



## Financial Information System (FIS) – i-Expense Goes Live with Faster Reimbursements

Welcome to the fifteenth issue of our newsletter! We are pleased to share with you the latest progress of our digital transformation journey in the last few months.

### i-Expense Module

#### Successful launch of i-Expense Module

- ◆ The Oracle expense reimbursement (i-Expense) module was rolled out on **29 January 2021** according to the original plan.
- ◆ We would like to express our sincere gratitude to all stakeholders for their great support and valuable suggestions on the project.
- ◆ Five end-user training sessions with more than 700 participants were conducted in January 2021 before the system rollout.
- ◆ Feedback and suggestions were received for further refinement of functions and configurations of the system as appropriate.



#### Faster Reimbursement and Greater Efficiency



- ◆ About 500 staff expense claims and 1,300 payment requisitions to vendors (PRV) were processed by the i-Expense module in first two months.
- ◆ 90% of claims/PRV were processed and paid to staff/vendors within 10 working days, which is 5 days faster than processing via paper reimbursement forms. The remaining claims/PRV were processed after all necessary supporting documents were received from users.
- ◆ With the roll-out of the i-Expense module, reimbursements are never easier, faster and fully visible on approval and payment status at staff's finger tips.

### e-Tender Box System

#### System Rollout and Pilot Run

- ◆ After six months' hard work by the project team and the system vendor, the e-Tender Box System (**ETS**) is now at its final stage of user training and production setup. The system will be launched on **31 March 2021** as originally planned.
- ◆ We have scheduled a pilot run of ETS for three months from April to June 2021 so that suppliers and FO users can better adapt to the new system and its operational work flows.
- ◆ During the pilot run, ETS will be used for quotation exercises first, i.e. purchases with an estimated value up to \$100,000.





### Supplier Training and Communication

- ◆ FO sent out mass emails to around 3,000 active suppliers to inform them about the training arrangements, pilot run and the benefits of the new ETS.
- ◆ Suppliers will also receive invitation emails from ETS to register their companies in the ETS.
- ◆ Six on-line training sessions for suppliers will be conducted in end March and early April 2021.
- ◆ The training session will be recorded and posted on FO website for suppliers' reference. A user guide and training materials will also be available in the ETS.

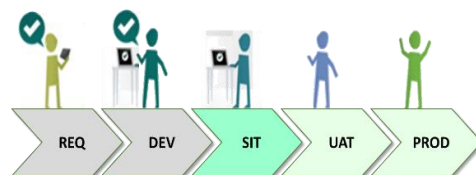
### Benefits of ETS

- ◆ ETS provides a secure and controlled cloud-based platform for the University to disseminate quotations/tender documents and for the invited suppliers to submit their tender proposals to the University;
- ◆ The system streamlines the supplier registration, quotation/tender issuance and collection, and provides an on-line platform for FO users to process quotations/tender proposals submitted by suppliers; and
- ◆ ETS interfaces with Oracle Financial Information System for synchronization of the supplier database.

## e-Medical Claims System

### Commencement of System Integration Test (SIT)

- ◆ System configuration and development was completed in February 2021.
- ◆ After SIT commences in March 2021, the project team is actively validating system functions, system interfaces and the integration between the web and mobile platform.
- ◆ The project is moving ahead according to schedule and targeted to be rolled out by end June 2021.



## 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.

**We need your Support & Cooperation**