

Sch Level/Session: Secondary/Whole Day | Accounting Year: []

Version: Committed Amount | Draft Budget Expenditure | Revised Budget Expenditure

Filter: Enter keyword

Programme Code	Description	Budget Amount \$	New Programme Code
No record.			

Copy Selected Budget Expenditure To

Sch Level/Session: Secondary/Whole Day | Accounting Year: 2016/2017

- 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

Copy by Programme | Copy by Account | Prepare Budget Expenditure

Select Budget Expenditure

Confirm | Reset | Create New Programme

Sch Level/Session: Secondary/Whole Day

Version: Committed Amount | Draft Budget Expenditure

Filter: Enter keyword

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	New Programme Code
<input checked="" type="checkbox"/>	CL01	Chinese Language	695,700.00	CL01
<input checked="" type="checkbox"/>	EL01	English Language	584,364.00	EL01
<input type="checkbox"/>	WFMP	Admin Programme	1,691,744.00	WFMP

Copy Selected Budget Expenditure To

Sch Level/Session: Secondary/Whole Day | Accounting Year: 2016/2017

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

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

▼ Select Budget Expenditure

Confirm Reset

Sch Level/Session Secondary/Whole Day

Accounting Year

Programme Code

Version Committed Amount **Draft Budget Expenditure** Revised Budget Expenditure

Filter Enter keyword

Account Code	Description	Budget Amount \$
No record.		

▼ Copy Selected Budget Expenditure To

Sch Level/Session Secondary/Whole Day

Accounting Year 2016/2017

Programme Code [1]
 CL01 Chinese Language
 EL01 English Language
 WFMP Admin Programme

Note(s):
[1] The list shows the programme codes created under the selected accounting year. If no programme code is found, please proceed to FMP > Common Setup > Chart of Account Maintenance.

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

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

▼ Select Budget Expenditure

Confirm | Reset

Sch Level/Session: Secondary/Whole Day | Accounting Year: 2016/2017
Programme Code: CL01 Chinese Language
Version: Committed Amount | **Draft Budget Expenditure** | Revised Budget Expenditure

Filter: Enter keyword

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input checked="" type="checkbox"/>	A2001001001	Grant Exp - School and Class Grant	120,000.00
<input type="checkbox"/>	A2001001054	Teaching Materials	2,052.00
<input type="checkbox"/>	A2007001001	Grant Exp - Revised Admin. Grant (School Section)	242,052.00
<input type="checkbox"/>	A2701501052	Audit Fee	240,972.00
<input type="checkbox"/>	A2701501054	Transports & Travelling	4,932.00
<input type="checkbox"/>	A3017001001	Grant Exp - Capacity Enhancement Grant	85,692.00

▼ Copy Selected Budget Expenditure To

Sch Level/Session: Secondary/Whole Day | Accounting Year: 2018/2019
Programme Code [1]: MATH Mathematics

Note(s):
[1] The list shows the programme codes created... selected accounting year is

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