

User Guide: FIS Report – Concise version of Income and Expenditure Statement

Introduction

The simplified version of Income and Expenditure (I/E) Statements aim to provide a more user-friendly approach for report generation, simplify report layout and enhance operational efficiency. .

This user guide introduces how to generate the Simplified version of I/E statements which cover the below report types.

Report Type	Description
Recurrent Funds	
Recurrent Fund (RF) Summary	Summary for Recurrent Fund Expenditure
YTD with Budget RF	To show the details for Recurrent Funds (Fund 11) Included both Departmental expense and U-Wide expense information
Project Funds	
All Fund Summary	Summary for all Projects
YTD with Budget	To show details on Year-to-Date Activity with Budget e.g. Fund 44 - Unmatched Endowment Fund 45 - Matched Endowment
PJTD with Budget	To show details for Project-to-Date Activity with Budget e.g. Fund 22 - Earmarked Research Grants Fund 24 - Capital Grants
PJTD on Balance	To show details for Project-to-Date Activity on Balance e.g. Fund 41 - Self-financing

Income and Expenditure Statement for All Balance

As the simplified I/E statements provide the summary information on the financial position for users to easy understand, users can still generate the existing I/E Statement for All Balance / Cost Centre Summary (CCTR Summary) / Dept with U-wide reports for more detailed information on expenditure by accounts.

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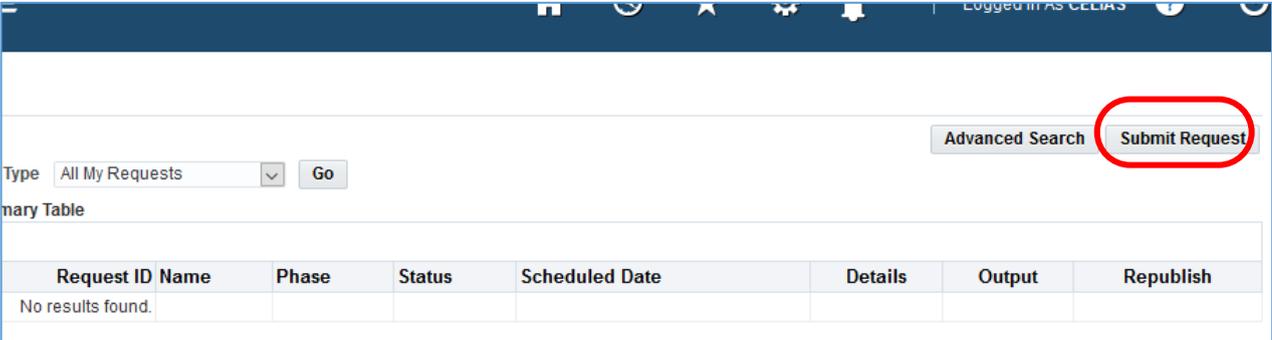
In the home of Oracle FIS, please find the responsibility name for HKBU XX Financial Reports (refers p.2 of user guide) or “HKBU XX Financial Inquiry” (refers p. 6 of user guide)

Part I: Steps to generate report under “Financial Reports” Responsibility

- 1. Click the “*HKBU XXX Financial Reports*” Responsibility



- 2. For Financial Reports, click “*Submit Request*” icon.



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3. Click  icon to select the report.

Define

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](#) [Layout](#) [Notification](#) [Print Options](#) [Delivery Options](#) [Sc](#)

4. Search for the report (Keyword: *HKBU Sim%*) and click “Go” icon, when the result comes out, click “*Quick Select*” icon

Search and Select: Program Name

[Cancel](#) [Select](#)

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By [Go](#)

Results

	Quick Select	Program Name	Application Name
<input type="radio"/>		HKBU Simplified Financial Statement	HKBU CUSTOM GENERAL LEDGER

[About this Page](#)

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5. Click “*Parameter*” tab, and enter the parameter. Example below: (* =Mandatory Field)

The screenshot shows the 'Parameters' tab of the FIS report configuration. Key fields include:

- Report Type:** Set to 'Project Fund'. Callout: "User can select 'Project Fund' or 'Recurrent Fund' in the report type".
- Coverage of Budget & Encum:** Set to 'ALL'. Callout: "System will configure to display relevant projects under the user only".
- Calendar Period:** Set to 'APR-19'. Note: "All Financial Years (for report with PJTD Report only; YTD Report will be with FY)".
- Entity From/To, Fund From/To, CCtr From/To:** Searchable dropdowns.
- Project From/To:** Searchable dropdowns. Callout: "After entering the Project Range, user can select to print the reports within the range for a specific Budget Controller.".
- Budget Controller:** Searchable dropdown.
- Email Fields:** To Email, Cc Email, and Email Subject (pre-filled with 'Financial Statement – Project').
- Summary Report Only?:** Set to 'No'. Callout: "Default Value is 'No', which means both the Detail and Summary Report will be generated.".

An inset window titled "Search and Select: Coverage of Budget & Encum" shows the following results:

Quick Select	Coverage of Budget & Encum	Description
<input type="radio"/>	ALL	All Financial Years
<input type="radio"/>	FY	Financial Year
<input type="radio"/>	Period	Period

Another callout explains the email subject: "If user wants to receive the reports through email, please input the email address and the subject here. Please use the separator ',' if you wish to input more than one emails."

For “Coverage of Budget & Encum”, it can limit the budget and encumbrance amount to be displayed in the report up to:

- 1) ALL = for all financial years, or
- 2) FY = within current financial year up to 30 June of the entered parameter "*Calendar Period*", or
- 3) Period = the entered parameter "*Calendar Period*"

Furthermore, if user needs to schedule the report on a regular basis (for example, monthly), please click “*Schedule Option*” for more setting. Please refer to the [How to set Scheduler for Oracle Report](#) guideline for details.

Click *Continue* after the parameters are entered.

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6. Review the parameter and click “*Submit*” icon

The screenshot shows the 'Schedule Request: Review' page. At the top, there is a progress bar with 'Define' and 'Review' markers. Below the progress bar, the title 'Schedule Request: Review' is on the left, and 'Manage Schedule', 'Cancel', 'Back', and 'Submit' buttons are on the right. The 'Submit' button is highlighted with a red box. The main content area includes a 'Name' section with fields for 'Concurrent Program Name' (HKBU Simplified Financial Statement), 'Request Name', and 'Operating Unit'. Below this is a 'Language Settings' table:

Language	Territory	Numeric Character	Sort
American English	Hong Kong	.	Binary Sort

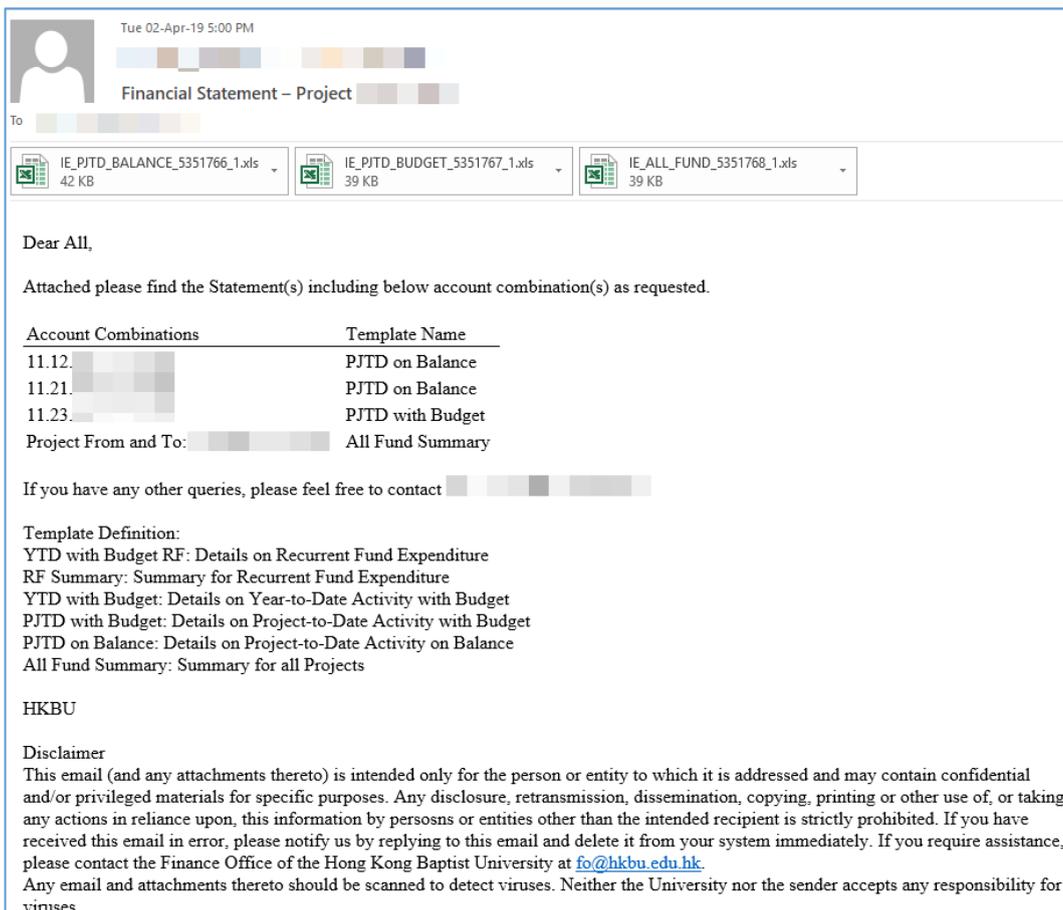
At the bottom, there is a 'Parameters' section.

7. After the report is generated, user can click the  icon to get the output file.

The screenshot shows the 'Requests' summary table. It includes a search bar with 'Request Query Type' set to 'All My Requests' and a 'Go' button. There are 'Advanced Search' and 'Submit Request' buttons. The table has columns for 'Request ID', 'Name', 'Phase', 'Status', 'Scheduled Date', 'Details', 'Output', and 'Republish'. The 'Output' column for the first two rows contains a download icon, which is highlighted with a red box.

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
5355086	HKBU IE Statement (DEPT) - Multiple Funds	Completed	Normal	04-Apr-2019 12:40:42			
5355085	HKBU IE Statement (DEPT) - YTD Budget	Completed	Normal	04-Apr-2019 12:40:37			
5355084	HKBU Simplified Financial Statement	Completed	Normal	04-Apr-2019 12:40:32			

8. An email with report attachment will be sent to recipients if you have input the email address.



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The excel files with different report types and summary will be sent through email. Different projects by funds with same report type will be consolidated in an excel file with different worksheets.

Hong Kong Baptist University											
Expenditure Statement (DEPT) - Year-to-Date Budget											
From the 01-JUL-2018 to 31-DEC-2018											
Entity.Fd.CCtr.Prj:	11.44.2361.120030	HKBU.UE-R.SA.Luk Yin Memorial Scholarship								Budget Control Type:	YTD with Budget
Project Full Name:	LUK YIN MEMORIAL SCHOLARSHIP								Budget Controller:	Leung, Wilson	
Project Start Date:									Total Grant/Pledge:	###	
Project End Date:											
Coverage of Budget & Encum:	FY										
		Budget Carried Forward	Current Year Budget	Total Budget	Current Month Actual	Current Year Actual	Current Year Commitment	Current Year Obligations and Others	Total Current Year 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)	
Expenditure											
Other General Expenses		###	###	###	###	###	###	###	###	###	
Total Expenditure and Transfer-out		###	###	###	###	###	###	###	###	###	
Funds Available before Encumbrance per Report	(C) - (E)					###					
Funds Available after Encumbrance as at 30-JUN-2019 per R	(C) - (H)									###	
Note (a): Current Year Actual Income and Transfer-in (which is represented by negative balance) up to 31-DEC-2018 is						###					
End of Report											

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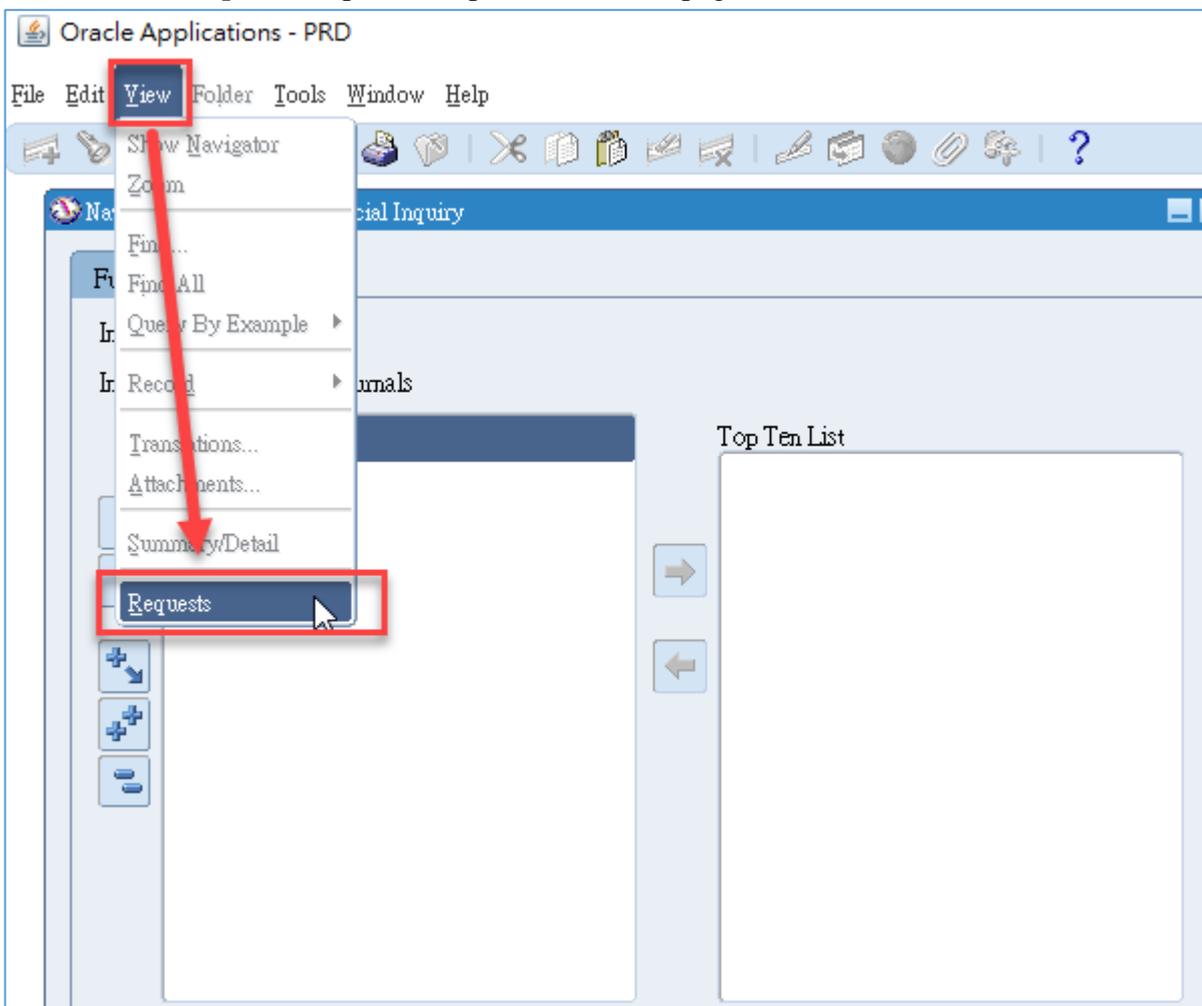
Part II: Steps to generate report under "Financial Inquiry" responsibility

1. Click the "HKBU XXX Financial Inquiry" responsibility

Home

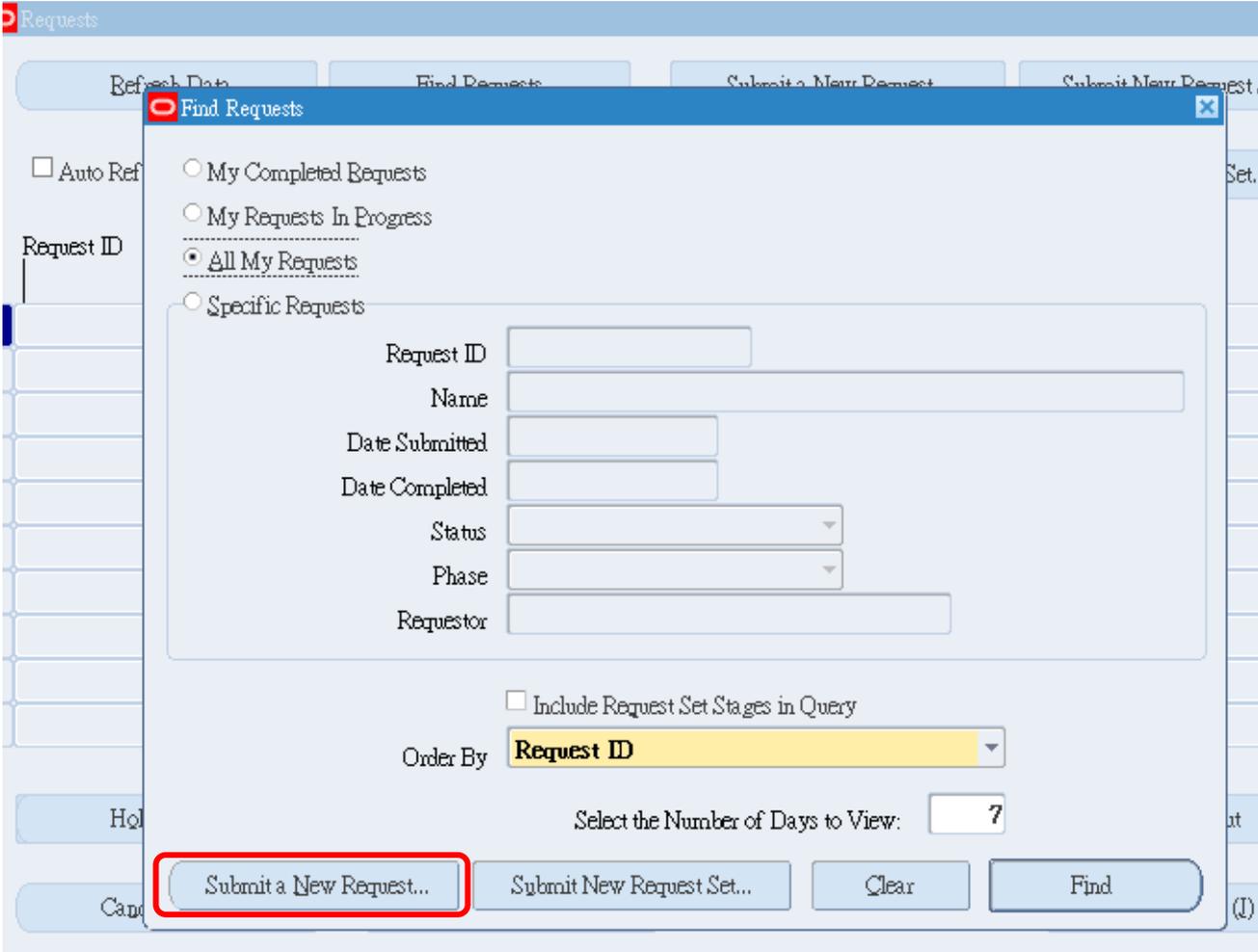


2. Click View -> Request to open the report submission page



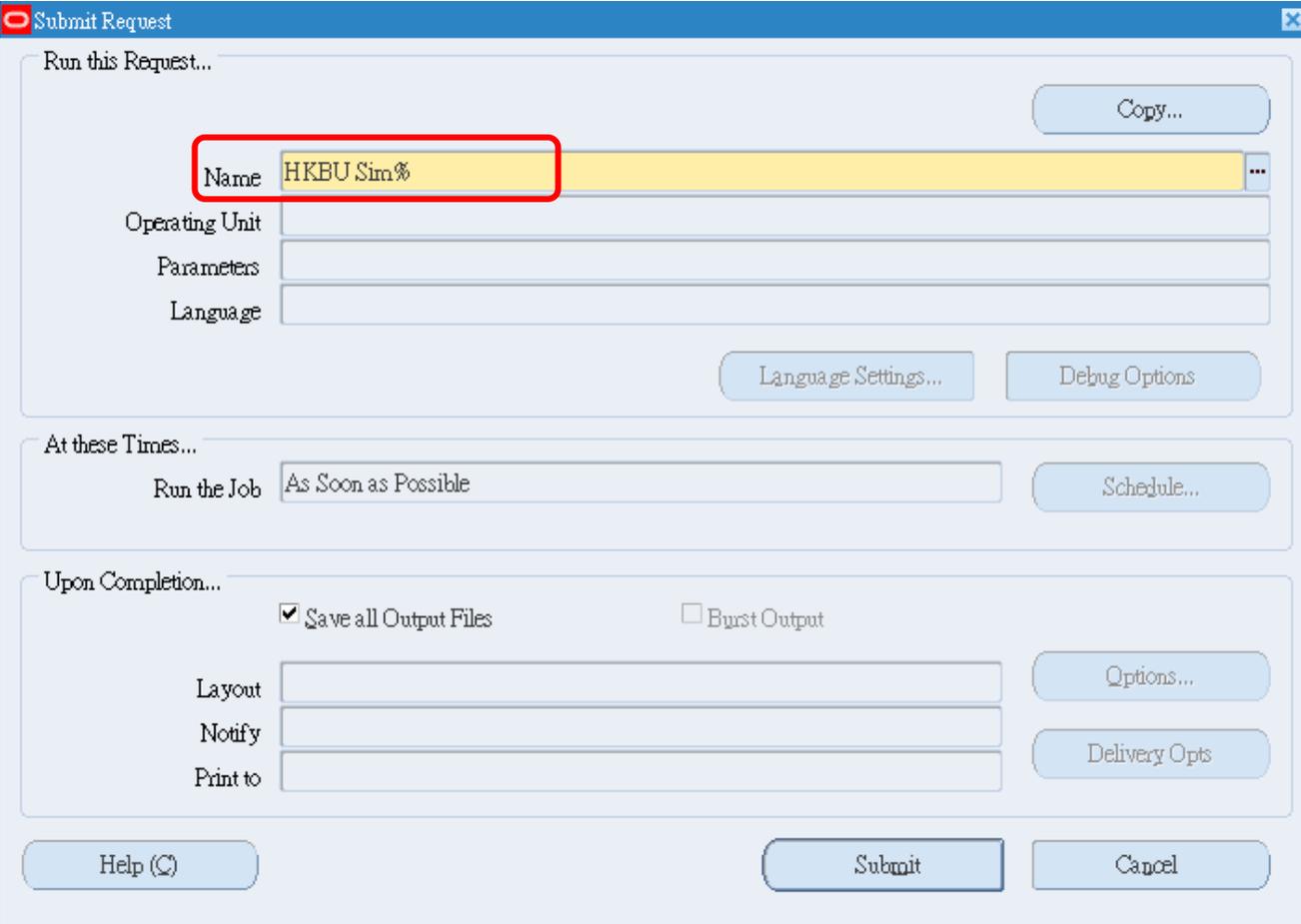
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3. Click “Submit a New Request” icon



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- 4. Search for the report *HKBU Simplified Financial Statement* (Keywords: “HKBU Sim”) and press the “Tab” key on keyboard



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5. Enter the parameter. For example: (Yellow Field = Mandatory Field)

Parameters

Report Type **Project Fund** User can select "Project Fund" or "Recurrent Fund" in the report

Coverage of Budget & Encum **ALL** All Financial Years (for rep... in FY)

Calendar Period **DEC-18** After entering the Project Range, user can select to print the reports within the range for a specific Budget Controller.

Entity From **11** HKBU

Entity To **11** HKBU

Fund From

Fund To

OCtr From **2531** FO

OCtr To **2531** FO

Project From **100036** New Financial Information System Implemen

Project To **119006** Shaw Campus - Chinese Restaurant

Budget Controller **Li, Edmund T M**

To Email **fouser1@hkbu.edu.hk, fouser2@hkbu.edu.hk**

Cc Email **fouser3@hkbu.edu.hk, fouser4@hkbu.edu.hk** If user want to receive the reports through email, please input the email address and the subject here. Please use the separator """ if you wish to input more than one email.

Email Subject **Financial Statement - Project (FO 100036 - 119006)**

Summary Report Only? **No** Default Value is "No", which means both the Detail and Summary Report will be generated.

Coverage of Budget & Encum

Find %

Coverage of Budget & Encum	Description
ALL	All Financial Years
FY	Financial Year
Period	Period

Find OK Cancel

System will configure to display relevant projects under the user only

Project From	Description
000000	General
141024	With no applied Accounting & Finance
141050	With no applied Accounting & Finance (Proj...

Find OK Cancel

For "**Coverage of Budget & Encum**", it can limit the budget and encumbrance amount to be displayed in the report up to:

- 1) ALL = for all financial years, or
- 2) FY = within current financial year up to 30 June of the entered parameter "**Calendar Period**", or
- 3) Period = the entered parameter "**Calendar Period**"

Click "**OK**" icon after the parameters are entered.

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- If user needs to schedule the report on a regular basis (for example, monthly), please click “*Schedule*” icon for more option. Please refer to the [How to set Scheduler for Oracle Report](#) guideline for details.

The screenshot shows the 'Submit Request' dialog box with the following details:

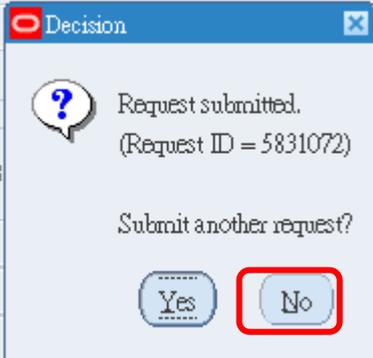
- Run this Request...:**
 - Name: HKBU Simplified Financial Statement
 - Operating Unit: (empty)
 - Parameters: Project Fund:ALL:DEC-18:11:11:::2531:2531:100036:119006:Li, Edmund T M:fouser1@hkbu.edu.hk, fouser2@hkbu.edu.hk
 - Language: American English
- At these Times...:**
 - Run the Job: As Soon as Possible
 - Schedule...** (highlighted with a red rectangle)
- Upon Completion...:**
 - Save all Output Files
 - Burst Output
 - Layout: (empty)
 - Notify: (empty)
 - Print to: noprint
- Buttons:** Copy..., Language Settings..., Debug Options, Options..., Delivery Opts, Help (?), Submit, Cancel.

- Click “*Submit*” icon to submit the report

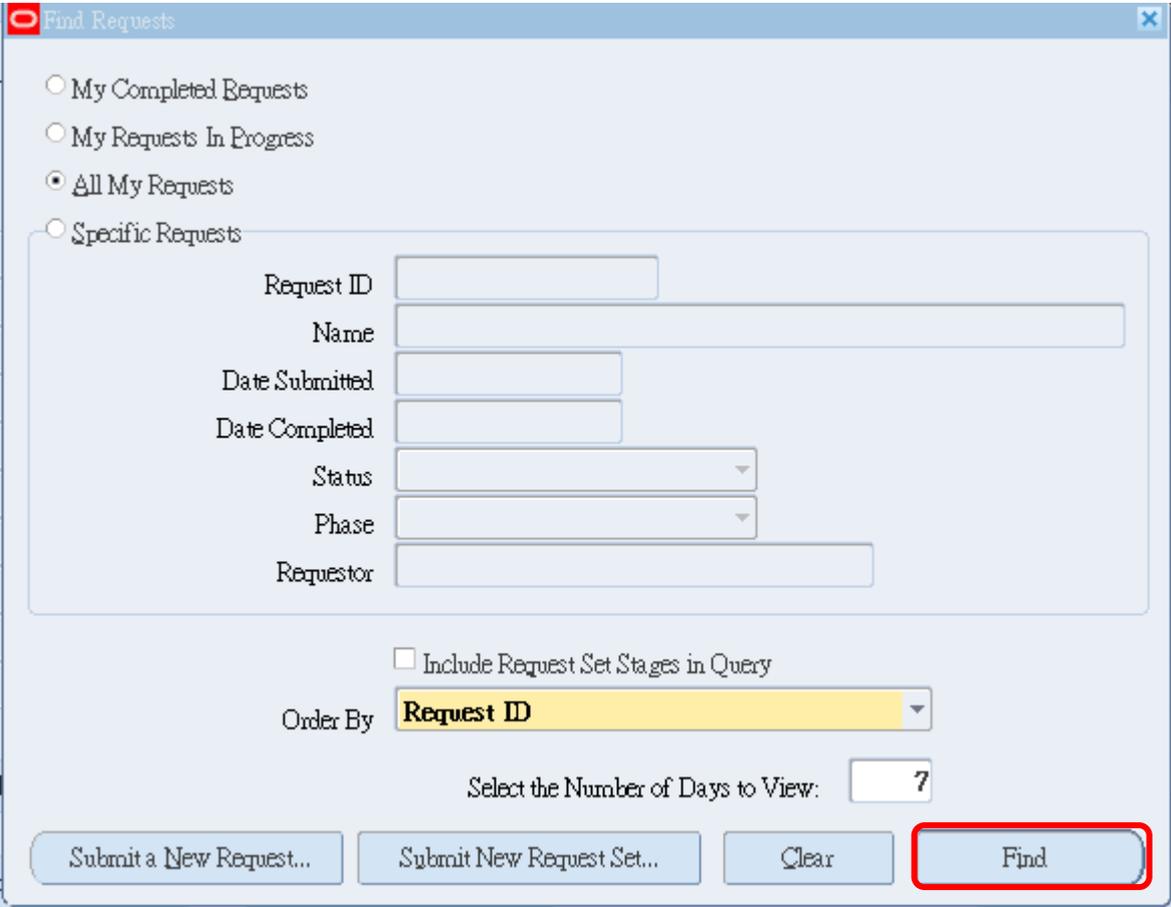
This screenshot is identical to the one above, showing the 'Submit Request' dialog box with the 'Submit' button highlighted by a red rectangle.

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8. Click “NO” to continue



9. Click “Find” icon to see the report output



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10. After the report is completed, click the report and click “View Output” icon

The screenshot shows the 'Requests' application window. At the top, there are buttons for 'Refresh Data', 'Find Requests', 'Submit a New Request...', and 'Submit New Request Set...'. Below these is a checkbox for 'Auto Refresh (K)' and buttons for 'Copy Single Request' and 'Copy Request Set...'. The main area contains a table with columns: Request ID, Name, Parent, Phase, Status, and Parameters. The first row is highlighted with a red box, showing Request ID 5831073 and Name 'HKBU IE Statement (DEPT) - %'. Below the table are buttons for 'Hold Request', 'View Details...', 'Rerun Request', 'View Output' (highlighted with a red box), 'Cancel Request', 'Diagnostics', and 'View Log... (I)'.

Request ID	Name	Parent	Phase	Status	Parameters
5831073	HKBU IE Statement (DEPT) - %		Completed	Normal	5831072
5831072	HKBU Simplified Financial Sta		Completed	Normal	Project Fund, Y, ALL, MAR-19, 11,
5830907	General Ledger Accounting Setu		Completed	Normal	SH, 1017525, N
5830903	Compile value set hierarchies		Completed	Normal	1017525
5825641	HKBU PR Encumbrance Detail		Completed	Normal	, , 1111, 4111, , , , ,
5825302	Mass Update of Purchasing Doc		Completed	Normal	ALL, 5906, 2092, , 6007108, 600710
5825300	Mass Update of Purchasing Doc		Completed	Normal	ALL, 5906, 2092, , 6007583, 600758
5825298	Mass Update of Requisitions		Completed	Normal	ALL, 5906, 2092, , 1009881, 100988
5825295	Mass Update of Requisitions		Completed	Normal	ALL, 5906, 2092, , 1010466, 101046
5825294	Mass Update of Requisitions		Completed	Normal	ALL, 5906, 2092, , 1011063, 1011063

11. An email with report attachment will be sent to recipients if you have input the email address.

The screenshot shows an email interface. At the top, it says 'Tue 02-Apr-19 5:00 PM' and 'Financial Statement - Project'. Below this is the 'To' field. There are three attachments: 'IE_PJTD_BALANCE_5351766_1.xls' (42 KB), 'IE_PJTD_BUDGET_5351767_1.xls' (39 KB), and 'IE_ALL_FUND_5351768_1.xls' (39 KB). The email body starts with 'Dear All,' followed by 'Attached please find the Statement(s) including below account combination(s) as requested.' Below this is a table:

Account Combinations	Template Name
11.12. [redacted]	PJTD on Balance
11.21. [redacted]	PJTD on Balance
11.23. [redacted]	PJTD with Budget
Project From and To: [redacted]	All Fund Summary

Below the table, it says 'If you have any other queries, please feel free to contact [redacted]'. There is a 'Template Definition' section with the following text:

- YTD with Budget RF: Details on Recurrent Fund Expenditure
- RF Summary: Summary for Recurrent Fund Expenditure
- YTD with Budget: Details on Year-to-Date Activity with Budget
- PJTD with Budget: Details on Project-to-Date Activity with Budget
- PJTD on Balance: Details on Project-to-Date Activity on Balance
- All Fund Summary: Summary for all Projects

The email ends with 'HKBU' and a 'Disclaimer' section:

Disclaimer
This email (and any attachments thereto) is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged materials for specific purposes. Any disclosure, retransmission, dissemination, copying, printing or other use of, or taking any actions in reliance upon, this information by persons or entities other than the intended recipient is strictly prohibited. If you have received this email in error, please notify us by replying to this email and delete it from your system immediately. If you require assistance, please contact the Finance Office of the Hong Kong Baptist University at fo@hkbu.edu.hk. Any email and attachments thereto should be scanned to detect viruses. Neither the University nor the sender accepts any responsibility for viruses.

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The excel files with different report types and summary will be sent through email. Different projects by funds with same report type will be consolidated in an excel file with different worksheets.

Hong Kong Baptist University											
Expenditure Statement (DEPT) - Year-to-Date Budget											
From the 01-JUL-2018 to 31-DEC-2018											
Entity.Fd.CCtr.Prj:	11.44.2361.120030	HKBU.UE-R.SA.Luk Yin Memorial Scholarship								Budget Control Type:	YTD with Budget
Projec Full Name:	LUK YIN MEMORIAL SCHOLARSHIP								Budget Controller:	Leung, Wilson	
Project Start Date:									Total Grant/Pledge:	###	
Project End Date:											
Coverage of Budget & Encum:	FY										
		Budget Carried Forward	Current Year Budget	Total Budget	Current Month Actual	Current Year Actual	Current Year Commitment	Current Year Obligations and Others	Total Current Year 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)	
Expenditure											
Other General Expenses		###	###	###	###	###	###	###	###	###	
Total Expenditure and Transfer-out		###	###	###	###	###	###	###	###	###	
Funds Available before Encumbrance per Report	(C) - (E)					###					
Funds Available after Encumbrance as at 30-JUN-2019 per R	(C) - (H)									###	
Note (a): Current Year Actual Income and Transfer-in (which is represented by negative balance) up to 31-DEC-2018 is						###					
End of Report											

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Appendix I - Sample Report Layout

YTD with Budget RF (Recurrent Fund)										
18-APR-2019 12:04:48		Hong Kong Baptist University								
Recurrent Fund Income and Expenditure Statement (DEPT)										
For the Financial Year from 01-JUL-2018 to 30-APR-2019										
Entity.Fd.CCtr:	11.11.2531							Budget Control Typ	YTD with Budget	
Coverage of Budget and Encumbrance:	Financial Year							Budget Controller:		
	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	
	HK\$ (A)	HK\$ (B)	HK\$ (C) = (A) + (B)	HK\$ (D)	HK\$ (E)	HK\$ (F)	HK\$ (G)	HK\$ (H) = (E) + (F) + (G)	HK\$ (I) = (C) - (H)	
Departmental Expenditure										
Staff Costs and Benefits	###	###	###	###	###	###	###	###	###	
Equipment	###	###	###	###	###	###	###	###	###	
Hospitality	###	###	###	###	###	###	###	###	###	
Other General Expenses	###	###	###	###	###	###	###	###	###	
Total Departmental Expenditure	(1) ###	###	###	###	###	###	###	###	###	
U-wide Expenditure										
U-wide Staff Costs and Benefits	###	###	###	###	###	###	###	###	###	
Auditor's Remuneration	###	###	###	###	###	###	###	###	###	
General & Property Insurance	###	###	###	###	###	###	###	###	###	
Professional Fees	###	###	###	###	###	###	###	###	###	
Transportation	###	###	###	###	###	###	###	###	###	
Building Upkeep	###	###	###	###	###	###	###	###	###	
Surplus Staff Quarter Notional Rental	###	###	###	###	###	###	###	###	###	
U-Wide Equipment	###	###	###	###	###	###	###	###	###	
Postage	###	###	###	###	###	###	###	###	###	
Stationery	###	###	###	###	###	###	###	###	###	
Courier	###	###	###	###	###	###	###	###	###	
Massager Service	###	###	###	###	###	###	###	###	###	
Financial Expenses	###	###	###	###	###	###	###	###	###	
Other Expenses	###	###	###	###	###	###	###	###	###	
100026 -	###	###	###	###	###	###	###	###	###	
100036 -	###	###	###	###	###	###	###	###	###	
Total U-wide Expenditure	(2) ###	###	###	###	###	###	###	###	###	
Total Expenditure before Encumbrance	(3) = (1) + (2)		###	###						
Total Expenditure after Encumbrance	(4) = (1) + (2)						###			
Funds Available after Encumbrance as at 30-JUN-2019 per Report										
- For Departmental Expenditure									###	
- For U-wide Expenditure									###	
- Total									###	

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RF (Recurrent Fund) Summary

18-APR-2019 12:04:57

Hong Kong Baptist University
 Recurrent Fund Income and Expenditure Statement (DEPT) - Summary
 For the Financial Year from 01-JUL-2018 to 30-APR-2019

Cost Centre From and To: to
 Coverage of Budget and Encumbrance: Financial Year

Budget Control Type: YTD with Budget

	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
	HK\$ (A)	HK\$ (B)	HK\$ (C) = (A) + (B)	HK\$ (D)	HK\$ (E)	HK\$ (F)	HK\$ (G)	HK\$ (H) = (E) + (F) + (G)	HK\$ (I) = (C) - (H)
Departmental Expenditure									
Staff Costs and Benefits	###	###	###	###	###	###	###	###	###
Equipment	###	###	###	###	###	###	###	###	###
Hospitality	###	###	###	###	###	###	###	###	###
Other General Expenses	###	###	###	###	###	###	###	###	###
Total Departmental Expenditure	(1) ###	###	###	###	###	###	###	###	###
U-wide Expenditure									
U-wide Staff Costs and Benefits	###	###	###	###	###	###	###	###	###
Auditor's Remuneration	###	###	###	###	###	###	###	###	###
General & Property Insurance	###	###	###	###	###	###	###	###	###
Professional Fees	###	###	###	###	###	###	###	###	###
Transportation	###	###	###	###	###	###	###	###	###
Building Upkeep	###	###	###	###	###	###	###	###	###
Surplus Staff Quarter Notional Rental	###	###	###	###	###	###	###	###	###
U-Wide Equipment	###	###	###	###	###	###	###	###	###
Postage	###	###	###	###	###	###	###	###	###
Stationery	###	###	###	###	###	###	###	###	###
Courier	###	###	###	###	###	###	###	###	###
Massager Service	###	###	###	###	###	###	###	###	###
Financial Expenses	###	###	###	###	###	###	###	###	###
Other Expenses	###	###	###	###	###	###	###	###	###
100026 -	###	###	###	###	###	###	###	###	###
100036 -	###	###	###	###	###	###	###	###	###
100060 -	###	###	###	###	###	###	###	###	###
Total U-wide Expenditure	(2) ###	###	###	###	###	###	###	###	###
Total Expenditure before Encumbrance			(3) = (1) + (2) ###	###	###	###	###	###	###
Total Expenditure after Encumbrance			(4) = (1) + (2) ###	###	###	###	###	###	###

Funds Available after Encumbrance as at 30-JUN-2019 per Report
 - For Departmental Expenditure
 - For U-wide Expenditure
 - Total

 ###
 ###

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YTD with Budget

15-MAR-2019 10:23:54

Hong Kong Baptist University
Expenditure Statement (DEPT) - Year-to-Date Budget
From the 01-JUL-2018 to 15-MAR-2019

Entity Fd.CCtr.Prj: 11.11.2531.100036 HKBU.RG(NR)E
Project Full Name:
Project Start Date:
Project End Date:
Coverage of Budget & Encum: FY

Budget Control Type: YTD with Budget
Budget Controller:
Total Grant/Pledge: ###

	Budget Carried Forward	Current Year Budget	Total Budget	Current Month Actual	Current Year Actual	Current Year Commitment	Current Year Obligations and Others	Total Current Year Actual and Encumbrance	Free Balance / (Deficit) after Encumbrance
	HK\$ (A)	HK\$ (B)	HK\$ (C) = (A) + (B)	HK\$ (D)	HK\$ (E)	HK\$ (F)	HK\$ (G)	HK\$ (H) = (E) + (F) + (G)	HK\$ (I) = (C) - (H)
Expenditure	###	###	####	###	###	###	###	###	###
Equipment	###	###	####	###	###	###	###	###	###
Other General Expenses	###	###	####	###	###	###	###	###	###
Total Expenditure and Transfer-out	###	###	####	###	###	###	###	###	###
Funds Available before Encumbrance per Report		(C) - (E)		=====					
Funds Available after Encumbrance per Report		(C) - (H)						=====	

Note (a): Current Year Actual Income and Transfer-in (which is represented by negative balance) up to 15-MAR-2019 is =====

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

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PJTD with Budget

15-MAR-2019 10:23:36

Hong Kong Baptist University
Expenditure Statement (DEPT) - Project Budget with All Financial Years Budget and Encumbrance
From the to 15-MAR-2019

Entity/Fd/CCtr/Prj: 11.22.2531.115002 HKBU.EG.
Project Full Name:
Project Start Date:
Project End Date:
Coverage of Budget & Encum: ALL

Budget Control Type: PJTD with Budget
Budget Controller:
Total Grant/ Pledge: ###

	Total Project Budget	Current Month Actual	Current Year Actual	Total Project Actual	Commitment	Obligations and Others	Total Project Actual and Encumbrance	Free Balance / (Deficit) after Encumbrance
	HK\$ (A)	HK\$ (B)	HK\$ (C)	HK\$ (D)	HK\$ (E)	HK\$ (F)	HK\$ (G) = (D) + (E) + (F)	HK\$ (H) = (A) - (G)
Expenditure								
Other General Expenses	###	###	###	###	###	###	###	###
Total Expenditure and Transfer-out	###	###	###	###	###	###	###	###
Funds Available before Encumbrance per Report (A) - (D)				###				
Funds Available after Encumbrance per Report (A) - (G)								###

Note (a): Total Project Actual Income and Transfer-in (which is represented by negative balance) up to 15-MAR-2019 is ###

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

User Guide: FIS Report – Concise version of Income and Expenditure Statement

PJTD with Balance

15-MAR-2019 10:23:33

Hong Kong Baptist University
 Income and Expenditure Statement (DEPT) - Project Balance with All Financial Years Budget and Encumbrance
 From the 01-NOV-2003 to 15-MAR-2019

Entity.Fd.CCtr.Pj: 11.41.2531.102008 HKBU.
 Project Full Name:
 Project Start Date: 01-NOV-2003
 Project End Date:
 Coverage of Budget & Encum: ALL

Budget Control Type: PJTD on Balance
 Budget Controller:
 Total Grant/Pledge: ###

		Current Month Actual	Current Year Actual	Total Project Actual	Commitment	Obligations and Others	Total Project Actual and Encumbrance
		HK\$ (A)	HK\$ (B)	HK\$ (C)	HK\$ (D)	HK\$ (E)	HK\$ (F) = (C) + (D) + (E)
Income [Note (a)]							
Cumulative Fund Bal before 2015-16		#####	#####	#####	#####	#####	#####
Total Income and Transfer-in	(1)	#####	#####	#####	#####	#####	#####
Funds Available before Encumbrance per Report	(3) = (1) - (2)	#####	#####	#####			
Funds Available after Encumbrance per Report	(4) = (1) - (2)						#####

Note (a): For the income accounts, the additional actual or encumbrance is represented by negative balance.

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

User Guide: FIS Report – Concise version of Income and Expenditure Statement

All Funds Summary

17-APR-2019 15:25:31

Hong Kong Baptist University
Summary Statement of Funds Available after Encumbrance (DEPT) - Multiple Funds
As at 30-APR-2019

Project: ### to ###
Cost Centre From and To: to

	Project Start Date	Project End Date	Budget Controller	Total Grant/Pledge	Total Budget	Current Year Actual	Total Project Actual	Encumbrance	Total Actual and Encumbrance	Free Balance / (Deficit) after Encumbrance
					HK\$ (A)	HK\$ (B)	HK\$ (C)	HK\$ (D)	HK\$ (E) <small>Note (a)</small>	HK\$ (F) <small>Note (b)</small>
Executive Summary (Funds Available after Encumbrance per Report):										
Project										
100036				###						###
163330				###						###
Total Funds Available after Encumbrance per Report										###
Details by Budget Control Type:										
YTD with Budget (FY)										
11.11.2531.100036					###	###	###	###	###	###
Total Expenditure and Transfer-out					###	###	###	###	###	###
PJTD with Budget (ALL)										
11.23.4521.163330					###	###	###	###	###	###
Total Expenditure and Transfer-out					###	###	###	###	###	###
PJTD on Balance (ALL)										
11.12.4521.163330					###	###	###	###	###	###
11.21.4521.163330					###	###	###	###	###	###
Surplus/(Deficit) after Transfer					###	###	###	###	###	###
Total Funds Available after Encumbrance as at 30-JUN-2024 per Report										###

Note (a): (E) = (B) + (D) For "YTD with Budget"; (E) = (C) + (D) For "PJTD with Budget" and "PJTD on Balance"
Note (b): (F) = (A) - (E) For "YTD with Budget" and "PJTD with Budget"; (F) = (E) For "PJTD on Balance".

End of Report

User Guide: FIS Report – Concise version of Income and Expenditure Statement

Appendix II – Limit access rights to view staff cost

- 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 after	Free Balance / (Deficit)
	HKS (A)	HKS (B)	HKS (C) = (A) + (B)	HKS (D)	HKS (E)	HKS (F)	HKS (G) (H) = (E) + (F) + (G)	HKS (I) = (C) - (H)	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