



香港浸會大學

HONG KONG BAPTIST UNIVERSITY

Deloitte.
德勤

i-Expense Module User Training

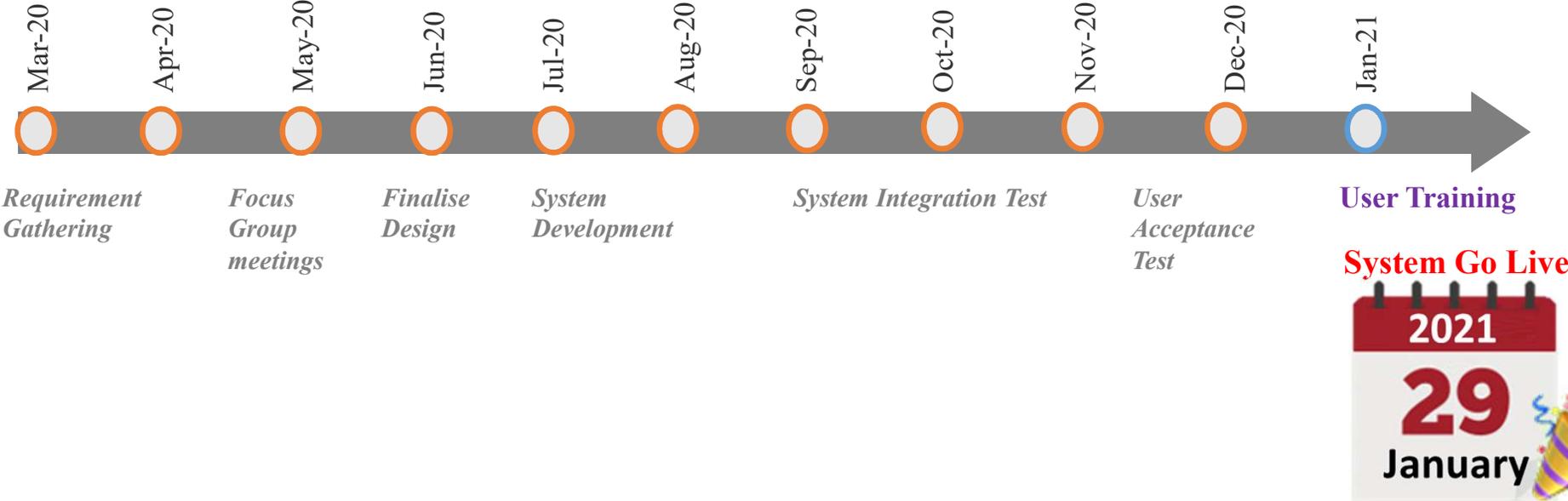
Presented by: Finance Office and Deloitte

Agenda

- **Introduction**
- **Part 1 – Staff expense claims**
- **Part 2 – Payment requisition to vendors**
- **Q & A Session**

Oracle i-Expense Module - Project Timeline

ORACLE® i-Expense Module



Scope of i-Expense Module

✓ *Payment to Staff*

- Payments include travelling / conference expenses, hospitality, staff expense reimbursement claims, etc.
- Exclusions - the existing procedures for the following items shall remain
 - Medical Claims
 - Staff remuneration including honorarium, services for outside practice, consultancy fees, etc.
 - Petty Cash
 - Cash Advance - return of supporting documents and bank-in slip

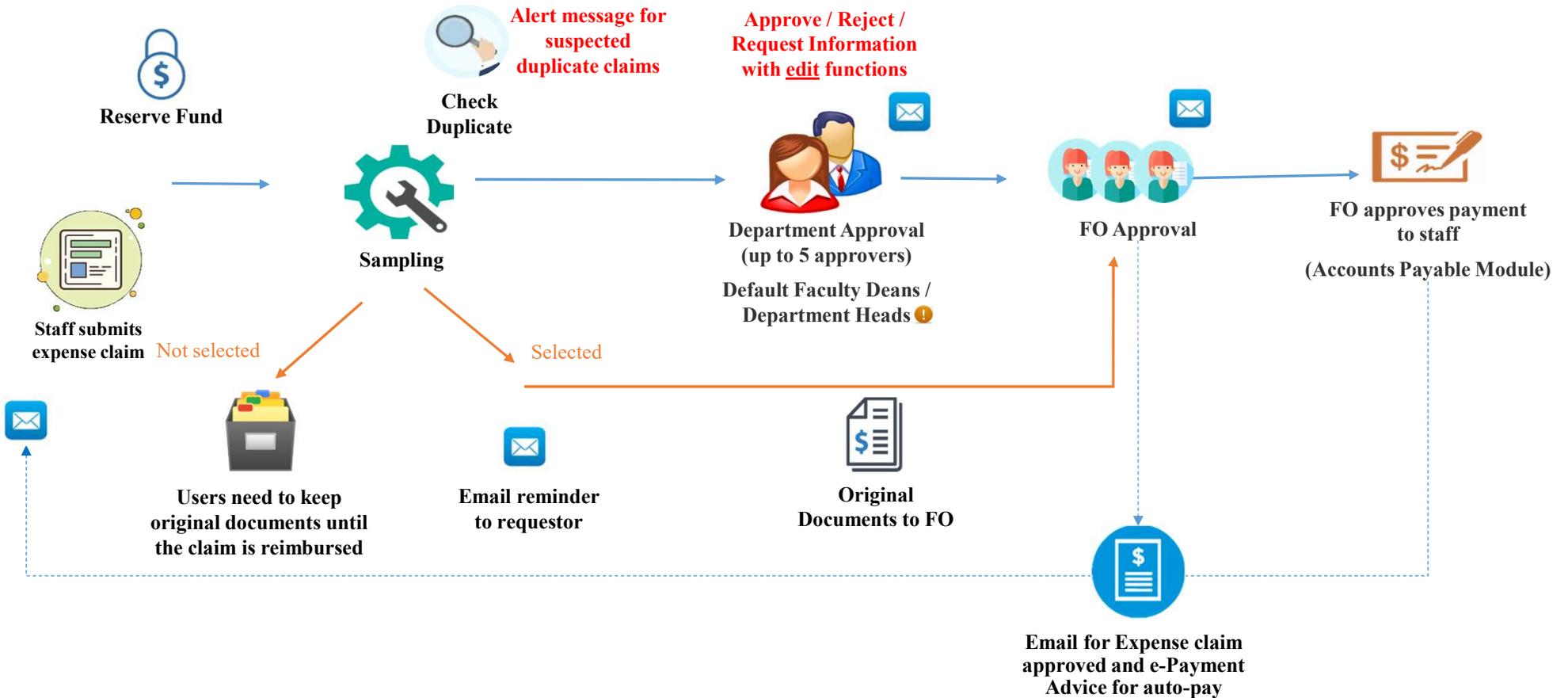
✓ *Payment to Vendors*

- Payments include direct purchases of less \$12,000
- Exclusions - the existing procedures for the following items shall remain
 - Payment with Purchase Order / Purchase Requisition (purchase > \$12,000)
 - Purchase through the Dangerous Goods and Management System (DGMS) and Library System
 - Rental and management fees under lease agreements, utilities, consultancy and professional services relating to capital projects (without PO), etc.

✓ *Payment to Students (NOT covered under i-Expense module)*

- The existing practice will be retained.
- Enhancements to Student Accounts Module under retained module such as standard template file for departments, etc. to streamline process

i-Expense Module - Staff Expense Claims



! For Budget Controller, claims for self-consumed expenses requires one-level up approval

Login New Financial Information System

BUniPort > Works > FIN > FIS (Oracle EBS)

The screenshot shows the BU Portal website interface. At the top left is the Hong Kong Baptist University logo and name. At the top right is the BU Portal University logo. Below the header is a navigation bar with links for myCal, myMail, e-Directory, and Staff Search. A secondary navigation bar contains links for e-Announcements, Profile, Works, Share & Community, U-Wide Policies & Info, and Help. The 'Works' link is highlighted with a red box. Below this is a dropdown menu for 'YING Amy Y C' with 'FO - Individual Staff' selected. A red box highlights the 'Work (Finance)' link. Under 'Work (Finance)', there are two main sections: 'Finance Report' and 'Maintenance & Enquiry'. The 'Finance Report' section has a link for 'PR/PO Report up to 31 Dec 2017' with a sub-link for 'PR Listing'. A red box highlights the 'PR/PO Report up to 31 Dec 2017' link, with a callout box containing the number '1' and the text 'Click this link'. The 'Maintenance & Enquiry' section has a link for 'FIS' with sub-links for 'New Financial Information System (Oracle EBS)' and 'Finance Information System (Retained Modules)'. A red box highlights the 'New Financial Information System (Oracle EBS)' link. The 'Enquiry' section is also visible below the 'FIS' section.

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BU Portal University

myCal | myMail | e-Directory | Staff Search:

e-Announcements | Profile | **Works** | Share & Community | U-Wide Policies & Info | Help

YING Amy Y C | FO - Individual Staff ▼

Work (Finance)

Finance Report

PR/PO Report up to 31 Dec 2017

- PR Listing

Maintenance & Enquiry

FIS

- New Financial Information System (Oracle EBS)**
- Finance Information System (Retained Modules)

Enquiry

1 Click this link

Email Notification for Approval

After users submit an expense report or previous approver has already approved the report, notification (and Email notification) will be sent to the next approver

Tue 12/01/2021 10:09 AM
FIS Oracle UAT Testing Email <newfis_uat@uat.hkbu.edu.hk>
Action Required: HKBU_OU - Expense E1004597 *** for Siu, Joanne S Y (1,000.00 HKD)

To Chen, Terry

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

ixep attachment.txt
273 bytes

Notification Detail.html
667 bytes

Time Zone (GMT +08:00) Hong Kong

From: Siu, Joanne S Y
To: Chen, Terry
Sent: 12-Jan-2021 10:06:47
Due: 12-Jan-2021 11:06:47
ID: 609029

Preparer: Siu, Joanne S Y
Requestor: Siu, Joanne S Y
Staff Claim: General Reimbursement
Description: Test
Report Total: 1,000.00 HKD
Cost Center: 4321

Information

***selected for sampling
Please approve or reject this expense report. Please provide a Note if you reject.
The expense claim seems to be potentially duplicated with previous case(s):
E10002, Line 1
E14240, Line 1
E1004333, Line 1
E1004362, Line 1
E1004428, Line 1

Expenses

Line	Date	Expense Type	Description	Reimbursable Amount (HKD)	Attachments
1	10-Dec-2020	381290-Airfare	Test	1,000.00	
Total				1,000.00	

Approvals History

Seq.	Date	Status	Performer	Comments
1	12-Jan-2021 10:06:47	Notified	Chen, Terry	

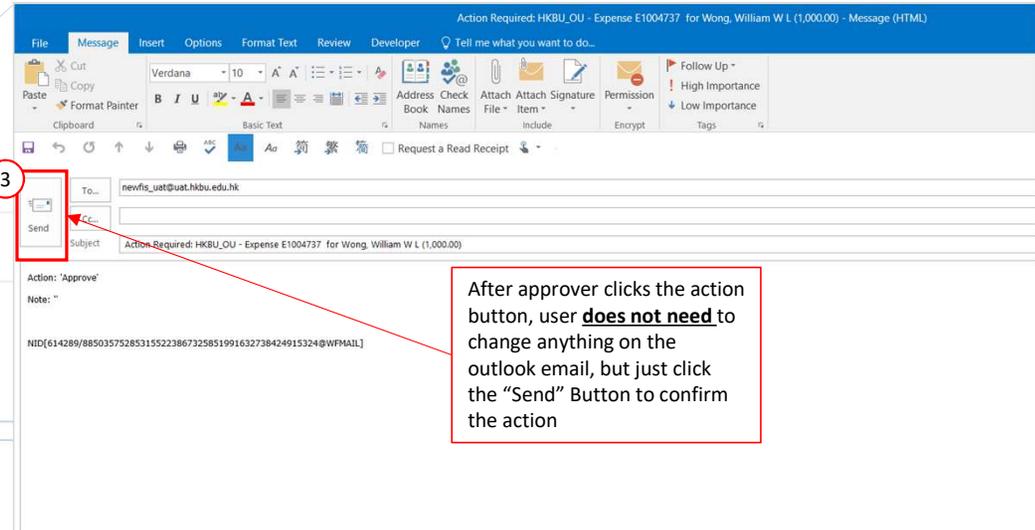
Related Applications

- [Expense Report Details](#)
- [Edit Expense Report](#)

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Action: [Approve](#) [Reject](#) [Request Information](#)

Warning: Do not forward this email



2

Approver can also take action to Approve / Reject / Request Information

1

Email Notification - Approved

User will receive email notification when the report is approved by all approvers.



Mon 18/01/2021 3:36 PM

FIS Oracle UAT Testing Email <newfis_uat@uat.hkbu.edu.hk>

[EXT]For Your Information: Expense E1004663 (1,000.00) has been approved

To Lee, Alex Tsun Lai

If there are problems with how this message is displayed, click here to view it in a web browser.

Notification Detail.html
680 bytes

Time Zone (GMT +08:00) Hong Kong

From Expense Report for
To Individual's Cost Center 2531
Sent 18-Jan-2021 15:05:04 Purpose Test
ID 613913 Expense Report Total 1,000.00

Information

If not already done, please send any required receipts to the Accounts Payable department.

The expense claim seems is potentially duplicated with previous case(s):

E1004659, Line 1

E1004660, Line 1

Expenses

Line	Date	Expense Type	Description	Reimbursable Amount (HKD)	Attachments
1	10-Sep-2020	381110-General Exp		1,000.00	
Total				1,000.00	

Related Applications

[Expense Report Details](#)

Reporting

HKBU Expense Listing Report For DEPT

Demonstration

ORACLE E-Business Suite

Home

- HKBU FA Batch Job
- HKBU FA Manager
- HKBU FA User
- HKBU GL Admin Manager
- HKBU GL Administrator
- HKBU GL Inquiry
- HKBU GL Manager
- HKBU GL User
- HKBU IExp CCR
- HKBU IExp FO
- HKBU IExp Helpdesk (FO)
- HKBU IExp Inquiry (FO)
- HKBU IExp Report (by SR)
- HKBU IExp User
- HKBU IProcurement Catalog Adm
- HKBU NP Financial Reports
- HKBU PA Approver
- HKBU PA Inquiry
- HKBU PA Preparer
- HKBU PO Administrator
- HKBU PO Batch Job
- HKBU PO Manager
- HKBU PO User

Requests

Request Query Type: All My Requests

Requests Summary Table

Request ID	Name
11227479	HKBU PRV Listing Re
11227478	HKBU GL Encumbran
11227477	Journal Import
11227473	HKBU PRV Listing Re
11227471	HKBU PRV Listing Re
11227469	HKBU GL Encumbran
11227463	HKBU PRV Listing Re
11227460	HKBU GL Encumbran
11227454	HKBU GL Encumbran
11227452	HKBU PRV Listing Re

ORACLE Expense Reports

Expenses Home | Expense Reports | Access Authorizations | Payments Search | Request

Schedule Request: Define

Indicates required field

Personalize: Request Submission Program Train Station*

Personalize Table Layout (tableLayout)

Personalize Stack Layout

Copy Request

Program Name: HKBU Expense Claims Listing Report For DEPT

Request Name

Operating Unit: HKBU_OU

NLS Settings | Parameters | Layout | Notification | Print Options | Delivery Options | Schedule Options

Preparer: Chen, Terry (FO)

Requestor: Chen, Terry (FO)

Fund From: 11

Fund To: 11

CCtr From: 2531

CCtr To: 2531

Account From

Account To

Project From

Project To

Interfund From: 00

Interfund To: 00

Submission Date From

Submission Date To

GL Date From

GL Date To

Sample

Status

Advanced Search | **Submit Request**

Manage Schedule | **Continue**

1 Select appropriate responsibility

2 Click Submit Request

3 Select program (report) name

4 Enter submission parameter

5 Click Continue

Demonstration

The screenshot displays the Oracle 'Schedule Request: Review' interface. The top navigation bar includes 'ORACLE', a home icon, a star, a gear, a notification bell, and a 'Logged in' status. Below the navigation bar, the page title is 'Schedule Request: Review'. On the right side, there are buttons for 'Manage Schedule', 'Cancel', 'Back', and 'Submit'. A red box highlights the 'Submit' button, with a callout '5 Click Submit' pointing to it.

The main content area is divided into several sections:

- Name:** Concurrent Program Name: HKBU Expense Claims Listing Report For DEPT; Request Name: HKBU Expense Claims Listing Report For DEPT; Operating Unit: HKBU_OU.
- Language Settings:** Language: American English; Territory: Hong Kong; Numeric Character Sort: Binary.
- Parameters:** A list of parameters including Preparer, Requestor, Fund From, Cctr From, Account To, Project From, Interfund From, Submission Date From, GL Date From, Sample, and Status.
- Schedule:** Scheduled to Run: As Soon As Possible; Recurrence: Never Repeats; Increment Dates: No; Recalculate Default Parameters: No.
- Layout:** A section for layout configuration.

The 'Requests' section is the primary focus, featuring a 'Requests Summary Table' with a 'Refresh' button. The table has columns for Request ID, Name, Phase, Status, Scheduled Date, Details, Output, and Republish. A red box highlights the 'Completed' phase in the second row, with a callout '6 Wait until the phase is Completed'. Another red box highlights the 'Output' icon in the same row, with a callout '7 Click Output icon when the job is finished'. The table data is as follows:

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
11227501	HKBU Expense Claims Listing Report For DEPT	Pending	Normal	13-Nov-2020 16:59:52			
11227499	HKBU Expense Claims Listing Report For DEPT	Completed	Normal	13-Nov-2020 16:58:45			
11227496	HKBU Export PRV to Payables	Completed	Warning	13-Nov-2020 16:57:41			
11227494	Program - Automatic Posting	Completed	Normal	13-Nov-2020 16:56:57			
11227492	HKBU GL Encumbrance Journal Import (OIE & PRV)	Pending	Scheduled	13-Nov-2020 17:00:00			
11227484	HKBU GL Encumbrance Journal Import (OIE & PRV)	Completed	Normal	13-Nov-2020 16:52:47			
11227483	HKBU PRV Listing Report For DEPT	Completed	Normal	13-Nov-2020 16:52:22			
11227479	HKBU PRV Listing Report For DEPT	Completed	Normal	13-Nov-2020 16:50:24			
11227478	HKBU GL Encumbrance Journal Import (OIE & PRV)	Completed	Normal	13-Nov-2020 16:55:00			
11227477	Journal Import	Completed	Normal	13-Nov-2020 16:50:02			

Expense Listing Report (Department)

Hong Kong Baptist University Expense Listing Report (Department)																
Expense Report Number	Subsistence Allowance	Preparer	Requestor (Payee)	GL Date	Expense Reimbursement Currency	Expense Total Reimbursement Amount	Expense Line Number	Invoice / receipt date	Expense Type	Expense Line Description	Expense Line Currency (Original Currency)	Expense Line Amount (Original Currency)	Expense Line Reimbursement Amount	Expense Distribution Number	Expense Distribution Amount (Original currency)	Expense Reimburs
E10025	Claim NOT related to Subsistence Allowance	Chen, Terry (FO)	Chen, Terry (FO)	07-AUG-2020	HKD	67,098.17	1	07-APR-2020	381110-Working Meal without Guests	RL Testing meal without guest	HKD	100.00	100.00	1	100.00	
E10025	Claim NOT related to Subsistence Allowance	Chen, Terry (FO)	Chen, Terry (FO)	07-AUG-2020	HKD	67,098.17	2	06-APR-2020	362110-Hospitality	RL Testing meal with guests	HKD	700.00	700.00	1	700.00	
E10025	Claim NOT related to Subsistence Allowance	Chen, Terry (FO)	Chen, Terry (FO)	07-AUG-2020	HKD	67,098.17	3	06-APR-2020	381110-SS&G for internal	RL Testing Souv & Gift for internal staff	HKD	1,000.00	1,000.00	1	1,000.00	
E10025	Claim NOT related to Subsistence Allowance	Chen, Terry (FO)	Chen, Terry (FO)	07-AUG-2020	HKD	67,098.17	4	13-MAR-2020	381290-Airfare		HKD	2,000.00	2,000.00	1	2,000.00	
E10025	Claim NOT related to Subsistence Allowance	Chen, Terry (FO)	Chen, Terry (FO)	07-AUG-2020	HKD	67,098.17	5	14-APR-2020	381120-Accommodation		HKD	1,000.00	1,000.00	1	1,000.00	
E10025	Claim NOT related to Subsistence Allowance	Chen, Terry (FO)	Chen, Terry (FO)	07-AUG-2020	HKD	67,098.17	6	01-MAR-2020	381160-Daily Subsistence Allowance	RL Test Daily Subsistence allowance	AUD	12,142.00	62,298.17	1	12,142.00	
E10039		Chen, Terry (FO)	Chen, Terry (FO)		HKD	0.00										
E10043		Chen, Terry (FO)	Chen, Terry (FO)		HKD	0.00										
E10044		Chen, Terry (FO)	Chen, Terry (FO)		HKD	1,000.00	1	02-MAR-2020	381110-Working Meal without Guests		HKD	1,000.00	1,000.00			
E10044		Chen, Terry (FO)	Chen, Terry (FO)		HKD	1,000.00	2	02-MAR-2020		RL Test Daily Subsistence	AUD	8,406.00	43,129.50			
E10045		Chen, Terry (FO)	Chen, Terry (FO)		HKD	0.00	1	01-APR-2020	381120-Accommodation		HKD					
E10046		Chen, Terry (FO)	Chen, Terry (FO)		HKD	1,000.00	1	02-APR-2020	381110-General Exp	aaaa	HKD	1,000.00	1,000.00			
E10048		Chen, Terry (FO)	Chen, Terry (FO)		HKD	100.00	1	02-APR-2020	381120-Accommodation	test	HKD	100.00	100.00	1	100.00	
E10049		Chen, Terry (FO)	Chen, Terry (FO)		HKD	10.00	1	02-APR-2020			HKD	10.00	10.00			
E10050		Chen, Terry (FO)	Chen, Terry (FO)		HKD	1.00	1	02-APR-2020	381120-Accommodation		HKD	1.00	1.00	1	1.00	
E11002		Chen, Terry (FO)	Chen, Terry (FO)		HKD	450.00	1	06-APR-2020	381110-General Exp		HKD	100.00	100.00	1	100.00	
E11002		Chen, Terry (FO)	Chen, Terry (FO)		HKD	450.00	2	07-APR-2020	332110-Cleaning		HKD	200.00	200.00	1	200.00	
E11002		Chen, Terry (FO)	Chen, Terry (FO)		HKD	450.00	3	04-APR-2020	381270-Stationery		HKD	150.00	150.00	1	150.00	
E11004		Chen, Terry (FO)	Chen, Terry (FO)		HKD	100.00	1	05-APR-2020	381110-General Exp		HKD	100.00	100.00	1	100.00	
E11007		Chen, Terry (FO)	Chen, Terry (FO)		HKD	10.00	1	05-APR-2020	381110-General Exp		HKD	10.00	10.00	1	10.00	
E11008		Chen, Terry (FO)	Chen, Terry (FO)		HKD	10.00	1	05-APR-2020	381110-General Exp		HKD	10.00	10.00	1	10.00	
E11009		Chen, Terry (FO)	Chen, Terry (FO)		HKD	10.00	1	05-APR-2020	381110-General Exp		HKD	10.00	10.00	1	10.00	
E11017		Chen, Terry (FO)	Chen, Terry (FO)		HKD	90.00	1	05-APR-2020	374110-Furniture Non-FA		HKD	90.00	90.00	1	90.00	
E13018		Chen, Terry (FO)	Chen, Terry (FO)		HKD	0.00										
E13019		Chen, Terry (FO)	Chen, Terry (FO)		HKD	100.00	1	06-APR-2020	362110-Hospitality (meal with guests)		HKD	100.00	100.00	1	100.00	
E13020		Chen, Terry (FO)	Chen, Terry (FO)		HKD	100.00	1	13-APR-2020	362110-Hospitality (meal with guests)		HKD	100.00	100.00	1	100.00	
E13021		Chen, Terry (FO)	Chen, Terry (FO)		HKD	100.00	1	05-APR-2020	362110-Souven. & Gift (for guests)		HKD	100.00	100.00	1	100.00	
E14019		Chen, Terry (FO)	Chen, Terry (FO)		HKD	500.00	1	13-APR-2020	381110-General Exp	Gen	HKD	500.00	500.00	1	500.00	
E14019		Chen, Terry (FO)	Chen, Terry (FO)		HKD	500.00	2	12-APR-2020			HKD					



Microsoft Excel
97-2003 Worksheet

Income and Expenditure Statement for All Balance - DEPT

16-NOV-2020 10:50:29 SETUP

Hong Kong Baptist University
 Income and Expenditure Statement for All Balance - DEPT
 NOV-20

Entity.Fd.CCtr.Prj Range: 11.11.2531.000000
 Master Level: Y

Master Level

Entity.Fd.CCtr.AC.Prj: 11.11.2531.000000		Entity.Fd.CCtr.Prj Description: HKBU.RG(NR).FO.General				Project Start Date: 01-JUL-1998					Total amount Pledge: 0	
Budget Controller:		Project Status:				Project End Date:						
Budget C/F	Current-Year Budget	Total Budget	Reference Budget (w/o Fund Checking)	Current Month Actual *	Year-to-date Actual *	Project-to-date Actual *	Commitment *	Obligation and Others *	Expense Reimbursement *	Payment Requisition to Vendor *	Total for Actual and Encumbrance	Free Balance / (Overrun) after Encumbrance
HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$	HK\$
For Period Type = PTD (Period-to-Date) or YTD (Year-to-Date)	A1	A2	A=A1+A2	A'	B	C	D1	D2	D3	D4	E=C+D1+D2+D3+D4	F=A-E
For Period Type = PJTD (Project-to-Date)		A	A'		B	C1	C2	D1	D3	D4	E=C2+D1+D2+D3+D4	F=A-E
Expenditure												
375130	Equip't Maintenance								0	0		
375310	Teaching Equip't Non-FA								0	1,059.00		
Sub-total for Equipment									0	1,059.00		
361210	ST Staff Dev't								15,000.00	0		
381110	General Exp								60,320.00	-77,634.00		
381120	Accommodation								47,900.00	0		
Sub-total for Other General Expenses									123,220.00	-76,575.00		
Total Expenditure and Transfer-out									123,220.00	-75,516.00		
Net Surplus / (Deficit)												
Accumulated Surplus / (Deficit) B/F												
Accumulated Surplus / (Deficit) C/F												

"N/A" represents not applicable.

* For the income accounts, additional budget is represented by positive balance whereas the additional actual or encumbrance is represented by negative balance.

End of Report

Access Authorizations

(To authorize other colleague to create expense report on behalf)

Access Authorizations

Grant Authority (1)

Responsibility:

1. HKBU iExp User

The screenshot displays the Oracle E-Business Suite interface. The top navigation bar is dark blue with the text "ORACLE E-Business Suite". Below this, the page is titled "Home".

On the left side, there is a "Navigator" panel with a "Personalize" button. A red circle with the number "1" highlights the "HKBU iExp User" folder, which is also enclosed in a red rectangle. Other folders listed include "HKBU CHMD PRV User", "HKBU ITO Financial Reports (With SHC IT)", "HKBU PR Report", "HKBU PR User", and "HKBU PRV User".

On the right side, there is a "Worklist" section with a "Full List (25)" button. It contains a table with the following columns: "From", "Type", "Subject", "Sent", and "Due".

From	Type	Subject	Sent	Due
Chen, Terry	HKBU PRV Approval	PRV P0000081 (100.00 HKD) has been rejected	12-Nov-2020	
Chen, Terry	HKBU PRV Approval	PRV P0000081 is timed out	12-Nov-2020	
Chen, Terry	HKBU PRV Approval	PRV report P0000081 has been idled for 9 days.	12-Nov-2020	
Chen, Terry	HKBU PRV Approval	PRV (P0000081), HKBU_OU	12-Nov-2020	
	HKBU PRV Approval	PRV P0000074 is timed out	12-Nov-2020	
Chen, Terry	HKBU PRV Approval	PRV P0000074 (12.00 HKD) has been rejected	12-Nov-2020	
	HKBU PRV Approval	PRV report P0000074 has been idled for 9 days.	12-Nov-2020	

Access Authorizations Grant Authority (2)

2. Click link "Access Authorizations"

ORACLE Expense Reports

Expenses Home | Expense Reports | **Access Authorizations** | Payments Search | Request

Expenses Home

Track Submitted Expense Reports

The following expense reports are either outstanding or have been paid in the last 30 days.

Preparer / Requester ^	Report Number ^	Report Submit Date v	Report Status	Last Report Status Act
Chen, Terry (FO)	E190131	17-Nov-2020	Pending Manager Approval	
Chen, Terry (FO)	E190117	16-Nov-2020	Pending Individual's Approval	
Chen, Terry (FO)	E188153	13-Nov-2020	Ready for Payment	
Chen, Terry (FO)	E184085	09-Nov-2020	Ready for Payment	
Wong, William W L (FO)	E184088	09-Nov-2020	Ready for Payment	
Chen, Terry (FO)	E184087	09-Nov-2020	Ready for Payment	
Chen, Terry (FO)	E184092	09-Nov-2020	Ready for Payment	
Chen, Terry (FO)	E180100	06-Nov-2020	Ready for Payment	
Chen, Terry (FO)	E180106	06-Nov-2020	Ready for Payment	
Chen, Terry (FO)	E176087	05-Nov-2020	Pending Manager Approval	

If the status is Pending Your Resolution, you were sent a notification explaining the required action.

Update Expense Reports

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Access Authorizations

Grant Authority (3)

Once-off setting

ORACLE Expense Reports

Expenses

Expenses Home | Expense Reports | Access Authorizations | Payments Search | Request

Access Authorizations

You can add people on the list

Expenses Entry Delegations

The people in this list can enter expense reports for you. They can also view all of your previously submitted expense reports.

3

Name	Remove
Chen, Terry (FO)	
Raymond, Raymlee	
Wong, William W L (FO)	
Ying, Amy Y C (FO)	

The people on the list can create expense report for you.

Expenses Entry Permissions

You can enter expense reports for the people in this list. You can also view all of their previously submitted expense reports.

Name	Remove
Wong, William W L (FO)	

Tips!

Department head using his/her user account to add secretary on the list, so that the secretary can create expense report on behalf.

Tips!

You can create expense report for the people on the list

Once the department head finishes the authorization setting, the secretary can login and see the name of department head on the list

Header Page – General Information

After you authorized your colleague, your colleague can find your name on the “Preparer/Requester” field.

ORACLE Expense Reports

Expenses Home | Expense Reports | Access Authorizations | Payments Search | Request

General Information | Cash and Other Expenses | Expense Allocations | Review

Create Expense Report: General Information [Save] [Cancel] Step 1 of 4 [Next]

* Indicates required field

Preparer / Requester: Chen, Terry (FO)

Reimbursement Currency: HKD - Hong Kong Dollar

* Description

Additional Information

* GL Date: 18-Jan-2021

* Staff Claims: []

TIP For claims of []

Note: You may visit [FO website](#) for Financial Procedures.

Create Expense Report: General Information

* Indicates required field

Preparer / Requester: Chen, Terry (FO)

Reimbursement Currency: Chen, Terry (FO)

Additional Information

* GL Date: 18-Jan-2021

* Staff Claims: []

TIP For claims of []

Note: You may visit [FO website](#) for Financial Procedures.

Chong, Doris (PERS)

Kum, Devon F S (FO)

Siu, Joanne S Y (ACLW)

Wong, William W L (FO)

Ying, Amy Y C (FO)

4 If you create expense report for the department head, please select his/her name on this field.

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Vacation Rule

Create Vacation Rule

Create Vacation Rule (1)

- 1. Login system
- 2. Click on the link of "Vacation Rules"

The screenshot shows the Oracle E-Business Suite interface. On the left is the Navigator menu, and on the right is the Worklist table. A red circle highlights the 'Vacation Rules' link in the Navigator, and a red box highlights the 'Vacation Rules' link in the Worklist table.

Navigator

- Alert Manager
- Application Developer
- Application Diagnostics
- Cash Management Setup
- Functional Administrator
- General Ledger Super User
- HKBU 113766 Financial Reports
- HKBU ABS AP Invoice User
- HKBU AFund GL Administrator
- HKBU AFund GL Inquiry
- HKBU AP Admin
- HKBU AP Inquiry
- HKBU AP Payment Manager
- HKBU AP Supplier Bank Manager
- HKBU AP Supplier Bank User
- HKBU AP Supplier User
- HKBU AR ACH
- HKBU AR Financials

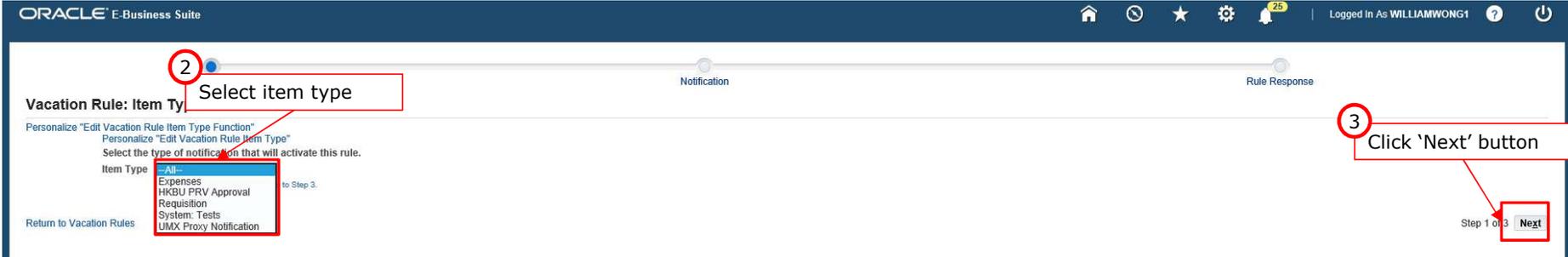
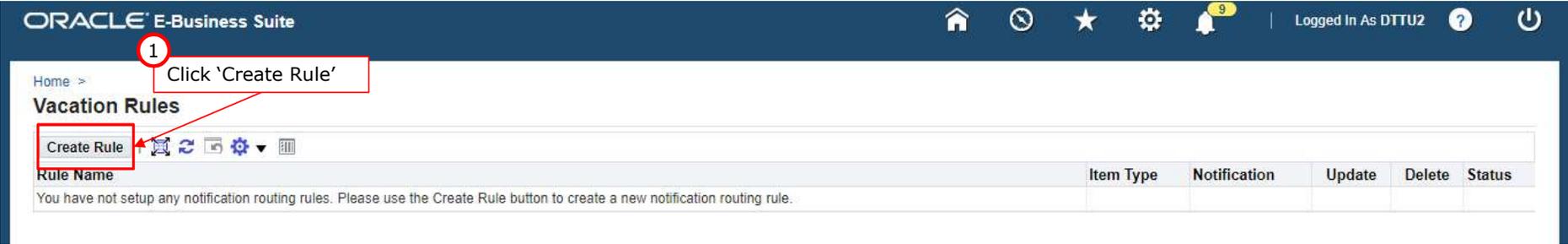
Worklist

From	Type	Subject	Sent	Due
Raymond, Raymlee	Expenses	Expense E1188121 (100.00 HKD) has been rejected	02-Jan-2021	
Wong, William W L	HKBU PRV Approval	PRV P0000188 is timed out	31-Dec-2020	
	HKBU PRV Approval	HKBU PRV Approval PRV P0000188 (900.00 HKD) has been rejected	31-Dec-2020	
Wong, William W L	HKBU PRV Approval	PRV report P0000188 has been idled for 9 days.	31-Dec-2020	
	Expenses	Expense Report E1188121 has been idled for 9 days.	31-Dec-2020	
	HKBU PRV Approval	PRV (P0000188), HKBU_OU	31-Dec-2020	
Li, Edmund T M	Expenses	Expense E174108 for Li, Edmund T M (1,000.00 HKD) has been submitted to another manager for approval	04-Nov-2020	
	System: Tests	PLSQL Message for Testing Workflow Notification Mailer - SIT	15-Oct-2020	
	System: Tests	OA Framework Message for Testing Workflow Notification Mailer - SIT	15-Oct-2020	
	System: Tests	PLSQL Message for Testing Workflow Notification Mailer - SIT	15-Oct-2020	
	System: Tests	OA Framework Message for Testing Workflow Notification Mailer - SIT	15-Oct-2020	
	System: Tests	PLSQL Message for Testing Workflow Notification Mailer - SIT	15-Oct-2020	
	System: Tests	OA Framework Message for Testing Workflow Notification Mailer - SIT	15-Oct-2020	
	System: Tests	PLSQL Message for Testing Workflow Notification Mailer - SIT	17-Jul-2020	
	System: Tests	OA Framework Message for Testing Workflow Notification Mailer - SIT	17-Jul-2020	
	System: Tests	PLSQL Message for Testing Workflow Notification Mailer - SIT	15-Jul-2020	
	System: Tests	OA Framework Message for Testing Workflow Notification Mailer - SIT	15-Jul-2020	
	System: Tests	PLSQL Message for Testing Workflow Notification Mailer - SIT	14-Jul-2020	
	System: Tests	OA Framework Message for Testing Workflow Notification Mailer - SIT	14-Jul-2020	
	System: Tests	PLSQL Message for Testing Workflow Notification Mailer - SIT	14-Jul-2020	
	System: Tests	OA Framework Message for Testing Workflow Notification Mailer - SIT	14-Jul-2020	
	System: Tests	PLSQL Message for Testing Workflow Notification Mailer - SIT	14-Jul-2020	
	System: Tests	OA Framework Message for Testing Workflow Notification Mailer - SIT	14-Jul-2020	
	System: Tests	PLSQL Message for Testing Workflow Notification Mailer - SIT	14-Jul-2020	
	System: Tests	OA Framework Message for Testing Workflow Notification Mailer - SIT	14-Jul-2020	

Create Vacation Rule

Create Vacation Rule (2)

- 1. Click "Create Rule" button
- 2. Choose the "Item Type"
- 3. Click "Next" button



Create Vacation Rule

Create Vacation Rule (3)

1. Enter end date
2. Enter employee name for reassign process
3. Select reassign method
4. Click 'Apply'

The screenshot shows the 'Vacation Rule: Response' form in Oracle E-Business Suite. The form is titled 'Vacation Rule: Response' and includes a progress bar with three steps: 'Item Type', 'Notification', and 'Rule Response'. The 'Rule Response' step is currently active. The form contains several fields and options:

- Start Date:** 21-Jan-2021 10:13:12
- End Date:** 31-Jan-2021 10:13:17 (Annotated with a red box and '1. Enter the end date')
- Message:** (Empty text area)
- Reassign:** A dropdown menu set to 'All Employees and Users' with a search box containing 'Chen, Terry' (Annotated with a red box and '2. Enter employee name for reassign')
- Reassign Method:** Two radio button options:
 - Delegate your response:** A manager may delegate all notification applications to an assistant.
 - Transfer notification ownership:** A manager may transfer a notification for a specific notification.(Annotated with a red box and '3. Select reassign method')

At the bottom right of the form, there are three buttons: 'Cancel', 'Back', and 'Apply'. The 'Apply' button is highlighted with a red box and annotated with a red box and '3. Click 'Apply' button'.

Delegate your response:
Give others the authority to respond the notification on your behalf

Transfer Notification Ownership:
Give others the complete ownership and responsibility of this notification

Update Vacation Rule

Update Vacation Rule (1)

1. Login system
2. Click on the link of "Vacation Rules"

The screenshot displays the Oracle E-Business Suite interface. On the left, the Navigator menu is visible, listing various system functions. A red circle highlights the 'Vacation Rules' link, with a red box around it and the text 'Click this link'. On the right, the Worklist table is shown, displaying a list of notifications. A red box highlights the 'Vacation Rules' link in the Worklist table, with the text 'Click this link' next to it.

From	Type	Subject	Sent	Due
Raymond, Raymlee	Expenses	Expense E1188121 (100.00 HKD) has been rejected	02-Jan-2021	
Wong, William W L	HKBU PRV Approval	PRV P0000188 is timed out	31-Dec-2020	
	HKBU PRV Approval	HKBU PRV Approval PRV P0000188 (900.00 HKD) has been rejected	31-Dec-2020	
Wong, William W L	HKBU PRV Approval	PRV report P0000188 has been idled for 9 days.	31-Dec-2020	
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	HKBU PRV Approval	PRV (P0000188), HKBU_OU	31-Dec-2020	
Li, Edmund T M	Expenses	Expense E174108 for Li, Edmund T M (1,000.00 HKD) has been submitted to another manager for approval	04-Nov-2020	
	System: Tests	PLSQL Message for Testing Workflow Notification Mailer - SIT	15-Oct-2020	
	System: Tests	OA Framework Message for Testing Workflow Notification Mailer - SIT	15-Oct-2020	
	System: Tests	PLSQL Message for Testing Workflow Notification Mailer - SIT	15-Oct-2020	
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	System: Tests	PLSQL Message for Testing Workflow Notification Mailer - SIT	15-Oct-2020	
	System: Tests	OA Framework Message for Testing Workflow Notification Mailer - SIT	15-Oct-2020	
	System: Tests	PLSQL Message for Testing Workflow Notification Mailer - SIT	17-Jul-2020	
	System: Tests	OA Framework Message for Testing Workflow Notification Mailer - SIT	17-Jul-2020	
	System: Tests	PLSQL Message for Testing Workflow Notification Mailer - SIT	15-Jul-2020	
	System: Tests	OA Framework Message for Testing Workflow Notification Mailer - SIT	15-Jul-2020	
	System: Tests	PLSQL Message for Testing Workflow Notification Mailer - SIT	14-Jul-2020	
	System: Tests	OA Framework Message for Testing Workflow Notification Mailer - SIT	14-Jul-2020	
	System: Tests	PLSQL Message for Testing Workflow Notification Mailer - SIT	14-Jul-2020	
	System: Tests	OA Framework Message for Testing Workflow Notification Mailer - SIT	14-Jul-2020	
	System: Tests	PLSQL Message for Testing Workflow Notification Mailer - SIT	14-Jul-2020	
	System: Tests	OA Framework Message for Testing Workflow Notification Mailer - SIT	14-Jul-2020	

Update Vacation Rule

Update Vacation Rule (2)

1. Click "Update" icon
2. Update the rule details
3. Click "Apply" button

ORACLE E-Business Suite

Home >

Vacation Rules

Personalize "Notification Vacation Rules Functi..."
Personalize "Rule Information List"

Create Rule

Rule Name	Item Type	Notification	Update	Delete	Status
Delegate: Chen, Terry	<All>	<All>			Active

ORACLE E-Business Suite

Vacation Rule: Response

* Indicates required field

Personalize "Edit Vacation Rule Response Function"
Personalize "Edit Vacation Rule Response"

Item Type All
Notification All

* Start Date 21-Jan-2021 10:13:12
(example: 21-Jan-2021 10:18:04)

* End Date 31-Jan-2021 10:13:17

Message

Comments will display with each routed notification

Personalize Stack Layout: (ReassignRN)

Reassign Personalize Row Layout
Employee Chen, Terry

Delegate your response
A manager may delegate all notification approvals to an assistant.

Transfer notification ownership
A manager may transfer a notification for a specific project to the new manager of that project.

Personalize Stack Layout: (RespondRN)
Personalize Stack Layout: (NoActionRN)

Cancel Apply

Remove Vacation Rule

Remove Vacation Rule (1)

1. Login system
2. Click on the link of "Vacation Rules"

The screenshot shows the Oracle E-Business Suite interface. On the left, the Navigator menu is visible, listing various system functions. A red circle highlights the 'Vacation Rules' link. A red box with the text 'Click this link' points to the 'Vacation Rules' link in the Worklist table. The Worklist table displays a list of notifications with columns for From, Type, Subject, Sent, and Due.

From	Type	Subject	Sent	Due
Raymond, Raymlee	Expenses	Expense E1188121 (100.00 HKD) has been rejected	02-Jan-2021	
Wong, William W L	HKBU PRV Approval	PRV P0000188 is timed out	31-Dec-2020	
	HKBU PRV Approval	HKBU PRV Approval PRV P0000188 (900.00 HKD) has been rejected	31-Dec-2020	
Wong, William W L	HKBU PRV Approval	PRV report P0000188 has been idled for 9 days.	31-Dec-2020	
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Li, Edmund T M	Expenses	Expense E174108 for Li, Edmund T M (1,000.00 HKD) has been submitted to another manager for approval	04-Nov-2020	
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	System: Tests	OA Framework Message for Testing Workflow Notification Mailer - SIT	14-Jul-2020	
	System: Tests	PLSQL Message for Testing Workflow Notification Mailer - SIT	14-Jul-2020	
	System: Tests	OA Framework Message for Testing Workflow Notification Mailer - SIT	14-Jul-2020	
	System: Tests	PLSQL Message for Testing Workflow Notification Mailer - SIT	14-Jul-2020	
	System: Tests	OA Framework Message for Testing Workflow Notification Mailer - SIT	14-Jul-2020	
	System: Tests	PLSQL Message for Testing Workflow Notification Mailer - SIT	14-Jul-2020	
	System: Tests	OA Framework Message for Testing Workflow Notification Mailer - SIT	14-Jul-2020	

Remove Vacation Rule

Remove Vacation Rule (2)

- 1. Click "Delete" icon
- 2. Click "Yes" button to confirm deletion

ORACLE E-Business Suite

Home > Vacation Rules

Personalize "Notification Vacation Rules Functi..."
Personalize "Rule Information List"

Create Rule

Rule Name	Item Type	Notification		Delete	Status
Delegate: Chen, Terry	<All>	<All>			Active
Delegate: Raymond, Raymlee	<All>	<All>			Inactive

Return to Worklist

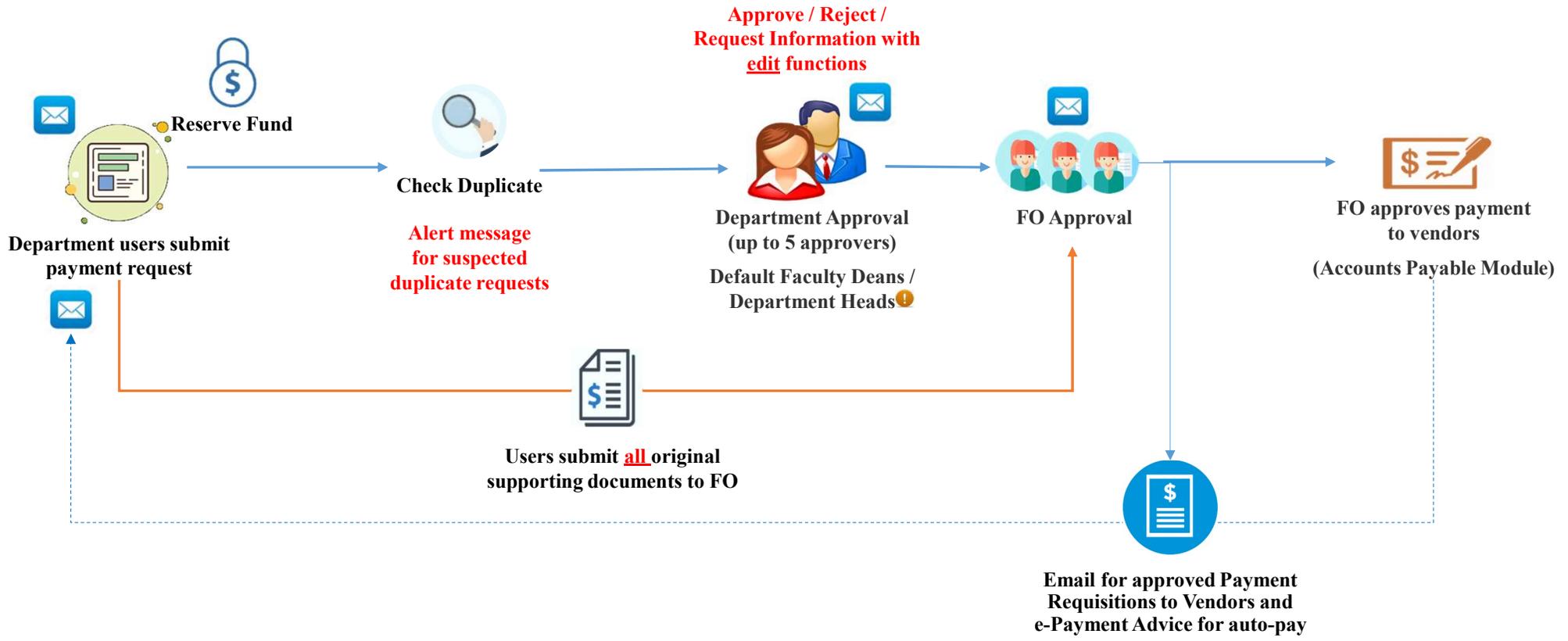
ORACLE E-Business Suite

Warning

Delete Vacation Rule: Delegate: Raymond, Raymlee

No Yes

Payment Requisitions to Vendors (PRV) - Direct Purchase at or below \$12,000



 For Budget Controller, claims for self-consumed expenses requires one-level up approval

PRV Approval Email Notification

Purchase Requisition to Vendors (PRV) - Approval Notification



Tue 12/01/2021 10:39 AM

FIS Oracle UAT Testing Email <newfis_uat@uat.hkbu.edu.hk>

[EXT]Action Required: PRV P0001091 *** for Siu, Joanne S Y (1,000.00 HKD)

To
 If there are problems with how this message is displayed, click here to view it in a web browser.

Notification Detail.html
680 bytes

From Siu, Joanne S Y Total 1,000.00 HKD
 To Kum, Devon F S Supplier PCCW-HKT LIMITED
 Sent 12-Jan-2021 10:38:06
 Due 26-Jan-2021 10:38:06
 ID 609043

Line	Description	HKBU Accounting Flexfield	Amount(HKD)
1	Test	11.11.4321.375310.000000.00.00	1,000.00

Num	Name	Action	Action Date	Note
1	Siu, Joanne S Y (ACW)	SUBMIT	12-Jan-2021 10:38:06	
2	Kum, Devon F S (FO)	NOTIFIED		
3	Song, Byron Y (ACW)			
4	Leung, Yanki (FO)			

Related Applications

- View Payment Requisition Details
- Edit Payment Requisition

Department approvers can edit the PRV before approval

Num	Action Date	Action	From	To	Details
1	12-Jan-2021 10:38:06	Submit	Siu, Joanne S Y	Kum, Devon F S	

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Action: [Approve](#) [Reject](#) [Request Information](#)

Warning: Do not forward this email

Approver can also take action to Approve / Reject / Request Information

Disclaimer
 This message (including any attachments) may contain confidential information intended for a specific individual(s) only. If you have received this message by mistake, please delete this message and notify the sender and the University immediately. Any disclosure, copying, or distribution of this message, or the taking of any action based on it, is prohibited as it may be unlawful.
 In addition, the University specifically denies any responsibility for the accuracy or quality of information contained in this message. The University does not accept any liability whatsoever for any losses or damages that may be incurred or caused to any party as a result of the use of such information.

Purchase Requisition to Vendors (PRV) - Approval Notification

The screenshot shows an Outlook window with the following details:

- Title Bar:** Action Required: PRV P0001133 *** for Li, Edmund T M (1,000.00 HKD) - Message (HTML)
- Menu Bar:** File, Message, Insert, Options, Format Text, Review, Developer, Tell me what you want to do...
- Home Tab (Message Group):** Paste, Copy, Format Painter, Clipboard, Verdana font, 10 size, Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (■), Paragraph (¶), Styles (A), Address Book, Check Names, Attach File, Attach Signature Item, Permission, Follow Up, High Importance, Low Importance, Tags.
- Home Tab (Navigation):** Undo, Redo, Reply, Reply All, Forward, Print, Read Receipt, Language (Aa), Font Face (Aa), Font Size (Aa), Request a Read Receipt.
- Message Fields:**
 - To: newfis_uat@uat.hkbu.edu.hk
 - Subject: Action Required: PRV P0001133 *** for Li, Edmund T M (1,000.00 HKD)
- Message Body:**

Action: 'Approve'
Note: ""
NID[613948/511118312301209432060303411501000738848014983@WFMAIL]
- Callout Box:** After approver clicks the action button, user **does not need** to change anything on the outlook email, but just click the "Send" Button to confirm the action

Reporting

HKBU PRV Listing Report For DEPT

Purchase Requisition to Vendors Details Report

1 Select PRV responsibility

2 Click "Submit Request"

3 Select program (report) name

4 Enter submission parameter

5 Click "Continue"

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
11227479	HKBU PRV Listing Report For DEPT	Pending	Normal	13-Nov-2020 16:50:24			
11227478	HKBU GL Encumbrance Journal Import (OIE & PRV)	Pending	Scheduled	13-Nov-2020 16:55:00			
11227477	Journal Import	Completed	Normal	13-Nov-2020 16:50:02			

Schedule Request: Define

Operating Unit: HKBU_OU

Preparer: Chen, Terry (FO)
Contact Person: Chen, Terry (FO)
Supplier: [Search]
Fund From: 11 (RGN/R)
Fund To: 11 (RGN/R)
CCtr From: 2531 (FO)
CCtr To: 2531 (FO)
Account From: [Search]
Account To: [Search]
Project From: [Search]
Project To: [Search]
Interfund From: 00 (Default)
Interfund To: 00 (Default)
GL Date From: [Search]
GL Date To: [Search]
Status: [Search]
Pay Date From: [Search]
Pay Date To: [Search]
Payment Method: [Search]
PRV Number: [Search]

Purchase Requisition to Vendors Details Report

Schedule Request: Review

Concurrent Program Name: HKBU Expense Claims Listing Report For DEPT
 Request Name: HKBU Expense Claims Listing Report For DEPT
 Operating Unit: HKBU_OU

Parameters

Preparer: [blank]
 Requestor: [blank]
 Fund From: [blank]
 Cctr From: [blank]
 Account To: [blank]
 Project From: [blank]
 Project To: [blank]
 Interfund From: [blank]
 Interfund To: [blank]
 Submission Date From: [blank]
 Submission Date To: [blank]
 GL Date From: [blank]
 GL Date To: [blank]
 Sample: [blank]
 Status: [blank]

Schedule

Scheduled to Run: As Soon As Possible
 Recurrence: Never Repeats
 Increment Dates: No
 Recalculate Default Parameters: No

Layout

Requests

Request Query Type: All My Requests [Go]

Requests Summary Table

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
11227501	HKBU Expense Claims Listing Report For DEPT	Pending	Normal	13-Nov-2020 16:59:52	[icon]	[icon]	[icon]
11227499	HKBU Expense Claims Listing Report For DEPT	Completed	Normal	13-Nov-2020 16:58:45	[icon]	[icon]	[icon]
11227496	HKBU Export PRV to Payables	Completed	Warning	13-Nov-2020 16:57:41	[icon]	[icon]	[icon]
11227494	Program - Automatic Posting	Completed	Normal	13-Nov-2020 16:56:57	[icon]	[icon]	[icon]
11227492	HKBU GL Encumbrance Journal Import (OIE & PRV)	Pending	Scheduled	13-Nov-2020 17:00:00	[icon]	[icon]	[icon]
11227484	HKBU GL Encumbrance Journal Import (OIE & PRV)	Completed	Normal	13-Nov-2020 16:52:47	[icon]	[icon]	[icon]
11227483	HKBU PRV Listing Report For DEPT	Completed	Normal	13-Nov-2020 16:52:22	[icon]	[icon]	[icon]
11227479	HKBU PRV Listing Report For DEPT	Completed	Normal	13-Nov-2020 16:50:24	[icon]	[icon]	[icon]
11227478	HKBU GL Encumbrance Journal Import (OIE & PRV)	Completed	Normal	13-Nov-2020 16:55:00	[icon]	[icon]	[icon]
11227477	Journal Import	Completed	Normal	13-Nov-2020 16:50:02	[icon]	[icon]	[icon]

Rollout and cut-off arrangements of the i-Expense module



Memo on rollout of Oracle i-Expense.pdf

Cut-over arrangements

- Paper RR form will not be supported after i-Expense rollout.
- A grace period of one month, i.e. by 28 Feb 2021, will be allowed.

One-level up approval and self-consumed expenditures

- One-level up approval from supervisor required for all staff expense claims and PRV regardless of fund sources and amount.
- New policy can be found in [FO website](#)

Timely submission of staff expense claims and reimbursement requests

- All staff expense claims and PRV should be submitted via the i-Expense module within 180 calendar days.
- Late submission beyond 180 calendar days is allowed only until 30 June 2021 (grace period of 5 months).

Sample checking of original receipts/invoices

- Sampled claims will need to submit the original receipts/invoices to FO within 30 calendar days, failing which the claims will be declined.

Delegation of approval authority

- Only allow simple and standardised delegation in three authorisation thresholds, i.e. \$6,000, \$12,000 and \$25,000.



Training and Materials

Oracle FIS



Relevant materials
available on the FO
website > [new FIS](#)

1. Oracle i-Expense Module

2. Frequently Asked Questions

3. Reference Materials

4. New FIS - Departmental

5. New FIS - Training

6. Oracle EBS - Migration

7. New FIS - UAT

8. UAT Briefing (

9. Training provided

NEW 1. Oracle i-Expense Module	
Training Materials	PDF Staff Expense Claims (Approver) PDF Staff Expense Claims (Preparer) PDF Payment Requisition to Vendors (Approver) PDF Payment Requisition to Vendors (Preparer)
FAQ	PDF
Memo on Rollout of new i-Expense Module	PDF
Video	



Training and Materials

Oracle FIS



Relevant materials
available on the FO
website > [new FIS](#)

1. Oracle i-Expense Module
2. Frequently Asked Questions
3. Reference Manual
4. New FIS - Departmental User Training
5. New FIS - Training for FO
6. Oracle EBS - Navigation and Short-Cuts
7. New FIS - UAT Training (Oracle EBS)
8. UAT Briefing (Retained Modules in FIS)
9. Training provided by Oracle University

2. Frequently Asked Questions	
FAQ	(Updated on 11 Sept 2020)
New Chart of Accounts mapping	List of Commonly Used 24 Account Combinations for HKBU (Updated on 01 Jan 2021) List of Commonly Used 24 Account Combinations for AGENCY FUND (Updated on 12 Feb 2018)
Contact List by CCtr Accounting and Budgeting Section (Updated on 28 Jul 2020) Treasury, Payroll & Benefit Disbursements Section (Updated on 08 Jan 2021)	
List of Cost Centre (as at 01 Nov 2020)	
List of Commodity Codes for Purchase Requisition (Updated on 04 Nov 2020)	

Contact Us

We welcome your kind feedbacks, comments and enquiries



FIS Hotline 3411 5587



Email fosys@hkbu.edu.hk

Thank you for your Kind Support & Cooperation !

