

Hong Kong Baptist University Implementation of new Oracle Expense Reimbursement Module

Focus Group Meetings

06 May 2020 and 08 May 2020



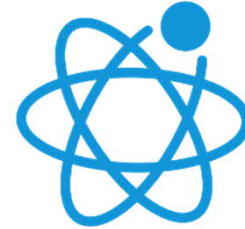
Agenda

1. Project Scope and Timeline of new Oracle Expense Reimbursement module
2. Initial Design of Internet Expense (i-Expense) module for Payments to Staff
3. Initial Design of Payment to Vendor (PRV) module
4. Questions and Answers

Major Benefits of new Oracle Expense Reimbursement module



Go **paperless** as far as possible



Enforce **transparency** and controls throughout reimbursement process



Enhance system **controls**, audit trail and governance



Seamless **integration** with established payment process and Oracle Accounts Payable module



Automation with streamlined processes for faster reimbursement to users



Web-based platform to enhance easy accessibility by users and more readily available information to facilitate data analysis

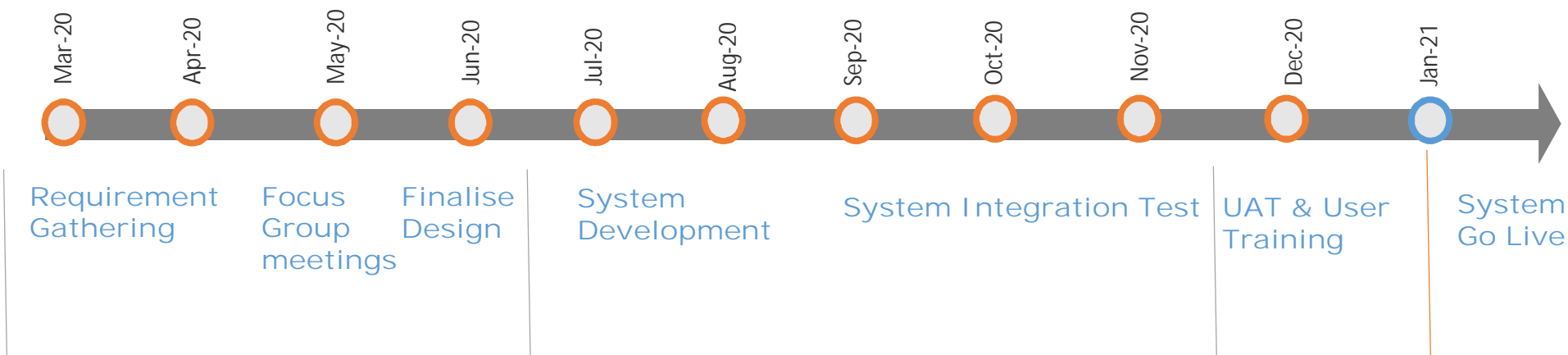
Proposed Scope of i-Expense Module

- ✓ Payment to Staff
 - Payments include travelling / conference expenses, hospitality, staff expense reimbursement claims, etc.
 - Exclusions - the existing procedures for the following items shall remain
 - Medical Claims
 - Staff remuneration including honorarium, services for outside practice, consultancy fees, etc.
 - Petty Cash
 - Cash Advance - return of supporting documents and bank-in slip
- ✓ Payment to Vendors
 - Payments include direct purchases of less \$12,000
 - Exclusions - the existing procedures for the following items shall remain
 - Payment with Purchase Order / Purchase Requisition (purchase > \$12,000)
 - Purchase through the Dangerous Goods and Management System (DGMS) and Library System
 - Rental and management fees under lease agreements, utilities, consultancy and professional services relating to capital projects (without PO), etc.
- ✓ Payment to Students (NOT covered under i-Expense module)
 - The existing practice will be retained.
 - FO will explore, with assistance of ITO, enhancements to Student Accounts Module under retained module

Tentative Project Timeline



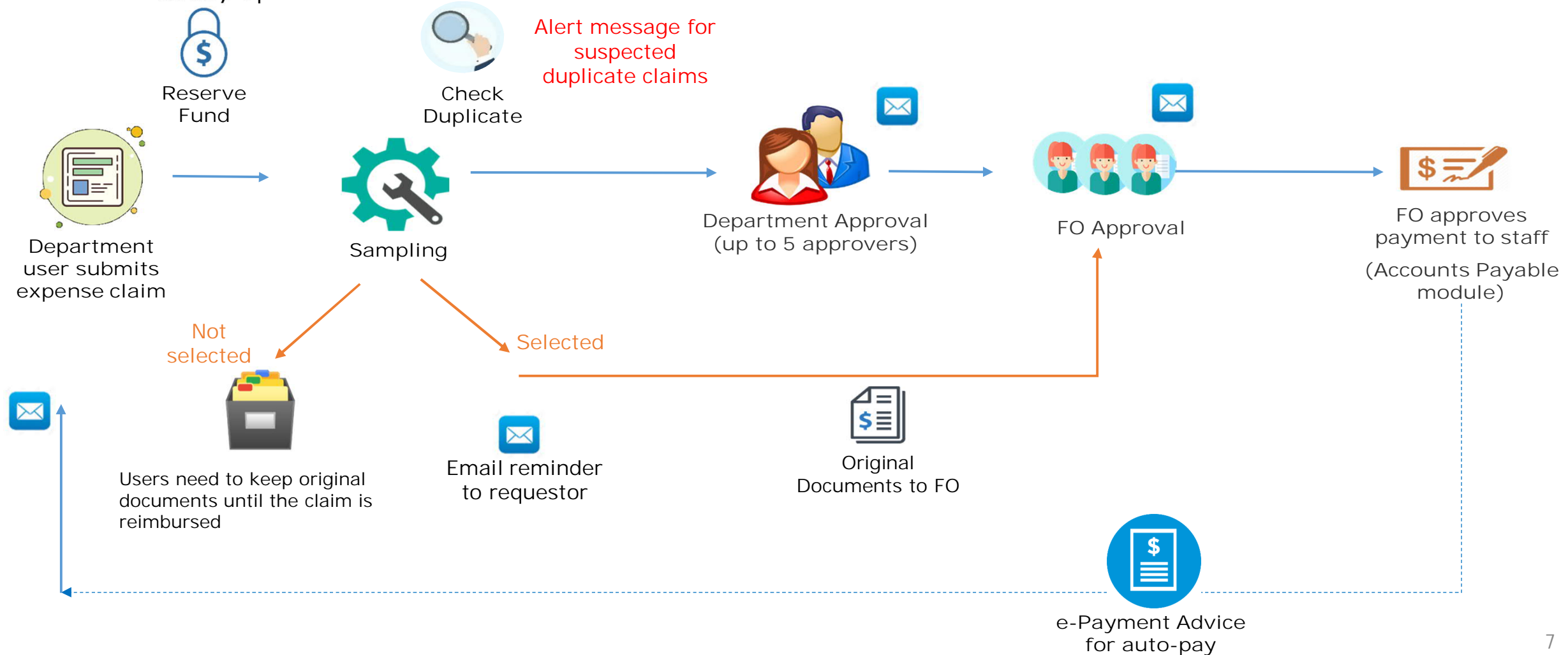
Expense Reimbursement Module



Reimbursement of Staff's Expense Claims

e-Workflow on Reimbursement of Staff's Expense Claims

- To speed up reimbursements and minimize circulation of supporting documents, FO will process claims based on the scanned copies of documents uploaded by users.
- A user only needs to submit the original copies of supporting documents to FO when user receives an email notification from FIS immediately upon submission of claims.



Create Expense Report (Claim)

- Create a new expense report (i.e. claim) or copy (duplicate) from a prior expense report

Expenses

Expenses Home

Expense Reports

Access Authorizations

Expenses Home

Create Expense Report

Track Submitted Expense Reports

The following expense reports are either outstanding or have been paid in the last 30 days.

Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)	Current Approver	Original Receipts Status	Report Total (HKD)	Purpose	Duplicate	Withdraw
No results found.									

If the status is Pending Your Resolution, you were sent a notification explaining the required action.

Update Expense Reports

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Previous

1-5

Next 5

Report Number	Report Date	Status	Report Total (HKD)	Purpose	Update	Duplicate	Delete
HKBU_IEXP_14025	06-May-2020	Returned	340.00				
HKBU_IEXP_14024	29-Apr-2020	In Progress	210.00				
HKBU_IEXP_14022	22-Apr-2020	In Progress	210.00				
HKBU_IEXP_14023	21-Apr-2020	In Progress	67,098.17				
HKBU_IEXP_14027	16-Apr-2020	In Progress	0.00				

Notifications

View

Open Notifications

Go

From	Subject	Sent	Due
There are no notifications in this view.			

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

Screen for illustration
purpose only

Create Expense Report (Cont'd)

- Create new expense report

ORACLE[®] Expense Reports

Expenses

Expenses Home | Expense Reports | Access Authorizations

General Information

Create Expense Report: General Information

* Indicates required field

Requestor

Reimbursement Currency

HKD - Hong Kong Dollar

Lee, Siu Man (FO) (123456)

Chan, Tai Man (FO) (234567)

Expense Template

General

Description

Claim expense for Research Committee

Additional Information

* GL Date

27-Apr-2020

* Subsistence Allowance

Duty Visit

Non Duty Visit

Notes:

1. For hospitality expenses, please provide name of activity/function, name of participated guest(s) and company, and the total number of participants.

2.

3.

Screen for illustration purpose only

- System will default Requestor to the login user
- A department user (e.g. department head) can authorise another user (e.g. an admin assistant) to input expense claims on his/her behalf. The admin assistant can select the corresponding Requestor.

Notes:

1. For hospitality expenses, please provide name of activity/function, name of participated guest(s) and company, and the total number of participants.
2.
3.

9

Create Expense Report (Cont'd)

- Users enter expense lines and select expense type for each line
- Account codes will be populated automatically based on the expense type

Expenses Home

Expense Reports

Access Authorizations

General Information

Cash and Other Expenses

Expense Allocations

Review

Create Expense Report: Cash and Other Expenses

Save

Cancel

Back

Step 2 of 4

Next

Receipt-Based Expenses

TIP

Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense.

TIP

Date Example: 16-APR-2020.

Select Expense Lines:

Duplicate

Remove

Show Receipt Currency

	Line	Date	Receipt Amount	Expense Type	Description	Reimbursable Amount (HKD)	Details
<input type="checkbox"/>	1	16-Apr-2020	100		Drinks for Research Committee Meeting	100.00	
<input type="checkbox"/>	2			352120-Honorarium to External Examiner			
<input type="checkbox"/>	3			356110-Hall Activities			
<input type="checkbox"/>	4			358110-Std Act			
<input type="checkbox"/>	5			358130-Std Act - DSA Discretion's Act			
<input type="checkbox"/>	6			361210-ST Staff Dev't			
<input type="checkbox"/>	7			361220-ST Staff Dev't - Grant			
<input type="checkbox"/>	8			361510-Staff Dev't ~ OS Performance			
<input type="checkbox"/>	9						

Screen for illustration purpose only

Create Expense Report (Cont'd)

- Account codes will be automatically populated according to the expense type.
- Users can change the COA, if necessary.

expenses

expenses Home | **Expense Reports** | Access Authorizations

General Information

Cash and Other Expenses

Expense Allocations

Review

Create Expense Report: Expense Allocations

Save

Cancel

Back

Step 3 of 4

Next

Use the fields below to update expense allocations for selected expense lines. Apply an amount split to a single expense line.
* Indicates required field

Select Expense Lines:

Update Allocations

Revert

My Allocations

Apply

Expand All | Collapse All

<input type="checkbox"/>	Focus	Line	Date	Expense Type	Receipt Amount	Reimbursable Amount (HKD)	Merchant	Location	Description	HKBU Accounting Flexfield
<input type="checkbox"/>		1	16-Apr-2020	381110-General Exp	100.00 HKD	100.00				11.11.2531.375310.000000.00.00 Entity.Fund.CCtr.Account.Project.Inter-Fund.Spare

Screen for illustration
purpose only

Create Expense Report (Cont'd)

- A "COA Search" function is available for users to search valid COAs

Search and Select: HKBU Accounting Flexfield

Cancel

Select

Search

* Entity

11

HKBU

* Fund

11

RG(NR)

* CCtr

2531

FO

* Account

* Project

* Inter-Fund

00

Default

* Spare

00

Default

Search

Clear

Results

Create

◀ Previous 1-10 of 134 ▼ Next 10 ▶

	Code Combination
<input type="radio"/>	11.11.2531.163118.100002.00.00
<input type="radio"/>	11.11.2531.163830.100002.00.00
<input type="radio"/>	11.11.2531.322110.100002.00.00
<input type="radio"/>	11.11.2531.322120.100002.00.00
<input type="radio"/>	11.11.2531.323110.100002.00.00
<input type="radio"/>	11.11.2531.323118.100002.00.00
<input type="radio"/>	11.11.2531.323130.100002.00.00

Create Expense Report (Cont'd)

- Users upload attachment(s)
- Users select approvers and submit claims

Screen for illustration purpose only

Expenses

Expenses Home **Expense Reports** Access Authorizations

General Information Cash and Other Expenses

Create Expense Report: Review

Review the expense report below before submission.

General Information

Name	Chan, Tai Man (FO) (234567)
Expense Dates	16-APR-2020 - 16-APR-2020
Cost Center	2531
Description	Claim expense for Research Committee

*** Subsistence Allowance** Duty Visit

Report Total 100.00 HKD

Reimbursement Amount 100.00 HKD

Reference to be printed on payment advice

Add Attachment

Attachment Type: File

Title:

Description:

Category: Receipts

File: Browse... No file selected.

Cancel Add Another Apply

None Add...

Optional Approver 1:

Optional Approver 2:

Optional Approver 3:

Optional Approver 4:

Default Approver: Raymond Lee

Save Cancel Back Step 4 of 4 **Submit**

User can select up to 5 approvers

- System will automatically default the approver as the Department Head
- User may enter an alternate approver (e.g. Project Investigator), if necessary
- System will check the specified approver to ensure that he/she has the authority to approve the expense report

☐ I hereby declare/certify that:-
(i) the e-copies attached herewith are true copies of invoices/receipts from suppliers/service providers; and
(ii) no item of this reimbursement claim has been reimbursed/paid by the University or any other organization(s)/person(s).

☐ For Budget Controller's self declaration
Please click if the expenditures are NOT for self-consumption

Sample check of Original Receipts

- Immediately after submission, system will alert user if the claim is sampled for provision of original receipts. Preparer and requestor will also receive email notifications.
- User just needs to print out the expense report, staple or clip it with the original receipts and send them to FO.
- If the claim is not sampled for checking, user only needs to keep the original receipts until the claim has been reimbursed.

Expenses

Expenses Home | Expense Reports | Access Authorizations

Confirmation

Expense report number HKBU_IEXP_14025 for 340.00 has been submitted to Raymond, for approval.

Expense Report HKBU_IEXP_14025

Selected for checking of original receipts

Return | Create New Expense Report | Printable Page

Confirmation

Expense report number HKBU_IEXP_14025 for 340.00 has been submitted to Raymond, for approval.

Expense Report HKBU_IEXP_14025 -Selected for original receipts checking

Submission Instructions

Original Receipts Instructions

* To send required receipts to Accounts Payable, print this page and attach all required receipts.

* Make a photocopy of this page and the receipts for your records.

* Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Recurrent Fund

Additional Instructions

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

General Information

Name

Chan, Tai Man (FO) (234567)

Expense Dates

16-APR-2020 - 16-APR-2020

Cost Center

2531

Description

Claim expense for Research Committee

Approver

Raymond,

Original Receipts Status

Not Required

Report Submit Date

16-APR-2020

None

* Subsistence Allowance

Others

Report Total

100.00 HKD

Reimbursement Amount

100.00 HKD

Expense Lines

Expense Allocations | Weekly Summary | Approval Notes [2]

Screen for illustration purpose only

Approve i-Expense Report

Approve Expense Report by Budget Controller

- Budget Controller and reviewer will receive email notifications for approval.
- Users can approve the claim by clicking the “approve” link on the email notification.
- Alternatively, users can login the Oracle FIS directly to approve the claim.

Home >

Expense Report HKBU_IEXP_14025 for Demo, Preparer (100 HKD) - selected for sample check.

Approve

Reject

Reassign

Request Information

From

Demo, Preparer

To

Demo, Preparer

Sent

01-Mar-2020


ID

12345


Description

Drinks for Research Committee Meeting

Attachments



Expense Details

Line	Description	CCtr	Project Code	Account	Currency	Amount	Amount (HKD)	Attachment
1	Drinks for Research Committee Meeting	2531	000000	375310	HKD	100	100	
Total Amount (HKD)							100	

Approval Sequence

No.	Role	Name	Action	Action Date	Remarks
1	Preparer	CHAN, TAI MAN	Submitted	01-Mar-2020	
2	Approver 1	SUSAN LO	Approved	01-Mar-2020	
3	Approver 2	Raymond Lee	Pending		

☐

View Expense Report

Approver Notes:

Confirmed the drinks expense for RC meeting

Screen for illustration
purpose only

Duty Visit

Duty Visit

ORACLE Expense Reports

Expenses

Expenses Home | Expense Reports | Access Authorizations

General Information

Cash and Other Expenses

Create Expense Report: General Information

* Indicates required field

Requestor

Chan Tai Man (FO)

Reimbursement Currency

HKD - Hong Kong Dollar

Expense Template

General

Description

Duty Visit to Melbourne

Additional Information

* GL Date

27-Apr-2020

* Subsistence Allowance

Duty Visit

Non Duty Visit

Notes:
1. For hospitality expenses, please provide name of activity/function, name of participated guest(s) and company, and the total number of participants.

Screen for illustration
purpose only

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Duty Visit - Accommodation

Expenses

Expenses Home

Expense Reports

Access Authorizations

General Information

Cash and Other Expenses

Expense Allocations

Review

Update Expense Report: Cash and Other Expenses

Save

Cancel

Back

Step 2 of 4

Next

Staff Expense

Subsistence Allowance

Receipt-Based Expenses [1,700.00]

Receipt-Based Expenses

TIP Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense

TIP Date Example: 21-APR-2020.

Select Expense Lines:

Duplicate

Remove

Show Receipt Currency

<input type="checkbox"/>	Line	Date		Receipt Amount	Expense Type	Description	Reimbursable Amount (HKD)	Details
<input type="checkbox"/>	1	01-Mar-2020		500.00	381120-Accommodation	Accommodation for the duty visit	500.00	
<input type="checkbox"/>	2	05-Mar-2020		1,200.00	381290-Airfare	Round trip for the duty visit	1,200.00	
<input type="checkbox"/>	3							
<input type="checkbox"/>	4							
<input type="checkbox"/>	5							

Input Airfare

If accommodation is paid separately, a maximum of 40% of daily subsistence allowance will be payable.

Screen for illustration

Screen for illustration
purpose only

Duty Visit - Airfare

Staff Expense

Subsistence Allowance

Receipt-Based Expenses [1,700.00]

Receipt-Based Expenses

TIP

Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense.

TIP

Date Example: 21-APR-2020.

Select Expense Lines:

Duplicate

Remove

Show Receipt Currency

<input type="checkbox"/>	Line	Date	Receipt Amount	Expense Type	Description	Reimbursable Amount (HKD)	Details
<input type="checkbox"/>	1	01-Mar-2020	500.00	381120-Accommodation	Accommodation for the duty visit	500.00	
<input type="checkbox"/>	2	05-Mar-2020	1,200.00	381290-Airfare	Round trip for the duty visit	1,200.00	
<input type="checkbox"/>	3						
<input type="checkbox"/>	4						
<input type="checkbox"/>	5						

* Indicates required field

* Expense Type

Airfare

* Start Date

05-Mar-2020

* Receipt Amount

1,200.00

* Receipt Currency

HKD - Hong Kong Dollar

Exchange Rate

1

Reimbursable Amount

1,200.00 HKD

* Justification

Flight for business class from Hong Kong to Melbourne

* Expense Location

* Merchant Name

CX

☐ Original Receipt Missing

None

Add...

Additional Information

* Class of Ticket

Business

Ticket Number

Location From

Location To

Duration (hrs)

- If a flight class above economy is selected for airfare, users are required to input justification.

Screen for illustration
purpose only

Duty Visit – Daily Subsistence Allowance

- Input trip details

General Information

Cash and Other Expenses

Expense Allocations

Review

Update Expense Report: Cash and Other Expenses

Save

Cancel

Back

Step 2 of 4

Next

Staff Expense

Subsistence Allowance

TIP

Enter one expense line for each travel destination. To enter additional information including deductions information, click Details.

TIP

Date Example: 16-APR-2020.

Select Expense Lines:

Duplicate

Remove

 |

<input type="checkbox"/>	Line	Start Date	Expense Type	Destination	Description	Number Of Nights / Day-trip	Reimbursable Amount (HKD)	Details
<input type="checkbox"/>	1	01-Mar-2020	381160-Daily Subsistence Allowance	Melbourne	Duty visit to Melbourne in March	10		
<input type="checkbox"/>	2							
<input type="checkbox"/>	3							
<input type="checkbox"/>	4							
<input type="checkbox"/>	5							

Screen for illustration
purpose only

Duty Visit – Daily Subsistence Allowance

- System will automatically calculate the daily subsistence allowance based on the input, such as start and end dates, no. of nights, destination, etc.

General Information

Cash and Other Expenses

Expense Allocations

Review

Cash and Other Expenses: Details for Line 1

* Indicates required field

* Expense Type381160-Daily Subsistence Allowance

* Start Date01-Mar-2020

End Date10-Mar-2020

* Number of Night/Day-trip10

Reimbursable Amount

Calculate Amount

JustificationDuty visit to Melbourne in March

* DestinationMelbourne

Calculated subsistence allowance

Reimbursement Summary

Previous 1021-28 of 28Next

Date	Reimbursable Amount (HKD)
01-Mar-2020	2,396.08
02-Mar-2020	2,396.08
03-Mar-2020	2,396.08
04-Mar-2020	2,396.08
05-Mar-2020	2,396.08
06-Mar-2020	2,396.08
07-Mar-2020	2,396.08
08-Mar-2020	2,396.08
09-Mar-2020	2,396.08
10-Mar-2020	2,396.08
Total	23,960.84


Screen for illustration purpose only

Hospitality

Hospitality Expenses


Receipt-Based Expenses [700.00]
































Receipt-Based Expenses

 **TIP** Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense,

 **TIP** Date Example: 28-APR-2020.

Screen for illustration
purpose only

Select Expense Lines: Duplicate Remove | Show Receipt Currency | 

<input type="checkbox"/>	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (HKD)	Details
<input type="checkbox"/>	1	30-Mar-2020 	700.00	362110-Hospitality 	<input type="text"/>	700.00	
<input type="checkbox"/>	2	<input type="text"/> 	<input type="text"/>	<input type="text"/> 	<input type="text"/>		
<input type="checkbox"/>	3	<input type="text"/> 	<input type="text"/>	<input type="text"/> 	<input type="text"/>		
<input type="checkbox"/>	4	<input type="text"/> 	<input type="text"/>	<input type="text"/> 	<input type="text"/>		
<input type="checkbox"/>	5	<input type="text"/> 	<input type="text"/>	<input type="text"/> 	<input type="text"/>		
<input type="checkbox"/>	6	<input type="text"/> 	<input type="text"/>	<input type="text"/> 	<input type="text"/>		
<input type="checkbox"/>	7	<input type="text"/> 	<input type="text"/>	<input type="text"/> 	<input type="text"/>		
<input type="checkbox"/>	8	<input type="text"/> 	<input type="text"/>	<input type="text"/> 	<input type="text"/>		
<input type="checkbox"/>	9	<input type="text"/> 	<input type="text"/>	<input type="text"/> 	<input type="text"/>		
<input type="checkbox"/>	10	<input type="text"/> 	<input type="text"/>	<input type="text"/> 	<input type="text"/>		
 Total						700.00	

**Note: For guest and internal meal expenses, please provide attendee details in the justification field.

Hospitality Expenses

- Input no. of attendees for calculation of spending amount per head
- Enter attendee details in the justification field, or attach the list of attendees as an attachment

ORACLE Expense Reports

[Expenses](#)

[Expenses Home](#) | [Expense Reports](#) | [Access Authorizations](#)

General Information

Cash and Other Expenses: Details for Line 2

* Indicates required field

* Expense Type	362110-Hospitality		Justification Guest meal with Dr. Chan (CHEM), Prof. Cheung (PHYS), Dr. Wong (BIOL) and Peter Chan (Guest)	
* Start Date	30-Mar-2020			
* Receipt Amount	700.00			
* Receipt Currency	HKD - Hong Kong Dollar			
Exchange Rate	1		Expense Location	
Reimbursable Amount	700.00	HKD	Merchant Name	
			<input type="checkbox"/> Original Receipt Missing	
			None	Add...

Attendee and Recipient Details

Number of Attendees or Recipients Guests Staff ☐ Students

Screen for illustration
purpose only

One-Level Up Approval and Self-Consumption for Budget Controllers

One-level Up Approval and Self-Consumption for Budget Controllers

- All the staff claims are required to be approved by the appropriate budget controllers.
- The Audit Committee requires one-level up approval for self-consumed expenses upon implementation of i-Expense module.
- For example:
 - System will set default approver as budget controller / one-level up approver for budget controller.
 - If the requestor is the same person as the budget controller (approver), system will not allow the budget controller to approve the claim. Only when the budget controller declares that the expenditures are NOT for self-consumption, he/she can then approve the claim.

Expenses

Expenses Home | **Expense Reports** | Access Authorizations

General Information | Cash and Other Expenses | Expense Allocations | **Review**

Create Expense Report: Review

Review the expense report below before submission.

General Information

Requestor: **Chan, Tai Man (FO) (234567)** None Add...

Expense Dates: 16-APR-2020 - 16-APR-2020

Cost Center: 2531

Description: Claim expense for Research Committee

* Subsistence Allowance	Duty Visit
Report Total	100.00 HKD
Reimbursement Amount	100.00 HKD

Reference to be printed on payment advice

Optional Approver 1:

Optional Approver 2:

Optional Approver 3:

Optional Approver 4:

Default Approver: **Chan, Tai Man (FO)**

☐ I hereby declare/certify that:-
(i) the e-copies attached herewith are the true copies of invoices/receipts from suppliers/service providers; and
(ii) no item of this reimbursement claim has been reimbursed/paid by the University or any other organization(s)/person(s).

☐ For Budget Controller's self declaration
Please click if the expenditures are NOT for self-consumption

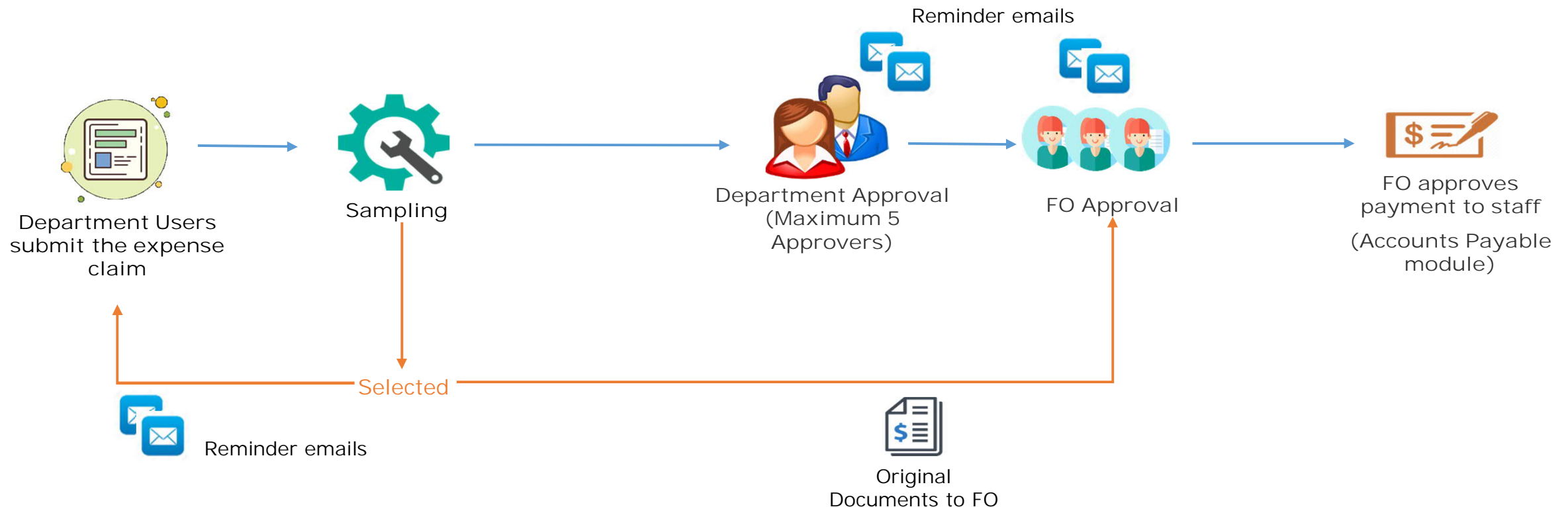
Save Cancel Back Step 4 of 4 Submit

Screen for illustration
purpose only

Special Rules for e-Workflow on Reimbursement of Staff's Expense Claims

Special Rules for e-Workflow on Reimbursement of Staff's Expense Claims

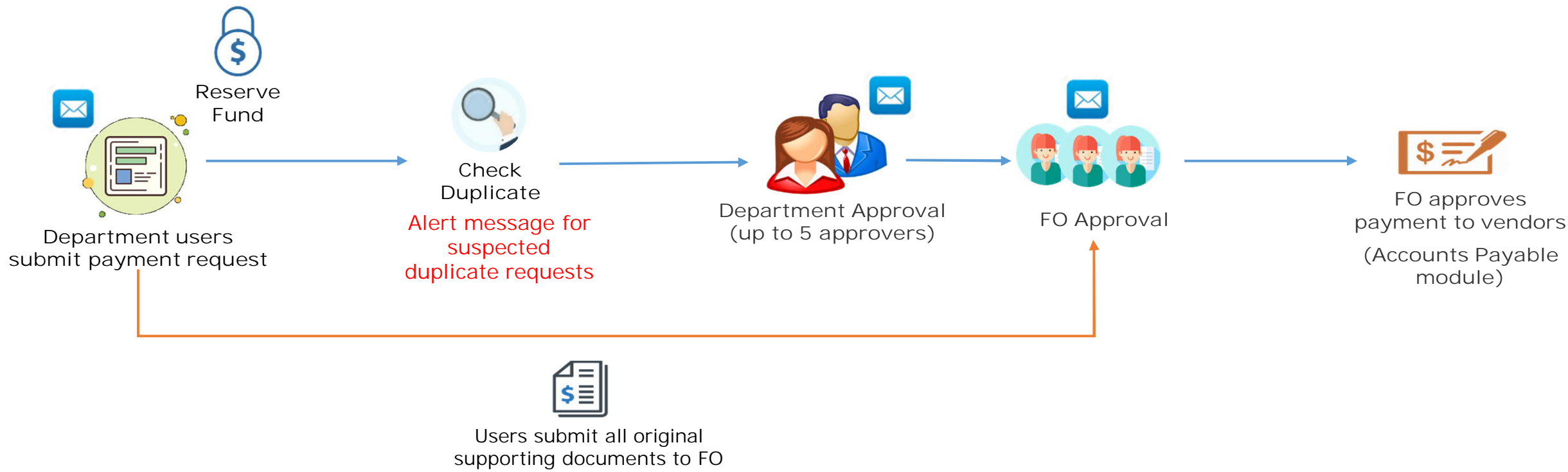
- Reminder emails will be sent by system to requestor and budget controller on outstanding expense claims.
- Expense claims will be rejected by system automatically for the following long overdue cases:
 - For sampled claims, if the original copies of supporting documents have NOT been received by FO for more than 3 months after submission; or
 - If the expense claims have not been approved by budget controller for more than 3 months after submission.
- System will NOT allow input of expense claims with receipt dates beyond a certain period, say 6 months.



Payment to Vendors

e-Workflow on Payment Requisitions to Vendors (PRV)

- Similar to the existing electronic Purchase Requisition process to input payment request in FIS and attach the scanned copies of supporting documents.
- Confirmation of Goods Receipt is NOT required as it has already been received by users.
- To align with the practice for payment to vendors for Purchase Order, all supporting documents will be sent to FO for checking and retention.



Payment Requisition - Input

ORACLE

Shopping Cart

Home

Clock

Star

Gears

2

Logged In As: SETUP

Help

Power

General Information

Approvals

Review

General Information

Preparer Chan Tai Man

Requestor Chan Tai Man

Supplier Information

Supplier PCCW Limited

* Supplier Site PAY001

Attachment (e.g. supporting doc, IR56M)

Other Information

TT Payment Type

TT Payment Details

System will default Requestor to the login user

A department user (e.g. department head) can authorise another user (e.g. an admin assistant) to input a request on his/her behalf. The admin assistant can select the corresponding Requestor.

Cancel

Save

Next

Suggested Supplier

Quick Select	Supplier No.	Supplier Name
	12345	PCCW Limited
	54321	ABC Limited

No.	Payee Name	Address	Bank Name	Branch Number	Account Number	Payment Method
PAY001	Y** L***	1 Connaught Road, Central	Hang Seng Bank	021	*****1234	Autopay
PAY002	Y** L***	2 Connaught Road, Central	Citi Bank	011	*****5678	Autopay

Add Attachment

Attachment Type File

Title

Description

Category Receipts

File Browse... No file selected.

Cancel Add Another Apply

Select the supplier from the supplier list if it is an existing supplier

For new suppliers, please refer to slide 39

Notes:

For tax reporting on service payment made to individual service providers (IR56M) of HK\$5,000 or more per transaction, the requesting Office/Department should complete "Personal Data Collection Form for Service Agreement" which can be downloaded from FO's website (http://fohome.hkbu.edu.hk/fopage.html >Staff Intranet >Download Centre >Item 10.3)

About this Page

Screen for illustration purpose only

Payment Requisition - Input (Cont'd)

Similar to PR, select category code and the charge account will be automatically populated.

Users can change the default exchange rate, if necessary

ORACLE iProcurement

General Information

PRV Lines

Approvals

Submit

Requisition Lines

Quick Select

Category	Description
C02.01.060	Computer, Hardware, Workstation - NFA
C02.01.061	Computer, Hardware, Workstation - FA

Back

Cancel

Save

Next

Line	Category	Item Description	Invoice Number	Invoice Date	Currency	Amount	Exchange Rate	Amount in HKD	Attachment	Distribution	Delete
1	C02.01.060	Installation and ..	INV00245	17-Apr-2020	USD	240	7.8	1,872.00			
2	C02.01.060	HPE StoreOnce 7 ..	INV00374	28-Apr-2020	USD	150	7.8	1,170.00			
Total								3,042.00			

Cancel

Save

Return

Distribution	HKBU Accounting Flexfield	GL Date	Amount in HKD	Delete
1	11.11.2531.381210.100036.00.00	28-Apr-2020	3,042.00	
Total			3,042.00	

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About this Page

Screen for illustration purpose only

Payment Requisition - Input (Cont'd)

- Select reviewer and budget controllers

The screenshot displays the Oracle Payment Requisition - Input (Cont'd) interface. At the top, the Oracle logo is on the left, and navigation icons (shopping cart, home, clock, star, gear, bell with 2 notifications) and the user 'Logged In As SETUP' are on the right. A progress bar below the header shows four steps: General Information, PRV Lines, Approvals (current step, highlighted with a blue dot), and Submit. Below the progress bar, the title 'Approvals' is on the left, and a row of buttons (Back, Cancel, Save, Check Fund, Submit) is on the right. The main content area starts with the text 'Your requisition will be sent to the following list of approvers.' followed by the heading 'Approvals'. Below this is a flow diagram showing a document icon pointing to a 'Reviewer' box, which then points to an 'Approver' box. To the right, a modal window titled 'Approvers' is open. It has a close button (X) in the top right. Under the heading '* Actions', there are five radio buttons: 'Insert Approver' (selected), 'Insert Viewer', 'Change Managerial Approver', 'Delete Approver/Viewer', and 'Reset Approval List'. Below this, the '* Approver' field contains the text 'Approver 1' and a search icon. Under the heading '* Add to Location', there is a dropdown menu showing 'First Approver'. At the bottom of the modal are 'Cancel' and 'Submit' buttons. A red box highlights the 'Manage Approvals' button in the top right corner of the main content area. Another red box highlights the '* Approver' field in the modal. A grey arrow points from the text 'Screen for illustration purpose only' to the modal window.

ORACLE

General Information PRV Lines Approvals Submit

Approvals Back Cancel Save Check Fund Submit

Your requisition will be sent to the following list of approvers.

Approvals

Reviewer Approver

Approvers

* Actions

- ☒ Insert Approver
- ☐ Insert Viewer
- ☐ Change Managerial Approver
- ☐ Delete Approver/Viewer
- ☐ Reset Approval List

* Approver Approver 1

* Add to Location First Approver

Cancel Submit

Manage Approvals

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Payment Requisition - Input (Cont'd)

- Perform declarations and fund checking before submission

ORACLE

General Information PRV Lines Approvals Check funds before submission Submit

Approvals

Back Cancel Save Check Fund Submit

Your requisition will be sent to the following list of approvers.

Approvals

Reviewer Approver

Manage Approvals

Check declaration before submission

☐ For Budget Controller's self declaration
Please click if the expenditures are NOT for self-consumption

☐ This payment is a reportable income payable to an individual and it is not a reimbursement.
Note: For tax reporting on service payment made to individual service providers (IR56M) of HK\$5,000 or more per transaction, the requesting Office/Department should complete "Personal Data Collection Form for Service Agreement" which can be downloaded from FO's website (<http://fohome.hkbu.edu.hk/fopage.html> >Staff Intranet >Download Centre >Item 10.3)

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Payment Requisition - Submit

- Print PRV report, staple or clip it with the original receipts and send them to FO
- For PRV, all original receipts will be retained by FO

Payment Requisition - Summit

- System will prompt an alert message for potential duplicate claims
- Approvers will also see the alert message

The screenshot displays the Oracle Payment Requisition - Summit interface. At the top, a red warning message states: "*Warning: This claim may be duplicated with PRV No. XXX. Please check." Below this, a progress bar shows four steps: General Information, PRV Lines, Approvals (current step), and Submit. The Approvals section is titled "Approvals" and contains a "Manage Approvals" button. A flow diagram shows a "Reviewer (FO)" box pointing to an "Approver (FO)" box. Below the diagram, there are two checkboxes: "For Budget Controller's self declaration" and "This payment is a reportable income payable to an individual and it is not a reimbursement." The second checkbox is selected. A note below the checkboxes states: "Note: For tax reporting on service payment made to individual service providers (IR56M) of HK\$5,000 or more per transaction, the requesting Office/Department should complete 'Personal Data Collection Form for Service Agreement' which can be downloaded from FO's website (<http://fohome.hkbu.edu.hk/fopage.html>) >Staff Intranet >Download". The footer includes "Copyright (c) 1998, 2000 Oracle Corporation. All rights reserved." and "About this Page".

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*Warning: This claim may be duplicated with PRV No. XXX. Please check.

General Information PRV Lines Approvals Submit

Approvals

Back Cancel Save Check Fund Submit

Your requisition will be sent to the following list of approvers.

Approvals

Manage Approvals

Reviewer (FO) Approver (FO)

☐ For Budget Controller's self declaration
Please click if the expenditures are NOT for self-consumption

☒ This payment is a reportable income payable to an individual and it is not a reimbursement.
Note: For tax reporting on service payment made to individual service providers (IR56M) of HK\$5,000 or more per transaction, the requesting Office/Department should complete "Personal Data Collection Form for Service Agreement" which can be downloaded from FO's website (<http://fohome.hkbu.edu.hk/fopage.html>) >Staff Intranet >Download

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Payment Requisition for New Supplier

- Input supplier information and payment details under “Suggested Supplier” if the supplier is not an existing supplier in Oracle FIS

The screenshot shows the Oracle Payment Requisition form. The top navigation bar includes the Oracle logo and a progress indicator with four steps: General Information (selected), PRV Lines, Approvals, and Review. Below the progress bar, the 'General Information' section contains fields for Preparer (Chan Tai Man) and Requestor (Chan Tai Man). The 'Supplier Information' section has fields for Supplier (with a search icon), * Supplier Site (with a search icon), and Attachment (with a document icon). The 'Other Information' section has fields for TT Payment Type and TT Payment Details. A red box highlights the 'Suggested Supplier' link in the Supplier field. At the bottom, there is a 'Notes' section with a bullet point regarding tax reporting for service providers.

ORACLE

General Information PRV Lines Approvals Review

General Information

Preparer Chan Tai Man

Requestor Chan Tai Man

Supplier Information

Supplier [Suggested Supplier](#)

* Supplier Site

Attachment (e.g. supporting doc, IR56M)

Other Information

TT Payment Type

TT Payment Details

Notes:

- For tax reporting on service payment made to individual service providers (IR56M) of HK\$5,000 or more per transaction, the requesting Office/Department should complete "Personal Data Collection Form for Service Agreement" which can be downloaded from FO's website (<http://fohome.hkbu.edu.hk/fopage.html> > Staff Intranet > Download Centre > Item 10.3)

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This detailed view shows the 'Suggested Supplier Information' form. It includes a title bar with 'Clear All' and 'Save' buttons. The form is divided into several sections: 'Type of Supplier' with radio buttons for Individual and Company; '*Supplier Name' with a text field containing 'John Lee Ltd'; 'Attachment' and 'Remarks' with text fields; 'Address', 'Contact Person', and 'Banking Details' with expandable sections indicated by chevrons; 'Bank Name', 'Bank Number', and 'Branch Name' with text fields; 'For e-Cheque', 'Intermediate Bank Account Details', and 'For Bank Wire transfer' with expandable sections indicated by chevrons.

Suggested Supplier Information Clear All Save

*Type of Supplier Individual ☐ Company ☐

*Supplier Name John Lee Ltd

Attachment

Remarks

Address

Contact Person

Banking Details

Bank Name

Bank Number

Branch Name

For e-Cheque

Intermediate Bank Account Details

For Bank Wire transfer

Screen for illustration
purpose only

Payment Requisition for New Supplier (Cont'd)

- Input supplier information and payment details under “Suggested Supplier Information”

Suggested Supplier Information

Clear All

Save

*Type of Supplier

Individual ☐

Company ☒

*Supplier Name

John Lee Ltd

Attachment

Remarks

Please create supplier pay site

Address

Contact Person

Banking Details

Bank Name

HSBC

Bank Number

004

Branch Name

1 Central Road

For e-Cheque

Intermediate Bank Account Details

For Bank Wire transfer

Address

* Country

China

* Address Line

2-12 XXX Street, Tsuen Wan

* City

Hong Kong

Contact Person

* Name

Chan Tai man

* Email address

xxx@gmail.com

Contact Person Phone

98000002

HKID

Sex

Marital Status

Salutation

Passport No.

Country of Issue

Site Remarks

Email address (for e-cheque)

Screen for illustration
purpose only

Payment Requisition - Approval

- Budget Controller and reviewer will receive email notifications for approval.
- Users can approve the request by clicking the "approve" link on the email notification.
- Alternatively, users can login Oracle FIS directly to approve the request.

Home >

PRV 100113 for Demo, Preparer (12,800 HKD)

Approve

Reject

Reassign

Request Information

From

Demo, Preparer

To

Demo, Preparer

Sent

01-Mar-2020


ID

12345


Description

Canon Printer BJ29088

Attachment




PRV Requisition Line


Line	Description	CCTR	Project Code	Account	Currency	Amount	Amount (HKD)	Attachment
1	Canon Printer BJ29088	2531	000000	381120	HKD	12,800	12,800	
Total Amount (HKD)							12,800	

Approval Sequence

01-	Role	Name	Action	Action Date	Remarks
1	Preparer	CHAN, TAI MAN	Submitted	01-Mar-2020	
2	Approver 1	SUSAN LO	Approved	01-Mar-2020	
3	Approver 2	SUNNY MA	Pending		
4	Approver 3	ALEX YIP	Pending		

Related Applications

 [Edit Requisition](#)

 [View Requisition Details](#)

Approvers can view / edit requisition details

Approvers Notes:

Screen for illustration purpose only

Service Payment to Individual Service Providers

Service Payment to Individual Service Providers

- For Payment to Vendor (Individual Supplier) with amount greater than HKD 5,000, it is mandatory to upload the IR56M form.

The screenshot displays the Oracle web interface for 'Service Payment to Individual Service Providers'. The top navigation bar includes the Oracle logo, a shopping cart icon, a home icon, a clock icon, a star icon, a gear icon, a notification bell with a '2' badge, and a 'Logged In As: SETUP' user profile. Below the navigation bar is a progress bar with four steps: 'General Information', 'PRV Lines', 'Approvals', and 'Submit'. The 'Approvals' step is currently active. Below the progress bar, the title 'Approvals' is displayed on the left, and a row of buttons ('Back', 'Cancel', 'Save', 'Check Fund', 'Submit') is on the right. The main content area is titled 'Your requisition will be sent to the following list of approvers: Approvals'. It features a flow diagram showing a 'Reviewer (FO)' box followed by an 'Approver (FO)' box, with a 'Manage Approvals' button to the right. Below the flow diagram, there is a checkbox labeled 'For Budget Controller's self declaration' with the text 'Please click if the expenditures are NOT for self-consumption.' and a note: 'If the checkbox is ticked, and the PRV amount is greater than HKD 5,000, it is mandatory to upload an attachment (IR56M)'. At the bottom, there is a checkbox labeled 'This payment is a reportable income payable to an individual and it is not a reimbursement.' with a note: 'Note: For tax reporting on service payment made to individual service providers (IR56M) of HK\$5,000 or more per transaction, the requesting Office/Department should complete "Personal Data Collection Form for Service Agreement" which can be downloaded from FO's website (<http://fohome.hkbu.edu.hk/fopage.html>) > Staff Intranet > Download'. The footer contains 'Copyright (c) 1998, 2000, 2002, 2004, 2006, 2008, 2010, 2012, 2014, 2016, 2018, 2020, 2022, 2024, 2026, 2028, 2030, 2032, 2034, 2036, 2038, 2040, 2042, 2044, 2046, 2048, 2050, 2052, 2054, 2056, 2058, 2060, 2062, 2064, 2066, 2068, 2070, 2072, 2074, 2076, 2078, 2080, 2082, 2084, 2086, 2088, 2090, 2092, 2094, 2096, 2098, 2100, 2102, 2104, 2106, 2108, 2110, 2112, 2114, 2116, 2118, 2120, 2122, 2124, 2126, 2128, 2130, 2132, 2134, 2136, 2138, 2140, 2142, 2144, 2146, 2148, 2150, 2152, 2154, 2156, 2158, 2160, 2162, 2164, 2166, 2168, 2170, 2172, 2174, 2176, 2178, 2180, 2182, 2184, 2186, 2188, 2190, 2192, 2194, 2196, 2198, 2200, 2202, 2204, 2206, 2208, 2210, 2212, 2214, 2216, 2218, 2220, 2222, 2224, 2226, 2228, 2230, 2232, 2234, 2236, 2238, 2240, 2242, 2244, 2246, 2248, 2250, 2252, 2254, 2256, 2258, 2260, 2262, 2264, 2266, 2268, 2270, 2272, 2274, 2276, 2278, 2280, 2282, 2284, 2286, 2288, 2290, 2292, 2294, 2296, 2298, 2300, 2302, 2304, 2306, 2308, 2310, 2312, 2314, 2316, 2318, 2320, 2322, 2324, 2326, 2328, 2330, 2332, 2334, 2336, 2338, 2340, 2342, 2344, 2346, 2348, 2350, 2352, 2354, 2356, 2358, 2360, 2362, 2364, 2366, 2368, 2370, 2372, 2374, 2376, 2378, 2380, 2382, 2384, 2386, 2388, 2390, 2392, 2394, 2396, 2398, 2400, 2402, 2404, 2406, 2408, 2410, 2412, 2414, 2416, 2418, 2420, 2422, 2424, 2426, 2428, 2430, 2432, 2434, 2436, 2438, 2440, 2442, 2444, 2446, 2448, 2450, 2452, 2454, 2456, 2458, 2460, 2462, 2464, 2466, 2468, 2470, 2472, 2474, 2476, 2478, 2480, 2482, 2484, 2486, 2488, 2490, 2492, 2494, 2496, 2498, 2500, 2502, 2504, 2506, 2508, 2510, 2512, 2514, 2516, 2518, 2520, 2522, 2524, 2526, 2528, 2530, 2532, 2534, 2536, 2538, 2540, 2542, 2544, 2546, 2548, 2550, 2552, 2554, 2556, 2558, 2560, 2562, 2564, 2566, 2568, 2570, 2572, 2574, 2576, 2578, 2580, 2582, 2584, 2586, 2588, 2590, 2592, 2594, 2596, 2598, 2600, 2602, 2604, 2606, 2608, 2610, 2612, 2614, 2616, 2618, 2620, 2622, 2624, 2626, 2628, 2630, 2632, 2634, 2636, 2638, 2640, 2642, 2644, 2646, 2648, 2650, 2652, 2654, 2656, 2658, 2660, 2662, 2664, 2666, 2668, 2670, 2672, 2674, 2676, 2678, 2680, 2682, 2684, 2686, 2688, 2690, 2692, 2694, 2696, 2698, 2700, 2702, 2704, 2706, 2708, 2710, 2712, 2714, 2716, 2718, 2720, 2722, 2724, 2726, 2728, 2730, 2732, 2734, 2736, 2738, 2740, 2742, 2744, 2746, 2748, 2750, 2752, 2754, 2756, 2758, 2760, 2762, 2764, 2766, 2768, 2770, 2772, 2774, 2776, 2778, 2780, 2782, 2784, 2786, 2788, 2790, 2792, 2794, 2796, 2798, 2800, 2802, 2804, 2806, 2808, 2810, 2812, 2814, 2816, 2818, 2820, 2822, 2824, 2826, 2828, 2830, 2832, 2834, 2836, 2838, 2840, 2842, 2844, 2846, 2848, 2850, 2852, 2854, 2856, 2858, 2860, 2862, 2864, 2866, 2868, 2870, 2872, 2874, 2876, 2878, 2880, 2882, 2884, 2886, 2888, 2890, 2892, 2894, 2896, 2898, 2900, 2902, 2904, 2906, 2908, 2910, 2912, 2914, 2916, 2918, 2920, 2922, 2924, 2926, 2928, 2930, 2932, 2934, 2936, 2938, 2940, 2942, 2944, 2946, 2948, 2950, 2952, 2954, 2956, 2958, 2960, 2962, 2964, 2966, 2968, 2970, 2972, 2974, 2976, 2978, 2980, 2982, 2984, 2986, 2988, 2990, 2992, 2994, 2996, 2998, 3000, 3002, 3004, 3006, 3008, 3010, 3012, 3014, 3016, 3018, 3020, 3022, 3024, 3026, 3028, 3030, 3032, 3034, 3036, 3038, 3040, 3042, 3044, 3046, 3048, 3050, 3052, 3054, 3056, 3058, 3060, 3062, 3064, 3066, 3068, 3070, 3072, 3074, 3076, 3078, 3080, 3082, 3084, 3086, 3088, 3090, 3092, 3094, 3096, 3098, 3100, 3102, 3104, 3106, 3108, 3110, 3112, 3114, 3116, 3118, 3120, 3122, 3124, 3126, 3128, 3130, 3132, 3134, 3136, 3138, 3140, 3142, 3144, 3146, 3148, 3150, 3152, 3154, 3156, 3158, 3160, 3162, 3164, 3166, 3168, 3170, 3172, 3174, 3176, 3178, 3180, 3182, 3184, 3186, 3188, 3190, 3192, 3194, 3196, 3198, 3200, 3202, 3204, 3206, 3208, 3210, 3212, 3214, 3216, 3218, 3220, 3222, 3224, 3226, 3228, 3230, 3232, 3234, 3236, 3238, 3240, 3242, 3244, 3246, 3248, 3250, 3252, 3254, 3256, 3258, 3260, 3262, 3264, 3266, 3268, 3270, 3272, 3274, 3276, 3278, 3280, 3282, 3284, 3286, 3288, 3290, 3292, 3294, 3296, 3298, 3300, 3302, 3304, 3306, 3308, 3310, 3312, 3314, 3316, 3318, 3320, 3322, 3324, 3326, 3328, 3330, 3332, 3334, 3336, 3338, 3340, 3342, 3344, 3346, 3348, 3350, 3352, 3354, 3356, 3358, 3360, 3362, 3364, 3366, 3368, 3370, 3372, 3374, 3376, 3378, 3380, 3382, 3384, 3386, 3388, 3390, 3392, 3394, 3396, 3398, 3400, 3402, 3404, 3406, 3408, 3410, 3412, 3414, 3416, 3418, 3420, 3422, 3424, 3426, 3428, 3430, 3432, 3434, 3436, 3438, 3440, 3442, 3444, 3446, 3448, 3450, 3452, 3454, 3456, 3458, 3460, 3462, 3464, 3466, 3468, 3470, 3472, 3474, 3476, 3478, 3480, 3482, 3484, 3486, 3488, 3490, 3492, 3494, 3496, 3498, 3500, 3502, 3504, 3506, 3508, 3510, 3512, 3514, 3516, 3518, 3520, 3522, 3524, 3526, 3528, 3530, 3532, 3534, 3536, 3538, 3540, 3542, 3544, 3546, 3548, 3550, 3552, 3554, 3556, 3558, 3560, 3562, 3564, 3566, 3568, 3570, 3572, 3574, 3576, 3578, 3580, 3582, 3584, 3586, 3588, 3590, 3592, 3594, 3596, 3598, 3600, 3602, 3604, 3606, 3608, 3610, 3612, 3614, 3616, 3618, 3620, 3622, 3624, 3626, 3628, 3630, 3632, 3634, 3636, 3638, 3640, 3642, 3644, 3646, 3648, 3650, 3652, 3654, 3656, 3658, 3660, 3662, 3664, 3666, 3668, 3670, 3672, 3674, 3676, 3678, 3680, 3682, 3684, 3686, 3688, 3690, 3692, 3694, 3696, 3698, 3700, 3702, 3704, 3706, 3708, 3710, 3712, 3714, 3716, 3718, 3720, 3722, 3724, 3726, 3728, 3730, 3732, 3734, 3736, 3738, 3740, 3742, 3744, 3746, 3748, 3750, 3752, 3754, 3756, 3758, 3760, 3762, 3764, 3766, 3768, 3770, 3772, 3774, 3776, 3778, 3780, 3782, 3784, 3786, 3788, 3790, 3792, 3794, 3796, 3798, 3800, 3802, 3804, 3806, 3808, 3810, 3812, 3814, 3816, 3818, 3820, 3822, 3824, 3826, 3828, 3830, 3832, 3834, 3836, 3838, 3840, 3842, 3844, 3846, 3848, 3850, 3852, 3854, 3856, 3858, 3860, 3862, 3864, 3866, 3868, 3870, 3872, 3874, 3876, 3878, 3880, 3882, 3884, 3886, 3888, 3890, 3892, 3894, 3896, 3898, 3900, 3902, 3904, 3906, 3908, 3910, 3912, 3914, 3916, 3918, 3920, 3922, 3924, 3926, 3928, 3930, 3932, 3934, 3936, 3938, 3940, 3942, 3944, 3946, 3948, 3950, 3952, 3954, 3956, 3958, 3960, 3962, 3964, 3966, 3968, 3970, 3972, 3974, 3976, 3978, 3980, 3982, 3984, 3986, 3988, 3990, 3992, 3994, 3996, 3998, 4000, 4002, 4004, 4006, 4008, 4010, 4012, 4014, 4016, 4018, 4020, 4022, 4024, 4026, 4028, 4030, 4032, 4034, 4036, 4038, 4040, 4042, 4044, 4046, 4048, 4050, 4052, 4054, 4056, 4058, 4060, 4062, 4064, 4066, 4068, 4070, 4072, 4074, 4076, 4078, 4080, 4082, 4084, 4086, 4088, 4090, 4092, 4094, 4096, 4098, 4100, 4102, 4104, 4106, 4108, 4110, 4112, 4114, 4116, 4118, 4120, 4122, 4124, 4126, 4128, 4130, 4132, 4134, 4136, 4138, 4140, 4142, 4144, 4146, 4148, 4150, 4152, 4154, 4156, 4158, 4160, 4162, 4164, 4166, 4168, 4170, 4172, 4174, 4176, 4178, 4180, 4182, 4184, 4186, 4188, 4190, 4192, 4194, 4196, 4198, 4200, 4202, 4204, 4206, 4208, 4210, 4212, 4214, 4216, 4218, 4220, 4222, 4224, 4226, 4228, 4230, 4232, 4234, 4236, 4238, 4240, 4242, 4244, 4246, 4248, 4250, 4252, 4254, 4256, 4258, 4260, 4262, 4264, 4266, 4268, 4270, 4272, 4274, 4276, 4278, 4280, 4282, 4284, 4286, 4288, 4290, 4292, 4294, 4296, 4298, 4300, 4302, 4304, 4306, 4308, 4310, 4312, 4314, 4316, 4318, 4320, 4322, 4324, 4326, 4328, 4330, 4332, 4334, 4336, 4338, 4340, 4342, 4344, 4346, 4348, 4350, 4352, 4354, 4356, 4358, 4360, 4362, 4364, 4366, 4368, 4370, 4372, 4374, 4376, 4378, 4380, 4382, 4384, 4386, 4388, 4390, 4392, 4394, 4396, 4398, 4400, 4402, 4404, 4406, 4408, 4410, 4412, 4414, 4416, 4418, 4420, 4422, 4424, 4426, 4428, 4430, 4432, 4434, 4436, 4438, 4440, 4442, 4444, 4446, 4448, 4450, 4452, 4454, 4456, 4458, 4460, 4462, 4464, 4466, 4468, 4470, 4472, 4474, 4476, 4478, 4480, 4482, 4484, 4486, 4488, 4490, 4492, 4494, 4496, 4498, 4500, 4502, 4504, 4506, 4508, 4510, 4512, 4514, 4516, 4518, 4520, 4522, 4524, 4526, 4528, 4530, 4532, 4534, 4536, 4538, 4540, 4542, 4544, 4546, 4548, 4550, 4552, 4554, 4556, 4558, 4560, 4562, 4564, 4566, 4568, 4570, 4572, 4574, 4576, 4578, 4580, 4582, 4584, 4586, 4588, 4590, 4592, 4594, 4596, 4598, 4600, 4602, 4604, 4606, 4608, 4610, 4612, 4614, 4616, 4618, 4620, 4622, 4624, 4626, 4628, 4630, 4632, 4634, 4636, 4638, 4640, 4642, 4644, 4646, 4648, 4650, 4652, 4654, 4656, 4658, 4660, 4662, 4664, 4666, 4668, 4670, 4672, 4674, 4676, 4678, 4680, 4682, 4684, 4686, 4688, 4690, 4692, 4694, 4696, 4698, 4700, 4702, 4704, 4706, 4708, 4710, 4712, 4714, 4716, 4718, 4720, 4722, 4724, 4726, 4728, 4730, 4732, 4734, 4736, 4738, 4740, 4742, 4744, 4746, 4748, 4750, 4752, 4754, 4756, 4758, 4760, 4762, 4764, 4766, 4768, 4770, 4772, 4774, 4776, 4778, 4780, 4782, 4784, 4786, 4788, 4790, 4792, 4794, 4796, 4798, 4800, 4802, 4804, 4806, 4808, 4810, 4812, 4814, 4816, 4818, 4820, 4822, 4824, 4826, 4828, 4830, 4832, 4834, 4836, 4838, 4840, 4842, 4844, 4846, 4848, 4850, 4852, 4854, 4856, 4858, 4860, 4862, 4864, 4866, 4868, 4870, 4872, 4874, 4876, 4878, 4880, 4882, 4884, 4886, 4888, 4890, 4892, 4894, 4896, 4898, 4900, 4902, 4904, 4906, 4908, 4910, 4912, 4914, 4916, 4918, 4920, 4922, 4924, 4926, 4928, 4930, 4932, 4934, 4936, 4938, 4940, 4942, 4944, 4946, 4948, 4950, 4952, 4954, 4956, 4958, 4960, 4962, 4964, 4966, 4968, 4970, 4972, 4974, 4976, 4978, 4980, 4982, 4984, 4986, 4988, 4990, 4992, 4994, 4996, 4998, 5000, 5002, 5004, 5006, 5008, 5010, 5012, 5014, 5016, 5018, 5020, 5022, 5024, 5026, 5028, 5030, 5032, 5034, 5036, 5038, 5040, 5042, 5044, 5046, 5048, 5050, 5052, 5054, 5056, 5058, 5060, 5062, 5064, 5066, 5068, 5070, 5072, 5074, 5076, 5078, 5080, 5082, 5084, 5086, 5088, 5090, 5092, 5094, 5096, 5098, 5100, 5102, 5104, 5106, 5108, 5110, 5112, 5114, 5116, 5118, 5120, 5122, 5124, 5126, 5128, 5130, 5132, 5134, 5136, 5138, 5140, 5142, 5144, 5146, 5148, 5150, 5152, 5154, 5156, 5158, 5160, 5162, 5164, 5166, 5168, 5170, 5172, 5174, 5176, 5178, 5180, 5182, 5184, 5186, 5188, 5190, 5192, 5194, 5196, 5198, 5200, 5202, 5204, 5206, 5208, 5210, 5212, 5214, 5216, 5218, 5220, 5222, 5224, 5226, 5228, 5230, 5232, 5234, 5236, 5238, 5240, 5242, 5244, 5246, 5248, 5250, 5252, 5254, 5256, 5258, 5260, 5262, 5264, 5266, 5268, 5270, 5272, 5274, 5276, 5278, 5280, 5282, 5284, 5286, 5288, 5290, 5292, 5294, 5296, 5298, 5300, 5302, 5304, 5306, 5308, 5310, 5312, 5314, 5316, 5318, 5320, 5322, 5324, 5326, 5328, 5330, 5332, 5334, 5336, 5338, 5340, 5342, 5344, 5346, 5348, 5350, 5352, 5354, 5356, 5358, 5360, 5362, 5364, 5366, 5368, 5370, 5372, 5374, 5376, 5378, 5380, 5382, 5384, 5386, 5388, 5390, 5392, 5394, 5396, 5398, 5400, 5402, 5404, 5406, 5408, 5410, 5412, 5414, 5416, 5418, 5420, 5422, 5424, 5426, 5428, 5430, 5432, 5434, 5436, 5438, 5440, 5442, 5444, 5446, 5448, 5450, 5452, 5454, 5456, 5458, 5460, 5462, 5464, 5466, 5468, 5470, 5472, 5474, 5476, 5478, 5480, 5482, 5484, 5486, 5488, 5490, 5492, 5494, 5496, 5498, 5500, 5502, 5504, 5506, 5508, 5510, 5512, 5514, 5516, 5518, 5520, 5522, 5524, 5526, 5528, 5530, 5532, 5534, 5536, 5538, 5540, 5542, 5544, 5546, 5548, 5550, 5552, 5554, 5556, 5558, 5560, 5562, 5564, 5566, 5568, 5570, 5572, 5574, 5576, 5578, 5580, 5582, 5584, 5586, 5588, 5590, 5592, 5594, 5596, 5598, 5600, 5602, 5604, 5606, 5608, 5610, 5612, 5614, 5616, 5618, 5620, 5622, 5624, 5626, 5628, 5630, 5632, 5634, 5636, 5638, 5640, 5642, 5644, 5646, 5648, 5650, 5652, 5654, 5656, 5658, 5660, 5662, 5664, 5666, 5668, 5670, 5672, 5674, 5676, 5678, 5680, 5682, 5684, 5686, 5688, 5690, 5692, 5694, 5696, 5698, 5700, 5702, 5704, 5706, 5708, 5710, 5712, 5714, 5716, 5718, 5720, 5722, 5724, 5726, 5728, 5730, 5732, 5734, 5736, 5738, 5740, 5742, 5744, 5746, 5748, 5750, 5752, 5754, 5756, 5758, 5760, 5762, 5764, 5766, 5768, 5770, 5772, 5774, 5776, 5778, 5780, 5782, 5784, 5786, 5788, 5790, 5792, 5794, 5796, 5798, 5800, 5802, 5804, 5806, 5808, 5810, 5812, 5814, 5816, 5818, 5820, 5822, 5824, 5826, 5828, 5830, 5832, 5834, 5836, 5838, 5840, 5842, 5844, 5846, 5848, 5850, 5852, 5854, 5856, 5858, 5860, 5862, 5864, 5866, 5868, 5870, 5872, 5874, 5876, 5878, 5880, 5882, 5884, 5886, 5888, 5890, 5892, 5894, 5896, 5898, 5900, 5902, 5904, 5906, 5908, 5910, 5912, 5914, 5916, 5918, 5920, 5922, 5924, 5926,

Service Payment to Individual Service Providers - Staff Pay on Behalf of HKBU

- For example, a staff paid an external speaker, Chan Siu Ming, for honorarium of a seminar
- Search the individual supplier in the system or input supplier details for a new supplier
- Select the staff as the payee in order for system to pay to the staff
- If the amount is greater than HKD 5,000, it is mandatory to upload the IR56M form

General Information

PRV Lines

Approvals

Review

General Information

Preparer Chan Tai Man

Requestor Chan Tai Man

Supplier Information

* Supplier Chan Siu Ming

* Supplier Site PAY001

Attachment (e.g. supporting doc, IR56M)

Other Information

TT Payment Type

TT Payment Details

1 Select the outsider as supplier OR input suggested supplier information if it is not an existing supplier

2 Select the employee's account

3 Attach IR56M form

Quick Select	Supplier No.	Supplier Name
	12345	Chan Tai Man
	54321	Chan Siu Ming

No.	Payee Name	Address	Bank Name	Branch Number	Account Number	Payment Method
PAY001	CHAN L** P***		HSBC	045	*****1234	Bank Autopay
PAY002	LEE Y** Y**		Bank of China	032	*****2345	Bank Autopay

Screen for illustration purpose only

Notes:

- For tax reporting on service payment made to individual service providers (IR56M) of HK\$5,000 or more per transaction, the requesting Office/Department should complete "Personal Data Collection Form for Service Agreement" which can be downloaded from FO's website (<http://fohome.hkbu.edu.hk/fopage.html> > Staff Intranet > Download Centre > Item 10.3)

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One-level Up Approval and Self-Consumption for Budget Controllers

One-level Up Approval and Self-Consumption for Budget Controllers

- All the Payment Requisitions are required to be approved by the appropriate budget controllers.
- The Audit Committee requires one-level up approval for self-consumed expenses upon implementation of i-Expense module.
- For example:
 - If the requestor is the same person as the budget controller (approver), system will not allow the budget controller to approve the request. Only when the budget controller declares that the expenditures are NOT for self-consumption, he/she can then approve the request.

ORACLE

General Information Requisition Lines

General Information

Requestor Chan Tai Man

* GL Date 06-May-2020

☐ For Budget Controller's self declaration
Please click if the expenditures are NOT on self-consumption basis

☐ This payment is a reportable income payable to an individual and it is not a reimbursement.

Supplier Information

* Supplier PCCW

* Supplier Site 001

Email (for e-cheque)

Attachment (e.g. IR56M)

TT Payment Type

TT Payment Details

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ORACLE

General Information Requisition Lines Approvals Submit

Approvals

Your requisition will be sent to the following list of approvers.

Approvals

Au, May (PERS)

Chan Tai Man (FO)

Cancel Save Check Fund Submit

An alert message will be prompted to remind user to select the one-level up approver

☐ For Budget Controller's self declaration
Please click if the expenditures are NOT on self-consumption basis

☐ This payment is a reportable income payable to an individual and it is not a reimbursement.
Note: For tax reporting on service payment made to individual service providers (IR56M) of HK\$5,000 or more per transaction, the requesting Office/Department should complete "Personal Data Collection Form for Service Agreement" which can be downloaded from FO's website (<http://fohome.hkbu.edu.hk/fopage.html> >Staff Intranet >Download

Screen for illustration purpose only

Oracle User Accounts Allocation

Oracle User Accounts Allocation

❖ Payment to Staff (i-Expense License)

- All full-time staff will be allocated with an Oracle user account for submitting expense reimbursement claims in i-Expense module

❖ Payment Requisitions to Vendors (PR License)

- The number of PR licenses allocated to each department will be reviewed and increased as appropriate, but there will still be limits on assignment of named user accounts per department for optimising Oracle license cost

Q & A

We welcome your feedbacks, comments and questions on the project

Please email them to our designated project email address (fosys@hkbu.edu.hk) or contact project team members

Project materials and contact list are available on FIS Project website at <https://fohome.hkbu.edu.hk/internal/hkbufoproj/index.htm>

**We need your Kind Support &
Cooperation**

Thank You

