



## New Financial Information System (FIS) – Cheers to a New Beginning

Welcome to the sixth issue of our newsletter. We are pleased that the new Oracle FIS was launched successfully on 9 January 2018. We would like to share with you some highlights on the latest project progress of the Cost Allocation Guidelines (CAG) implementation and the upcoming project plan.

### New FIS Project Progress



#### New Financial Information System Goes Live

- ◆ We would like to express our deep gratitude to all stakeholders for their dedication and commitment to make the FIS launch successful.
- ◆ We also want to thank users and stakeholders for their feedback and valuable suggestions after the launch of the new FIS system. These feedbacks are being studied carefully and will be used as input for further enhancement or fine-tuning of system functions, configurations and reports in the future.

To help our users get familiar with the new FIS system and facilitate their daily operations, various e-learning videos and reference materials have been made available under the “New FIS Project” section of the Finance Office website - <http://fohome.hkbu.edu.hk/fopage.html>.

#### 1 User Manuals and Training Videos

- Step-by-step instructions on how to navigate through the Oracle Applications and user manuals on various functions of Oracle EBS

#### 2 Chart of Accounts/Category Code Mapping

- New COA for HKBU and Agency Funds
- List of Commodity Codes for Purchase Requisition

#### 3 Frequently Asked Questions

- Summary of commonly asked questions and answers on various Oracle modules

#### 4 Other Reference Material

- Oracle EBS setup and Java installation guides for Windows and Mac users

You are also welcome to contact our Service Hotline at ext. 5587 or send emails to [fosys@hkbu.edu.hk](mailto:fosys@hkbu.edu.hk) if the supporting materials cannot answer your questions. We will provide feedback to you as soon as possible.

### Cost Allocation Guidelines (CAG)



#### Successful Completion of System Integration Test

- ◆ The development of the Cost Allocation Platform (Oracle Hyperion) has been completed and all System Integration Testing scenarios, including interfaces with the Venues and Facilities Booking System (VFBS) and Timesheet System, were conducted thoroughly over the last 2 months.

### **User Acceptance Test and Training on Cost Allocation Platform**

- ◆ User Acceptance Test (UAT), which covers functions such as data loading from various systems, cost drivers, cost allocation methodology and reporting, is scheduled in early March. Training on the Cost Allocation Platform and UAT has been conducted in late February for users of the Office of Information Technology and Finance Office (FO). The training enables users to acquire required knowledge on the Cost Allocation Platform and necessary know-how to perform the UAT.

### **CAG - Related system enhancements and results**

- ◆ Enhancement of the VFBS for periodic upload of room usage records of the academic departments will be completed in early March 2018 by the Estates Office.
- ◆ The Timesheet System will be enhanced based on the feedbacks received from the academic / teaching staff during the timesheet trial run. System enhancement is scheduled in March 2018.
- ◆ FO performed simulations based on the actual expenditures for 2016-17 to ascertain the implications of the CAG. The Senior Executive Committee has approved that (i) the hourly in-load academic staff cost recovery rate for teaching Self-financed Academic Programmes (SFAPs) be revised upwards to reflect the salary adjustments over the past few years; (ii) the overhead recovery rate on local SFAPs be increased slightly; and (iii) the new rates will be effective on 1 July 2018.

## **What's Next?**

### **Refinement of new FIS System and e-Learning Materials**

- ◆ The Project Team will work with Deloitte to refine the new FIS system and enrich the e-Learning materials based on the feedback received from users and stakeholders.

### **Commencement on Phase II of the New Financial Information System**

- ◆ Phase II of the new FIS project will start in March 2018 with the planned scope of implementing the Accounts Receivable (AR) module and interfaces with related systems on miscellaneous income with an aim to streamline the accrual processing of accounts receivable.
- ◆ A series of user requirement workshops will be arranged with relevant stakeholders in March and April 2018 to review the existing billing, reporting and accrual entries process.

### **Cost Allocation Platform**

- ◆ The UAT on the Cost Allocation Platform and Timesheet System will be conducted in March 2018. The Cost Allocation Platform is scheduled to go live in April 2018.

## **YOUR QUESTIONS / FEEDBACKS ARE WELCOME**

Project materials and contact list are available under the menu - "Training and Materials" section, "New FIS Project" of the Finance Office website (<http://fohome.hkbu.edu.hk/fopage.html>)

We welcome your feedbacks, comments and questions on the project. Please email them to our designated project email address ([fosys@hkbu.edu.hk](mailto:fosys@hkbu.edu.hk)) or contact our project team members directly.

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