



香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

# Focus Group on New Financial Information System

## New Income / Expenditure Statements Enhancement

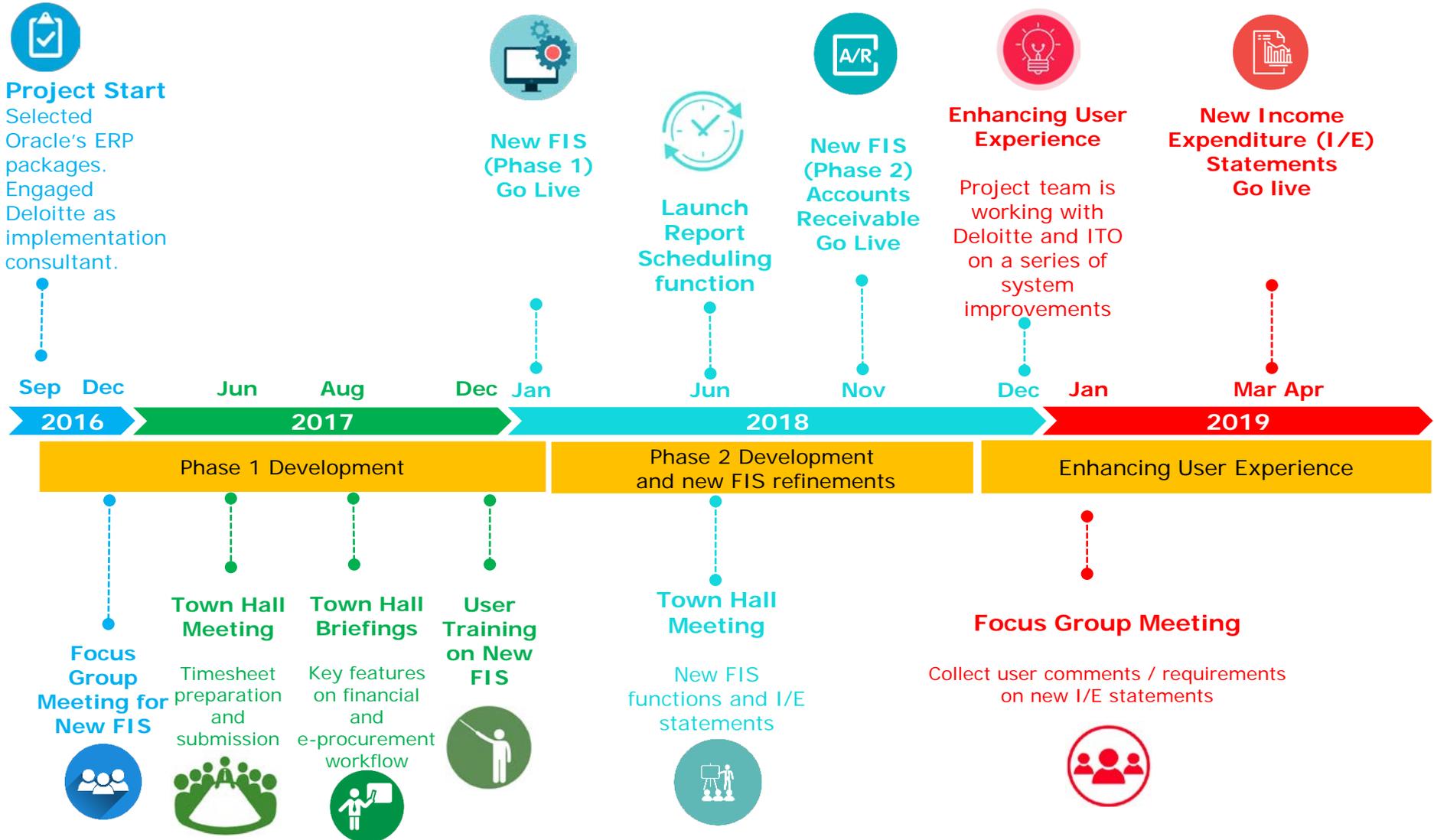
*Finance Office  
January 2019*



# Agenda

- **Key Milestones on Revamp of FIS project**
- **Users' Feedbacks on Existing Income and Expenditure Statements**
- **Key Changes for New Income and Expenditure Statements**
- **Project Timeline**
- **Questions and Answers**

# Key Milestones of Revamp FIS Project



# Users' Feedbacks on I/E Statements

## Report Design and Layout

- Not easy to understand Income and Expenditure (I/E) statements due to complex layout, too much details and no summary page
- No readily available management reports to highlight high-level financial position for quick information
- Reference information on I/E statements should be removed to reduce distraction
- As fund position of a project can only be viewed by fund code, it is hard to identify a project's total available fund

## Report Submission and Parameters

- Inefficient for budget controllers / principal investigators (PI) to select different types of I/E statements as lots of parameters are needed
- Need to input correct combination of "Fund Code & Project Code" to generate I/E statements
- Hard to find the detail information for Chart of Accounts (COA) mapping
- As the list of values in the searching parameter (e.g. project code, report period) of I/E statements is too long, it is not easy to locate the required codes

## User Account

- How to deliver I/E statements to users who have no access to the new FIS?

# Existing I/E Statement – YTD Budget

06-JUN-2018 10:55:32 USER 1

Hong Kong Baptist University  
Income and Expenditure Statement for All Balance - DEPT

As at month ended JUN-18

Entity.Fd.CCtr.Prj Range: 11.11.9999.000000  
Master Level: N  
Individual Level  
Cost Center: 11.11.9999.000000

Free Balance

| Entity.Fd.CCtr.AC.Prj:                                         |                            | Entity.Fd.CCtr.Prj Description: |                                      | HKBU.RG(NR).Eg.General |                       | Project Start Date:      |              | Total amount Pledge:    |                                  |                                            |  |
|----------------------------------------------------------------|----------------------------|---------------------------------|--------------------------------------|------------------------|-----------------------|--------------------------|--------------|-------------------------|----------------------------------|--------------------------------------------|--|
| Budget Controller:                                             |                            | Project Status:                 |                                      | Project End Date:      |                       |                          |              |                         |                                  |                                            |  |
| Budget C/F                                                     | Current-Year Budget        | Total Budget                    | Reference Budget (w/o Fund Checking) | Current Month Actual * | Year-to-date Actual * | Project-to-date Actual * | Commitment * | Obligation and Others * | Total for Actual and Encumbrance | Free Balance / (Overrun) after Encumbrance |  |
| HK\$                                                           | HK\$                       | HK\$                            | HK\$                                 | HK\$                   | HK\$                  | HK\$                     | HK\$         | HK\$                    | HK\$                             | HK\$                                       |  |
| A1                                                             | A2                         | A=A1+A2                         | A'                                   | B                      | C                     | C2                       | D1           | D2                      | E=C+D1+D2                        | F=A-E                                      |  |
| For Period Type = PTID (Period-to-Date) or YTD (Year-to-Date)  |                            |                                 |                                      |                        |                       |                          |              |                         |                                  |                                            |  |
| For Period Type = PJTD (Project-to-Date)                       |                            | A                               |                                      | A'                     |                       | B                        |              | C1                      |                                  | C2                                         |  |
| Expenditure                                                    |                            |                                 |                                      |                        |                       |                          |              |                         |                                  |                                            |  |
| 214110                                                         | FT Sub Salary              |                                 |                                      |                        |                       |                          |              |                         |                                  |                                            |  |
| 214130                                                         | FT Sub Gratuity            |                                 |                                      |                        |                       |                          |              |                         |                                  |                                            |  |
| Sub-total for Staff Costs and Benefits excluding Leave Accrual |                            |                                 |                                      |                        |                       |                          |              |                         |                                  |                                            |  |
| 375110                                                         | General Equip't Non-FA     |                                 |                                      |                        |                       |                          |              |                         |                                  |                                            |  |
| 375130                                                         | Equip't Maintenance        |                                 |                                      |                        |                       |                          |              |                         |                                  |                                            |  |
| Sub-total for Equipment                                        |                            |                                 |                                      |                        |                       |                          |              |                         |                                  |                                            |  |
| 362110                                                         | Hospitality                |                                 |                                      |                        |                       |                          |              |                         |                                  |                                            |  |
| Sub-total for Hospitality                                      |                            |                                 |                                      |                        |                       |                          |              |                         |                                  |                                            |  |
| 363110                                                         | Std Helper or Std RA or PA |                                 |                                      |                        |                       |                          |              |                         |                                  |                                            |  |
| 381110                                                         | General Exp                |                                 |                                      |                        |                       |                          |              |                         |                                  |                                            |  |
| Sub-total for Other General Expenses                           |                            |                                 |                                      |                        |                       |                          |              |                         |                                  |                                            |  |
| Total Expenditure and Transfer-out                             |                            |                                 |                                      |                        |                       |                          |              |                         |                                  |                                            |  |
| Net Surplus / (Deficit)                                        |                            |                                 |                                      |                        |                       |                          |              |                         |                                  |                                            |  |
| Accumulated Surplus / (Deficit) B/F                            |                            |                                 |                                      |                        |                       |                          |              |                         |                                  |                                            |  |
| Accumulated Surplus / (Deficit) C/F                            |                            |                                 |                                      |                        |                       |                          |              |                         |                                  |                                            |  |

"N/A" represents not applicable

# Existing I/E Statement – PJTD Budget

06-JUN-2018 10:55:32 USER 1

Hong Kong Baptist University  
Income and Expenditure Statement for All Balance - DEPT

From Project start to OCT-18

Entry Fd.CCtr.Prj Range: 11.11.9999.000000  
Master Level: N  
Individual Level  
Cost Center: 11.11.9999.000000

Free Balance

| Entry Fd.CCtr.AC.Prj:                                          |                            | Entry Fd.CCtr.Prj Description: |                                      | HKBU R.G.(NR) Eg.General |                       | Project Start Date:      |              | Total amount Pledge:    |                                  |                                            |
|----------------------------------------------------------------|----------------------------|--------------------------------|--------------------------------------|--------------------------|-----------------------|--------------------------|--------------|-------------------------|----------------------------------|--------------------------------------------|
| Budget Controller:                                             |                            | Project Status:                |                                      | Project End Date:        |                       |                          |              |                         |                                  |                                            |
| Budget C/F                                                     | Current-Year Budget        | Total Budget                   | Reference Budget (w/o Fund Checking) | Current Month Actual *   | Year-to-date Actual * | Project-to-date Actual * | Commitment * | Obligation and Others * | Total for Actual and Encumbrance | Free Balance / (Overrun) after Encumbrance |
| HK\$                                                           | HK\$                       | HK\$                           | HK\$                                 | HK\$                     | HK\$                  | HK\$                     | HK\$         | HK\$                    | HK\$                             | HK\$                                       |
| A1                                                             | A2                         | A=A1+A2                        | A'                                   | B                        | C                     | C2                       | D1           | D2                      | E=C+D1+D2                        | F=A-E                                      |
| For Period Type = PTJTD (Project-to-Date)                      |                            | A                              | A'                                   | B                        | C1                    | C2                       | D1           | D2                      | E=C2+D1+D2                       | F=A-E                                      |
| <b>Expenditure</b>                                             |                            |                                |                                      |                          |                       |                          |              |                         |                                  |                                            |
| 214110                                                         | FT Sub Salary              |                                |                                      |                          |                       |                          |              |                         |                                  |                                            |
| 214130                                                         | FT Sub Gratuity            |                                |                                      |                          |                       |                          |              |                         |                                  |                                            |
| Sub-total for Staff Costs and Benefits excluding Leave Accrual |                            |                                |                                      |                          |                       |                          |              |                         |                                  |                                            |
| 375110                                                         | General Equip't Non-FA     |                                |                                      |                          |                       |                          |              |                         |                                  |                                            |
| 375130                                                         | Equip't Maintenance        |                                |                                      |                          |                       |                          |              |                         |                                  |                                            |
| Sub-total for Equipment                                        |                            |                                |                                      |                          |                       |                          |              |                         |                                  |                                            |
| 362110                                                         | Hospitality                |                                |                                      |                          |                       |                          |              |                         |                                  |                                            |
| Sub-total for Hospitality                                      |                            |                                |                                      |                          |                       |                          |              |                         |                                  |                                            |
| 363110                                                         | Std Helper or Std RA or PA |                                |                                      |                          |                       |                          |              |                         |                                  |                                            |
| 381110                                                         | General Exp                |                                |                                      |                          |                       |                          |              |                         |                                  |                                            |
| Sub-total for Other General Expenses                           |                            |                                |                                      |                          |                       |                          |              |                         |                                  |                                            |
| <b>Total Expenditure and Transfer-out</b>                      |                            |                                |                                      |                          |                       |                          |              |                         |                                  |                                            |
| Net Surplus / (Deficit)                                        |                            |                                |                                      |                          |                       |                          |              |                         |                                  |                                            |
| Accumulated Surplus / (Deficit) B/F                            |                            |                                |                                      |                          |                       |                          |              |                         |                                  |                                            |
| Accumulated Surplus / (Deficit) C/F                            |                            |                                |                                      |                          |                       |                          |              |                         |                                  |                                            |

\*N/A\* amounts not applicable

# Existing I/E Statement – PJTD Balance

06-JUN-2018 10:55:32 USER 1

Hong Kong Baptist University  
Income and Expenditure Statement for All Balance - DEPT

From Project start to OCT-18

Entry Fd.CCtr.Pj Range: 11.11.9999.000000  
Master Level: N  
Individual Level  
Cost Center: 11.11.9999.000000

Free Balance

| Entry Fd.CCtr.AC Pj:                                           |                            | Entry Fd.CCtr.Pj Description: |                                           | Project Start Date:    |                       |                          | Total amount Pledge: |                         |                                  |                                                 |
|----------------------------------------------------------------|----------------------------|-------------------------------|-------------------------------------------|------------------------|-----------------------|--------------------------|----------------------|-------------------------|----------------------------------|-------------------------------------------------|
| 11.11.9999.000000                                              |                            | HKBU R.G(NR) Eg.General       |                                           |                        |                       |                          |                      |                         |                                  |                                                 |
| Budget Controller:                                             |                            | Project Status:               |                                           | Project End Date:      |                       |                          |                      |                         |                                  |                                                 |
| FIS                                                            |                            |                               |                                           |                        |                       |                          |                      |                         |                                  |                                                 |
| Budget C/F                                                     | Current-Year Budget        | Total Budget                  | Reference Budget (w/o Fund Checking) HK\$ | Current Month Actual * | Year-to-date Actual * | Project-to-date Actual * | Commitment *         | Obligation and Others * | Total for Actual and Encumbrance | Free Balance / (Overrun) after Encumbrance HK\$ |
| HK\$                                                           | HK\$                       | HK\$                          | HK\$                                      | HK\$                   | HK\$                  | HK\$                     | HK\$                 | HK\$                    | HK\$                             | HK\$                                            |
| A1                                                             | A2                         | A=A1+A2                       | A                                         | B                      | C                     | C2                       | D1                   | D2                      | E=C2+D2                          | F=A-E                                           |
| For Period Type = PTD (Period-to-Date) or YTD (Year-to-Date)   |                            |                               | A                                         | B                      | C                     | C2                       | D1                   | D2                      | E=C2+D2                          | F=A-E                                           |
| For Period Type = PJTD (Project-to-Date)                       |                            |                               | A                                         | B                      | C1                    | C2                       | D1                   | D2                      | E=C2+D2                          | F=A-E                                           |
| Expenditure                                                    |                            |                               |                                           |                        |                       |                          |                      |                         |                                  |                                                 |
| 214110                                                         | FT Sub Salary              |                               |                                           |                        |                       |                          |                      |                         |                                  |                                                 |
| 214130                                                         | FT Sub Gratuity            |                               |                                           |                        |                       |                          |                      |                         |                                  |                                                 |
| Sub-total for Staff Costs and Benefits excluding Leave Accrual |                            |                               |                                           |                        |                       |                          |                      |                         |                                  |                                                 |
| 375110                                                         | General Equip't Non-FA     |                               |                                           |                        |                       |                          |                      |                         |                                  |                                                 |
| 375130                                                         | Equip't Maintenance        |                               |                                           |                        |                       |                          |                      |                         |                                  |                                                 |
| Sub-total for Equipment                                        |                            |                               |                                           |                        |                       |                          |                      |                         |                                  |                                                 |
| 362110                                                         | Hospitality                |                               |                                           |                        |                       |                          |                      |                         |                                  |                                                 |
| Sub-total for Hospitality                                      |                            |                               |                                           |                        |                       |                          |                      |                         |                                  |                                                 |
| 363110                                                         | Std Helper or Std RA or PA |                               |                                           |                        |                       |                          |                      |                         |                                  |                                                 |
| 381110                                                         | General Exp                |                               |                                           |                        |                       |                          |                      |                         |                                  |                                                 |
| Sub-total for Other General Expenses                           |                            |                               |                                           |                        |                       |                          |                      |                         |                                  |                                                 |
| Total Expenditure and Transfer-out                             |                            |                               |                                           |                        |                       |                          |                      |                         |                                  |                                                 |
| Net Surplus / (Deficit)                                        |                            |                               |                                           |                        |                       |                          |                      |                         |                                  |                                                 |
| Accumulated Surplus / (Deficit) B/F                            |                            |                               |                                           |                        |                       |                          |                      |                         |                                  |                                                 |
| Accumulated Surplus / (Deficit) C/F                            |                            |                               |                                           |                        |                       |                          |                      |                         |                                  |                                                 |

\*N/A\* amounts not applicable

# Existing I/E Statement – All types

06-JUN-2018 10:55:32 USER 1

Hong Kong Baptist University  
Income and Expenditure Statement for All Balance - DEPT

As at month ended 7/1/18

Entity Fd.CCtr.Prj Range: 11.11.9999.000000  
Master Level: N

Individual Level

Cost Center: 11.11.9999.000000

Entity Fd.CCtr.AC.Prj: 11.11.9999.000000 Entity Fd.CCtr.Prj Description: HKBU.RG(NR) Eg.General Project Start Date: Total amount Pledge:

Budget Controller: FIS Project Status: Project End Date:

|                                                                | Budget C/F | Current-Year Budget | Total Budget | Reference Budget (w/o Fund Checking) | Current Month Actual * | Year-to-date Actual * | Project-to-date Actual * | Commitment * | Obligation and Others * | Total for All Fund Encumbrance | Free Balance / (Overrun) after Encumbrance |
|----------------------------------------------------------------|------------|---------------------|--------------|--------------------------------------|------------------------|-----------------------|--------------------------|--------------|-------------------------|--------------------------------|--------------------------------------------|
|                                                                | HK\$       | HK\$                | HK\$         | HK\$                                 | HK\$                   | HK\$                  | HK\$                     | HK\$         | HK\$                    | HK\$                           | HK\$                                       |
| For Period Type = PTD (Period-to-Date) or YTD (Year-to-Date)   | A1         | A2                  | A=A1+A2      | A                                    | B                      | C                     | C2                       | D1           | D2                      | E=C+D1+D2                      | F=A-E                                      |
| For Period Type = PJTD (Project-to-Date)                       |            |                     | A            | A                                    | B                      | C1                    | C2                       | D1           | D2                      | E=C2+D1+D2                     | F=A-E                                      |
| <b>Expenditure</b>                                             |            |                     |              |                                      |                        |                       |                          |              |                         |                                |                                            |
| 214110 FT Sub Salary                                           |            |                     |              |                                      |                        |                       |                          |              |                         |                                |                                            |
| 214130 FT Sub Gratuity                                         |            |                     |              |                                      |                        |                       |                          |              |                         |                                |                                            |
| Sub-total for Staff Costs and Benefits excluding Leave Accrual |            |                     |              |                                      |                        |                       |                          |              |                         |                                |                                            |
| 375110 General Equip't Non-FA                                  |            |                     |              |                                      |                        |                       |                          |              |                         |                                |                                            |
| 375130 Equip't Maintenance                                     |            |                     |              |                                      |                        |                       |                          |              |                         |                                |                                            |
| Sub-total for Equipment                                        |            |                     |              |                                      |                        |                       |                          |              |                         |                                |                                            |
| 362110 Hospitality                                             |            |                     |              |                                      |                        |                       |                          |              |                         |                                |                                            |
| Sub-total for Hospitality                                      |            |                     |              |                                      |                        |                       |                          |              |                         |                                |                                            |
| 363110 Std Helper or Std RA or PA                              |            |                     |              |                                      |                        |                       |                          |              |                         |                                |                                            |
| 381110 General Exp                                             |            |                     |              |                                      |                        |                       |                          |              |                         |                                |                                            |
| Sub-total for Other General Expenses                           |            |                     |              |                                      |                        |                       |                          |              |                         |                                |                                            |
| <b>Total Expenditure and Transfer-out</b>                      |            |                     |              |                                      |                        |                       |                          |              |                         |                                |                                            |
| <b>Net Surplus / (Deficit)</b>                                 |            |                     |              |                                      |                        |                       |                          |              |                         |                                |                                            |
| Accumulated Surplus / (Deficit) B/F                            |            |                     |              |                                      |                        |                       |                          |              |                         |                                |                                            |
| Accumulated Surplus / (Deficit) C/F                            |            |                     |              |                                      |                        |                       |                          |              |                         |                                |                                            |

\*N/A represents not applicable

Free Balance



# New I/E Statement - Key Changes (1)

- Split the existing I/E statement into two report types: “Recurrent Fund” and “Project Fund”
- Simplify the layout of I/E statement by different templates

| Existing Template         | Description                                             | <u>Recurrent Fund</u> |                                                                                                                                  |
|---------------------------|---------------------------------------------------------|-----------------------|----------------------------------------------------------------------------------------------------------------------------------|
| I/E All Balance Statement | One I/E statement template to fulfill multiple purposes | <b>New Templates</b>  | <b>Description</b>                                                                                                               |
|                           |                                                         | <b>YTD Budget RF</b>  | To show the details for Recurrent Funds (Fund 11)                                                                                |
|                           |                                                         | <b>RF - Summary</b>   | A summary for Recurrent Funds details                                                                                            |
|                           |                                                         | <u>Project Fund</u>   |                                                                                                                                  |
|                           |                                                         | <b>New Templates</b>  | <b>Description</b>                                                                                                               |
|                           |                                                         | <b>YTD Budget</b>     | To show details for Year-to-Date Activity with Budget,<br>e.g. Fund 44 - Unmatched Endowment<br>Fund 45 Matched Endowment        |
|                           |                                                         | <b>PJTD Budget</b>    | To show details for Project-to-Date Activity with Budget<br>e.g. Fund 22 - Earmarked Research Grants<br>Fund 24 - Capital Grants |
|                           |                                                         | <b>PJTD Balance</b>   | To show details for Project-to-Date Activity on Balance<br>e.g. Fund 41 - Self-financing                                         |
|                           |                                                         | <b>All Fd Summary</b> | A summary of details for all project funds                                                                                       |

# Report Submission and Generation - Existing I/E Statement



To submit I/E Statement



*If a project is under several fund codes, users need to submit their request one fund code at a time*

Single combination  
11.2531.123456

Single combination  
12.2531.123456

Single combination  
21.2531.123456

*System will generate one I/E statement each time, and there is no summary report at project level*



11.2531.123456



12.2531.123456



21.2531.123456

*Set scheduler for each request*



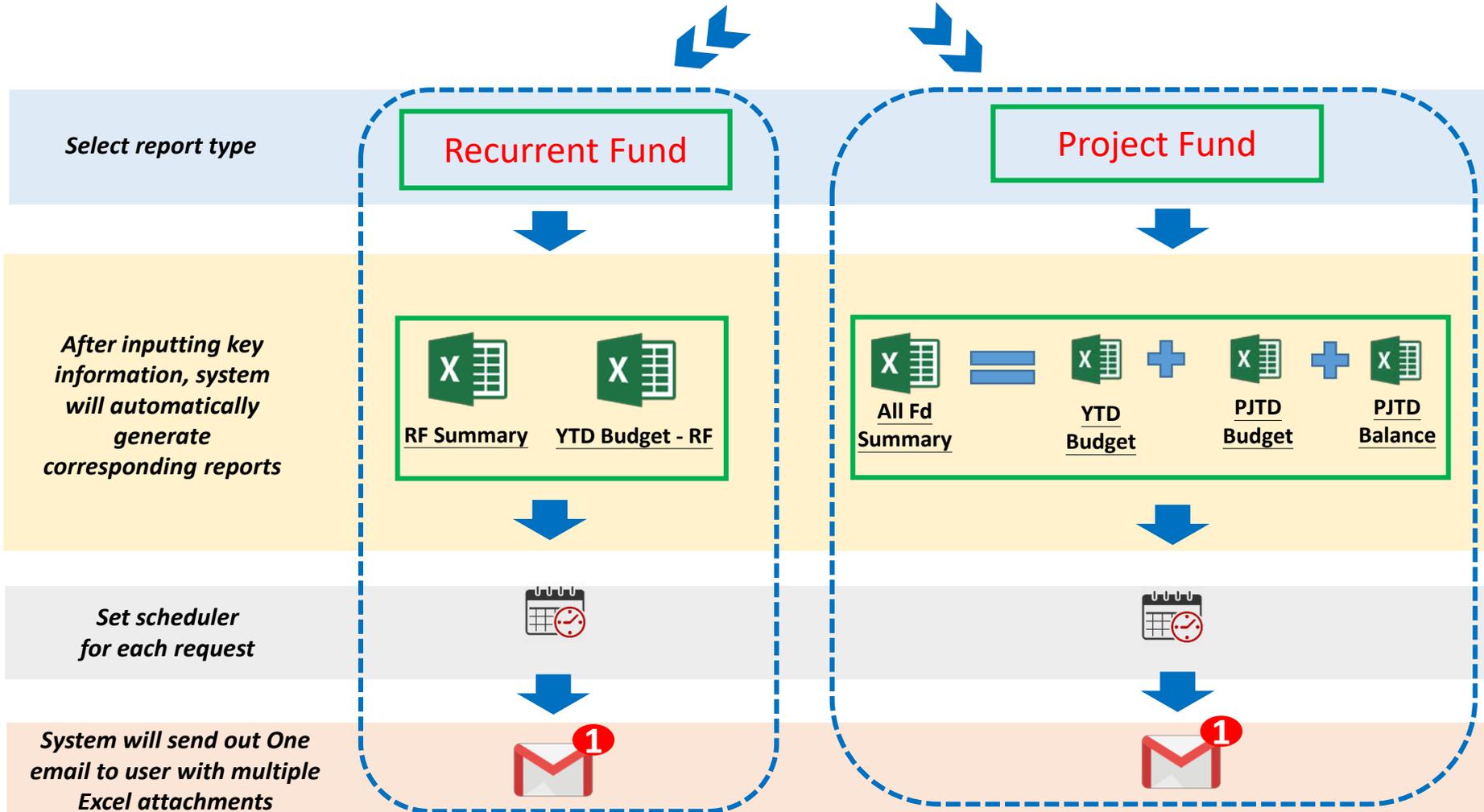
*System will send one email to users per report*



# Report Submission and Generation - New I/E Statement



To submit I/E Statement



# Report Submission and Generation - New I/E Statement (Cont'd)

  
Project 333333  
with funding  
sources  
45, 44, 24,41

  
Project 888888  
with funding  
sources 44,  
24,41



YTD  
Budget

Multiple worksheets



11.45.333333



11.44.333333



11.44.888888



PJTD  
Budget

Multiple worksheets



11.24.333333



11.24.888888



PJTD  
Balance

Multiple worksheets



11.41.333333



11.41.888888



All Fd  
Summary

Grand total of the two  
projects

Include 4 Excel  
attachments in 1  
email to user(s)



# Report Submission and Generation - New I/E Statement (Cont'd)



To submit I/E Statement



**Recurrent Fund**





**RF Summary**



**YTD Budget - RF**









## Submission Parameter (Recurrent Fund)

|                 |                                                                                                       |                                                   |
|-----------------|-------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| Report Type     | <input style="background-color: yellow;" type="text" value="Recurrent Fund"/>                         | <input type="button" value="..."/>                |
| Financial Year  | <input type="text"/>                                                                                  |                                                   |
| Calendar Period | <input style="background-color: yellow;" type="text" value="DEC-18"/>                                 | <input type="button" value="..."/>                |
| Entity From     | <input type="text"/>                                                                                  |                                                   |
| Entity To       | <input type="text"/>                                                                                  |                                                   |
| Fund From       | <input type="text"/>                                                                                  |                                                   |
| Fund To         | <input type="text"/>                                                                                  |                                                   |
| CCTR From       | <input type="text" value="2531"/>                                                                     | <input type="button" value="..."/> Finance Office |
| CCTR To         | <input type="text" value="2531"/>                                                                     | <input type="button" value="..."/> Finance Office |
| Project From    | <input type="text"/>                                                                                  |                                                   |
| Project To      | <input type="text"/>                                                                                  |                                                   |
| To Email        | <input type="text" value="abc@hkbu.edu.hk, dce@hkbu.edu.hk"/>                                         |                                                   |
| Cc Email        | <input type="text" value="fosys@hkbu.edu.hk"/>                                                        |                                                   |
| Email Subject   | <input style="background-color: yellow;" type="text" value="IE Statement for Recurrent Fund (2531)"/> |                                                   |
| Summary Only?   | <input type="text" value="NO"/>                                                                       |                                                   |

### Legend

|                                                        |                                              |                      |          |                      |                |
|--------------------------------------------------------|----------------------------------------------|----------------------|----------|----------------------|----------------|
| <input style="background-color: yellow;" type="text"/> | <input type="button" value="..."/> Mandatory | <input type="text"/> | Optional | <input type="text"/> | Not Applicable |
|--------------------------------------------------------|----------------------------------------------|----------------------|----------|----------------------|----------------|

# New I/E Statement (YTD Budget – Recurrent Fund (RF)/ RF Summary)

20-DEC-2018 13:06:38 USER1

Hong Kong Baptist University  
Summary of Recurrent Fund Expenditure Statement (DEPT) - Year-to-Date Budget  
For the Financial Year from 1-Jul-18 to 30-Nov-18

Cost Centre From and To:

1234 to 1235

Budget Control Type: YTD with Budget  
Budget Controller:

|                                                      | Budget Carried Forward | Current Year Budget  | Total Budget         | Current Month Actual | Current Year Actual  | Current Full Year Commitment | Current Full Year Obligations and Others | Total Actual and Encumbrance | Free Balance / (Deficit) after Encumbrance |
|------------------------------------------------------|------------------------|----------------------|----------------------|----------------------|----------------------|------------------------------|------------------------------------------|------------------------------|--------------------------------------------|
|                                                      | HK\$ (A)               | HK\$ (B)             | HK\$ (C) = (A) + (B) | HK\$ (D)             | HK\$ (E)             | HK\$ (F)                     | HK\$ (G)                                 | HK\$ (H) = (E) + (F) + (G)   | HK\$ (I) = (C) - (H)                       |
| <b>Departmental Expenditure</b>                      |                        |                      |                      |                      |                      |                              |                                          |                              |                                            |
| Staff Costs and Benefits                             | 11,442,283.07          | 35,867,570.80        | 47,309,853.87        | 3,530,700.57         | 16,620,292.47        | 1,756,470.91                 | 20,031,568.83                            | 38,408,332.21                | 8,901,521.66                               |
| Equipment                                            | 803,236.87             | 4,000,000.00         | 4,803,236.87         | 366,029.75           | 1,358,582.32         | 687,059.74                   | 322,853.17                               | 2,368,495.23                 | 2,434,741.64                               |
| Hospitality                                          | 86,885.45              | 53,353.00            | 140,238.45           | 5,718.20             | 34,420.45            | -                            | -                                        | 34,420.45                    | 105,818.00                                 |
| Other General Expenses                               | 279,185.04             | 4,916,113.04         | 5,195,298.08         | 606,495.81           | 1,523,473.00         | 4,407.47                     | 133,256.88                               | 1,661,137.35                 | 3,534,160.73                               |
| <b>Total Departmental Expenditure</b> (1)            | <b>12,611,590.43</b>   | <b>44,837,036.84</b> | <b>57,448,627.27</b> | <b>4,508,944.33</b>  | <b>19,536,768.24</b> | <b>2,447,938.12</b>          | <b>20,487,678.88</b>                     | <b>42,472,385.24</b>         | <b>14,976,242.03</b>                       |
| <b>U-wide Expenditure</b>                            |                        |                      |                      |                      |                      |                              |                                          |                              |                                            |
| Short-term Staff Development                         | -                      | 71,383.00            | 71,383.00            | -                    | 14,660.73            | -                            | -                                        | 14,660.73                    | 56,722.27                                  |
| 100080 U-Wide Activity One                           | 1,165,500.00           | 9,360,000.00         | 10,525,500.00        | 112,399.19           | 4,561,208.96         | -                            | -                                        | 4,561,208.96                 | 5,964,291.04                               |
| <b>Total U-wide Expenditure</b> (2)                  | <b>1,165,500.00</b>    | <b>9,431,383.00</b>  | <b>10,596,883.00</b> | <b>112,399.19</b>    | <b>4,575,869.69</b>  | <b>-</b>                     | <b>-</b>                                 | <b>4,575,869.69</b>          | <b>6,021,013.31</b>                        |
| Total Expenditure before Encumbrance (3) = (1) + (2) |                        |                      |                      | <b>4,621,343.52</b>  | <b>24,112,637.93</b> |                              |                                          |                              |                                            |
| Total Expenditure after Encumbrance (4) = (1) + (2)  |                        |                      |                      |                      |                      |                              |                                          | <b>47,048,254.93</b>         |                                            |

Funds Available after Encumbrance as at 30-Jun 2019 per Report <sup>Note</sup>

- For Departmental Expenditure
- For U-wide Expenditure
- Total

Funds Available after Encumbrance as at 30-Jun-2019 per Online System <sup>Note</sup>

- For Departmental Expenditure
- For U-wide Expenditure
- Total

Timing Difference <sup>Note</sup>

Note: Any difference between Funds Available after Encumbrance per Report and per Online System is due to the timing difference including the unposted journals.

Free Balance  
(for posted  
transactions)

Free Balance (on-line  
latest funding position  
includes reserved funds  
entries pending on  
posting for PR/PO and  
journals, etc.)

|               |
|---------------|
| 14,976,242.03 |
| 6,021,013.31  |
| 20,997,255.34 |
| 14,976,242.03 |
| 6,021,013.31  |
| 20,997,255.34 |
| -             |

# Report Submission and Generation - New I/E Statement (Cont'd)



To submit I/E Statement

**Project Fund**

= + +   
**All Fd Summary**   **YTD Budget**   **PJTD Budget**   **PJTD Balance**



## Submission Parameter (Project Fund)

|                 |                                                                |
|-----------------|----------------------------------------------------------------|
| Report Type     | <input type="text" value="Project Fund"/>                      |
| Financial Year  | <input type="text" value="Current / All Financial Years"/>     |
| Calendar Period | <input type="text" value="DEC-18"/>                            |
| Entity From     | <input type="text" value="11"/> ... HKBU                       |
| Entity To       | <input type="text" value="11"/> ... HKBU                       |
| Fund From       | <input type="text" value="21"/> ... <b>RG(R)</b>               |
| Fund To         | <input type="text" value="41"/> ... SF-R                       |
| CCTR From       | <input type="text" value="2531"/> ... Finance Office           |
| CCTR To         | <input type="text" value="2531"/> ... Finance Office           |
| Project From    | <input type="text" value="100036"/> ... <b>New FIS Project</b> |
| Project To      | <input type="text" value="100036"/> ... <b>New FIS Project</b> |
| To Email        | <input type="text" value="abc@hkbu.edu.hk, dce@hkbu.edu.hk"/>  |
| Cc Email        | <input type="text" value="fosys@hkbu.edu.hk"/>                 |
| Email Subject   | <input type="text" value="IE Statement for Project 100036"/>   |
| Summary Only?   | <input type="text" value="NO"/>                                |

Fund code is optional. User just needs to input the project code. System will retrieve all fund codes associated with the project to generate I/E statements.

### Legend

Mandatory  
  Optional  
  Not Applicable

# New I / E Statement Layout (PJTD Balance)

17-DEC-2018 14:31:12 USER1

Hong Kong Baptist University  
Income and Expenditure Statement (DEPT) - Project Balance with All / Current Financial Year Encumbrance  
From the Project Start Date to 30-Nov-2018

|                       |                                          |                      |                 |
|-----------------------|------------------------------------------|----------------------|-----------------|
| Entity.Fd.CCctr.Prj:  | 11.41.1234.000000 HKBU.SF-R.DEMO.General | Budget Control Type: | PJTD on Balance |
| Project Start Date:   | 1-Jul-2000                               | Budget Controller:   | Yam Ho Yan      |
| Project End Date:     |                                          | Total Grant/Pledge:  |                 |
| Budget & Encumbrance: | All / CFY                                |                      |                 |

|                                                                                            |                 | Current Month<br>Actual | Current Year<br>Actual | Total Project<br>Actual | Commitment  | Obligations<br>and Others | Total Project Actual<br>and<br>Encumbrance |
|--------------------------------------------------------------------------------------------|-----------------|-------------------------|------------------------|-------------------------|-------------|---------------------------|--------------------------------------------|
|                                                                                            |                 | HK\$<br>(A)             | HK\$<br>(B)            | HK\$<br>(C)             | HK\$<br>(D) | HK\$<br>(E)               | HK\$<br>(F) = (C) + (D) + (E)              |
| <b>Income</b> <sup>Note (a)</sup>                                                          |                 |                         |                        |                         |             |                           |                                            |
| Donations and Benefactions                                                                 |                 | -                       | -                      | (933,925.20)            | -           | -                         | (933,925.20)                               |
| Other Income                                                                               |                 | -                       | -                      | (1,152,958.87)          | -           | -                         | (1,152,958.87)                             |
| Cumulative Fund Bal before 2015-16                                                         |                 | -                       | -                      | (7,555,776.00)          | -           | -                         | (7,555,776.00)                             |
| <b>Total Income and Transfer-in</b>                                                        | (1)             | -                       | -                      | (9,642,660.07)          | -           | -                         | (9,642,660.07)                             |
| <b>Expenditure</b>                                                                         |                 |                         |                        |                         |             |                           |                                            |
| Staff Costs and Benefits                                                                   |                 | -                       | -                      | (307,694.97)            | -           | 107,987.48                | (199,707.49)                               |
| Hospitality                                                                                |                 | -                       | -                      | 9,980.00                | -           | -                         | 9,980.00                                   |
| Other General Expenses                                                                     |                 | -                       | (701,894.00)           | 368,151.90              | -           | 30,000.00                 | 398,151.90                                 |
| <b>Total Expenditure and Transfer-out</b>                                                  | (2)             | -                       | (701,894.00)           | 70,436.93               | -           | 137,987.48                | 208,424.41                                 |
| Funds Available before Encumbrance per Report                                              | (3) = (1) - (2) | -                       | 701,894.00             | 9,572,223.14            |             |                           |                                            |
| <b>Funds Available after Encumbrance per Report</b>                                        | (4) = (1) - (2) |                         |                        |                         |             |                           | 9,434,235.66                               |
| Timing Difference <sup>Note (b)</sup>                                                      |                 |                         |                        |                         |             |                           | -                                          |
| <b>Funds Available after Encumbrance as at 30-Jun-2023 / 30-Jun-2019 per Online System</b> |                 |                         |                        |                         |             |                           | 9,434,235.66                               |

Free Balance  
(for posted  
transactions)

Free Balance (on-line  
latest funding position  
includes reserved funds  
entries pending on  
posting e.g. PR/PO and  
journals, etc.)

Note (a): For the income accounts, the additional actual or encumbrance is represented by negative balance.  
Note (b): Timing difference may due to unposted journals (if any).

\*\*\*End of Rep

# New I / E Statement Layout (PJTD Budget)

17-DEC-2018 14:33:03 USER1

Hong Kong Baptist University  
Expenditure Statement (DEPT) - Project Budget with All / Current Financial Year Encumbrance  
From the Project Start Date to 30-Nov-2018

Entity.Fd.CCtr.Prj: 11.41.1234.000000 HKBU.OG.DEMO.General  
Project Start Date: 1-Aug-2016  
Project End Date: 30-Sep-2019  
Budget & Encumbrance: All / CFY

Budget Control Type: PJTD with Budget  
Budget Controller: Yam Ho Yan  
Total Grant/Pledge: 1,869,174.00

|                                           | Total Project Budget | Current Month Actual | Current Year Actual | Total Project Actual | Commitment | Obligations and Others | Total Project Actual and Encumbrance | Free Balance / (Deficit) after Encumbrance |
|-------------------------------------------|----------------------|----------------------|---------------------|----------------------|------------|------------------------|--------------------------------------|--------------------------------------------|
|                                           | HK\$ (A)             | HK\$ (B)             | HK\$ (C)            | HK\$ (D)             | HK\$ (E)   | HK\$ (F)               | HK\$ (G) = (D) + (E) + (F)           | HK\$ (H) = (A) - (G)                       |
| <b>Expenditure</b>                        |                      |                      |                     |                      |            |                        |                                      |                                            |
| Staff Costs and Benefits                  | 618,022.20           | -                    | (1,862.90)          | 399,530.51           | -          | -                      | 399,530.51                           | 218,491.69                                 |
| Equipment                                 | -                    | -                    | -                   | 26,956.50            | -          | -                      | 26,956.50                            | (26,956.50)                                |
| Hospitality                               | -                    | -                    | -                   | 686.00               | -          | -                      | 686.00                               | (686.00)                                   |
| Other General Expenses                    | 410,171.93           | -                    | 323,000.00          | 486,262.95           | -          | -                      | 486,262.95                           | (76,091.02)                                |
| Transfer-out                              | -                    | -                    | -                   | 280,203.72           | -          | -                      | 280,203.72                           | (280,203.72)                               |
| <b>Total Expenditure and Transfer-out</b> | <b>1,028,194.13</b>  | <b>-</b>             | <b>321,137.10</b>   | <b>1,193,639.68</b>  | <b>-</b>   | <b>-</b>               | <b>1,193,639.68</b>                  | <b>(165,445.55)</b>                        |

Funds Available before Encumbrance per Report (A) - (D) (165,445.55)

Funds Available after Encumbrance per Report (A) - (G) (165,445.55)

Timing Difference <sup>Note</sup>

Funds Available after Encumbrance as at 30-Jun-2023 / 30-Jun-2019 per Online System

Note : Timing difference may due to unposted journals (if any).

Free Balance  
(for posted  
transactions)

Free Balance (on-line  
latest funding position  
includes reserved funds  
entries pending on  
posting e.g. PR/PO and  
journals, etc.)

# New I/E Statement Layout (YTD Budget)

17-DEC-2018 14:35:38 USER1

Hong Kong Baptist University  
Expenditure Statement (DEPT) - Year-to-Date Budget with Current Financial Year Encumbrance  
For the Financial Year from 1-Jul-2018 to 30-Nov-2018

Entity.Fd.CCtr.Prj: 11.44.1234.000000 HKBU.UE-R.DEMO.General Budget Control Type: YTD with Budget  
Project Start Date: 1-Apr-2017 Budget Controller: Yam Ho Yan  
Project End Date: Total Grant/Pledge:

|                                           | Budget Carried Forward | Current Year Budget | Total Budget         | Current Month Actual | Current Year Actual | Current Full Year Commitment | Current Full Year Obligations and Others | Total Current Year Actual and Encumbrance | Free Balance / (Deficit) after Encumbrance |
|-------------------------------------------|------------------------|---------------------|----------------------|----------------------|---------------------|------------------------------|------------------------------------------|-------------------------------------------|--------------------------------------------|
|                                           | HK\$ (A)               | HK\$ (B)            | HK\$ (C) = (A) + (B) | HK\$ (D)             | HK\$ (E)            | HK\$ (F)                     | HK\$ (G)                                 | HK\$ (H) = (E) + (F) + (G)                | HK\$ (I) = (C) - (H)                       |
| <b>Expenditure</b>                        |                        |                     |                      |                      |                     |                              |                                          |                                           |                                            |
| Other General Expenses                    | 9,990.51               | 10,000.00           | 19,990.51            | -                    | 10,000.00           | -                            | -                                        | 10,000.00                                 | 9,990.51                                   |
| <b>Total Expenditure and Transfer-out</b> | <b>9,990.51</b>        | <b>10,000.00</b>    | <b>19,990.51</b>     | <b>-</b>             | <b>10,000.00</b>    | <b>-</b>                     | <b>-</b>                                 | <b>10,000.00</b>                          | <b>9,990.51</b>                            |

Funds Available before Encumbrance per Report (C) - (E) 9,990.51

Funds Available after Encumbrance per Report (C) - (H)

Timing Difference <sup>Note</sup> 9,990.51

Funds Available after Encumbrance as at 30-Jun-2019 per Online System 9,990.51

Note : Timing difference may due to unposted journals (if any).

\*\*\*End of Report

Free Balance (for posted transactions)

Free Balance (on-line latest funding position includes reserved funds entries pending on posting e.g. PR/PO and journals, etc.)

# The New I/E Statement Layout (All Project Funds - Summary)

17-DEC-2018 14:38:01 USEK1

Hong Kong Baptist University  
Summary Statement of Funds Available after Encumbrance (DEPT) - Multiple Fund Sources  
As at 30-Nov-2018

Project: 000000 General  
Project Start Date:  
Project End Date:  
Cost Centre From and To: 1234 to 1234

Budget Controller: Yam Ho Yan  
Total Grant/Pledge: 1,869,174.00

|  | Total Budget | Current Year Actual | Total Project Actual | Encumbrance | Total Actual and Encumbrance     | Free Balance / (Deficit) after Encumbrance |
|--|--------------|---------------------|----------------------|-------------|----------------------------------|--------------------------------------------|
|  | HK\$ (A)     | HK\$ (B)            | HK\$ (C)             | HK\$ (D)    | HK\$ (E) <small>Note (a)</small> | HK\$ (F) <small>Note (b)</small>           |

**Executive Summary (Funds Available after Encumbrance per Online System):**

|                                                                  |  |  |  |  |  |                     |
|------------------------------------------------------------------|--|--|--|--|--|---------------------|
| Project 000000 General                                           |  |  |  |  |  | 9,278,780.62        |
| <b>Total Funds Available after Encumbrance per Online System</b> |  |  |  |  |  | <b>9,278,780.62</b> |

**Details by Budget Control Type:**

|                                                                  |                     |                   |                     |                     |                     |                     |
|------------------------------------------------------------------|---------------------|-------------------|---------------------|---------------------|---------------------|---------------------|
| <b>YTD with Budget</b>                                           |                     |                   |                     |                     |                     |                     |
| 11.44.1234.000000 HKBU.UE-R.DEMO.General                         | 19,990.51           | 10,000.00         |                     | -                   | 10,000.00           | 9,990.51            |
| <b>Total Expenditure and Transfer-out</b>                        | <b>19,990.51</b>    | <b>10,000.00</b>  |                     | <b>-</b>            | <b>10,000.00</b>    | <b>9,990.51</b>     |
| <b>PJTD with Budget</b>                                          |                     |                   |                     |                     |                     |                     |
| 11.41.1234.000000 HKBU.OG.DEMO.General                           | 1,028,194.13        | 321,137.10        | 1,193,639.68        | -                   | 1,193,639.68        | (165,445.55)        |
| <b>Total Expenditure and Transfer-out</b>                        | <b>1,028,194.13</b> | <b>321,137.10</b> | <b>1,193,639.68</b> | <b>-</b>            | <b>1,193,639.68</b> | <b>(165,445.55)</b> |
| <b>PJTD on Balance</b>                                           |                     |                   |                     |                     |                     |                     |
| 11.41.1234.000000 HKBU.SF-R.DEMO.General                         |                     | 701,894.00        | 9,572,223.14        | (137,987.48)        | 9,434,235.66        | 9,434,235.66        |
| <b>Surplus/(Deficit) after Transfer</b>                          |                     | <b>701,894.00</b> | <b>9,572,223.14</b> | <b>(137,987.48)</b> | <b>9,434,235.66</b> | <b>9,434,235.66</b> |
| <b>Total Funds Available after Encumbrance per Report</b>        |                     |                   |                     |                     |                     | <b>9,278,780.62</b> |
| Timing Difference <small>Note (c)</small>                        |                     |                   |                     |                     |                     |                     |
| <b>Total Funds Available after Encumbrance per Online System</b> |                     |                   |                     |                     |                     | <b>9,278,780.62</b> |

**Free Balance (for posted transactions)**

**Free Balance (on-line latest funding position includes reserved funds entries pending on posting e.g. PR/PO and journals, etc.)**

Note (a): (E) = (B) + (D) For "YTD with Budget"; (E) = (C) + (D) For "PJTD with Budget" and "PJTD on Balance"  
 Note (b): (F) = (A) - (E) For "YTD with Budget" and "PJTD with Budget"; (F) = (E) For "PJTD on Balance".  
 Note (c): Timing difference may due to unposted journals (if any).

# New I/E Statement - Key Changes (2)

- *Allow flexibility to select Current / All Financial Years for Project Funds*

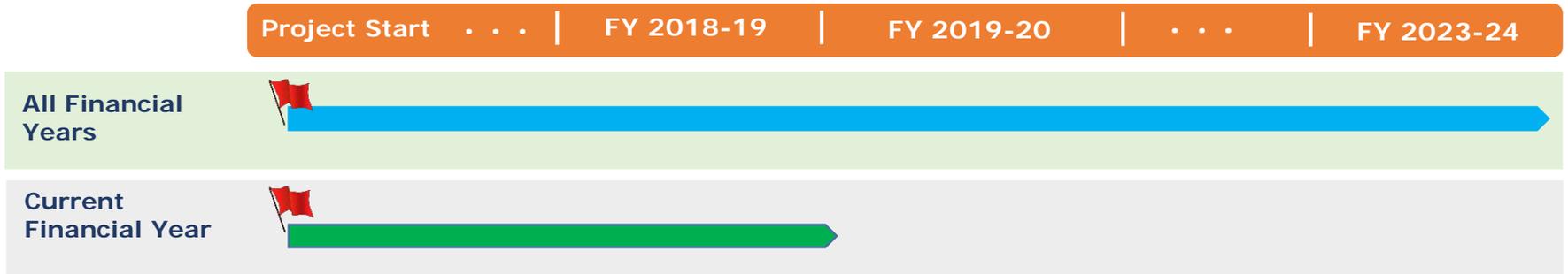
- ◆ **Current Financial Year**

Display accumulated financial data for budget, encumbrance and actual from project start date to current financial year (i.e. FY2018/19)

- ◆ **All Financial Years**

Display accumulated financial data for the whole project period (i.e. include project budget and commitment data from project start to all future financial years)

Illustration of financial data to be displayed under “Total Project” column for PJTD Budget and PJTD Balance templates:



# New I/E Statement - Key Changes (3)

## Improve User Interface for parameter selection - Projects

- System will configure to display relevant projects under the user only

**Before**

| Quick Select          | Project | Description                              |
|-----------------------|---------|------------------------------------------|
| <input type="radio"/> | 000000  | General                                  |
| <input type="radio"/> | 000012  | General (Data Conversion)                |
| <input type="radio"/> | 000022  | General (FA Data Conversion)             |
| <input type="radio"/> | 100002  | U-wide General Activities                |
| <input type="radio"/> | 100004  | U-wide LEP                               |
| <input type="radio"/> | 100006  | Communities of Practice                  |
| <input type="radio"/> | 100008  | Sports Activities                        |
| <input type="radio"/> | 100010  | UGC QAC Audit - Sub-Degree               |
| <input type="radio"/> | 100012  | International Student Exchange Programme |
| <input type="radio"/> | 100014  | Institutional Development                |
| <input type="radio"/> | 100016  | General Academic Development             |
| <input type="radio"/> | 100018  | Course Review                            |
| <input type="radio"/> | 100020  | UGC QAC Audit                            |
| <input type="radio"/> | 100022  | Departmental Academic Advisors Scheme    |
| <input type="radio"/> | 100024  | Academic Exchange with Mainland          |
| <input type="radio"/> | 100026  | Financial and Related Systems            |
| <input type="radio"/> | 100028  | University Relations                     |
| <input type="radio"/> | 100030  | University Publicity Campaign            |
| <input type="radio"/> |         | ⋮                                        |
| <input type="radio"/> |         | ⋮                                        |
| <input type="radio"/> | 161008  | RC - IAS - Itakura Hiroko                |



**After**

| Quick Select          | Project | Description                                           |
|-----------------------|---------|-------------------------------------------------------|
| <input type="radio"/> | 100036  | New Financial Information System Implementation       |
| <input type="radio"/> | 100038  | Strategic Initiatives - Branding, Ranking & Benchmark |
| <input type="radio"/> | 100040  | Strategic Initiatives - Internationalisation          |
| <input type="radio"/> | 100042  | Strategic Initiatives                                 |
| <input type="radio"/> | 100044  | Alumni Buddies Connect                                |
| <input type="radio"/> | 100046  | Strategic Initiatives - Research                      |

# New I/E Statement - Key Changes (3) Cont'd

## Improve User Interface for parameter selection – Period

- System will default current period and only relevant periods will be displayed for selection

**Before**

| Quick Select          | Calendar Period |
|-----------------------|-----------------|
| <input type="radio"/> | AJ1-16          |
| <input type="radio"/> | AJ1-17          |
| <input type="radio"/> | AJ1-18          |
| <input type="radio"/> | AJ1-19          |
| <input type="radio"/> | AJ1-20          |
| <input type="radio"/> | AJ1-21          |
| <input type="radio"/> | AJ1-22          |
| <input type="radio"/> | AJ1-23          |
| <input type="radio"/> | AJ1-24          |
| <input type="radio"/> | AJ1-25          |
| <input type="radio"/> | AJ1-26          |
| <input type="radio"/> | AJ1-27          |
| <input type="radio"/> | AJ1-28          |
| <input type="radio"/> | AJ1-29          |
| <input type="radio"/> | :               |
| <input type="radio"/> | :               |
| <input type="radio"/> | DEC-15          |
| <input type="radio"/> | DEC-16          |

**After**

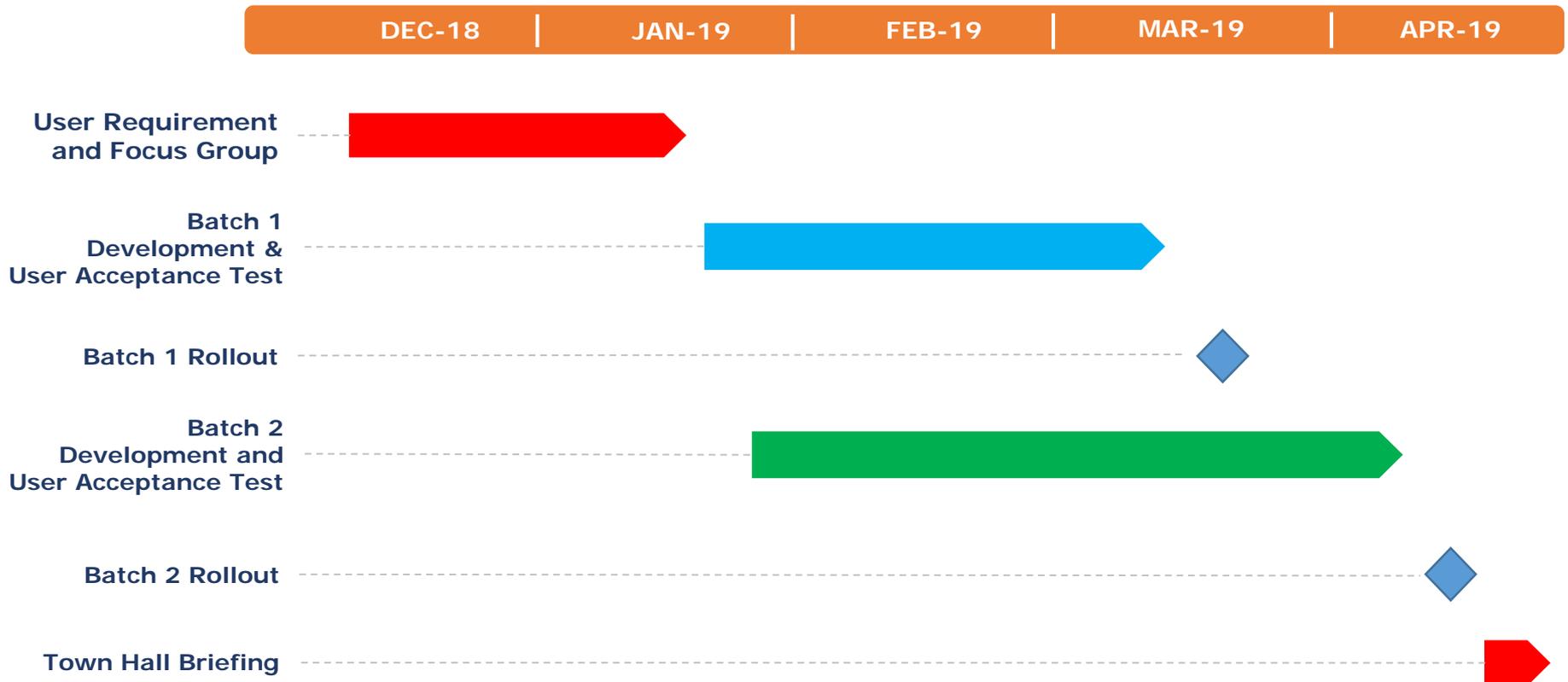
| Quick Select          | Calendar Period |
|-----------------------|-----------------|
| <input type="radio"/> | DEC-15          |
| <input type="radio"/> | DEC-16          |
| <input type="radio"/> | DEC-17          |
| <input type="radio"/> | DEC-18          |
| <input type="radio"/> | DEC-19          |
| <input type="radio"/> | DEC-20          |
| <input type="radio"/> | DEC-21          |
| <input type="radio"/> | DEC-22          |
| <input type="radio"/> | DEC-23          |

# Project Timeline - New I/E Statement Enhancement

Rollout by 2 batches:

**Batch 1 - New I/E Statements for Project Funds in March 2019**  
(i.e. 3 templates for YTD Budget, PJTD Budget and PJTD Balance)

**Batch 2 - New I/E Statements for Recurrent Funds (including Summary Report) and All Project Funds Summary Report in April 2019**

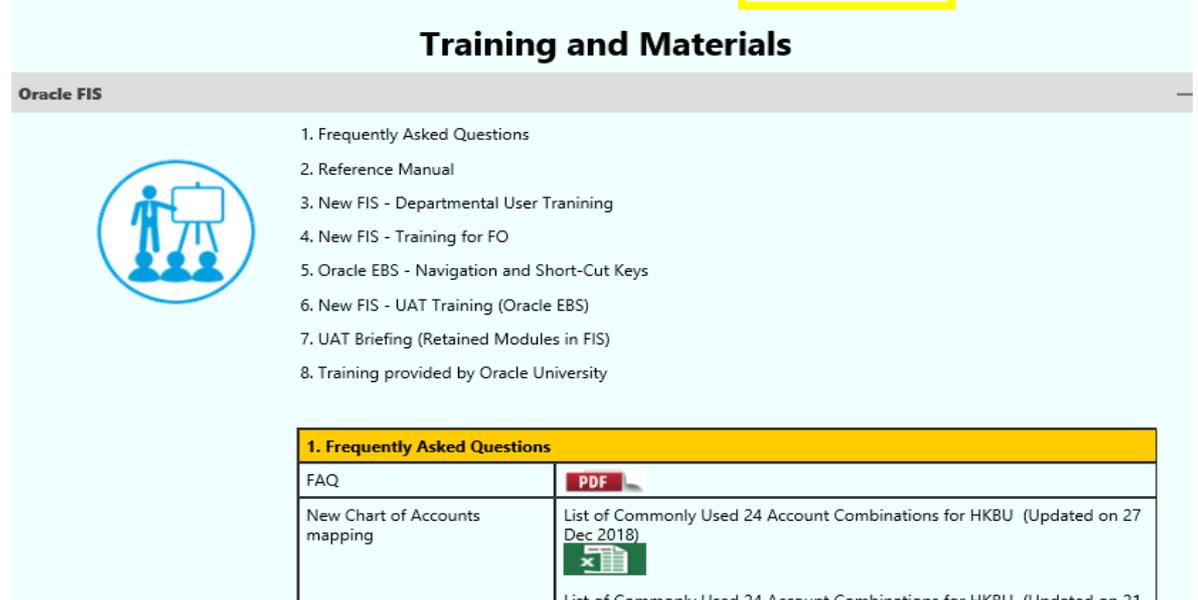


# Questions & Answers



# For more information...

- Please visit the FIS Project Website:
- <https://fohome.hkbu.edu.hk/internal/hkbufoproj/index.htm>
- or from the New FIS Project on FO website



## FIS Support Hotline

3411 5587

Email: [fosys@hkbu.edu.hk](mailto:fosys@hkbu.edu.hk)

**We need your Kind Support & Cooperation**

**Thank You**

