



Financial Information System (FIS) – Embarking on the new Expense Reimbursement Module

Welcome to the eleventh issue of our newsletter! We are pleased to inform you that we have kicked off the FIS extension project on the electronic expense reimbursement (i-Expense) module.

New Expense Reimbursement Module

Project Kick-off

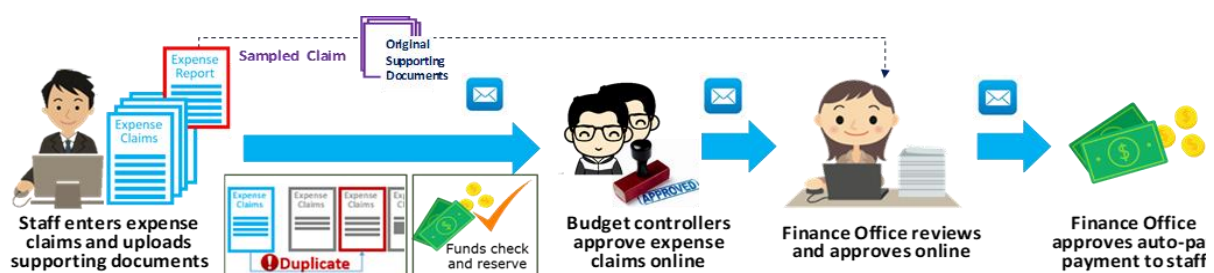
- ◆ With the approval of the Main Tender Board, the University has engaged Deloitte Advisory (Hong Kong) Limited (“Deloitte”) as the consultant for the implementation of the i-Expense module.
- ◆ In the kick-off meeting on 25 February 2020, a Project Team with representatives from the Finance Office (FO), Office of Information Technology and Deloitte was formed.



Project Scope and Future Workflow of i-Expense Module

- ◆ The i-Expense module is intended to streamline and automate the existing paper-based expense reimbursement processes with higher efficiency and quicker turnaround.
- ◆ The i-Expense module will cover two payment types, i.e. staff's expense claims and payments to vendors for direct purchases.
- ◆ The future workflows for the two payment types will be finalised after consultation with various stakeholders in the upcoming user focus group meetings and undergoing detailed system design.

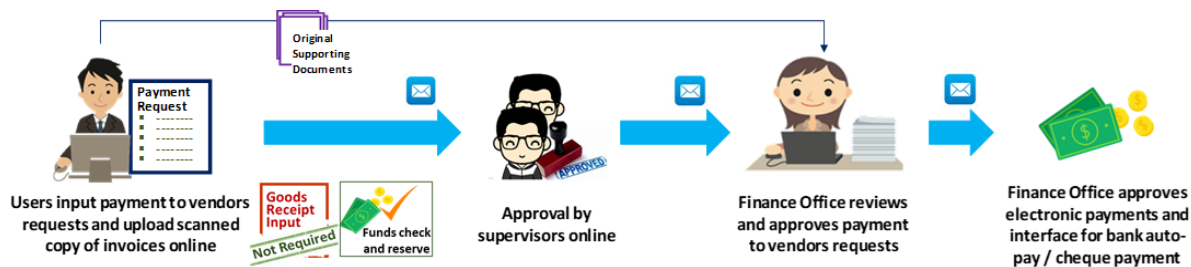
1) Reimbursement of Staff's Expense Claims



Key features:

- Staff can enter and submit expense claims in the i-Expense module quickly and easily with pre-populated key data fields and drop-down menus.
- After submission, the expense claims will be routed electronically to the budget controller/claimant's supervisor for approval.
- The approved expense claims will then be automatically routed to FO for vetting and seamlessly integrated with the Accounts Payable module for electronic payment.
- The i-Expense module will build in logics to detect duplicated submission of claims and sample select claims for providing original supporting documents for FO's checking.
- A fund checking and reservation mechanism will be installed for proper budgetary controls.
- Staff can inquire processing status of their expense claims online.

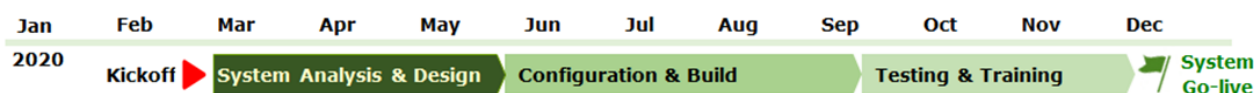
2) Payment to Vendors (direct purchase at or below \$12,000)



Key features:

- Similar to the existing electronic Purchase Requisition, department users can enter requests for payments to vendors for direct purchases with electronic approval/checking workflows and a fund reservation mechanism for proper budgetary controls.
- The system will not require department users to confirm receipt of goods as it has already been received.
- The vendor payment requests will be seamlessly integrated with the Oracle supplier database and Accounts Payable module to minimise input efforts.
- To align with the practice for vendor payments for Purchase Orders, all original supporting documents will be sent to FO for checking and retention.
- Department users can view the processing status of vendor payment requests online as well as past vendor payments to enhance transparency.

Project Timeline



- ◆ The project has started in March 2020 and is estimated to complete by end 2020.
- ◆ We are now in the System Analysis and Design phase during which the Project Team will discuss with FO users to collect detailed user requirements.

Coming Workshops and Focus Group Meetings



- ◆ Your comments, requirements and valuable inputs are important to the success of the system for accommodating multifaceted needs.
- ◆ The Project team is going to organise workshops and focus group meetings with nominated representatives from Faculties/School/AVA/Offices to walk through the functions and features (with prototype screens) of the i-Expense module in April and May 2020.
- ◆ We will send out invitations to Deans/Heads for nominations of user representatives in late March 2020.

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.

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