

Financial Information System

User Manual

October 2015

Prepared by Finance Office
University of Macau

Table of Contents

1. Introduction	2
2. System Roles and Related Functions	2
2.1 Available User Roles for FIS	2
2.2 Roles and Functions	3
2.3 Procedures of Granting Access Rights in the FIS	3
2.3.1 Creating User Profile for New Users.....	3
2.3.2 Granting or Changing Access Rights	4
3. Budget Commitment	6
3.1 Drafting Budget Commitment.....	6
3.2 Approving Budget Commitment	7
3.3 Budget Commitment Adjustment.....	9
3.4 Drafting Budget Commitment Adjustment	9
3.5 Approving Budget Commitment Adjustment.....	12
3.6 Enquiry the BC Adjustment	13
4. Financial Information Enquiry	15
4.1 Account Enquiry.....	15
4.1.1 Account Enquiry by Cost Center.....	15
4.1.2 Account Enquiry by UM Account Code	15
4.2 Payment Information from Budget Commitment.....	16
4.3 Report.....	18
4.3.1 Income and Expenditure Statement.....	18
4.3.2 Ledger Listing	20
4.3.3 Budget Commitment Listing Report	21
4.3.4 Research IE Statement.....	23

1. Introduction

This user manual aims to assist users in using the Financial Information System (FIS).

2. System Roles and Related Functions

The access right granting function is decentralized to departments. The budget controller or delegated budget controller can assign different system roles to his/her staff members according to their operational needs. The following section explains the basic concept of the system roles and functions as well as the procedures of granting access rights to FIS users.

2.1 Available User Roles for FIS

The FIS supports multiple roles: budget controller, delegated budget controller, budget commitment approver, budget commitment initiator and report reader. The access right granting function is now given to budget controller or delegated budget controller.

2.2 Roles and Functions

Each system role is given a set of FIS function. Please find the details in the table below.

Functions \ User Roles	Budget Controller	Delegated Budget Controller (A)	Budget Commitment Approver (B)	Budget Commitment Initiator (C)	Report Function Role (D)
Budget Commitment & Adjustment (BC) Read	Yes	Yes	Yes	Yes	
Budget Commitment & Adjustment (BC) Input	Yes	Yes	Yes	Yes	
Budget Commitment & Adjustment (BC) Approve	Yes	Yes	Yes		
Account Enquiry	Yes	Yes			Yes
Income and Expenditure Statement	Yes	Yes			Yes
Budget Commitment Listing	Yes	Yes			Yes
Ledger Listing	Yes	Yes			Yes
Granting User Roles B, C and D to other users	Yes	Yes			
Granting User Roles A, B, C and D to other users	Yes				

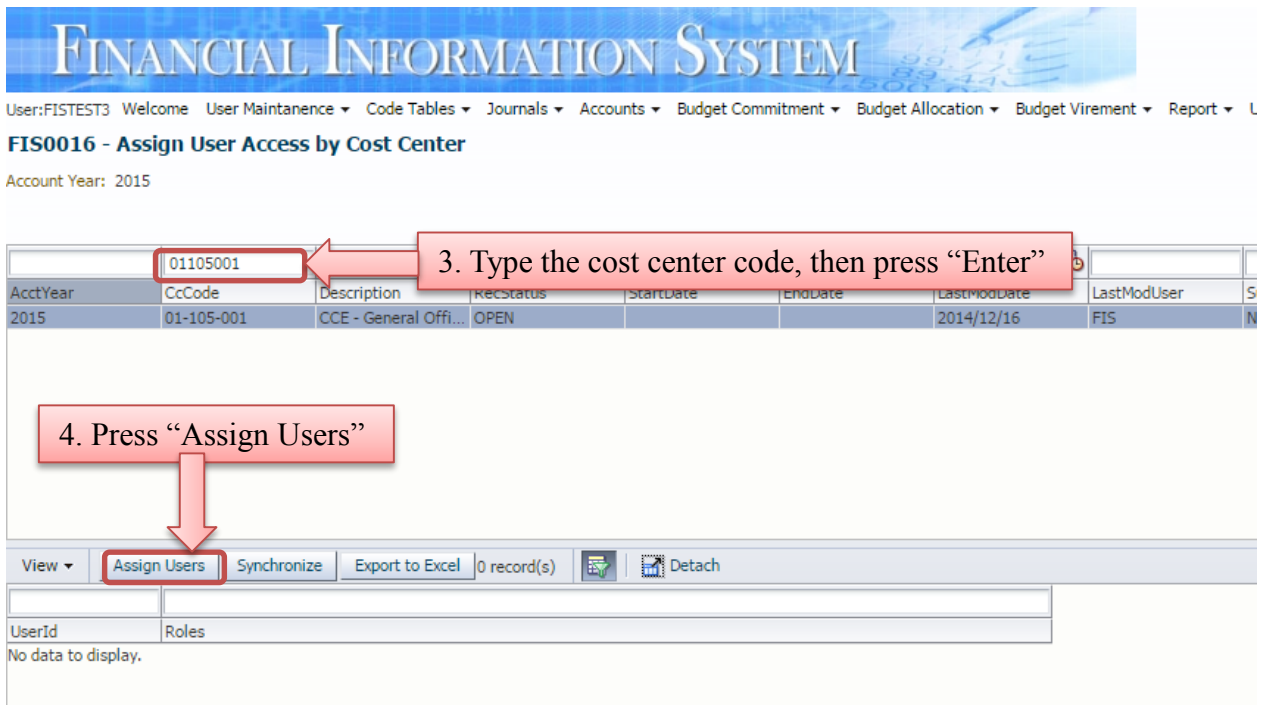
2.3 Procedures of Granting Access Rights in the FIS

2.3.1 Creating User Profile for New Users

Please send an email to the FO system administrator via fo_systems_grp@umac.mo, when a new FIS user is to be created. Once the new profile is created, FO will inform the requesting budget controller or delegated budget controller who will then be able to grant the access rights to the new users.

2.3.2 Granting or Changing Access Rights

Budget controller or delegated budget controller can grant the access rights by following the steps below:



5. Type the user ID and press "Enter"

6. Select users

7. Press for adding

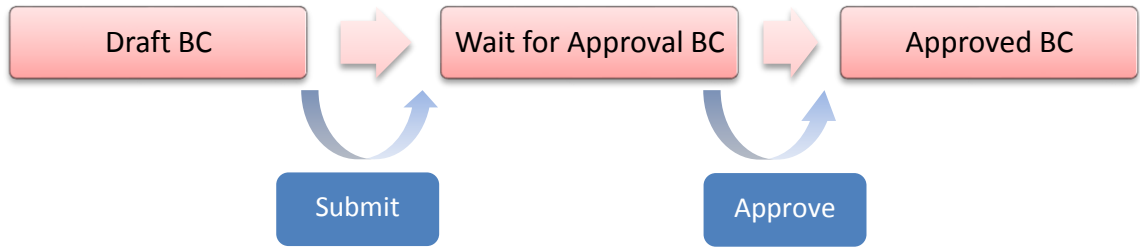
8. Assign the system role

9. Press "Save"

*Please note that any update will be effective after two hours.

3. Budget Commitment

Users can reserve budget for expenditure by creating budget commitment. The flow of budget commitment is explained by the following:



3.1 Drafting Budget Commitment

The procedures for marking budget commitment are as followed:

1. Budget Commitment
2. Press "Create Budget Commitment"

3. Choose cost center

4. Input the budget commitment information

5. Input start date & end date (Estimate start and complete date for BC)

6. Press "New" for adding BC line

7. Input/select the account code

8. Input the amount

9. Press "Save" when finished

*Please note that the BC will not be auto-release after the end date and both date cannot be change after BC approved

3.2 Approving Budget Commitment

The procedures for approving budget commitment are:

User: [redacted] Welcome User Maintenance Accounts Budget Commitment Report Logout

Welcome to FIS!

User Profile:
 User ID [redacted]
 User Name [redacted]
 Department [redacted]
 User Roles
 Role Name Cost Center
 Budget Controller

FIS2201 - Create Budget Commitment
FIS2203 - BC Enquiry by Status
 FIS2202 - Upload BC File
 FIS2300 - Advanced Enquiry

1. Budget Commitment
 2. Press "BC Enquiry by Status"

User: FISTEST2 Welcome Accounts Budget Commitment Report Logout

FIS2203 - BC Enquiry By Status

Account Year: 2011 Cost Center Code: 01105001 CCE - General Office

Draft BC | Waiting for Approval BC | Approved BC | Completed BC | Void BC

Select View Refresh Submit Approve Void Export To Excel 5 record(s) Detach

	Account Period	BC No	BC Description	BC Amount	Status	Proposal No	PR No	Tx Date
Edit	201106	[redacted]	[redacted]	[redacted]	Draft			2011
Edit	201103	[redacted]	[redacted]	[redacted]	Draft			2011
Edit	201103	[redacted]	[redacted]	[redacted]	Draft			2011
Edit	201103	[redacted]	[redacted]	[redacted]	Draft			2011
Edit	201103	[redacted]	[redacted]	[redacted]	Draft			2011

4. Select the budget commitment in the tab "Draft BC"

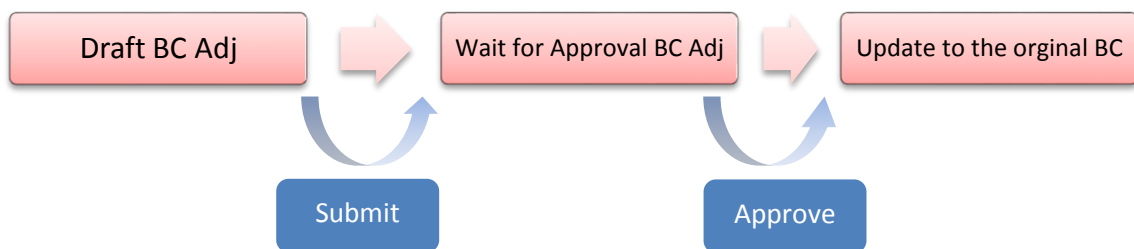
5. Submit the budget commitment

Line No	Account Year	UM Account Code	UAC Description	Description	Amount (MOP)	Proposal Commit
1	2011	[redacted]	[redacted]	[redacted]	[redacted]	0.00

3. Select the cost center

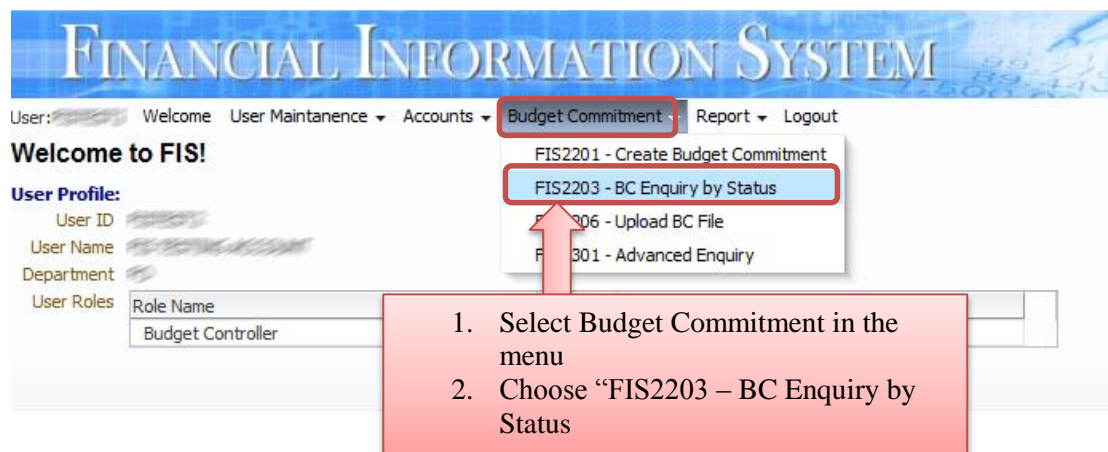
3.3 Budget Commitment Adjustment

Users can make amendment to a budget commitment for expenditure by creating an adjustment transaction to the original budget commitment. However, only a budget commitment in approved stage could be adjusted. The flow of budget commitment is explained by the following:



3.4 Drafting Budget Commitment Adjustment

The procedures for marking a budget commitment adjustment are as followed:



FIS2203 - BC Enquiry By Status

Account Year: 2015 Cost Center Code: 01105001 CCE - General Office

3. Select cost center

311 record(s)

Payment Info.	Line No	Account Year	UM Account Code	UAC Description	Description	BC Amount	Status	Tx D
Open	1	2015	01-105-004-605-014	CCE - Workshop and Seminar Remuneration (service contract - academic) <i>Budget Line : Staff Cost [Contractual - DeCentralized]</i>	Trainer remuneration	14,000.00	Approved	2015
Show					Organizing and Hosting Collegiate Learning Day Lecture by Prof. Wai-Hei	18,000.00	Approved	2015
					Splitting Revenue with School of Continuing and Professional Studies, The Chinese University of Hong Kong (CUSCS) for Distance Education Courses (July to October 2015) (30th intake)	561.09	Approved	2015
					Preparing Your Students for TOEIC	14,000.00	Approved	2015
					Launching In-house Training for DSEJ -			

4. Open the "Approved BC" tab

5. Select BC and press "Open"

Payment Info.	Line No	Account Year	UM Account Code	UAC Description	Description	Amount (MOP)	Proposal Commit
Show	1	2015	01-105-004-605-014	CCE - Workshop and Seminar Remuneration (service contract - academic) <i>Budget Line : Staff Cost [Contractual - DeCentralized]</i>	Trainer remuneration	14,000.00	14,000.00

FIS2201 - Budget Commit Entry

BC Date	* Account Period	BC No	Start Date	End Date	* BC Description	BC Amount	BC Status	eProj
2015/10/...	201510	17488			Launching In-house Training for DSEJ - Preparing Your Students for TOEIC	14,000.00	Approved	CCE/

6. Press the button "Adjust" to create the BC adjustment

Line No	* Account Code	* Description	Amount (MOP)	(Separate by ;)
Delete	01105004-605-014	CCE - Workshop and Seminar Remuneration (service contract - academic) <i>Budget Line : Staff Cost [Contractual - DeCentralized]</i>	14,000.00	
		Trainer remuneration		

>> Show Adjustment History
Changes cancelled

FIS2204 - Create Adjustment

Back to FIS2201

Tx Date	Account Period	BC No	BC Description	BC Amount	Status	Proposal No	PR No	BC Remark	Prepared By
2015/10/15	201510	17488	Launching In-house Training for DSEJ - Preparing Your Students for TOEIC	14,000.00	Approved	CCE/RTO/P301/20...			WENDYFONC

Line No	Amount (MOP)	Analysis Code (Separate by ;)
	14,000.00	

Budget Line : Staff Cost [Contractual - DeCentralized]

Save Cancel Submit Back to Draft Approve Void Print Cost Center Code 01105001 CCE - General Office

Account Period	* Adj Description	* Adj Amount	Status	Adj Remark	* Prepared By	* Prepared Date
201510	Launching Students				FISTEST3	2015/10/...

New

Line No	* Account Code	* Description	* Amount (MOP)	* +/-	Analysis Code (Separate by ;)	BC Line No
No data to display.						

7. Press the button "Adjust" next to the original line to amend.

8. Press the button "New" to add a new line for this BC

FIS2204 - Create Adjustment

Back to FIS2201

Tx Date	Account Period	BC No	BC Description	BC Amount	Status	Proposal No	PR No	BC Remark	Prepared By
2015/10/15	201510	17488	Launching In-house Training for DSEJ - Preparing Your Students for TOEIC	14,000.00	Approved	CCE/RTO/P301/20...			WENDYFONC

Description	Amount (MOP)	Analysis Code (Separate by ;)
Seminar ice contract - Trainer remuneration	14,000.00	

Budget Line : Staff Cost [Contractual - DeCentralized]

Save Cancel Submit Back to Draft Approve Void Print Cost Center Code 01105001 CCE - General Office

Account Period	* Adj Description	* Adj Amount	Status	Adj Remark	* Prepared By	* Prepared Date
201510	Launching Students				FISTEST3	2015/10/...

Line No	* Account Code	* Description	* Amount (MOP)	* +/-	Analysis Code (Separate by ;)	BC Line No
Delete 1	01105001- CCE - General Office	Launching In-house Training for DSEJ - Preparing Your Students for TOEIC				

12. Press the button "Save" for saving the adjustment

13. Press "Submit" if is ready for

10. Input BC related information

9. Input ACC code

11. Input adjustment amount, it can be increase or decrease

*Please note the there is a system setting for the BC adjustment. If both below conditions are passed, there is no approval required. (The threshold is applied to the original BC amount)

* BC Adjustment Percentage: 10

* BC Adjustment Fix Amount: 10000

3.5 Approving Budget Commitment Adjustment

The procedures for approving budget commitment adjustment are:

FINANCIAL INFORMATION SYSTEM

User: FISTEST3 Welcome User Maintenance Accounts Budget Commitment Report User Manual Logout

Welcome to FIS!

User Profile:
 User ID: FISTEST3
 User Name: fistest3
 Department: IAO
 User Roles: Budget Commitment Initiator, Budget Controller, Report Function Role

1. Select Budget Commitment in the menu
 2. Choose "FIS2205 - Adjustment Enquiry by Status"

FINANCIAL INFORMATION SYSTEM

User: FISTEST3 Welcome User Maintenance Accounts Budget Commitment Report User Manual Logout

FIS2205 - Adjustment Enquiry by Status

Account Year: 2015 Cost Center Code: 01001001 FBA - Dean/ General office *** in BC Adj amount means it contains sta

3. Select the cost center

4. Select the BC Adj. in the tab "Draft Adj." and press Submit

Account Period	Adj Amount	Status	Adj Type	Prepared By	Prepared Date
2015/01	0.00	Draft	ADJ	FISTEST2	2015/01/26

FINANCIAL INFORMATION SYSTEM

User: FISTEST3 Welcome User Maintenance Accounts Budget Commitment Report User Manual Logout

FIS2205 - Adj

Account Year: 2015 Cost Center Code: 01001001 FBA - Dean/ General office *** in BC Adj amount means it contains sta

5. Open tab "Waiting for Approval Adj."

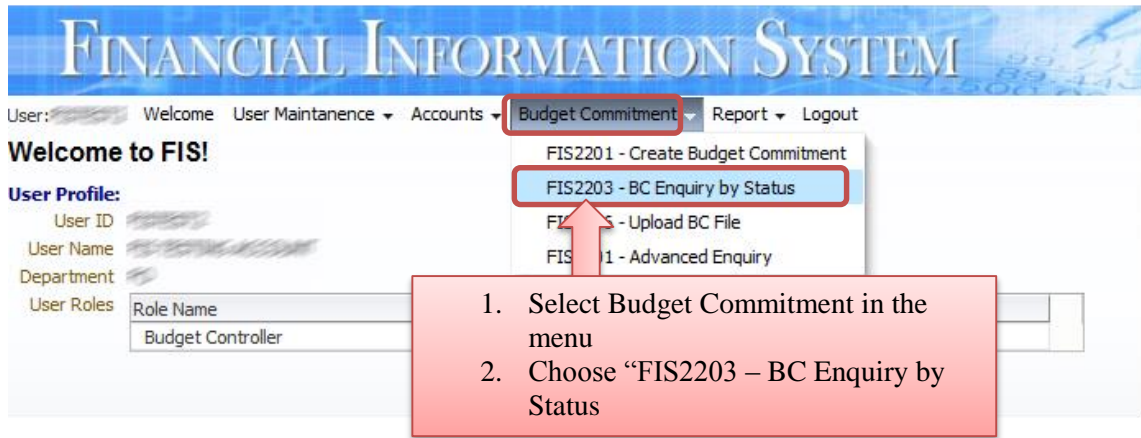
6. Select the BC Adj. in the tab and press Approve

Account Period	Adj No	BC No	Description	Adj Amount	Status	Adj Type	Prepared By	Prepared Date
201501	9	5	t BC by FO at 2015	10,000.00	Waiting for Approval	ADJ	FISTE...	2015/01/26

3.6 Enquiry the BC Adjustment

Two ways to enquiry the BC Adjustment:

1. Enquiry from the BC Steps:



FIS2203 - BC Enquiry By Status

Account Year: 2015

Draft BC	Waiting for Approval BC	Approved BC	Completed BC	Void BC
Select	View	Refresh	Force Complete	Export To Excel
1 record(s)				
		9490		
	Payment Info.	Account Period	BC No	Start Date
				End Date
				BC Description
Open	Show	201505	9490	
Conference Grant Application : CG012-FBA2015 - Dr. TANG Mei Fung, Candy				

3. Press the Open button

BC Date	* Account Period	BC No	* BC Description	BC Amount	BC Status	eProposal#	ePR#
2014/07/...	201407	64	BC Testing (BC created by non-FO)	80.00	Approved	TEST TEST	

Line No	* Account Code	* Description	* Amount (MOP)	Analysis Code (Separate by ;)
Delete	1	01303001-501-101 HRO - General Office Teaching Equipments (Capitalized) Budget Line : Equipment	80.00	

> Show Adjustment History

4. Click the Show Adjustment History Link

2. Enquiry all BC Adjustment by status steps :

FINANCIAL INFORMATION SYSTEM

User: FISTEST3 Welcome User Maintenance Accounts Budget Commitment Report User Manual Logout

Welcome to FIS!

User Profile:
User ID: FISTEST3
User Name: fistest3
Department: IAO

User Roles:

Role Name	Cost Center
Budget Commitment Initiator	
Budget Controller	
Report Function Role	
Report Function Role	

1. Select Budget Commitment in the menu

2. Choose "FIS2205 – Adjustment Enquiry by Status"

FINANCIAL INFORMATION SYSTEM

User: FISTEST3 Welcome User Maintenance Accounts Budget Commitment Report User Manual Logout

FIS2205 - Adjustment Enquiry by Status

Account Year: 2015 Cost Center Code: All Privileged Cost Centers *** in BC Adj amount means it contains staff cost not under CC budg

Draft Adj | Waiting for Approval Adj | Approved Adj | Void Adj

Select View Refresh Back to Draft Approve Void Export To Excel 0 record(s) Detach

Account Period	Adj	Adj Type	Prepared By	Prepared Date
No data to display.				

3. Select the tab for draft, waiting for approval, approved or void records

4. Financial Information Enquiry

4.1 Account Enquiry

Users can enquire the account information by using the cost center code or account code.

4.1.1 Account Enquiry by Cost Center

The steps of using cost center as the searching key are:

The screenshot shows the 'FIS1111 - Account Enquiry' screen. The 'Accounts' dropdown menu is open, and 'FIS1111 - Account Enquiry' is selected. The 'Cost Center' tab is selected in the 'UM Account Code' section. The search criteria include 'Account Year' set to 2011 and a 'Center' field. The 'Search' button is highlighted. The interface includes sections for 'Summary Information' and 'Detailed Information', both showing 'No data to display.' The 'Cost Center Detailed Information' section also shows 'No data to display.'

4.1.2 Account Enquiry by UM Account Code

The steps of using account code as the searching key are:

The screenshot shows the 'FIS1111 - Account Enquiry' screen with the 'UM Account Code' tab selected. The search criteria include 'Account Year' set to 2011 and an 'Account Number' field. The 'Search' button is highlighted. The interface includes sections for 'Summary Information' and 'Detailed Information'. The 'Summary Information' section shows a table with columns for 'Revision Budget', 'Virement Budget', and 'Current Budget'. The 'Detailed Information' section shows a table with columns for 'Month', 'Proposal Commitment', 'PR Commitment', 'PO Commitment', 'Actual Paid', and 'Total'. The 'Total' row shows values of 0.00 for Proposal Commitment, PR Commitment, PO Commitment, and Actual Paid, and 0.00 for Total.

4.2 Payment Information from Budget Commitment

When payment is made against a budget commitment, the relevant payment information such as payment document, payment voucher and bank voucher, etc. can be accessed via the BC. Users can track the payment progress via the following steps:

1. Budget Commitment
2. Press "BC Enquiry by Status"

Account Period	BC No	BC Description	BC Amount	Status	Proposal No	PR No	Tx Date	Prepared By	Prepared Date	Approved By	Approve Date
No data to display.											

3. Choose Cost Center
4. Select the tab for "Approved BC" or "Completed BC"
5. Press the button "Show"

Payment Info.	Line No.	Account Code	UAC Description	Description	Amount (MOP)	Proposal Commit	PR Commit	PO Commit
Show	201106				100.00	100.00	0.00	
Show	201106							
Show	201106							
Show	201106							

FIS2203 - BC Enquiry By Status

FINANCIAL INFORMATION SYSTEM

User: FIS2572 Welcome Budget Commitment Logout

FIS2203 - BC Enquiry By Status

Account Year: 2011 Cost Center Code: 01001001 FBA - Dean/ General office *** in BC amount means it contains staff cost not under CC budget line


Draft BC Waiting for Approval BC Approved BC Completed BC Void BC

Select View Refresh Print Complete Export To Excel 32 records Detach


Payment Information of BC 277

- Payment Document Information
- Payment Voucher Information
- Bank Voucher Information


Payee Name	Payment # / Invoice #	Date	Description	Original Currency	Original Amount	Amount in MOP	Account Code	PI# and BV#	Presented Date	Actual Paid Amount in MOP
		2011/01/24		MOP	2,100.00	2,100.00			2011/02/22	45,093.20



Payment Document Information



Payment Voucher Information



Bank Voucher Information

4.3 Report

The FIS provides three types of reports, namely, income and expenditure statement, ledger listing and budget commitment listing report. The reports can be generated by following steps:

4.3.1 Income and Expenditure Statement

FINANCIAL INFORMATION SYSTEM

User:FISTEST3 Welcome Accounts Budget Commitment Report User Manual Logout

Welcome to FIS!

User Profile:

User ID: FISTEST3
User Name: fistest3
Department: IAO

Role Name	
Budget Commitment Initiator	
Report Function Role	01121001 RC - Choi Kai Yau College 蔡繼有書院 - General Of
Report Function Role	01120005 RC Development Fund

1. Select the menu "Report"
2. Choose the item "FISIE001 – IE Statement"

FINANCIAL INFORMATION SYSTEM

User:FISTEST3 Welcome Accounts FISIE001 - IE Statement User Manual Logout

FISIE001 - IE Statement

* Cost Center: 01121001 RC - Choi Kai Yau College 蔡繼有書院 - General Office

* Account Year: 2015

* Account Month From: 1

* Account Month To: 10

* Report Type: Summary + Detail

Department: RC

Analysis Code: Match the whole list Match any item in the list

Generate IE Statement

3. Select the cost center
4. Choose the account year
5. Select the account period

FINANCIAL INFORMATION SYSTEM

User:FISTEST3 Welcome Accounts ▾ Budget Commitment ▾ Report ▾ User Manual Logout

FISIE001 - IE Statement

* Cost Center: 01121001 RC - Choi Kai Yau College 蔡繼有書院 - General Office ▾

* Account Year: 2015 ▾

* Account Month From: **6. Select the report type: Summary, Details or Both**

* Account Month To: 10 ▾

* Report Type: Summary + Detail ▾

Department: RC ▾ **7. Select department**

Analysis Code: Match the whole list Match any item in the list

8. Click the button "Generate IE Statement"

4.3.2 Ledger Listing

FINANCIAL INFORMATION SYSTEM

User: FISTEST3 Welcome Accounts Budget Commitment **Report** User Manual Logout

Welcome to FIS!

User Profile:
User ID: FISTEST3
User Name: fistest3
Department: IAO
User Roles:

Role Name
Budget Commitment Initiator
Report Function Role
Report Function Role

FISIE001 - IE Statement
FIS1404 - Ledger Listing
FIS1408 - Budget Commitment Listing Report

1. Select the menu "Report"
2. Choose the item "FIS1404 - Ledger Listing"

FINANCIAL INFORMATION SYS

User: FISTES User Manual Logout

FIS1404 - Ledger Listing

A/C Type: Expenditure

* Account Year: 2015

* Cost Center: 01121001 RC - Choi Kai Yau College 蔡繼有書院 - General Office

* Account Month From: 1

* Account Month To: 10

Analysis Code: Match the whole list Match any item in the list

* Print Type: PDF Excel

Generate

3. Choose account type: Income or Expenditure
4. Choose the account year
5. Select the cost center
6. Select the account period
7. Select print type: PDF or Excel
8. Click the button "Generate"

4.3.3 Budget Commitment Listing Report

The screenshot shows the top navigation bar of the Financial Information System. The user is logged in as FISTEST3. The navigation path is: Accounts > Budget Commitment > Report. A dropdown menu is open under 'Report', showing three options: FISIE001 - IE Statement, FIS1404 - Ledger Listing, and FIS1408 - Budget Commitment Listing Report. The 'Report' menu and the 'FIS1408 - Budget Commitment Listing Report' option are highlighted with red boxes. A red arrow points from the 'FIS1408 - Budget Commitment Listing Report' option to a red box containing the following instructions:

1. Select the menu "Report"
2. Choose the item "FIS1408 - Budget Commitment Listing Report"

On the left side of the page, there is a 'Welcome to FIS!' message and a 'User Profile' section with the following details:

- User ID: FISTEST3
- User Name: fistest3
- Department: IAO
- User Roles:

Role Name
Budget Commitment Initiator
Report Function Role
Report Function Role

The screenshot shows the 'FIS1408 - Budget Commitment Listing Report' form. The form is titled 'BC Listing Report' and contains the following fields and instructions:

3. Choose the account year: * Account Year: 2015
4. Select department: Department: RC
5. Select the cost center: * Cost Center: 01121001 RC - Choi Kai Yau College 蔡繼有書院 - General Office
6. Input optional Parameters:
 - Define the range of main-sub account codes
 - Define the range of Budget commitment numbers
7. Select the account period: * Account Month From: 1, * Account Month To: 10

Other fields on the form include:

- Main Acct Code From: 201, Main Acct Code To: 301
- Sub Acct Code From: 101, Sub Acct Code To: 108
- BC # From: 1, BC # To: 1000
- Cut-off Date: 10/1/2015
- Analysis Code: Match the whole list (selected), Match any item in the list
- * Report Type: Outstanding, All Status (selected)
- * Print Type: PDF (selected), Excel
- Generate button

FINANCIAL INFORMATION SYSTEM

User:FISTEST3 Welcome Accounts Budget Commitment Report User Manual Logout

FIS1408 - Budget Commitment Listing Report

BC Listing Report

* Account Year: 2015
Department: RC
* Cost Center: 01121001 RC - Choi Kai Yau College 蔡繼有書院 - General Office

Main Acct Code From: 201
Main Acct Code To: 301
Sub Acct Code From: 101
Sub Acct Code To: 108
BC # From: 1
BC # To: 10000

* Account Month From: 10
* Account Month To: 10
Cut-off Date: 10/1/2015
Analysis Code: Match the whole list Match the first list

* Report Type: Outstanding All Status

* Print Type: PDF Excel

Generate

8. Define cutoff date (optional)

9. Select report type: Outstanding or All Status

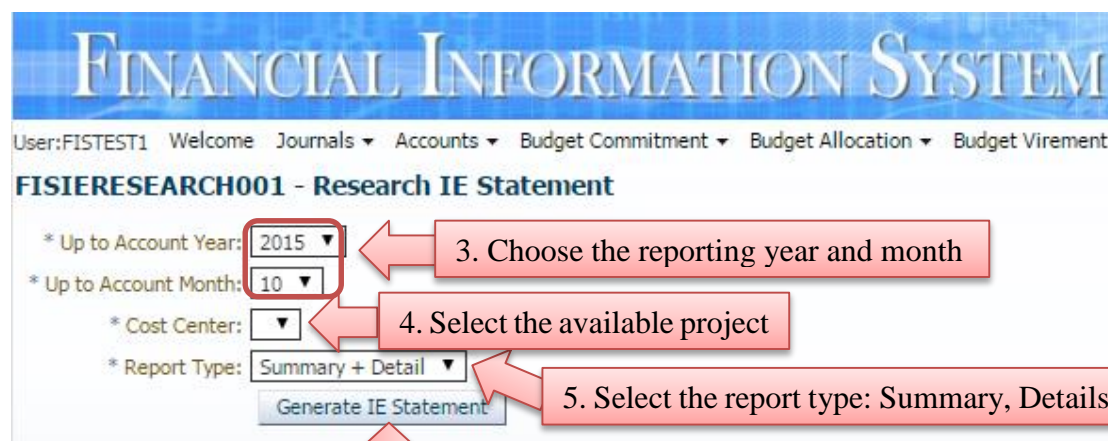
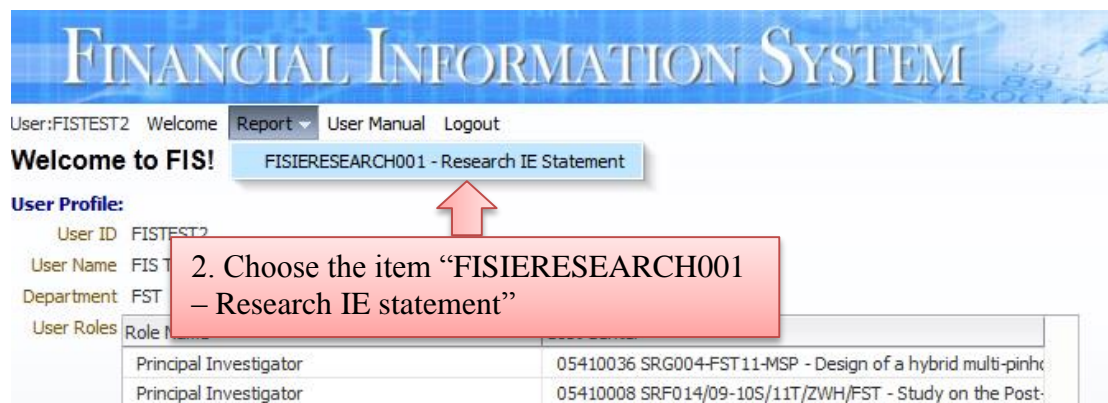
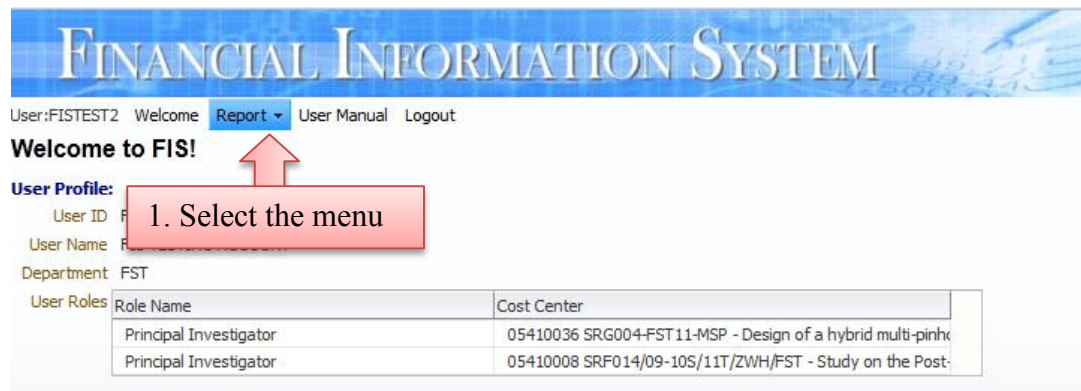
10. Select print type: PDF or Excel

11. Click the button "Generate"

4.3.4 Research IE Statement

The purpose of the statement is to provide project basic information and financial information to project investigators of start-up and multi-year research projects for better controlling and monitoring the budget.

There are totally three main steps of generating the statement which will be illustrated below.



6. Click the button "Generate"

-End-