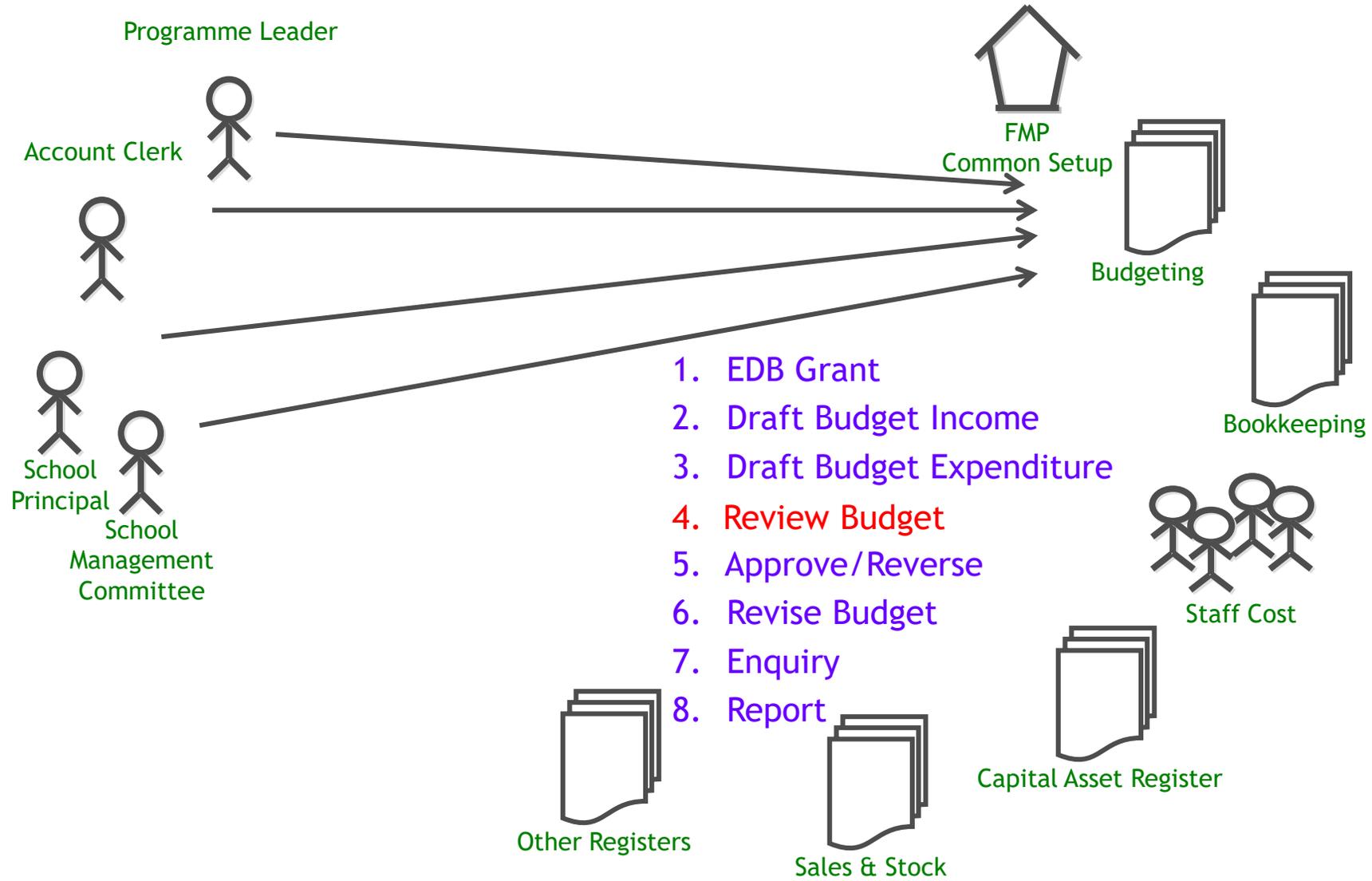


# FMP - Budgeting



# Budgeting - Review Budget

## Purpose:

- For the purpose of duties segregation, the school account clerk does not have default access rights to review, freeze and unfreeze budget.
- Review budget allows Principal to review and amend the budget prepared by the school account clerk before submitting the budget for Incorporated Management Committee (IMC) to approve. Before the budget is frozen for IMC approval, Principal can directly amend the budget.
- After the budget is frozen for IMC approval, the budget cannot be amended.
- Unfreeze budget allows the Principal to unfreeze the frozen budget for further modification before submitting to Incorporated Management Committee (IMC). After the budget has been unfrozen, Principal can directly amend the budget. The budget status will be changed from “Freeze” to “Review”. The budget screen will be changed from display mode to edit mode.
- For schools with multiple school levels / sessions, user should review budget for each of the school levels / sessions separately.

# Freeze Budget Income

Income

Expenditure

Save Reset Add Line Remove Freeze for Approval Unfreeze 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.		

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

By default, display the page of [Income]

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

# Freeze Budget Income

> Budgeting > Review Budget > Income

Income

Expenditure

Save | Reset | Add Line | Remove | **Freeze for Approval** | Unfreeze | 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

<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 - ...	00,000.00
<input type="checkbox"/>	A2072001501	Grant Inc	46,000.00
<input type="checkbox"/>	A2701501501	Grant Inc	04,800.00
<input type="checkbox"/>	A3003001501	Grant Inc	4,848.00
<input type="checkbox"/>	A3017001501	Grant Inc	03,600.00
<input type="checkbox"/>	A3019001501	Grant Inc	132,480.00

Step 3. Click [Freeze for Approval] for Incorporated management Committee Approval

# Freeze Budget Income

Record saved successfully.

Income

Expenditure

Save Reset Add Line Remove Freeze for Approval Unfreeze Chart of Account

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

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 - 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	604,800.00
<input type="checkbox"/>	A3003001501	Grant Income	4,848.00
<input type="checkbox"/>	A3017001501	Grant Income	603,600.00
<input type="checkbox"/>	A3019001501	Grant Income	132,480.00

The status is now changed from "Review" to "Freeze"

# Freeze Budget Income

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

**Income** | Expenditure

Save | Reset | Add Line | Remove | Freeze for Approval | Unfreeze | Chart of Account

Sch Level/Session: Secondary/Whole Day | Accounting Year: 2018/2019

EDB Grant \$ 5,000,000.00 | Status: Draft

Total Budget EDB Grant \$ 3,651,288.00

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"/>	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)	1,326,000.00
<input type="checkbox"/>	A2072001501	Grant Income - Composite Information Technology Gr	246,000.00
<input type="checkbox"/>	A2701501501	Grant Income - EOEBG Baseline Reference	604,800.00
<input type="checkbox"/>	A3003001501	Grant Income - SB Support Scl- Newly Arrived Child	4,848.00
<input type="checkbox"/>	A3017001501	Grant Income	603,600.00
<input type="checkbox"/>	A3019001501	Grant Income	132,480.00

If the status is shown as draft (means the clerk does not finish the draft process), the principal cannot freeze the budget

## Freeze Budget Income

- After the Principal has freezed the budget, the status for the selected budget Income will be updated to “Freeze”. User cannot edit the budget.
- Please note that user cannot revert the budget status to “Draft” under Draft Budget Income application if the budget has been frozen.

# Unfreeze Budget Income

**Income** Expenditure

Save Reset Add Line Remove Freeze for Approval Unfreeze Chart of Account

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

EDB Grant \$

Total Budget Amount \$ Status

Filter Enter keyword

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

Account Code	Description	Budget Amount \$
No record.		

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

By default, display the page of [Income]

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

# Unfreeze Budget Income

> Budgeting > Review Budget > Income

Income Expenditure

Save Reset Add Line Remove Freeze for Approval **Unfreeze** 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 Freeze

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 - 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 - EOEBG Baseline Reference	604,800.00
<input type="checkbox"/>	A3003001501	Grant Income - SB Support Sche-Newly Arrived Child	4,848.00
<input type="checkbox"/>	A3017001501	Grant Income - Capacity Enhancement Grant	603,600.00
<input type="checkbox"/>	A3019001501	Grant Inc	132,480.00

Step 3. Click [Unfreeze] button

# Unfreeze Budget Income

> Budgeting > Review Budget > Income

Record saved successfully.

Income

Expenditure

Save | Reset | Add Line | Remove | Freeze for Approval | Unfreeze | 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

<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 - ...	00,000.00
<input type="checkbox"/>	A2072001501	Grant Income - ...	46,000.00
<input type="checkbox"/>	A2701501501	Grant Income - ...	04,800.00
<input type="checkbox"/>	A3003001501	Grant Income - ...	4,848.00
<input type="checkbox"/>	A3017001501	Grant Income - ...	03,600.00
<input type="checkbox"/>	A3019001501	Grant Income - ...	132,480.00

The status is changed from "Freeze" to "Review"

## Unfreeze Budget Income

- After unfreeze budget, the status for budget income will be changed from “Freeze” to “Review”. Budget screen will be changed from display mode to edit mode. User can amend the budget.

# Freeze Budget Expenditure

> Budgeting > Review Budget > Expenditure

Income **Expenditure**

Save Reset Add Remove Freeze for Approval Unfreeze

Sch Level/Session Secondary/Whole Day Accounting Year

EDB Grant \$

Total Budget Amount \$

**Budget Expenditure**

Filter Enter keyword

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

Programme Code	Description	Budget Amount \$	Status
No record.			

- Step 1. Click [Budgeting] → [Review Budget] from the left menu
- Step 2. Click [Expenditure] tab
- Step 3. Select [School Level/Session] and the [Accounting Year]

# Freeze Budget Expenditure

Budgeting > Review Budget > Expenditure

Income Expenditure

Save Reset Add Remove Freeze for Approval Unfreeze

Sch Level/Session Secondary/Whole Day Accounting Year 2018/2019

EDB Grant \$ 5,000,000.00

Total Budget Amount EDB Grant \$ 5,260,416.00

Budget Expenditure

Filter Enter keyword

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

<input type="checkbox"/>	Programme Code ^2	Description ^3	Budget Amount \$ ^1	Status ^
<input type="checkbox"/>	GS01	General Studies	432,876.00	Freeze
<input checked="" type="checkbox"/>	CL01	Chinese Lanuage	578,952.00	Review
<input type="checkbox"/>	EL01	English Language	584,364.00	Review
<input type="checkbox"/>	LS01	Liberal Studies	750,000.00	Freeze
<input type="checkbox"/>	MATH	Mathematics	1,222,480.00	Draft
<input type="checkbox"/>	WFMP	Admin Programme	1,691,744.00	Review

Step 4. Select checkbox next to [Programme Code]

Step 5. Click [Freeze for Approval]

# Freeze Budget Expenditure

Record updated successfully.

Income Expenditure

Save Reset Add Remove Freeze for Approval Unfreeze

Sch Level/Session Secondary/Whole Day Accounting Year 2018/2019  
EDB Grant \$ 5,000,000.00  
Total Budget EDB Grant \$ 5,260,416.00

### Budget Expenditure

Filter Enter keyword

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

<input type="checkbox"/>	Programme Code ^2	Description ^3	Budget Amount \$ ^1	Status ^4
<input type="checkbox"/>	GS01	General Studies	432,876.00	Freeze
<input type="checkbox"/>	CL01	Chinese Lanuage	578,952.00	Freeze
<input type="checkbox"/>	EL01	English Language	584,364.00	Review
<input type="checkbox"/>	LS01	Liberal Studies	750,000.00	Freeze
<input type="checkbox"/>	MATH	Mathematics	1,222,480.00	Draft
<input type="checkbox"/>	WFMP	Admin Programme	1,691,744.00	Review

The status is changed from "Review" to "Freeze"

## Freeze Budget Expenditure

- After the Principal has frozen the budget, the status for the selected budget expenditure lines will be updated to “Freeze”. User cannot edit the budget.
- Please also note that user cannot revert the budget lines status to “Draft” under Draft Budget Expenditure application if the budget lines have been frozen.

# Unfreeze Budget Expenditure

Budgeting > Review Budget > Expenditure

Income | **Expenditure**

Save | Reset | Add | Remove | Freeze for Approval | Unfreeze

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

EDB Grant: \$  
Total Budget Amount: \$

**Budget Expenditure**

Filter: Enter keyword

<< < [Dropdown] page of 1 > >> Display [20] records / page

Programme Code ^2	Description ^3	Budget Amount \$ ^1	Status ^
No record.			

- Step 1. Click [Budgeting] → [Review Budget] from the left menu
- Step 2. Click [Expenditure] tab
- Step 3. Select [School Level/Session] and [Accounting Year]

# Unfreeze Budget Expenditure

Budgeting > Review Budget > Expenditure

Income | **Expenditure**

✓ Save | ↻ Reset | + Add | Remove | Freeze for Approval | **Unfreeze**

Sch Level/Session: Secondary/Whole Day | Accounting Year: 2018/2019

EDB Grant: \$ 5,000,000.00

Total Budget Amount: \$ 5,260,416.00

### ▼ Budget Expenditure

Filter

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

<input type="checkbox"/>	Programme Code ^2	Description ^3	Budget Amount \$ ^1	Status ^4
<input type="checkbox"/>	GS01	General Studies	432,876.00	Freeze
<input checked="" type="checkbox"/>	CL01	Chinese Lanuage	578,952.00	Freeze
<input type="checkbox"/>	EL01	English Language	584,364.00	Review
<input type="checkbox"/>	LS01	Liberal Studies	750,000.00	Freeze
<input type="checkbox"/>	MATH	Mathematics	1,222,480.00	Draft
<input type="checkbox"/>	WFMP	Admin Programme	1,691,744.00	Review

Step 4. Check boxes under [Programme Code]

Step 5. Click [Unfreeze] button

# Unfreeze Budget Expenditure

Budgeting > Review Budget > Expenditure

Record updated successfully.

Income Expenditure

Save Reset Add Remove Freeze for Approval Unfreeze

Sch Level/Session Secondary/Whole Day Accounting Year 2018/2019

EDB Grant \$ 5,000,000.00

Total Budget EDB Grant \$ 5,260,416.00

### Budget Expenditure

Filter Enter keyword

1 page of 1 Display 20 records / page

<input type="checkbox"/>	Programme Code ^2	Description ^3	Budget Amount \$ ^1	Status ^
<input type="checkbox"/>	GS01	General Studies	432,876.00	Freeze
<input type="checkbox"/>	CL01	Chinese Lanuage	578,952.00	Review
<input type="checkbox"/>	EL01	English Language	584,364.00	Review
<input type="checkbox"/>	LS01	Liberal Studies	750,000.00	Freeze
<input type="checkbox"/>	MATH	Mathematics	1,222,480.00	Draft
<input type="checkbox"/>	WFMP	Admin Programme	1,691,744.00	Review

The status is changed from "Freeze" to "Review"

## Unfreeze Budget Expenditure

- After unfreeze budget, the status for budget expenditure lines will be changed from “Freeze” to “Review”. Budget lines will be changed from display mode to edit mode. User can amend the budget.

## Review Budget Expenditure - Add New Programme

- User can create new programme code in Chart of Account function in Common Setup Module or click the **[Create New Programme]** button in Review Budget screen.

# Review Budget Expenditure

Income **Expenditure**

Save  Reset |

Sch Level/Session Secondary/Whole Day Accounting Year 2018/2019

EDB Grant \$ 5,000,000.00

Total Budget Amount \$ 5,260,416.00

## ▼ Budget Expenditure

Filter

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

<input type="checkbox"/>	Programme Code	Description	Budget Amount \$	Status
<input type="checkbox"/>	GS01	General Studies	432,876.00	Freeze
<input type="checkbox"/>	CL01	Chinese Lanuage	578,952.00	Review
<input type="checkbox"/>	EL01	English Language	584,364.00	Review
<input type="checkbox"/>	LS01	Liberal Studies	750,000.00	Freeze
<input type="checkbox"/>	MATH	Mathematics	1,222,480.00	Draft
<input type="checkbox"/>	WFMP	Admin Programme	1,691,744.00	Review

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

# Review Budget Expenditure

Income | **Expenditure**

Save | **+ Add** | Remove | Freeze for Approval | Unfreeze

Sch Level/Session: Secondary/Whole Day | Accounting Year: 2018/2019

EDB Grant: \$ 5,000,000.00

Total Budget Amount: \$ 5,260,416.00

**Budget Expenditure**

Filter: Enter keyword

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

<input type="checkbox"/>	Programme Code ^2	Description ^3	Budget Amount \$ ^1	Status ^
<input type="checkbox"/>	GS01	General Studies	432,876.00	Freeze
<input type="checkbox"/>	CL01	Chinese Lanuage	578,952.00	Review
<input type="checkbox"/>	EL01	English Language	584,364.00	Review
<input type="checkbox"/>	LS01	Liberal Studies	750,000.00	Freeze
<input type="checkbox"/>	MATH	Mathematics	1,222,480.00	Draft
<input type="checkbox"/>	WFMP	Admin Programme	1,691,744.00	Review

Step 1. Click [Add] button.

Step 2. A selection box will be shown.  
Select the programme code to be added.

# Review Budget Expenditure

## Budget Expenditure - Select Programme

[S-FBG03-03] FMP > Budgeting > Review Budget > Review Budget Expenditure - Select Programme

Income

Exp

Save

Confirm

Close

Create New Programme

Sch Level/Sessio

Filter Enter keyword

EDB Grant

1 page of 1

Display 20 records / page

Total Budget An

Programme Code

Description

Budget Amount

TT02

Testing 2

Period \$

TT01

Testing 1

Budget Amount

READ

Reading Scheme

2nd Period \$

PE01

Physical Education

Budget Exp

LS02

Liberal Studies 2

Filter Enter ke

LS01

Liberal Studies

BIOL

Biology

Filter Enter ke

Prog

ECA1

CL01

EL01

MATH

VA01

MUS

GS01

IT01

LIBA

WFM

Step 3. Select the programme code.  
Step 4. Click [Add] button.

# Review Budget Expenditure

Budgeting > Review Budget > Expenditure

Income | **Expenditure**

Save |  Reset |  |  |  |

Sch Level/Session: Secondary/Whole Day | Accounting Year: 2018/2019

**EDB Grant** \$ 5,000,000.00

**Total Budget Amount** \$ 5,260,416.00

**Budget Expenditure**

Filter:

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

<input type="checkbox"/>	Programme Code ^2	Description ^3	Budget Amount \$ ^1	Status ^
<input type="checkbox"/>	GS01	General Studies	432,876.00	Freeze
<input type="checkbox"/>	CL01	Chinese Language	578,952.00	Review
<input type="checkbox"/>	EL01	English Language	584,364.00	Review
<input type="checkbox"/>	LS01	Liberal Studies	750,000.00	Freeze
<input type="checkbox"/>	MATH	Mathematics	1,222,480.00	Draft
<input type="checkbox"/>	WFMP	Admin Programme	1,691,744.00	Review

Step 5. Click [Save] button.

ESCAPE  
to return