

Sharing Session

Financial Information System (FIS)

28 June 2018
Financial Systems Section
Finance Office

(Updated on 28 Aug 2020)



Agenda

- Scheduling FIS Report Generation
- Frequently Asked Questions on FIS
- Questions and Answers

Scheduling FIS Report Generation

- Enable users to set “schedule job” for FIS report generation, e.g. during late night or early morning

The screenshot illustrates the process of scheduling an FIS report generation job. It is divided into three main sections:

- Requests Section:** Shows a list of requests. A green box labeled '1' highlights the 'Request Query' field containing 'HKBU FO Financial Reports'.
- Schedule Request: Define Section:** A form for defining a new request. A green box labeled '2' highlights the 'Submit Request' button. A green box labeled '3' highlights the 'New Request' radio button. A green box labeled '4' highlights the search icon in the 'Program Name' dropdown menu.
- Search and Select: Program Name Section:** A search interface for selecting a program. A green box labeled '5' highlights the search criteria 'Program Name' and '%HKBU'. A green box labeled '6' highlights the 'Quick Select' column in the results table. A green box labeled '7' highlights the 'Select' button.

Table 1: Requests

Request ID	Name
2764747	HKBU Transfer File Program
2764745	HKBU CAG Position Mapping
2764744	HKBU Transfer File Program

Table 2: Search and Select: Program Name Results

Quick Select	Program Name	Application Name
<input checked="" type="radio"/>	HKBU Income and Expenditure Statement for Actual Balance (Dept)	HKBU CUSTOM GENERAL LEDGER

Scheduling FIS Report Generation - Options

Schedule Options

- Simple Schedule
- or
- Advanced Schedule

Schedule Request: Define

[Manage Schedule](#) [Cancel](#) [Continue](#)

* Indicates required field

New Request

Copy Request

Program Name

Request Name

The name can later be used to search for this request

[NLS Settings](#) [Parameters](#) [Notification](#) [Print Options](#) [Delivery Options](#) [ScheduleOptions](#)

Scheduling FIS Report Generation - Simple Schedule

Schedule Options

- **Simple Schedule**

- **Set Schedule**

- when to generate the report?

- **Set Recurrence**

- repeat Daily or Monthly?

- **Set Interval**

- for repeat scheduling

- **Set Date Parameters**

- Select Recalculate Default Parameters

Select **for Advanced Schedule**

The screenshot shows the 'ScheduleOptions' tab of a web application. The form includes the following sections:

- Program Name:** HKBU Income and Expenditure Statement for Actual Balance (Dept)
- Request Name:** (empty)
- Schedule Type:** New Schedule, Saved Schedule
- Schedule:** Specify when you would like your request to run. As soon as possible, Start at specific date and time. **Advanced Schedule** button is highlighted with a red box.
- Start Date:** 26-Jun-2018
- End Date:** (empty)
- Start Time:** 04:30 AM, AM, PM
- End Time:** 00:00 AM, AM, PM
- Recurrence:** Never repeat, Repeat. Every 1 Months.
- Interval:** From the completion of the Prior run, From the start of the Prior run
- Date Parameters:** Increment Date Parameters (Recurring request date parameters will be incremented by the repeat interval), Recalculate Default Parameters

Scheduling FIS Report Generation - Delivery Options

Delivery Options

- Automatically send out reports via email

Schedule Request: Define

* Indicates required field

New Request
 Copy Request

Program Name

Request Name

The name can later be used to search for this request

NLS Settings Parameters Notification Print Options **Delivery Options** ScheduleOptions

Burst Output
Burst output option splits the output of this request for individual publishing and delivery as defined by the program's bursting template defined for this program.

▲ Hide Email Delivery Options
Tip: Comma separated multiple email addresses are supported.

From

* **Subject**

Email Options Table

Select Email Recipients Delete | +

<input type="checkbox"/>	To Recipients	Cc Recipients
<input type="checkbox"/>	testing1@hkbu.edu.hk, testing2@hkbu.edu.hk	testing3@hkbu.edu.hk

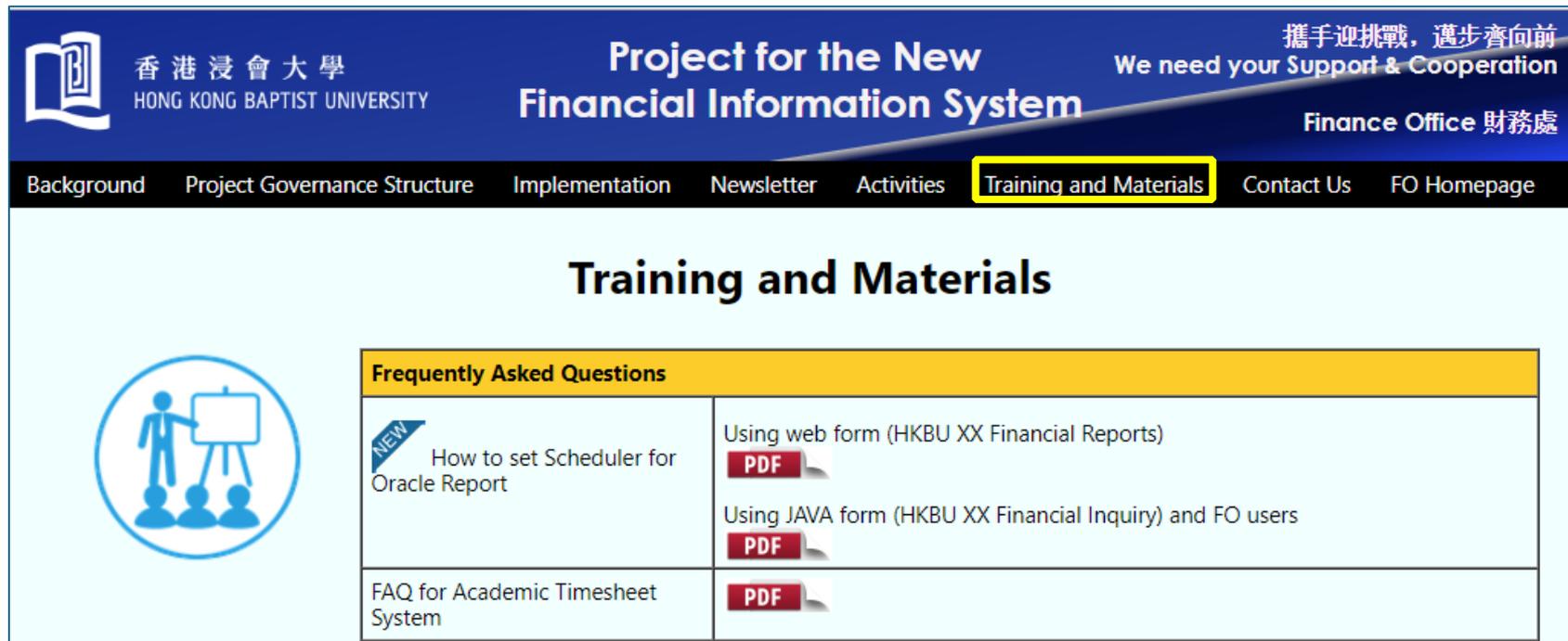
Use comma as separator for multiple email addresses



Scheduling FIS Report Generation – User Guide

Detailed user guide available on FIS Project Website

<https://fohome.hkbu.edu.hk/internal/hkbufoproj/index.htm>



The screenshot shows the website header for the 'Project for the New Financial Information System'. The header includes the Hong Kong Baptist University logo and name, the project title, and the slogan '攜手迎挑戰, 邁步齊向前' (Hand in hand to meet challenges, stepping forward together). Below the header is a navigation menu with 'Training and Materials' highlighted. The main content area is titled 'Training and Materials' and features a 'Frequently Asked Questions' section with a table of links to PDF documents.

Frequently Asked Questions	
 How to set Scheduler for Oracle Report	Using web form (HKBU XX Financial Reports) 
	Using JAVA form (HKBU XX Financial Inquiry) and FO users 
FAQ for Academic Timesheet System	

Frequently Asked Questions (FAQ)

1. User account assignment
2. PR month end closing
3. GL Date for Purchase Requisition
4. PR Approval via Email
5. Tips for Goods Receipt
6. PR Billed by Quantity or Amount
7. Report access rights
8. Tips for parameters selection of Income and Expenditure (I/E) Statement



FAQ 1 - User account assignment

Oracle license fee involved for each user account

- Initial license cost as well as annual maintenance fee

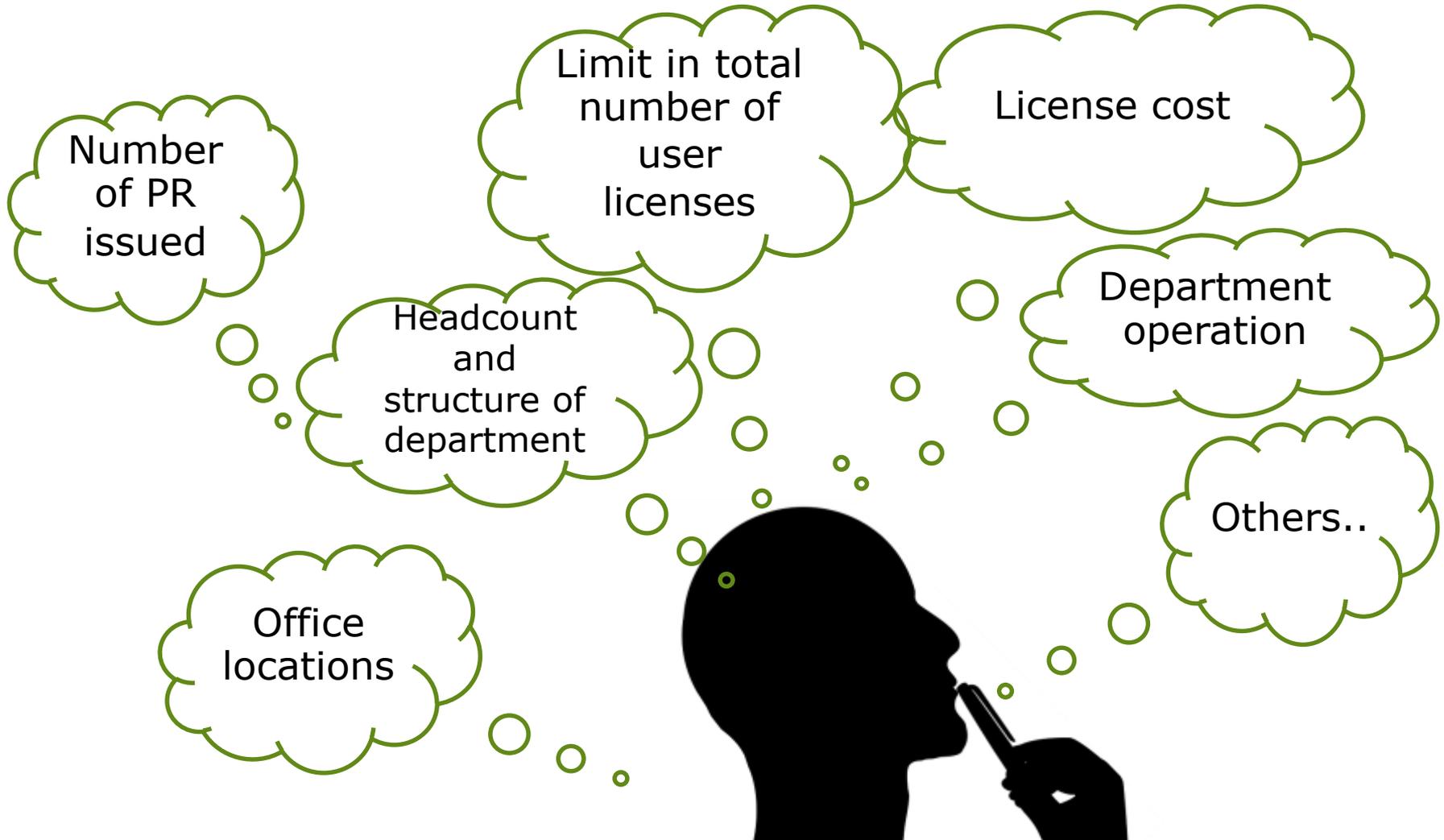
Direction from Project Steering Committee of new FIS, chaired by VPAS, on user account assignment:

- The number and allocation of FIS licenses should be controlled to maintain cost effectiveness
- Appreciate cooperation from user departments to streamline operation with sufficient but not excessive number of user licenses



FAQ 1 - User account assignment (Cont'd)

Basket of factors for consideration



FAQ 1 - User account assignment (Cont'd)

Application for additional FIS user accounts

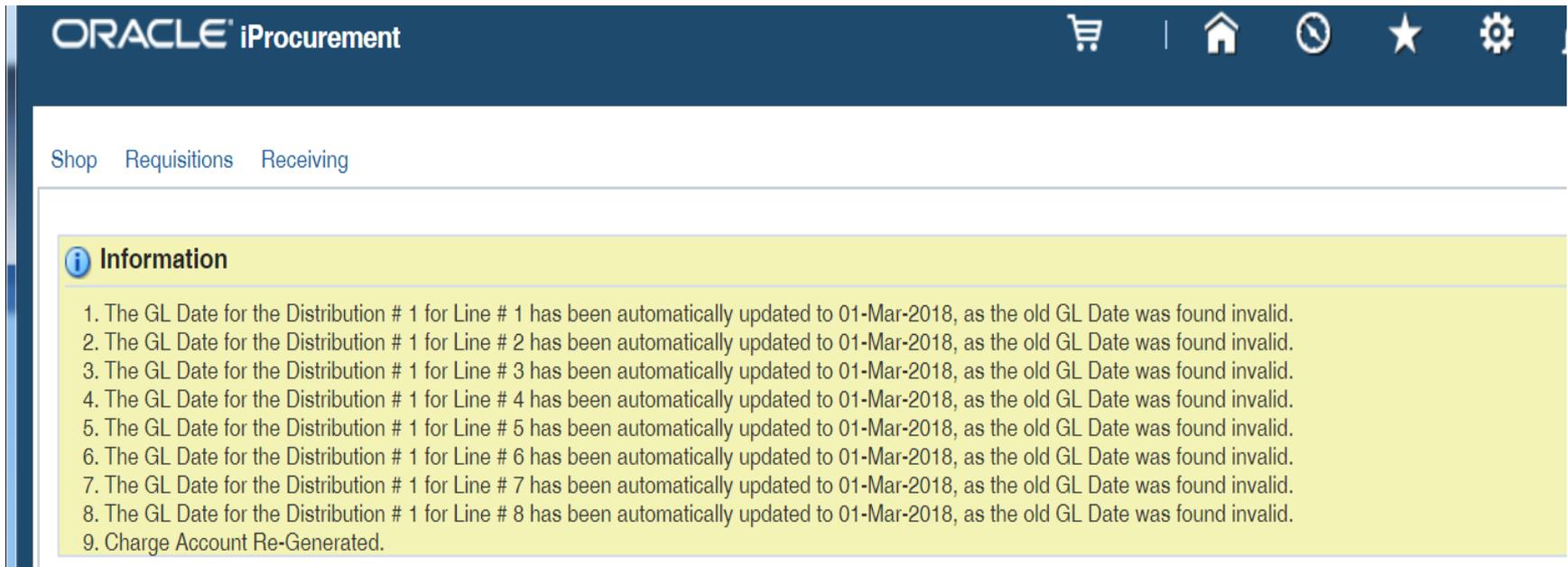
- Standard license allocation mechanism may not satisfy the needs of all Faculties / Departments / Offices
- Head of Faculties / Departments / Offices may submit applications for additional user accounts with justifications to the Director of Finance via FIS email address fosys@hkbu.edu.hk



FAQ 2 - PR month end closing

Oracle workflow limitations on month end closing:

- If PR has not yet submitted on or before the last working day of the month (i.e. incomplete status)
- When the PR is edited or submitted, account code combinations will be updated automatically to default account on the 1st working day of next month
- The following messages will be prompted:



The screenshot shows the Oracle iProcurement interface. At the top, there is a dark blue header with the text "ORACLE iProcurement" on the left and navigation icons (shopping cart, home, clock, star, gear) on the right. Below the header, there is a breadcrumb trail: "Shop > Requisitions > Receiving". The main content area features a yellow information box with a blue information icon and the title "Information". The box contains a list of nine items:

1. The GL Date for the Distribution # 1 for Line # 1 has been automatically updated to 01-Mar-2018, as the old GL Date was found invalid.
2. The GL Date for the Distribution # 1 for Line # 2 has been automatically updated to 01-Mar-2018, as the old GL Date was found invalid.
3. The GL Date for the Distribution # 1 for Line # 3 has been automatically updated to 01-Mar-2018, as the old GL Date was found invalid.
4. The GL Date for the Distribution # 1 for Line # 4 has been automatically updated to 01-Mar-2018, as the old GL Date was found invalid.
5. The GL Date for the Distribution # 1 for Line # 5 has been automatically updated to 01-Mar-2018, as the old GL Date was found invalid.
6. The GL Date for the Distribution # 1 for Line # 6 has been automatically updated to 01-Mar-2018, as the old GL Date was found invalid.
7. The GL Date for the Distribution # 1 for Line # 7 has been automatically updated to 01-Mar-2018, as the old GL Date was found invalid.
8. The GL Date for the Distribution # 1 for Line # 8 has been automatically updated to 01-Mar-2018, as the old GL Date was found invalid.
9. Charge Account Re-Generated.

FAQ 2 - PR month end closing (Cont'd)

Open the PR and select "Update Line" to ensure the account code is correct before submission

Edit and Submit Requisition 1001419 Check Funds Refresh Save Printable Page Submit

* Indicates required field

Total 12,000.00 HKD

* Description

Justification

Additional Information

Previous PR/PO Reference

* Ship-To Contact

* Ship-To Contact Phone x

Ship-To Contact Email

Suggested Supplier

Select Lines: Update Copy Delete

<input type="checkbox"/>	Details	Description	Quantity	Unit	Price	Amount (HKD)	Need By Date	Deliver-To Location	Special Info	Attachment	Update Line	Delete
<input type="checkbox"/>	▶	Test	<input type="text" value="12"/>	SET	<input type="text" value="1000"/> HKD	12,000.00	25-Jul-2018 00:00:00	<input type="text" value="HKBU"/> Enter one-time address				
						Total	12,000.00					

FAQ 2 - PR month end closing (Cont'd)

By default, the account will be set to default category code , e.g. "381110 - General Expense"; please update where necessary

Update Line

Unit of Measure SET

* Unit Price

Amount 12,000.00

* Currency HKD

Notes

Note To Buyer

Note To Supplier

Additional Information

Billing

Line	HKBU Accounting Flexfield	GL Date	Percent	Quantity	Amount (HKD)	Delete
1	11.11.2531.381110.000000.00.00 <input type="button" value="Q"/>	25-Jun-2018 <input type="button" value="Q"/>	<input type="text" value="100"/>	<input type="text" value="12"/>	<input type="text" value="12,000.00"/>	<input type="button" value="Q"/>
Total			100	12	12,000.00	

TIP Total allocation must equal 100% of the selected line values.

Apply this Cost Allocation information to all applicable requisition lines

FAQ 2 - PR month end closing (Cont'd)

Tips for PR preparers:

- Try to prepare & submit PR for approval before month end closing (i.e. on or before the last working day)
- Always check the account code before submission

Tips for PR reviewer / approver

- Use “View” function instead of “Edit” function for review
- Always check the account code before submission

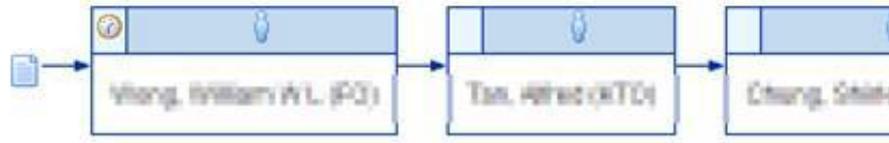
From: Tss, Leo HT
To: Vong, William V L
Sent: 13-Jun-2018 15:28:11
ID: 31667

Desc: Requisition
Non-Recoverable
Attachment

Requisition Lines

Line	Description	Supplier
1	Test re-send reminder	

Approval Sequence



The diagram shows an approval sequence starting with a document icon pointing to a box for 'Vong, William V L (FC)'. An arrow points to a box for 'Tss, Alfred (KTC)', which in turn points to a box for 'Chung, Smit'.

Num	Name
5	Chung, Smit (FC)
4	Tss, Alfred (KTC)
3	Vong, William V L (FC)
2	Tss, Leo HT (KTC)
1	Tss, Leo HT (KTC)

Related Applications

- Edit Requisition
- View Requisition Details**

FAQ 3 - GL Date for Cross Year PR

- Budget of future financial year is allocated in July of that financial year
- For example, FY 2020-21, enter the GL date as 01-JUL-2020

Update Line

Note To Buyer

Note To Supplier

Additional Information

Billing

Line	HKBU Accounting Flexfield	GL Date	Percent	Quantity	Amount (HKD)	Delete
1	11.11.2531.381110.000000.00.00 <small>Entity.Fund.CCtr.Account.Project.Inter-Fund.Spare</small>	01-Jul-2020	100	12	12,000.00	
Total			100	12	12,000.00	

TIP Total allocation must equal 100% of the selected line values.

Apply this Cost Allocation information to all applicable requisition lines

FAQ 4 - PR Approval via Email

Approve / Reject / Request Information action via email



Mon 14/08/2017 12:26 PM

Workflow Mailer <newfis_uat@hkbu.edu.hk>

Action Required: Purchase Requisition 1000119 for ITO, Preparer (3,900.00 HKD)

To Liu, Vincent Kwok Tung (CN - Hong Kong)

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

Message Notification Detail.html (688 B)

Action Items

+ Get more apps

From ITO, Preparer
To ITO, Budget Controller
Sent 14-Aug-2017 04:23:47
Due 15-Aug-2017 04:23:47
ID 73953

Description HP LaserJet H9982
Total 3,900.00 HKD
Tax (Non Recoverable) 0.00 HKD
Attachments

Requisition Lines

Line	Description	Supplier	Cost Center	Unit	Quantity	Price (HKD)	Amount (HKD)
1	HP LaserJet H9982		2561	SET	1	3900	3,900.00

Approval Sequence



Num	Name	Action	Action Date	Note
5	FO Reviewer 1,			
4	FO Preparer 1,			
3	ITO, Budget Controller	Pending		
2	ITO, Preparer	Reserved	14-Aug-2017 04:23:47	
1	ITO, Preparer	Submitted	14-Aug-2017 04:23:47	

Related Applications

- [Edit Requisition](#)
- [View Requisition Details](#)
- [Open Document](#)

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.

Please approve or reject this requisition.

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

FAQ 4 - PR Approval via Email (Cont'd)

After clicking the "Approve" or "Reject" or "Request Information", an email will be created automatically

- Enter the note **between quotation marks** (where necessary)
 - Click "Send"
- Do NOT edit the recipients / subject / etc.

2

To... newfis_uat@hkbu.edu.hk

Cc...

Subject Action Required: Purchase Requisition 1000119 for ITO, Preparer (3,900.00 HKD)

DON'T EDIT

Send

Action: 'Approve'

If forwarding this document to another person, please enter their user-id below

Forward To: "

Note

Note: "

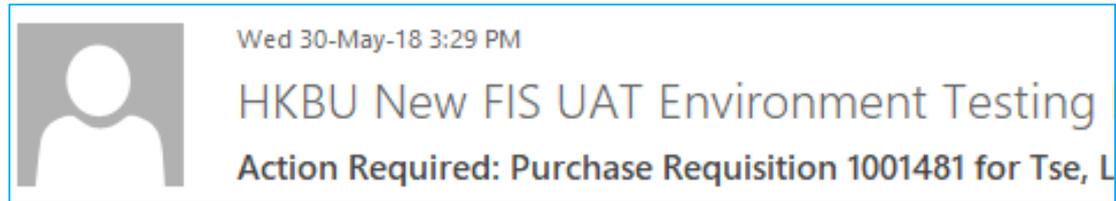
1

Enter note between quotation marks

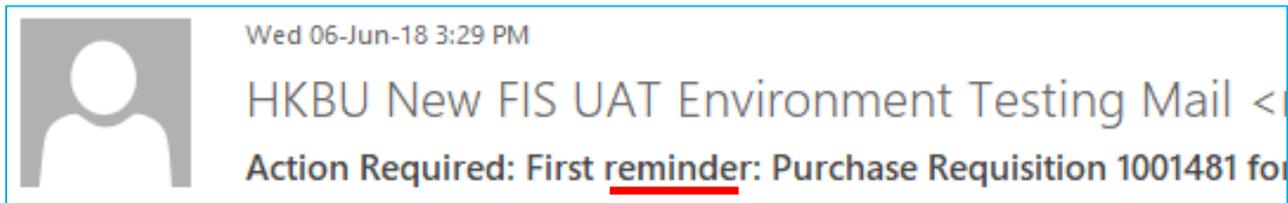
NID[73953/166967473607833442384663423114930356013@WFMAIL]

FAQ 4 - PR Approval via Email (Cont'd)

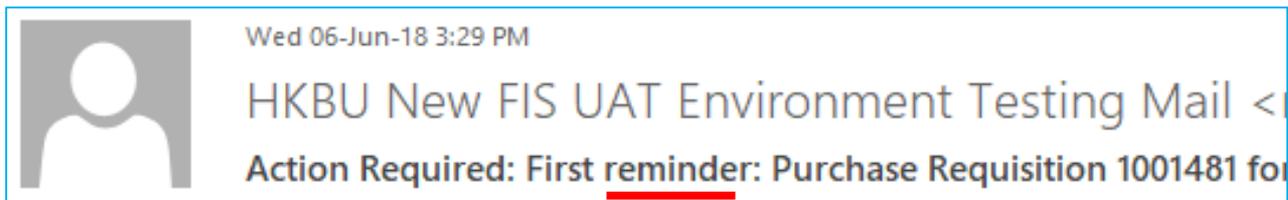
- When PR is submitted, an **email notification** on PR approval request will be sent to the approver



- After 7 days, a **reminder** email notification will be sent. The original email notification is expired and actions will be ignored by system.



- Perform action using the **latest** email notification (approve / reject / request information)



FAQ 5 - Tips for Goods Receipt

1. A list of PR for recent 60 days is displayed on Receiving screen
2. Use search function to find a PR by PR number
3. Click "Full List" button to list out all PRs

Receiving

Search Search Attribute Search Value

Receiving

Select the receiving action you want to perform.

- [Receive Items](#)
- [Return Items](#)
- [Correct Receipts](#)
- [View Receipts](#)

Requisitions to Receive

1 Click Receive to create receipts for the items on the requisition.

3

Requisition	Requisition Description	Supplier	Order Number	Receive
1000118	Epson Printer E1110C	B & R ELECTRONIC SYSTEM (H.K.) LTD.*	1000047	
1000117	Epson Printer E1109C	B & R ELECTRONIC SYSTEM (H.K.) LTD.*	1000046	
1000071	<20K goods	3M HONG KONG LIMITED - LIBRARY SYSTEM	1000043	
1000043	Item for Other Fund Purchase	B & R ELECTRONIC SYSTEM (H.K.) LTD.*	1000018	
1000042	Item for U-Wide Account Purchase	B & R ELECTRONIC SYSTEM (H.K.) LTD.*	1000017	

FAQ 6 - PR Billed by Quantity or Amount

- Select correct item type to create PR (Goods vs Services)

PR creation page

Shop Requisitions **Goods Billed by Quantity**

Stores Non-Catalog Request

Non-Catalog Request

* Indicates required field

* Item Type Goods billed by quantity
Goods or services billed by amount
Services billed by quantity ⓘ

* Item Description

Receiving Page

<input type="checkbox"/>	Requisition [△]	Description	Need-By [△]	Receipt Quantity	Unit	Ordered	Received	Invoiced	Supplier [△]	Order Type	Order Number [△]
<input type="checkbox"/>	1000086	Air-ticket for Nepal Recruitment Trip 2018	14-Feb-2018 17:30:12	1	SET [▼]	1	0	1	NAN HWA (EXPRESS) TRAVEL SERVICE LTD.	Purchase	6000104
<input type="checkbox"/>	1000086	Air-ticket for Nepal Recruitment Trip 2018 - transaction fee	14-Feb-2018 17:30:20	1	SET [▼]	1	0	0	NAN HWA (EXPRESS) TRAVEL SERVICE LTD.	Purchase	6000104

FAQ 6 - PR Billed by Quantity or by Amount (Cont'd)

- Billed by Amount - Services by different phases

PR Preparation page

Non-Catalog Request

Goods or Services Billed by Amount

* Indicates required field

* Item Type: Goods or services billed by amount

* Item Description: Goods billed by quantity
Goods or services billed by amount
 Services billed by quantity

* Category:

* Amount:

* Currency: HKD

Receiving Page

<input type="checkbox"/>	Requisition <input type="button" value="v"/>	Description	Need-By <input type="button" value="v"/>	Receipt Quantity	Unit <input type="button" value="v"/>	Ordered	Received	Invoiced	Supplier <input type="button" value="v"/>	Order Type	Order Number <input type="button" value="v"/>
<input type="checkbox"/>	1000854	Location: Pedestrian entrance, Waterloo Road To replace defective S.S. inner tube and adopter rod of electric motorized roller link grilles	01-Apr-2018 17:36:39	<input type="text" value="1234"/>	Dollar <input type="button" value="v"/>	16820	20	0	LIXIL SUZUKI (HONG KONG) CO LTD	Purchase	6000441

 TIP Use the Previous/Next navigation tool to make selections across multiple pages

FAQ 6 - PR Billed by Quantity or by Amount (Cont'd)

- Services billed by quantity – user is required to input quantity received by proportion, e.g. $1/12 = 0.083333...$
- Not commonly used by HKBU users

PR Preparation page

Non-Catalog Request **Services Billed by Quantity**

* Indicates required field

* Item Type: Services billed by quantity

* Item Description: Goods billed by quantity
Goods or services billed by amount
Services billed by quantity

* Category: Services billed by quantity

* Quantity:

* Unit of Measure:

* Rate per Unit:

* Currency: HKD

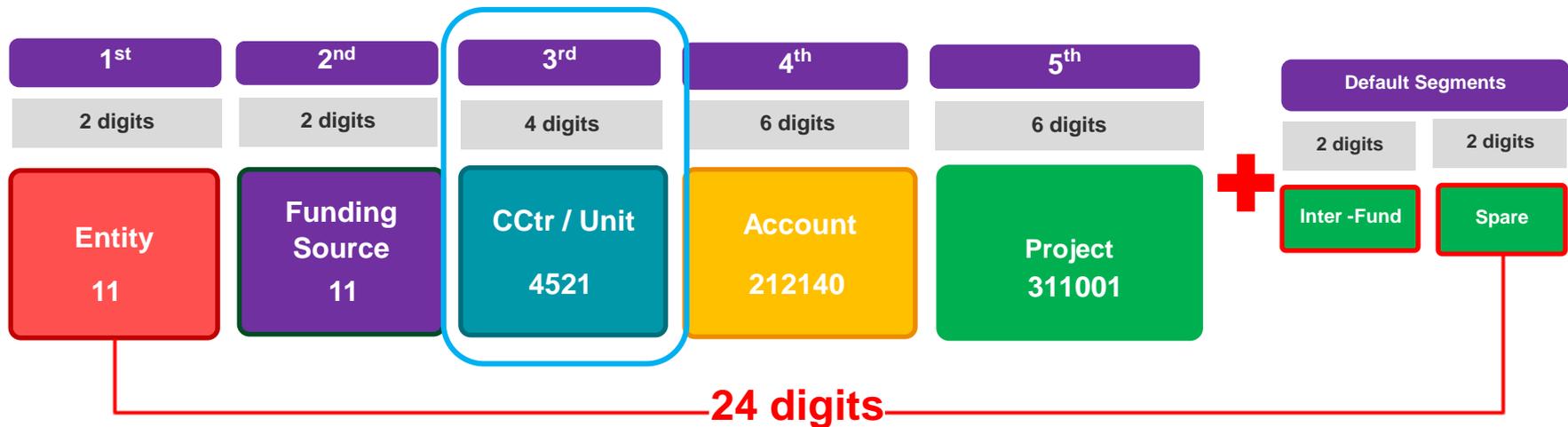
Receiving Page

<input type="checkbox"/>	Requisition <input type="text"/>	Description	Need-By <input type="text"/>	Receipt Quantity	Unit	Ordered	Received	Invoiced	Supplier <input type="text"/>	Order Type
<input type="checkbox"/>	1000958	Hong Kong Standard Patent Application Title: Selective Cancer Tracking Eradicator and The Uses Thereof Inventors:	12-Feb-2018 11:53:08	0.083333333	YEAR <input type="text"/>	1	0		IDEA INTELLECTUAL LIMITED	Purchase

FAQ 7 - Report access rights

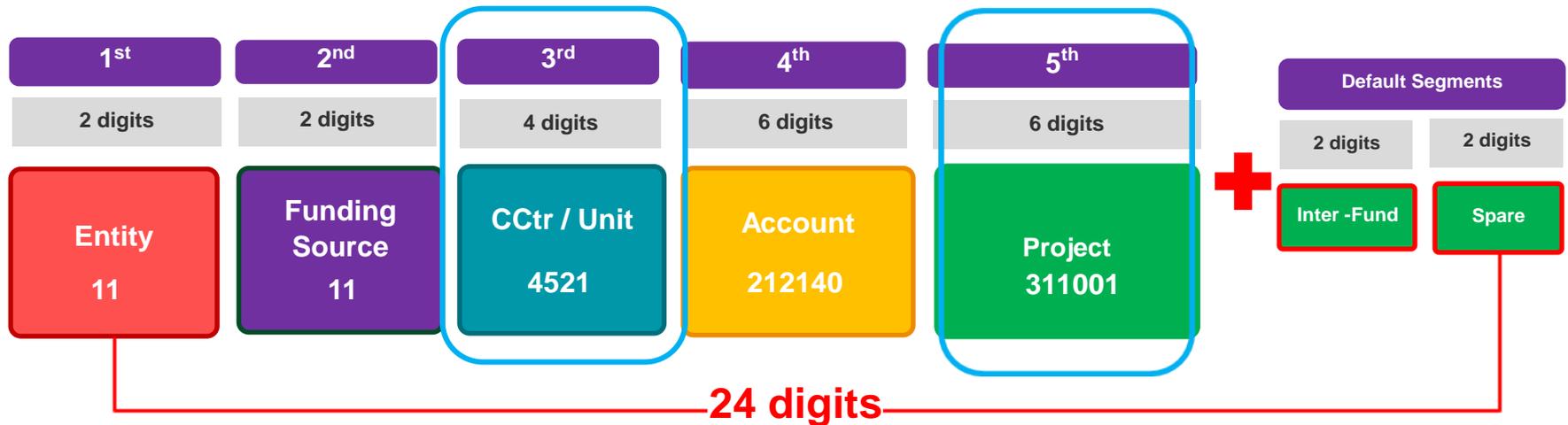
Design of report access rights in FIS

- Data and access right based on **Cost Centre**
- Access to reports across cost centres is not supported by default



FAQ 7 - Report access rights (Cont'd)

- On case by case basis, special arrangement could be made to set security rules by projects.
- The Project Team will study technical feasibility on requested setting with Deloitte.



FAQ 8 - Parameters selection of I/E Statement

- Calendar Period format: MMM-YY, for example, June 2018 = JUN-18
- Period Type:
 - **PJTD** - Project to Date
 - **PTD** - Period to Date
 - **YTD** - Year to Date
- Fund and CCTR value are optional

* Calendar Period JUN-18

* Entity 11
HKBU

Fund

CCTR

* Project 102058
Testing Laboratory Fund

* Period Type PJTD

* Master Level Yes



	Quick Select	Period Type
<input type="radio"/>		PJTD
<input type="radio"/>		PTD
<input type="radio"/>		YTD

FAQ 8 – Limit access rights to view staff cost

New Slide
supplemented
on 28 Aug 2020

- Budget controller can send a written request to Financial Systems Section of FO (fosys@hkbu.edu.hk) to limit the access rights for a staff or delegate to financial reports without staff costs.
- A **non-staff cost access rights** will be assigned for such staff or delegate under Oracle responsibility name of Financial Reports / Inquiry (exclude SC). A remark will be stated under simplified I/E report to remind users for exclusion of staff cost deduction for the financial position.

USER 24-APR-2019 12:11:40

Hong Kong Baptist University
Recurrent Fund Income and Expenditure Statement (DEPT)
For the Financial Year from 01-JUL-2018 to 31-DEC-2018

Entity.Fd.CCtr: 11.11.2538 HKBU.RG(NR).AA
Coverage of Budget and Encumbrance Financial Year

Budget Control Type YTD with Budget
Budget Controller: Chan, TM

	Budget Carried Forward	Current Year Budget	Total Budget	Current Month Actual	Current Year Actual	Current Year Commitment	Current Year Obligations and Others	Total Actual and Encumbrance	Free Balance (Deficit) after Encumbrance
	HKS (A)	HKS (B)	HKS (C) = (A) + (B)	HKS (D)	HKS (E)	HKS (F)	HKS (G)	HKS (H) = (E) + (F) + (G)	HKS (I) = (C) - (H)
Departmental Expenditure									
Equipment	40,000.00	400,000.00	440,000.00	37,000.00	220,000.00	15,000.00	0.00	235,000.00	205,000.00
Hospitality	10,000.00	100,000.00	110,000.00	9,000.00	55,000.00	0.00	0.00	55,000.00	55,000.00
Other General Expenses	50,000.00	500,000.00	550,000.00	46,000.00	275,000.00	0.00	0.00	275,000.00	275,000.00
Total Departmental Expenditure	(1) 100,000.00	1,000,000.00	1,100,000.00	92,000.00	550,000.00	15,000.00	0.00	565,000.00	535,000.00
U-wide Expenditure									
Transportation	0.00	500,000.00	500,000.00	42,000.00	300,000.00	0.00	0.00	300,000.00	200,000.00
Other Expenses	10,000.00	400,000.00	410,000.00	34,000.00	205,000.00	0.00	5,000.00	210,000.00	200,000.00
100099 - U-wide Project	20,000.00	600,000.00	620,000.00	52,000.00	310,000.00	5,000.00	205,000.00	520,000.00	100,000.00
Total U-wide Expenditure	(2) 30,000.00	1,500,000.00	1,530,000.00	128,000.00	815,000.00	5,000.00	210,000.00	1,030,000.00	500,000.00
Total Expenditure before Encumbrance (3) = (1) + (2)				220,000.00	1,365,000.00				
Total Expenditure after Encumbrance (4) = (1) + (2)								1,595,000.00	
Funds Available after Encumbrance as at 30-JUN-2019 per Report									
- For Departmental Expenditure									535,000.00
- For U-wide Expenditure									500,000.00
- Total									1,035,000.00

Remark: According to access right rule, "Staff Costs and Benefits" is excluded in this report. "Funds Available" represents funds available for non-staff cost expenditure only.

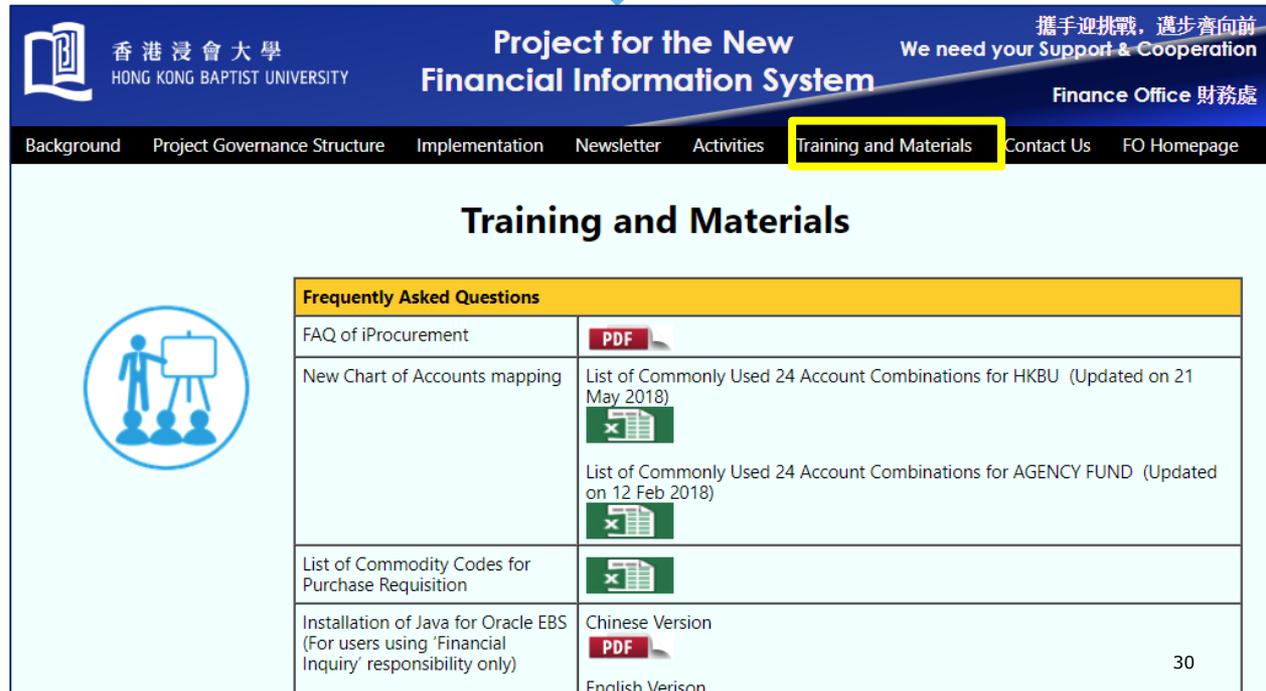
End of Report

For more information...

Please visit the FIS Project Website:

<https://fohome.hkbu.edu.hk/internal/hkbufoproj/index.htm>

or from the New FIS Project on FO website



FIS Support Hotline

3411 5587

Email:

fosys@hkbu.edu.hk

Questions & Answers for All Sessions

