

USER MANUAL Financial Monitoring and Planning -Non-Recurrent Grant

(Document 27e)

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1 Module Overview

1.1 Introduction

1.1.1 Objective

This module allows users to maintain the Non-recurrent Grant Registration for the current accounting year. Year end closing concept does not apply here and therefore, there is no Pre-Year End and Year End process in this Module. The followings are some of the key features of FMP Non-Recurrent Grant Module:

- a. Users may choose to use Non-recurrent Grant Module only, or any other FMP modules.
- b. Non-Recurrent Grant for Furniture and Equipment is used to record the nonrecurrent grant received from EDB for the purchase of Furniture and Equipment. It includes information of Total Cost, EDB Subsidy and School's Share.
- c. Non-Recurrent Grant for Building is used to record the non-recurrent grant received from EDB for repairs and maintenance of building. It includes information of Total Cost, EDB Subsidy and School's Share. The amount is entered on a yearly basis.

1.2 Function Chart



1.3 Flow Diagram

a. Non-Recurrent Grant for Building



b. Non-Recurrent Grant for Furniture and Equipment



1.4 Interactions with Other Modules



Given Securit Grant Register for Building

- Common Setup (FCS)
 - Non-Recurrent Grant Module is effective.
- Security (SEC)
 - Insert Audit Trail to Security.
 - Check access rights to insert / update / delete building records.

Given FOR02 – Non-Recurrent Grant Register for Furniture and Equipment

- Common Setup (FCS)
 - Non-Recurrent Grant Module is effective.
- Security (SEC)
 - Insert Audit Trail to Security.
 - Check access rights to insert / update / delete furniture and equipment records.

Generation FOR04 – Report

- School Management (SCH)
 - Retrieve school name.
- Report Management (RPT)
 - Retrieve report template.
- Common Setup (FCS)
 - Non-Recurrent Grant Module is effective.

- Security (SEC)
 - Check access rights to preview & print / save report to file.

2 **Operation Procedures**

2.1 Non-Recurrent Grant

2.1.1 Non-Recurrent Grant for Building - Add Transaction

Function Description

Users can add a new non-recurrent grant for building transaction to record the non-recurrent grant received from EDB for repairs and maintenance of building. The amount is entered on a yearly basis.

- Pre-requisites
 - 1. Non-Recurrent Grant Module must be effective.
- User Procedures
 - 1. Click [FMP] \rightarrow [Non-Recurrent Grant] \rightarrow [Building] from the left menu.
 - 2. Select the School Level and enter the **Accounting Year**. School Level can be selected for through train school.
 - 3. Click **[Add]** button to add a new transaction. A new transaction line will be displayed.

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- 5. Users can click [Add] button.
- 6. Repeat steps 3 to 4 to add in more transactions.
- 7. Click **[Save]** button. All the input transactions will be saved.
- Post-effects
 - 1. The transaction is added in the Non-Recurrent Grant Register. The information of Total Cost, EDB Subsidy and School's Share are recorded in the Register.
- Notes
 - 1. If the accounting year of the newly added transaction is not within the selected accounting years, an error message will be prompted.
 - 2. The amount for Total Cost must be greater than zero.
 - 3. Upon saving, the system will check the completeness of all the mandatory fields.
 - 4. Future date is not allowed.
 - 5. The Cost, EDB Subsidy and School's Share shown on the top represent the up-to-date grand total amount.
 - 6. The Balance Brought Forward and Carried Forward represent the amount for the specified Accounting Year range.

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2.1.2 Non-Recurrent Grant for Building - Modify Transaction

Function Description

Users can modify existing transactions. The change will be effective instantly.

- Pre-requisites
 - 1. The transaction must exist.
- ¹ User Procedures
 - 1. Click **[FMP]** \rightarrow **[Non-Recurrent Grant]** \rightarrow **[Building]** from the left menu.
 - 2. Select School Level and enter the **Accounting Year**. School Level can be selected for through train school.

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- 3. Click [Search] button.
- 4. Matched transactions will be shown in display mode.

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	2002/2003	Roof Maintenance	3,000.00	2,000.00	1,000.00	
	Current School Year: 2001 16 October 2003 17:35 Current School Year: 2001 School Level School Level Scoondary Accounting Year 2002/2003 Total Cost \$ 203,765.00 EDB Subsidy \$ 170,400.00 School S Share \$ 38,365.00 Loor's Share \$ 38,365.00 Current School Vear: 2001					
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- 5. Select the checkbox next to the Accounting Year of the records to be modified. Users may select one or more transactions to be modified at the same time.
- 6. Click [Edit] button. Confirmation message will pop up.

- a. Click [Cancel] to abort.
- b. Click **[OK]** to proceed. The selected transaction will be changed to edit mode after confirmation.



- 7. Update the transaction detail.
- 8. Click [Save] button to save the change.

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- Post-effects
 - 1. The transaction is updated in the Non-Recurrent Grant Register. The information of Total Cost, EDB Subsidy and School's share are recorded in the register.
- Notes
 - 1. If the accounting year of the newly updated transaction is not within the selected accounting years, an error message will be prompted.
 - 2. The amount for Total Cost must be greater than zero.
 - 3. Upon saving, the system will check the completeness of all the mandatory fields.
 - 4. Future date is not allowed.

- 5. The Cost, EDB Subsidy and School's Share shown on the top represent the up-to-date grand total amount.
- 6. The Balance Brought Forward and Carried Forward represent the amount for the specified Accounting Year range.

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2.1.3 Non-Recurrent Grant for Building - Delete Transaction

Generation Function Description

Users can delete a transaction from the Registry.

- Pre-requisites
 - 1. The transaction must exist.

℃ User Procedures

- 1. Click [FMP] \rightarrow [Non-Recurrent Grant] \rightarrow [Building] from the left menu.
- 2. Select School Level and enter the **Accounting Year**. School Level can be selected for through train school.
- 3. Click [Search] button.

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- 4. Matched transactions will be displayed.
- 5. Select the checkbox next to the Accounting Year of the records to be deleted. Users may select one or more transactions to be deleted at the same time.

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- 6. Click [Delete] button.
- Post-effects
 - 1. The transaction is deleted in the Non-Recurrent Grant Register.

Notes

N/A

2.1.4 Non-Recurrent Grant for Furniture & Equipment - Add Transaction

Function Description

Users can add a new transaction to record the non-recurrent grant received from EDB for the purchase of Furniture & Equipment.

- Pre-requisites
 - 1. Non-Recurrent Grant Module must be effective.
- User Procedures
 - 1. Click [FMP] → [Non-Recurrent Grant] → [Furniture & Equipment] from the left menu.
 - 2. Select the School Level and enter the Date. School Level can be selected for Through Train School.
 - 3. Click [Add] button to add a new transaction.

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- 4. Fill in the information.
- 5. Users can click [Add] button.
- 6. Repeat steps 3 to 4 to add in more transactions.
- 7. Click [Save] button.

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Post-effects

- 1. The transaction is added in the Non-Recurrent Grant Register. The information of Total Cost, EDB Subsidy and School's Share are recorded in the Register.
- Notes
 - 1. The transaction date entered must be within the selected transaction dates.
 - 2. The amount for Total Cost must be greater than zero.
 - 3. Upon saving, the system will check the completeness of all the mandatory fields.
 - 4. Future date is not allowed.
 - 5. The Cost, EDB Subsidy and School's Share shown on the top represent the up-to-date grand total amount.
 - 6. The Balance Brought Forward and Carried Forward represent the amount for the specified date range.

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2.1.5 Non-Recurrent Grant for Furniture & Equipment - Modify Transaction

Function Description

Users can modify existing transaction. The change will be effective instantly.

- Pre-requisites
 - 1. The transaction must exist.
- User Procedures
 - 1. Click [FMP] → [Non-Recurrent Grant] → [Furniture & Equipment] from the left menu.
 - 2. Select School Level and enter the **Date**. School Level can be selected for through train school.
 - 3. Click [Search] button.

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Brimany (M. (Cabaal Tura ())	User: jennifer Login Time: 15/08/2003 11:54 Logout Help 中文版本
Frinary Aw (School Type 2)	Current School Year: 2002 15 August 2003 13:49
Home Staff Deployment Staff	Furniture & Equipment
School Level Primary Date (DDMM/YYYY) 01.09/2001	To 3009/2001
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4. Matched transactions will be shown in display mode.

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English Name					User: fmp	user Login Time: 1	6/10/2003 17:26	gout Help 中文版本
						Current School	rear: 2001	16 October 2003 17:44
Home W FMP	[S-FOR02-0	1] FMP > Non-Rec	urrent Grant > Furniture and	Equipment				
Common Setup	SchoolLe	vel	Secondary					
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5 ioll. Summar	School's	Share	\$ 8,258	.90				
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		15/10/2003	Monitor		2,000.00	2,000.00	0.00	
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6			Balance Carried Forwa	rd	27,335.90	19,077.00	8,258.90	
								_ Тор
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Equip								S Internet

- 5. Select the checkbox next to the transaction date of the records to be modified. Users can select one or more transactions to be modified at the same time.
- 6. Click [Edit] button. Confirmation message will pop up.
 - a. Click [Cancel] to abort.
 - b. Click **[OK]** to proceed. The selected transaction will be changed to edit mode after confirmation.



- 7. Update the transaction.
- 8. Click [Save] button.

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 Furniture & Equip Report Report Management 		Date (DD-MMYYYY)	Particular	s	Total Cost \$	EDB Subsidy \$	School's Share \$	Remarks
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		15/10/2003	Monitor		2000.00	2000.00	0.00	
		15/10/2005	Balance Carried For	ward	27,335,90	19.077.00	8,258,90	
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Post-effects

- 1. The transaction is updated in the Non-Recurrent Grant Register. The information of Total Cost, EDB Subsidy and School's Share are recorded in the Register.
- Notes
 - 1. The transaction date entered must be within the selected transaction dates.
 - 2. The amount for Total Cost must be greater than zero.
 - 3. Upon saving, the system will check the completeness of all the mandatory fields.
 - 4. Future date is not allowed.
 - 5. The Cost, EDB Subsidy and School's Share shown at the top represent the up-to-date grand total amount.
 - 6. The Balance Brought Forward and Carried Forward represent the amount for the specified date range.

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iglish Name		User: fmpuser Login Time: 16/10/2 Current School Year:	003 17:26 Logout I Help I 中文版本 2001 16 October 2003 17:44
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Furniture & Equip Report Report Report IDD MMYY	Particulars	Total Cost EDB Subsidy \$ \$	School's Share Remarks \$
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(🍞 Add.) 🐨 Edit.)	∑Delete) (🔜 Save)		

2.1.6 Non-Recurrent Grant for Furniture & Equipment - Delete Transaction

Function Description

Users can delete a transaction.

- Pre-requisites
 - 1. The transaction must exist.
- ¹ User Procedures
 - 1. Click [FMP] → [Non-Recurrent Grant] → [Furniture & Equipment] from the left menu.
 - 2. Select School Level and enter the Date. School Level can be selected for through train school.
 - 3. Click [Search] button.

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Primary Alvi (School	Current School Year: 2002 15 August 2003 13:49
- Home 🔺	
Staff Deployment	[S-FORW2-U1] FMP > Non-Recurrent Grant Register > Furniture & Equipment
► Staff	School Level Primary
V FMP	Date (DD/MM/YYYY) (01.09/2001 30.09/2001 5
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Report Managemen	
▶ Data Management	
Customization	
-	
e http://192.168.6.151/js	p/fro/NRGRFurn.do#

- 4. Matched transactions will be displayed.
- 5. Select the checkbox next to the transaction date of the records to be deleted. Users may select one or more transactions to be deleted at the same time.
- 6. Click [Delete] button.

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ing						7	✓Bottom
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Furniture & Equip							Internet

- Post-effects
 - 1. The transaction is deleted in the Non-Recurrent Grant Register.

Notes

N/A

- 2.1.7 Generate Report
- Function Description

Users can generate report to list out non-recurrent grant transactions captured in the system.

- Pre-requisites
 - 1. Adobe Acrobat Reader and Microsoft Office 2000 are required in order to view the reports
- [√][⊕] User Procedures
 - 1. Click **[FMP]** → **[Non-Recurrent Grant]** → **[Report]** from the left menu.
 - 2. Click on the **Report Name (ID)** link and the list of built-in and user-defined report templates are displayed.

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Primary AM (School	Type 2) User: dennywood	Login Time: 22/08/2003 11:5	
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► CDS			
► HKAT	Re Non Recurrent Grant Register (Building) (R NE	port Name (ID) G001 E)	
► HKEAA		Type (Creator Creation Date
▼ FMP	Built-in Template	Built-In	
Common Setup	▶Non-Recurrent Grant Register (Furniture and E	auipment) (R-NRG002-E)	
Budgeting	▶非經常津貼登記冊 - 校舍 (R-NRG001-C)		
Bookkeeping	▶ 非經常津貼登記冊 - 家具及設備 (R-NRG002-C	<u>l</u>	
▶ Staff Cost	* Click IP or the link to display the report template(s) and	then click the template you need t	to create the report.
▶ CAR	Report Tem	plate 3	
Sales & Stock			
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V Non-Recurrent			
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Furniture & Ec			
Report			

- 3. Click on the Report Template link to generate the report.
- 4. Enter the report criteria and click **[Preview & Print]** to online generate report. A report window will be popped out. Print the report to the local print queue or save to local hard disk from the popup window.

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	User: fmpuser Last Legin: 21/01/2003 12:10 Logout Help 中文版本
English Name	Current School Year: 2001 21 January 2003 17:30
 Home FMP Common Setup Budgeting Bookkeeping Staff Cost CAR Sales & Stock Daily Coll. Summary Won-Recurrent Gran Building Furniture & Equip Report Customization 	Preview & Print Preview & Print 4 2 2 2 2 2 2
Done	選 Local intranet

- 5. Users can choose to generate the report backend by clicking on **[To File]** button.
 - a. Users are required to fill in the report descriptions. Report will then be generated and stored in Report Repository. No report window will pop up.
 - b. Users 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.

Explorer User Prompt	×
Script Prompt:	OK
Please enter the description of the report for easy reference during report retrieval.	Cancel
Non-Recurrent Grant Register (Building for 2001/2002 to 2002/2003	
5a	

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Primary Alvi (School	Type 2) Current School Year: 2002 22 August 2003 12:11
Staff Deployment	
► Staff	[S-FOR04-02] FMP > IRGR > Report
> CDS	Report has been submitted for generation. Please go to the "Repository" function of "Report Management" module to
► HKAT	Report generated successfully.
► HKEAA	Non-Recurrent Grant Register (Building) (R-NRG001-E):-
V FMP	Built-in Template
Common Setup	Please input the print criteria.
Budgeting	School Level Primary
Bookkeeping	Accounting Year 2001/2002 To 2002/2003
Staff Cost	Format PDF
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- Post-effects
 - 1. If **[Preview & Print]** button is clicked, the selected report is generated for users to preview in a pop-up window.
 - If [To File] button is clicked, the selected report is generated and stored in Report Management - Repository. After clicking the [To File] button, a textbox will pop up and users may fill in the description of the report in the textbox during report retrieval in Report Management – Repository for easy reference.
- Notes
 - 1. The following reports are available:
 - Non-Recurrent Grant Register for Building (R-NRG001-E)
 - Non-Recurrent Grant Register for Furniture and Equipment (R-NRG002-E)
 - 2. Different reports may have different set of input criteria.
 - 2.1 Non-Recurrent Grant Register for Building (R-NRG001-E)
 - This function allows users to generate the Non-Recurrent Grant Register for Building (R-NRG001-E) report based on the selected print criteria.

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Primary AM (School)	Type 2) Current School Year: 2002 15 August 2003 10:29
▪ Home ▽ FMP	[S-FOR94-02] FMP > NRGR > Report
Common Setup	Non-Recurrent Grant Register (Building) (R-NRG001-E):- Built-in Template
 Budgeting Bookkeeping 	Please input the print criteria.
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Building	
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- The below criteria can be selected from this screen to generate reports:
 - School Level (the selection is only applicable to Through Train School)
 - Accounting Year Range
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the reports online by clicking the **[Preview & Print]** button or (ii) generate and store the reports in Report Management – Repository by clicking the **[To File]** button.
- 2.2 Non-Recurrent Grant Register for Furniture and Equipment (R-NRG002-E)
- This function allows users to generate the Non-Recurrent Grant Register for Furniture and Equipment (R-NRG002-E) report based on the selected print criteria.

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• Home	[S-FOR04-03] FMP > NRGR > Report		<u> </u>
✓ FMP ► Common Setup	Non-Recurrent Grant Register (Fur Built-in Template	niture and Equipment) (R-NRG002-I	E):-
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 CAR Sales & Stock 	Format		
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- The below criteria can be selected from this screen to generate reports:
 - School Level (the selection is only applicable to Through Train School)
 - Transaction Date Range
 - Format (PDF, WORD, RICHTEXT, EXCEL)
- You can (i) view the reports online by clicking the [Preview & Print] button or (ii) generate and store the reports in Report Management Repository by clicking the [To File] button.
- 3. WebSAMS report is built on PDF format with Crystal Report Application, minor alignment issue may be possibly located when printing in other formats.