



## The New Financial Information System (FIS) – Dedication to eliminate manual effort by automation

Welcome to the tenth issue of our newsletter! We are pleased to update you on the latest progress of the development of the expense reimbursement module and 2018/19 cost allocation exercise in accordance with UGC guidelines.

### One-Stop Electronic Expense Reimbursement

#### Focus Groups on Expense Reimbursement Module (i-Expense)

- ◆ To provide better design and efficient workflow, the Project Team has performed a detailed study on the current expense reimbursement processes and the Oracle standard workflows. The team has also benchmarked against the practices of the industry and other sister institutions using the i-Expense module.



- ◆ Two focus group meetings were conducted in August 2019 with more than 200 participants from the Faculties/Schools/Academy and Administrative Offices.
- ◆ Thanks to the participants for sharing their candid views and valuable feedbacks on the high-level design of the i-Expense module.
- ◆ The participants appreciated the automation, greener processing, transparency and speed of reimbursements through electronic workflows of the i-Expense module.

#### Future Workflow of i-Expense

- ◆ Based on the users' feedbacks from the focus group meetings, the FO has refined the high-level design and workflows of the i-Expense module for the approval of the FIS Project Steering Committee on 29 August 2019. The key processes for two types of claims are highlighted below:

##### For reimbursement of staff expense claims (payment to staff):

- To speed up reimbursements and minimise circulation of original copy of supporting documents, FO will process claims based on the scanned copies of supporting documents uploaded by users;
- A user only needs to submit the original copies of supporting documents to FO when the FIS samples his/her claim for checking. The system will perform the sampling immediately after the claim has been approved by the budget controller. An email notification will be sent to the user if his/her claim is sampled for checking; and
- If the claim is not sampled for checking, the user only needs to keep the original copies until the claim is reimbursed and the user receives an email notification which is expected to be 2 to 3 weeks.

##### For payment to vendors (direct purchase at or below \$10,000):

- Similar to the existing Purchase Requisition/ Purchase Order process, a user will input payment request in the system and attach the scanned copies of supporting documents; and
- To align with the practice for payment to vendors for Purchase Order, all supporting documents will be sent to FO for checking and retention.

#### Project Timeline

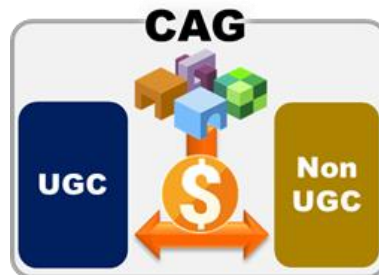
- ◆ The tendering for an implementation consultant will commence in September 2019.
- ◆ The implementation of the i-Expense module is expected to start in October 2019 and be ready for rollout in the third quarter of 2020 after user training sessions are conducted by the FO.



## Cost Allocation Guidelines (CAG)

### 2018-19 Year-end Cost Allocation Exercise

- ◆ The CAG exercise is making good progress, where all cost drivers were collected and uploaded to the Hyperion platform for running the 2018-19 year-end cost allocation for the preparation of the Financial Report.
- ◆ Our heartfelt appreciation goes to the colleagues from academic and administrative departments for their kind support of the Time Analysis Surveys (Survey) and the provision of data for various cost drivers.
- ◆ The Project Team has started the preparation of 2019-20 surveys. Based on the recommendations of the statisticians, the survey methodology will remain largely the same as that of 2018-19.
- ◆ The first Survey for 2019-20 has been scheduled from 24 October to 6 November 2019.



## What's Next?

### Development of i-Expense Module

- ◆ The Project Team will tender for a consultant for implementing the i-Expense module.
- ◆ The Team will work with the selected implementation consultant on the project plan, user requirements and system design.
- ◆ To enhance user experience, the Team will continue to collect users' feedbacks on reports and functions of the Oracle FIS and enhance the system as appropriate.

### Cost Allocation Platform

- ◆ FO will complete the 2018-19 year-end cost allocation process for the preparation of the Financial Report for the approval of the Finance Committee / Council in September / October 2019.
- ◆ The Project Team will kick start the preparation for 2019-20 Time Analysis Surveys. The first Survey has been scheduled in October / November 2019.

## 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.

We will share the latest developments with you in the next newsletter. Once again, we are deeply grateful for your opinions and kind support.

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*We need your Support & Cooperation*