Financial Information System (FIS) – Crafting a framework for the innovative and highly-automated Expense Reimbursement (i-Expense) module

Welcome to the twelfth issue of our newsletter. We are pleased to update you on the latest progress of i-Expense project, together with the highlights of key system functions and features.

Project Progress

Focus Group Meetings

♦ To facilitate exchanging views and comments on the workflows and functions of the i-Expense module, two focus group meetings via Zoom were well attended by more than 270 representatives from faculties, departments, and administrative offices in May 2020.

♦ The FO project manager (centre) and two senior consultants from Deloitte ran through the preliminary system workflows and screens with attendees and obtained their feedbacks for perfecting the functions.

Project Timeline

The Project Steering Committee (PSC) endorsed the system design, workflow and essential customisation areas in May 2020. The target is to rollout the i-Expense module in January 2021.

2020												2021
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
	Kickoff	System Analysis & Design				Configuration & Build				Testing & Training		★ System Go-live

Salient Features of the i-Expense Module

Mobile-approval at Your Fingertips

APPROVE

Approvers can approve claims anytime and anywhere through their mobile devices, significantly expediting reimbursements to staff and vendors.

Real-time Claim Status Update

Staff can access to real-time processing status of their expense claims and requests for payment to suppliers. History of staff claims / payments to suppliers will be at the fingertips of staff.

Robust Suppliers Search & Creation Function

Department users can easily search for existing suppliers or simply input the supplier information if it is not an existing one in Oracle FIS.

Faster Reimbursement to Staff

Leveraged on electronic submission and approval, the time for reimbursing claims to staff will be shortened as FO will start processing claims once it receives copy of supporting documents via system.

Hassle-free Calculation of Subsistence Allowance for Duty Visit

With minimal data input, system will automatically calculate the subsistence allowance, based on preloaded daily allowance rates of various cities. Accuracy and efficiency of expense claims for duty visits will be greatly enhanced.

Claim Expenses on Behalf of Others

The System allows flexibility for users to assign appropriate delegates to enter expense claims on their behalf.

Process Excellence and Compliance Control

The i-Expense module will build in logics and intelligence to strengthen internal controls throughout the expense reimbursement processes.

Automated Budgetary Control
Reserve Fund
System will automatically check and reserve fund when users submit expense claims or requests for payment to vendors.

Risk-based Sampling Check
Sampling
FO will adopt a risk-based approach to perform sampling check of original supporting documents. Users will be informed on-line to submit originals if their claims are sampled for checking.

One-level Up Approval for Self-Consumed Expenses
One-level up approval for self-consumed expenses as required by the Audit Committee will be incorporated into the i-Expense module.

Automatic Checking of Duplicate Claim
To avoid double payments, there will be a built-in logic to detect duplicate claims based on key attributes of the transactions.

Minimise Manual Circulation of Papers
By transforming from paper-based process to electronic process, circulation of hard copies and the risk of loss in transit will be greatly minimised.

Cut Down Late Submission of Claims
Users are required to submit their expense claims within three months after the expense is incurred. Cutting down late submissions will enhance expense booking in proper financial year and reduce potential loss of supporting documents by staff.

What's Next? Configure and Build Phase

Based on the endorsed system design, the project team will finalise the functional design and start system development shortly. After completion of system development and integration testing, representatives from faculties, departments and administrative offices will be invited to participate in the User Acceptance Test (UAT) in November 2020. We will keep you updated on the project progress and reach out to the representatives when we are ready to start the UAT.

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) 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.

攜 手 迎 挑 戰，邁 步 齊 向 前
We need your Support & Cooperation