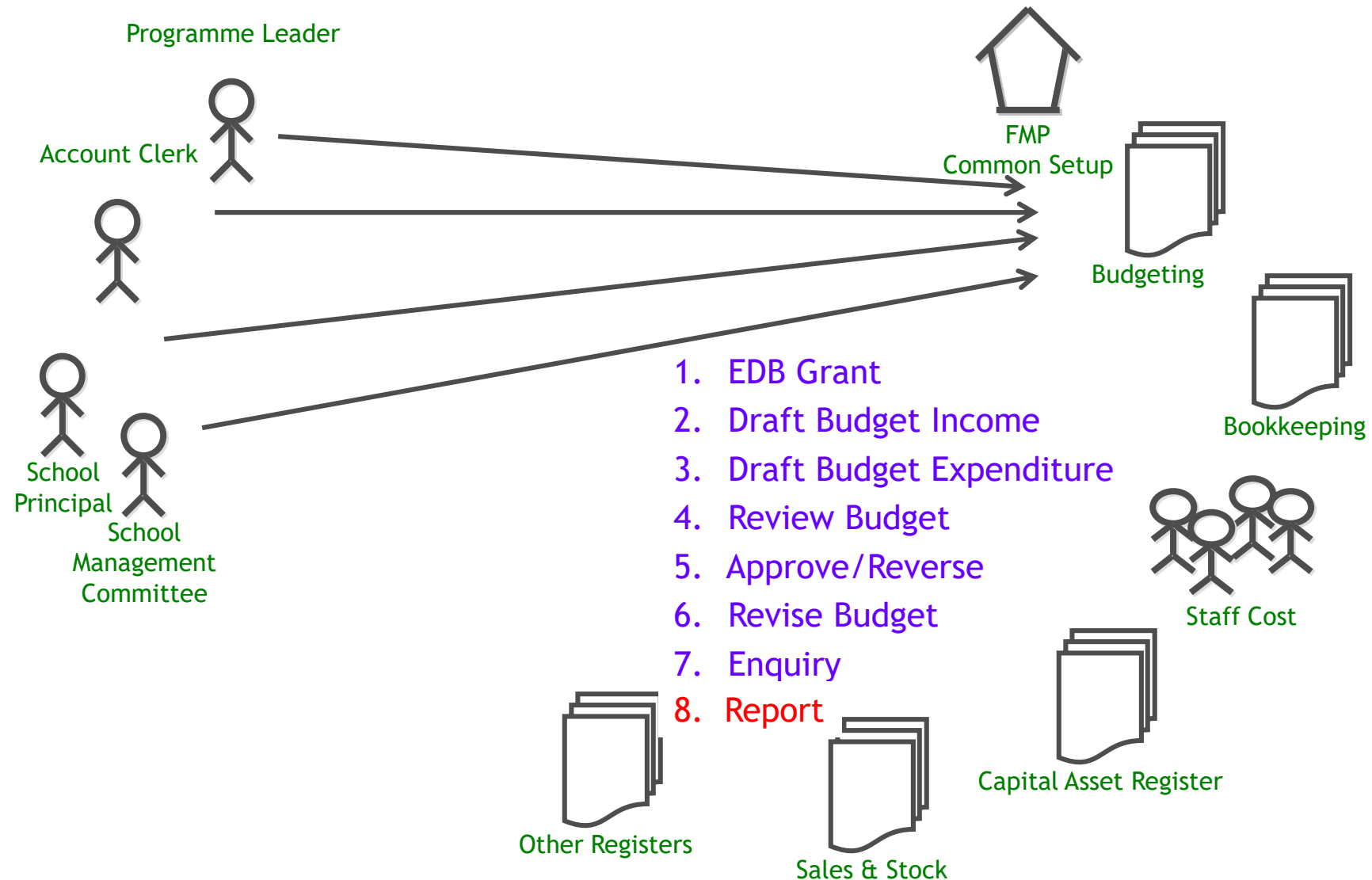


FMP - Budgeting



Budgeting - Report

- User can generate English or Chinese reports through this report function.
- Depend on school type, user can view the reports for the following categories
 - All Categories
 - FBG - Budgeting Report by Accounting Year
 - FBG - Budgeting Report by School Year
 - FBG - Consolidated Report by Accounting Year
 - FBG - Consolidated Report by School Year
 - FBG - Consolidated School Level Report by Accounting Year
 - FBG - Consolidated School Level Report by School Year
 - FBG - School Plan by School Year

Budgeting - Report

There are 4 types of report.

- Single School Level / Session and Bi-School Levels / Sessions Reports

These reports aimed for schools with accounting period from September to August. They will be printed according to accounting year. These reports have no suffix and ranges from FBG001 to FBG025.

- Consolidated School Level by Accounting Year

These reports aimed for schools with accounting period from September to August. They consolidate the budgets from multiple School Levels / Sessions. These reports will be printed according to accounting year and are suffixed by "T". These reports have ranges from FBG012T to FBG023T. Only Through Train schools can access these reports.

- Single School Level / Session and Bi-School Levels / Sessions School Year Reports

These reports are aimed for schools with accounting period from April to March. They will be printed according to school year and are suffixed by "S". These reports have ranges from FBG001S to FBG024S.

- Consolidated School Level / Session Reports by School Year

These reports are aimed for schools with accounting period from April to March. They consolidate budgets from multiple School Levels / Sessions. These reports will be printed according to School Year and are suffixed by "TS". These reports have ranges from FBG012TS to FBG023TS.

[S-FBG09-01] FMP > Budgeting > Report

Search Report

Search

Clear

Category

FBG - Budgeting Report by Accounting Year



Language

English

Chinese

Budgeting

EDB Grant

Draft Budget Income

Draft Budget Expenditure

Review Budget

Approve/Reverse

Revise Budget

Enquiry

Report

Report Name (ID)


>	Budget and Expenditure Report (R-FBG005-E)
>	Budget Expenditure by Programmes (R-FBG002-E)
>	Budget Income by Ledger (R-FBG001-E)
>	Expenditure Report by Grant Type (R-FBG009-E)
>	Five Year Forecast for Income and Expenditure (R-FBG010-E)
>	History of Revision to Budget Income and Expenditure (R-FBG011-E)
>	OEBG Expenditure Budget (R-FBG008-E)
>	OEBG Expenditure Report (R-FBG007-E)
>	Summary of Budget Income and Expenditure (R-FBG006-E)
>	Summary of Budgeting & Actual Income and Expenditure (R-FBG025-E)
>	Variance Report of Expenditure (R-FBG004-E)
>	Variance Report of Expenditure(Without Amendment History) (R-FBG004A-E)
>	Variance Report of Income (R-FBG003-E)

Reports under
Budgeting Report by
Accounting Year

* Click > to display the report template(s) and then click the template you need to create the report.

[S-FBG09-01] FMP > Budgeting > Report

▼ Search Report

 Search Clear

Category

FBG - Consolidated School Level Report by Accounting Ye ▼

Language

English

Chinese

	Report Name (ID)
>	Consolidated Budget and Expenditure Report (R-FBG016T-E)
>	Consolidated Budget Expenditure by Programmes (R-FBG013T-E)
>	Consolidated Budget Income by Ledger (R-FBG012T-E)
>	Consolidated Expenditure Report by Grant Type (R-FBG021T-E)
>	Consolidated Five Year Forecast for Income and Expenditure (R-FBG022T-E)
>	Consolidated History of Revision to Budget Income and Expenditure (R-FBG023T-E)
>	Consolidated OEBG Expenditure Budget (R-FBG020T-E)
>	Consolidated OEBG Expenditure Budget with School Level Breakdown (R-FBG018T-E)
>	Consolidated OEBG Expenditure Report (R-FBG019T-E)
>	Consolidated Summary of Budget Income and Expenditure (R-FBG017T-E)
>	Consolidated Variance Report of Expenditure (R-FBG015T-E)
>	Consolidated Variance Report of Income (R-FBG014T-E)

Reports under
Consolidated
Report by
Accounting Year

Note(s):

* Click > to display the report template(s) and then click the template you need to create the report.

[S-FBG09-01] FMP > Budgeting > Report

Search Report

 Search  Clear

Category


FBG - School Plan by School Year

Language

English

Chinese

Report Name (ID)

 School Plan by School Year (R-FBG024-E)

Note(s):

* Click  to display the report template(s) and then click the template you need to create the report.

Reports under
School Plan by
School Year

Budgeting

EDB Grant

Draft Budget Income

Draft Budget Expenditure

Review Budget

Approve/Reverse

Revise Budget

Enquiry

Report

Generate Report

- Report can be generated in a preview pop-up window or stored in Report Management - Repository.
- 4 different formats can be selected for report generation - PDF, WORD, EXCEL and RICHTEXT.
- User may edit the generated report in WORD, RICHTEXT and EXCEL format.

Generate Report

Search Report

Search

Category

Language

Step 1. Click [Budgeting] → [Report] from the left menu

Step 2. Select one of the categories and languages.

Step 3. Click [Search] button

▼ Search Report

Q Search

Clear

Category

FBG - Budgeting Report by Accounting Year



Language

English

Chinese

▼ Budgeting

EDB Grant

Draft Budget Income

Draft Budget Expenditure

Review Budget

Approve/Reverse

Revise Budget

Enquiry

Report

Report Name (ID)

>	Budget and Expenditure Report (R-FBG005-E)
>	Budget Expenditure by Programmes (R-FBG002-E)
>	Budget Income by Ledger (R-FBG001-E)
>	Expenditure Report by Grant Type (R-FBG009-E)
>	Five Year Forecast for Income and Expenditure (R-FBG010-E)
>	History of Revision to Budget Income and Expenditure (R-FBG011-E)
>	OEBG Expenditure Budget (R-FBG008-E)
>	OEBG Expenditure Report (R-FBG007-E)
>	Summary of Budget Income and Expenditure (R-FBG006-E)
>	Summary of Budgeting & Actual Income and Expenditure (R-FBG025-E)
>	Variance Report of Expenditure (R-FBG004-E)
>	Variance Report of Expenditure(Without Amendment History) (R-FBG004A-E)
>	Variance Report of Income (R-FBG003-E)

Note(s):

* Click > to display the report template(s) and then click the template you need to

Step 4. Click the report name hyperlink

Generate Report

Budgeting

- EDB Grant
- Draft Budget Income
- Draft Budget Expenditure
- Review Budget
- Approve/Reverse
- Revise Budget
- Enquiry
- Report

Search Report

Category FBG - Budgeting Report by Accounting Year

Language English Chinese

	Report Name (ID)			
	Template Description	Type	Creator	Creation Time
⌵	Budget and Expenditure Report (R-FBG005-E)			
⌵	Built-in Template	Built-In	---	---
⌵	Budget Expenditure by Programmes (R-FBG002-E)			
⌵	Budget Income by Ledger (R-FBG001-E)			
⌵	Expenditure Report by Grant Type (R-FBG009-E)			
⌵	Five Year Forecast for Income and Expenditure (R-FBG010-E)			
⌵	History of Revision to Budget Income and Expenditure (R-FBG011-E)			
⌵	OEBG Expenditure Budget (R-FBG008-E)			
⌵	OEBG Expenditure Report (R-FBG007-E)			
⌵	Summary of Budget Income and Expenditure (R-FBG006-E)			
⌵	Summary of Budgeting & Actual Income and Expenditure (R-FBG025-E)			
⌵	Variance Report of Expenditure (R-FBG004-E)			
⌵	Variance Report of Expenditure(Without Amendment Hist			
⌵	Variance Report of Income (R-FBG003-E)			

Note(s):
* Click ⌵ to display the report template(s) and then click the template you need

Step 5. Click the report template hyperlink

[Preview & Print](#)[Reset](#)[To File](#)[Back](#)

Budget and Expenditure Report (R-FBG005-E) : Built-in Template

Please input the print criteria.

School Level/Session Secondary/Whole Day

Accounting Year 2016/2017

Accounting Month From 09/2016

Accounting Month To 09/2016

Source of Fund All

Ledger Code From All

Ledger Code To All

Sub-Ledger Code From All

Sub-Ledger Code To All

Format

[PDF](#)[WORD](#)[EXCEL](#)[RICHTEXT](#)

Budgeting

EDB Grant

Draft Budget Income

Draft Budget Expenditure

Review Budget

Approve/Reverse

Revise Budget

Enquiry

Report

Step 6. Select the print criteria

Generate Report

5] FMP > Budgeting > Report

super1 ▾ Logout

Preview & Print | **Reset** | **To File** | **Back**

Budget and Expenditure Report (R-FBG005-E) : Built-in Template

Please input the print criteria.

School Level/Session	Secondary/Whole Day ▾
Accounting Year	2016/2017 ▾
Accounting Month From	09/2016 ▾
Source of Fund	All ▾
Ledger Code From	All ▾
Sub-Ledger Code From	All ▾
Ledger Code To	All ▾
Sub-Ledger Code To	All ▾

Format

PDF | **WORD** | **EXCEL** | **RICHTEXT**

Two ways to generate reports:

Option 1: Generate report in a preview pop-up window

Option 2: Generate and store the report in Report Management - Repository.

Option 1: Generate report in a preview pop-up window

Step 7a. Click [Preview & Print] button

R-FBG005-E

E-TRADE THROUGH-TRAIN SCHOOL PILOT (YEAR 2019)

BUDGET AND EXPENDITURE REPORT

FOR THE PERIOD FROM 09/2016 TO 09/2016

(BUDGETING PERIOD IS ACCORDING TO ACCOUNTING YEAR FROM SEPTEMBER 2016 TO AUGUST 2017)

Sch Level / Session : Secondary / Whole Day
Accounting Year : 2016/2017
Source of Fund : ALL
Ledger Code Range : ALL
Sub-Ledger Code Range : ALL

Print By : superl
Date : 21/08/2024
Time : 12:12
Page : 1 of 5

LEDGER\SUB-LEDGER\EXPENDITURE A/C

A1004 Curriculum Development Grant A/C

005 Technical Subjects

001 Grant Exp - Technical Subjects

Sub-Ledger Total

Ledger Total

A1011 Committee on Home-Sch Co-op Proj Gr. A/C

001 Parent-Teacher Ass. Setup/Subsidize Exp

001 Grant Exp - Parent-Teacher Assn Setup/Subsidi. Exp

Sub-Ledger Total

002 Committee on Home-Sch Co-op Proj Gr. A/C - Activit

001 Grant Exp - PTA - Activity

Sub-Ledger Total

Ledger Total

A1018 Employer's Cont to PF Scheme for NT A/C

002 NT MPF Scheme Employer's Contributions

002 Non-Teaching MPF Sche Employer's Contributions- 5%

Sub-Ledger Total

Ledger Total

	(a) APPROVED/REVISED BUDGET EXPENDITURE \$	(b) COMMITTED AMOUNT \$	(b) / (a) * 100% % SPENT %
	0.00	(990,000,000.00)	-
	0.00	(990,000,000.00)	-
	0.00	(990,000,000.00)	-
	6,372.00	0.00	0.00
	6,372.00	0.00	0.00
	3,852.00	0.00	0.00
	3,852.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00

Option 1: Generate report in a preview pop-up window

Step 7b. Print the report to local print queue or save to local hard disk from the pop-up window

Generate Report

5] FMP > Budgeting > Report

Preview & Print Reset **To File** Back

Budget and Expenditure Report (R-FBG005-E) : Built-in Template

Please input the print criteria.

School Level/Session	Secondary/Whole Day	▼		
Accounting Year	2016/2017	▼		
Accounting Month From	09/2016	▼	Accounting Month To	09/2016
Source of Fund	All	▼		
Ledger Code From	All	▼	Ledger Code To	All
Sub-Ledger Code From	All	▼	Sub-Ledger Code To	All
Format	PDF WORD EXCEL RICHTEXT			

Option 2: Generate and store the report in Report Management - Repository.

Step 7a. Click [To File] button

Generate Report

5] FMP > Budgeting > Report

Preview & Print | Reset | To File | Back

Budget and Expenditure Report (R-FBG005-E) : Built-in Template

Please input the print criteria.

School Level/Session	Secondary/Whole Day		
Accounting Year	2016/2017		
Accounting Month From	09/2016	Accounting Month To	09/2016
Source of Fund	All		
Ledger Code From	All	Ledger Code To	All

Please enter the description of the report for easy reference during report retrieval.

test

Confirm Cancel

Option 2: Generate and store the report in Report Management - Repository.

Step 7b. Fill in the report description in the pop-up dialog box

Step 7c. Click [Confirm] button

Generate Report

Report has been submitted for generation. Please go to the ["Repository" function of "Report Management" module](#) to view the generated report.

[Preview & Print](#) [Reset](#) [To File](#) [Back](#)

Budget and Expenditure Report (R-FBG005-E) : Built-in Template

Please input the print criteria.

School Level/Session	Secondary/Whole Day
Accounting Year	2016/2017
Accounting Month From	09/2016
Accounting Month To	09/2016
Source of Fund	All
Ledger Code From	All
Sub-Ledger Code From	All
Format	PDF WORD EXCEL RICHTEXT

Option 2: Generate and store the report in Report Management - Repository.

Step 7d. User 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

Generate Report

- Budgeting
 - EDB Grant
 - Draft Budget Income
 - Draft Budget Expenditure
 - Review Budget
 - Approve/Reverse
 - Revise Budget
 - Enquiry
 - Report

Search Report

Search

Clear

Module

FMP

Category

FBG - Budgeting Report by Account

Report Name (ID)

Budget and Expenditure Report (R

Report Description

Creator

Creation Date (From)

DD/MM/YYYY

Language

All

English

Chinese

Status

All

Creation Date (to)

DD/MM/YYYY

Delete

<<

<

1

>

>>

page of 1

Display

10

records / page

	Report Name (ID)	Report Description	Creator	Format/Size	Creation Time	Status
<input type="checkbox"/>	Budget and Expenditure Report (R-FBG005-E)	test	super1	PDF 61 KB	2024-08-21 12:05 PM	Done
<input type="checkbox"/>	Budget and Expenditure Report (R-FBG005-E)	R-FBG005-E	accta1	XLS 40 KB	2024-02-01 04:58 PM	Done

Note(s):

★ Click on the link of Report Name (ID) to view a Report

Option 2: Generate and store the report in Report Management - Repository.

Step 7e. Download the report from Report Management - Repository

ESCAPE
to return