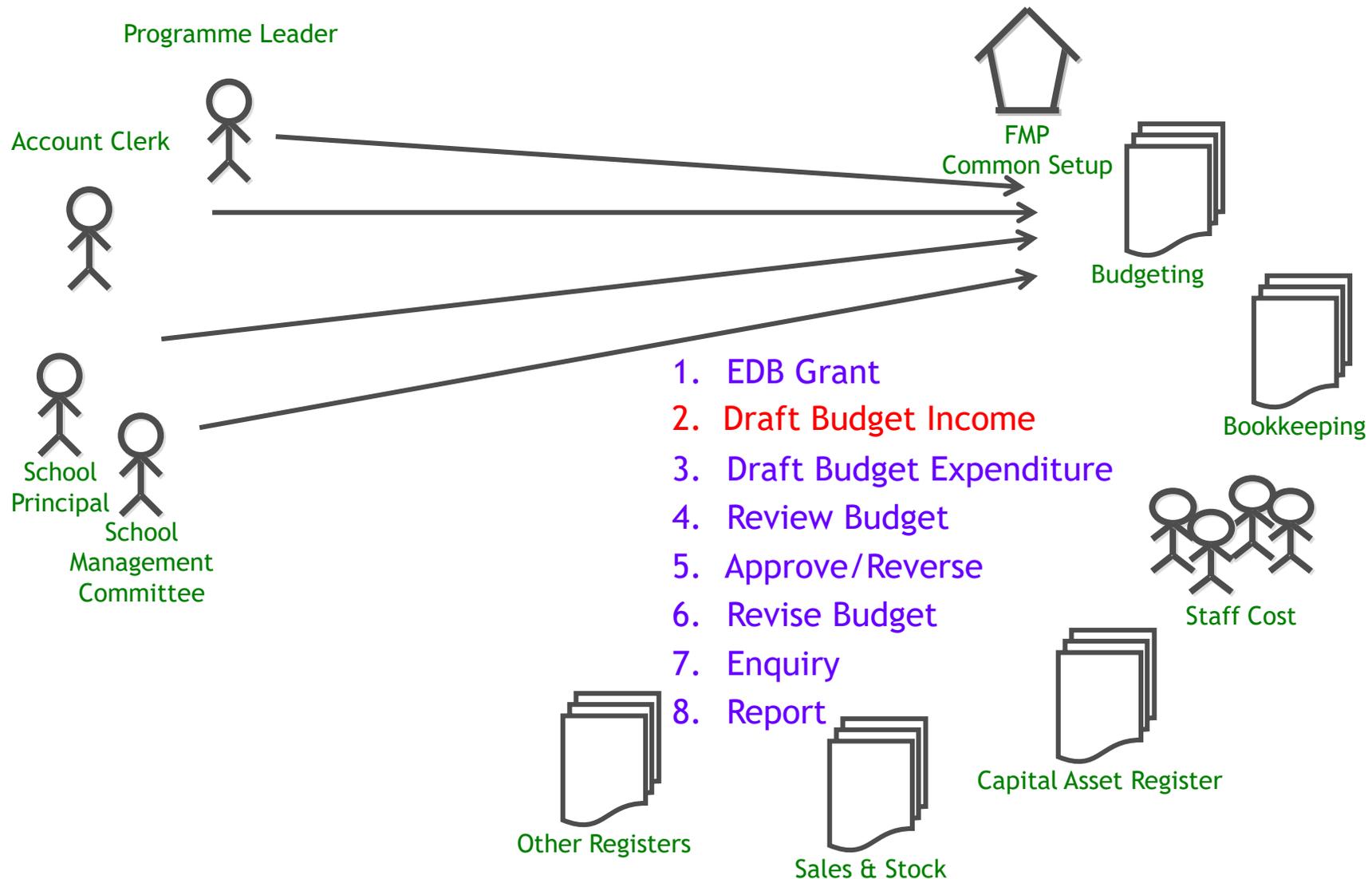


FMP - Budgeting



Budgeting - Draft Budget Income

- This function is used for capturing the estimate of funding, i.e. income available to the school from the EDB and other sources which will be used for running the schools.
- Budget Income is prepared at income account level.
- Income 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 for budget review and approval.
- Budget can be prepared for more than one year. User can print a Five-Year Forecast for Income and Expenditure (R-FBG010-E).
- If the EDB grant is entered, the system will perform a checking of the EDB grant amount against the budget amount.
- For schools with multiple school levels / sessions, user should prepare draft budget income for each of the school levels / sessions separately.

Create Draft Budget Income

Copy by Account **Prepare Budget Income**

Save

Sch Level/Session: **Secondary/Whole Day** Accounting Year: **2052/2053**

EDB Grant	\$	0.00	Status	Draft
Total Budget Amount	\$	0.00		

Filter

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

Account Code	Description	Budget Amount \$
No record.		

Note(s):
[1] Please click [Add Line] and input budget income items for the account year

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

By default, display the page of [Prepare Budget Income]

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

Create Draft Budget Income

Copy by Account **Prepare Budget Income**

Save Reset **+ Add Line** Remove

Sch Level/Session Secondary/Whole Day Accounting Year 2052/2053

EDB Grant \$ 0.00

Total Budget Amount \$ 0.00 Status Draft

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

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	<input type="text"/>		<input type="text" value="0.00"/>

Note(s):
[1] Please click [Add Line] and input budget income items for the account year

Step 3. Click [Add Line] button. A blank row will be displayed for input

Create Draft Budget Income

Copy by Account

Prepare Budget Income

Save

Submit for Review

Revert to Draft Budget

Chart of Account

Sch Level/S

EDB Grant

Total Budg

Step 4a. Entry of account code: Method 1
Enter the account code directly

0.00

0.00

Accounting Year

2052/2053

Status

Draft

Budgeting

EDB Grant

Draft Budget Income

<< < 1 page of

page

Account Code

Budget Amount \$



Step 4b. Entry of account code: Method 2
Click the search icon

0.00

Note(s):

[1] Please click [Add Line] and input budget income items for the account year

Create Draft Budget Income

Prepare Budget Income

+ Add Line Remove Submit for Review Report to Draft Budget Chart of Account

Sch Level/Session Secondary/Whole Day

EDB Grant \$

Total Budget Amount \$

2052/2053

Draft

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 income code can be selected

Create Draft Budget Income

Copy by Account **Prepare Budget Income**

Save | Reset | Add Line | Remove | Submit for Review | Revert to Draft Budget | **Chart of Account**

Sch Level/Session: Secondary/Whole Day Accounting Year: 2052/2053

EDB Grant: \$ 0.00 Status: Draft

Total Budget Amount: \$ 0.00

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

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	<input type="text"/>		<input type="text" value="0.00"/>

Note(s):
[1] Please click [Add Line] and input budget income items for the account year

Step 5. If the desired account code is an inactive code or has not been created, click [Chart of Account] button to maintain Chart of Account.

Create Draft Budget Income

Budget Income > Account

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

Clear + Add Delete

Source of Fund Code All
Ledger Code From All
Sub-Ledger Code All
Ledger Type All
Ledger Code To 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
<input type="checkbox"/>	A1003001001	Grant Exp - Approved Collection	津貼帳開支 - 認可收費	01/03/2002	Active
<input type="checkbox"/>	A		津貼帳收入 - 認可收費	01/03/2002	Active
<input type="checkbox"/>	A		上年度的調整	01/03/2002	Active
<input type="checkbox"/>	A		回撥/須退還 (已退還) 教育局的款項	01/03/2002	Active
<input type="checkbox"/>	A		由普通經費、堂費帳調撥	01/03/2002	Active
<input type="checkbox"/>	A		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
<input type="checkbox"/>	A		津貼帳開支 - 工業科目	01/03/2002	Active
<input type="checkbox"/>	A		津貼帳收入 - 工業科目	01/03/2002	Active
<input type="checkbox"/>	A		上年度的調整	01/03/2002	Active
<input type="checkbox"/>	A1004003300	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 window is displayed. User can create new account. After finished, user has to close the window.

Create Draft Budget Income

Copy by Account **Prepare Budget Income**

Save Reset |

Sch Level/Session Secondary/Whole Day Accounting Year 2052/2053

EDB Grant \$ 0.00

Total Budget Amount \$ 100.00 Status Draft

Filter

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

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	A1705501501	Grant Income	100.00

Note(s):
[1] Please click [Add Line] and input budget income items for the account year

Step 7. Enter [Budget Amount]
(User can click [Add Line] button to create accounting line.)
(User can select checkbox(es) next to [Account Code] to delete the accounting line(s))

Step 8. Click [Save] button

Create Draft Budget Income

Copy by Account

Prepare Budget Income

Save | Reset | Add Line | Remove | Submit for Review | Revert to Draft Budget | Chart of Account

Sch Level/Session: Secondary/Whole Day | Accounting Year: 2052/2053

EDB Grant \$ 0.00

Total Budget Amount \$ 100.00

Status: Draft

Filter: Enter keyword

1 page of 1 | Display 20 records / page

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	A1705501501	Grant Income	100.00

Note(s):
[1] Please click [Add Line] and input budget income items for the account year

The sum of all budget amount is displayed under the field Total Budget Amount.

Delete Draft Budget Income

Copy by Account

Prepare Budget Income

Save Reset

Sch Level/Session

Secondary/Whole Day

Accounting Year

2052/2053

EDB Grant

\$ 0.00

Total Budget Amount

\$ 100.00

Status

Draft

Filter

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

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	A1705501501	Grant Income	<input type="text" value="100.00"/>

Note(s):

[1] Please click [Add Line] and input budget income items for the account year

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

By default, display the page of [Prepare Budget Income]

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

Delete Draft Budget Income

Copy by Account **Prepare Budget Income**

Save Reset |

Sch Level/Session: Secondary/Whole Day Accounting Year: 2052/2053

EDB Grant: \$ 0.00 Status: Draft

Total Budget Amount: \$ 100.00

Filter:

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

<input checked="" type="checkbox"/>	Account Code	Description	Budget Amount \$
<input checked="" type="checkbox"/>	A1705501501	Grant Income	100.00

Note(s):
[1] Please click [Add Line] and input budget income items for the account year

Step 3. User can select the checkbox(es) next to [Account Code] and click [Remove] button to delete the draft budget.

Step 4. Click the [Save] button.

Update Draft Budget Income

Copy by Account **Prepare Budget Income**

Save Reset Add Line Remove Submit for Review Revert to Draft Budget Chart of Account

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

EDB Grant \$ 999,999,999.00

Total Budget Amount \$ 7,225,288.00 Status: Draft

Filter: Enter keyword

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

	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	A1011001501	Grant Income - Parent-Teacher Assn Setup/Subsidize	7,320.00
<input type="checkbox"/>	A1017001501	Grant Income - Salaries Grant - Teaching Staff	2,000,000.00
<input type="checkbox"/>	A1017001508	Teaching Staff P.F. Con deducted at source by EDB	900,000.00
<input type="checkbox"/>	A1107001501	Gr	60,480.00
<input type="checkbox"/>	A1116001501	Gr	48,720.00
<input type="checkbox"/>	A1138001501	Gr	12,240.00
<input type="checkbox"/>	A2001001501	Gr	604,800.00
<input type="checkbox"/>	A2007001501	Gr	2,000,000.00
<input type="checkbox"/>	A2072001501	Gr	246,000.00
<input type="checkbox"/>	A2701501501	Gr	604,800.00
<input type="checkbox"/>	A3003001501	Gr	4,848.00
<input type="checkbox"/>	A3017001501	Gr	603,600.00
<input type="checkbox"/>	A3019001501	Gr	132,480.00

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

By default, display the page of [Prepare Budget Income]

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

Note(s):
[1] Please click [Add Line] and input budget income items for the account year

Update Draft Budget Income

Copy by Account **Prepare Budget Income**

Save | Reset | | | | |

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

EDB Grant \$ 999,999,999.00
Total Budget Amount \$ 7,225,288.00 Status Draft

Filter

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

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	A1011001501	Grant Income - Parent-Teacher Assn Setup/Subsidize	7,320.00
<input type="checkbox"/>	A1017001501	Grant Income - Salaries Grant - Teaching Staff	2,000,000.00
<input type="checkbox"/>	A1017001508	Teaching Staff P.F. Con deducted at source by EDB	900,000.00
<input type="checkbox"/>	A1107001501	Grant Income-Diversity Learning Grant (Other Prog)	60,480.00
<input type="checkbox"/>	A1116001501	Grant Income - Student Support Services	48,720.00
<input type="checkbox"/>	A1138001501	Grant Income - Student Support Services	12,240.00
<input type="checkbox"/>	A2001001501	Grant Income - Student Support Services	604,800.00
<input type="checkbox"/>	A2007001501	Grant Income - Student Support Services	2,000,000.00
<input type="checkbox"/>	A2072001501	Grant Income - Student Support Services	246,000.00
<input type="checkbox"/>	A2701501501	Grant Income - Student Support Services	604,800.00
<input type="checkbox"/>	A3003001501	Grant Income - Student Support Services	4,848.00
<input type="checkbox"/>	A3017001501	Grant Income - Student Support Services	603,600.00
<input type="checkbox"/>	A3019001501	Grant Income - Student Support Services	132,480.00

Note(s):
[1] Please click [Add Line] and input budget income items for the account year

Step 3. If budget of the selected accounting year exists and the budget is in "Draft" status (i.e. has not been submitted to Principal for review), update [Budget Amount]

Step 4. Click [Save] button

Submit Draft Budget Income for Review

- After the school account clerk has finished the budget income preparation, the school account clerk should submit the budget income to Principal for review.
- User should submit all the accounts for review in one time, i.e. user cannot submit individual account for review.
- After the budget income has been submitted for review, the budget status will be changed from “Draft” to “Review”. The budget screen will be changed to display mode. No modification is allowed in Draft Budget Income function. 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 Budget Income for Review

raft Budget Income > Prepare Budget Income

Copy by Account **Prepare Budget Income**

Save Reset Add Line Remove Submit for Review Revert to Draft Budget Chart of Account

Sch Level/Session Secondary/Whole Day Accounting Year

EDB Grant Total Budget Amount \$ Status

Filter Enter keyword

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

Account Code	Description	Budget Amount \$
No record.		

Note(s):
[1] Please click [Add Line] and input budget income items for the account year

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

By default, display the page of [Prepare Budget Income]

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

Submit Budget Income for Review

Draft Budget Income > Prepare Budget Income

Copy by Account

Prepare Budget Income

[Save] [Reset] [Add Line] [Remove] **[Submit for Review]** [Revert to Draft Budget] [Chart of Account]

Sch Level/Session: Secondary/Whole Day Accounting Year: 2016/2017
EDB Grant: \$ 999,999,999.00
Total Budget Amount: \$ 7,225,288.00 Status: Draft

Filter:

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

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	A1011001501	Grant Income - Parent-Teacher Assn Setup/Subsidize	7,320.00
<input type="checkbox"/>	A1017001501	Grant Income - Salaries Grant - Teaching Staff	2,000,000.00
<input type="checkbox"/>	A1017001508	Teaching Staff P.F. Con deducted at source by EDB	900,000.00
<input type="checkbox"/>	A1107001501	Grant Income-Diversity Learning Grant (Other Prog)	60,480.00
<input type="checkbox"/>	A1116001501	Grant Income - Moral and National Education	48,720.00
<input type="checkbox"/>	A1138001501	Grant Income - Promotion of Reading Grant	12,240.00
<input type="checkbox"/>	A2001001501	Grant Income - School and Class Grant	604,800.00
<input type="checkbox"/>	A2007001501	Grant Income - Rev Adm Grant (School Section)	2,000,000.00
<input type="checkbox"/>	A2072001501	Grant Income - Composite Information Technology Gr	246,000.00
<input type="checkbox"/>	A2701501501	Grant In	604,800.00
<input type="checkbox"/>	A3003001501	Grant In	4,848.00
<input type="checkbox"/>	A3017001501	Grant In	603,600.00
<input type="checkbox"/>	A3019001501	Grant In	132,480.00

Step 3. Click [Submit for Review] button

Note(s):
[1] Please click [Add Line] and input budget income items for the account year

Submit Budget Income for Review

Record saved successfully.

Copy by Account

Prepare Budget Income

Save | Reset | Add Line | Remove | Submit for Review | Revert to Draft Budget | Chart of Account

Sch Level/Session: Secondary/Whole Day | Accounting Year: 2016/2017
EDB Grant: \$ 999,999,999.00
Total Budget Amount: \$ 7,225,288.00 | Status: Review

Filter: Enter keyword

1 page of 1 | Display 20 records / page

	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	A1011001501	Grant Income - Parent-Teacher Assn Setup/Subsidize	7,320.00
<input type="checkbox"/>	A1017001501	Grant Income - Salaries Grant - Teaching Staff	2,000,000.00
<input type="checkbox"/>	A1017001508	Teaching Staff P.F. Con deducted at source by EDB	900,000.00
<input type="checkbox"/>	A1107001501	Grant Income-Diversity Learning Grant (Other Prog)	60,480.00
<input type="checkbox"/>	A1116001501	Grant Income - Moral and National Education	48,720.00
<input type="checkbox"/>	A1138001501	Grant Income - Promotion of Reading Grant	12,240.00
<input type="checkbox"/>	A2001001501	Grant Income - School and Class Grant	604,800.00
<input type="checkbox"/>	A2007001501	Grant Income - Parent-Teacher Assn Setup/Subsidize	2,000,000.00
<input type="checkbox"/>	A2072001501	Grant Income - Parent-Teacher Assn Setup/Subsidize	46,000.00
<input type="checkbox"/>	A2701501501	Grant Income - Parent-Teacher Assn Setup/Subsidize	104,800.00
<input type="checkbox"/>	A3003001501	Grant Income - Parent-Teacher Assn Setup/Subsidize	4,848.00
<input type="checkbox"/>	A3017001501	Grant Income - Parent-Teacher Assn Setup/Subsidize	103,600.00
<input type="checkbox"/>	A3019001501	Grant Income - Parent-Teacher Assn Setup/Subsidize	32,480.00

Note(s):
[1] Please click [Add Line] and input budget income items for the account year

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

Revert Review Budget Income to Draft

- Allow the user to revert the submitted budget income to the “Draft” status.
- If the budget income requires an amendment after it has been submitted for review, the school account clerk can change the budget income to “Draft” status. It is provided that the budget has not been frozen by the Principal.
- After the budget income is reverted to Draft status, the budget status will be changed from “Review” to “Draft”. The budget will be changed from display mode back to edit mode.

Revert Review Budget Income

Copy by Account **Prepare Budget Income**

Save Reset Add Line Remove Submit for Review Revert to Draft Budget Chart of Account

Sch Level/Session Secondary/Whole Day Accounting Year

EDB Grant \$

Total Budget Amount \$ Status

Filter Enter keyword

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

Account Code	Description	Budget Amount \$
No record.		

Note(s):
[1] Please click [Add Line] and input budget income items for the account year

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

By default, display the page of [Prepare Budget Income]

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

Revert Review Budget Income

Copy by Account **Prepare Budget Income**

Save

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

EDB Grant \$ 999,999,999.00
Total Budget Amount \$ 7,225,288.00 Status Review

Filter

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

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	A1011001501	Grant Income - Parent-Teacher Assn Setup/Subsidize	7,320.00
<input type="checkbox"/>	A1017001501	Grant Income - Salaries Grant - Teaching Staff	2,000,000.00
<input type="checkbox"/>	A1017001508	Teaching Staff P.F. Con deducted at source by EDB	900,000.00
<input type="checkbox"/>	A1107001501	Grant Income-Diversity Learning Grant (Other Prog)	60,480.00
<input type="checkbox"/>	A1116001501	Grant Income - Moral and National Education	48,720.00
<input type="checkbox"/>	A1138001501	Grant Income - Promotion of Reading Grant	12,240.00
<input type="checkbox"/>	A2001001501	Grant Income - School and Class Grant	604,800.00
<input type="checkbox"/>	A2007001501	Grant Income - Rev Adm Grant (School Section)	2,000,000.00
<input type="checkbox"/>	A2072001501	Grant Income - Composite Information Technology Gr	246,000.00
<input type="checkbox"/>	A2701501501	Grant Income - ...	504,800.00
<input type="checkbox"/>	A3003001501	Grant Income - ...	4,848.00
<input type="checkbox"/>	A3017001501	Grant Income - ...	503,600.00
<input type="checkbox"/>	A3019001501	Grant Income - ...	132,480.00

Note(s):
[1] Please click [Add Line] and input budget income items for the account year

Step 3. Click [Revert to Draft Budget] button

Revert Review Budget Income

Record saved successfully.

Copy by Account

Prepare Budget Income

Save

Reset

Add Line

Remove

Submit for Review

Revert to Draft Budget

Chart of Account

Sch Level/Session Secondary/Whole Day

Accounting Year 2016/2017

EDB Grant \$ 999,999,999.00

Total Budget Amount \$ 7,225,288.00

Status **Draft**

Filter Enter keyword

1 page of 1

Display 20 records / page

<input type="checkbox"/>	Account Code	Description	Budget Amount \$
<input type="checkbox"/>	A1011001501	Grant Income - Parent-Teacher Assn Setup/Subsidize	7,320.00
<input type="checkbox"/>	A1017001501	Grant Income - Salaries Grant - Teaching Staff	2,000,000.00
<input type="checkbox"/>	A1017001508	Teaching Staff P.F. Con deducted at source by EDB	900,000.00
<input type="checkbox"/>	A1107001501	Grant Income-Diversity Learning Grant (Other Prog)	60,480.00
<input type="checkbox"/>	A1116001501	Grant Income - Moral and National Education	48,720.00
<input type="checkbox"/>	A1138001501	Grant Income - Promotion of Reading Grant	12,240.00
<input type="checkbox"/>	A2001001501	Grant Income - School and Class Grant	604,800.00
<input type="checkbox"/>	A2007001501	Grant Income - Pupil Allowance Grant (School Section)	500,000.00
<input type="checkbox"/>	A2072001501	Grant Income - Pupil Allowance Grant (School Section)	246,000.00
<input type="checkbox"/>	A2701501501	Grant Income - Pupil Allowance Grant (School Section)	504,800.00
<input type="checkbox"/>	A3003001501	Grant Income - Pupil Allowance Grant (School Section)	4,848.00
<input type="checkbox"/>	A3017001501	Grant Income - Pupil Allowance Grant (School Section)	503,600.00
<input type="checkbox"/>	A3019001501	Grant Income - Pupil Allowance Grant (School Section)	132,480.00

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

- Budgeting
 - EDB Grant
 - Draft Budget Income

Copy by Account

- User can create a new income budget by copying accounts of the Receipts, Draft or Revised Budget Income 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.
- For multi-school level / session schools, the income accounts can be copied from one school level / session to another school level / session or another accounting year. If it is a single school level / session, the income accounts can only be copied to another accounting year.

Copy Budget by Account

Copy by Account

Prepare Budget Income

▼ Select Budget Income

Confirm

Reset

Sch Level/Session

Secondary/Whole Day

Accounting Year

Version

Receipts

Draft Budget Income

Revised Budget Income

Filter

Enter keyword

<< < page of 1 > >>

Display 20 records / page

Account Code ^2

Description ^1

Budget Amount \$ ^

No record.

▼ Copy Selected Budget Income To

Sch Level/Session

Secondary/Whole Day

Accounting Year

2016/2017

▼ Budgeting

EDB Grant

Draft Budget Income

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

Step 2. Click [Copy by Account] tab

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

Copy Budget by Account

Copy by Account Prepare Budget Income

▼ Select Budget Income

Confirm **Reset**

Sch Level/Session: Secondary/Whole Day

Version: Receipts Draft Budget Income Revised Budget Income

Filter: Enter keyword

<< < 1 page of 1 > >>

<input type="checkbox"/>	Account Code	Description	Amount
<input type="checkbox"/>	A1701501515	Donations	
<input checked="" type="checkbox"/>	A1135001501	Grant Income-One-off Promoti	
<input type="checkbox"/>	A3003001501	Grant Income - SB Support Sch	
<input type="checkbox"/>	A2001001501	Grant Income - School and Clas	203,000.00
<input type="checkbox"/>	A3019001501	Grant Income - Understanding	2,000.00
<input type="checkbox"/>	A1701501501	Income - Gen. Funds / Subscriptions / Tong Fai	37,500.00
<input type="checkbox"/>	A1701503503	Sales of Exercise Books and Stationery	36,200.00
<input type="checkbox"/>	A1701504503	Sales of School Uniform, etc.	1,200.00

▼ Copy Selected Budget Income To

Sch Level/Session: Secondary/Whole Day

Accounting Year: 2016/2017

Step 4. Select checkbox next to [Account Code]

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

Step 6. Click [Confirm] button