# Financial Information System

# User Manual

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# 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:

**User Roles for Cost Center 01105000 at 2015**
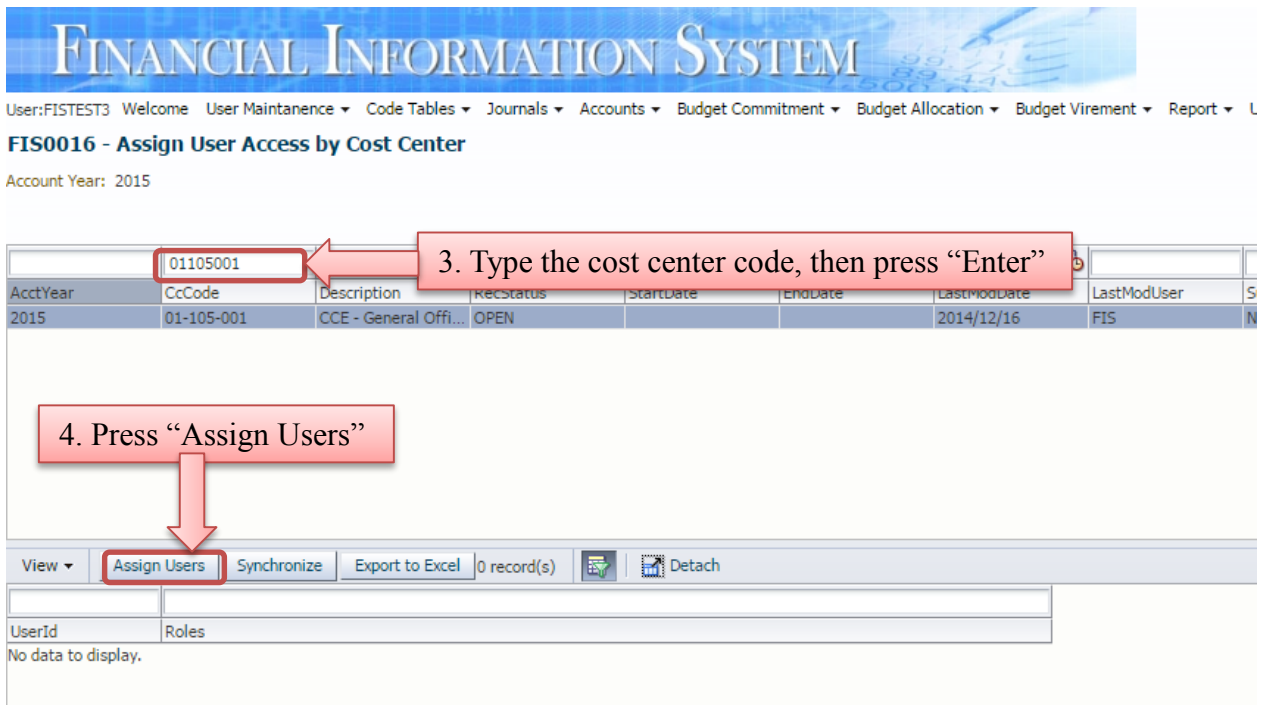
5. Type the user ID and press "Enter"
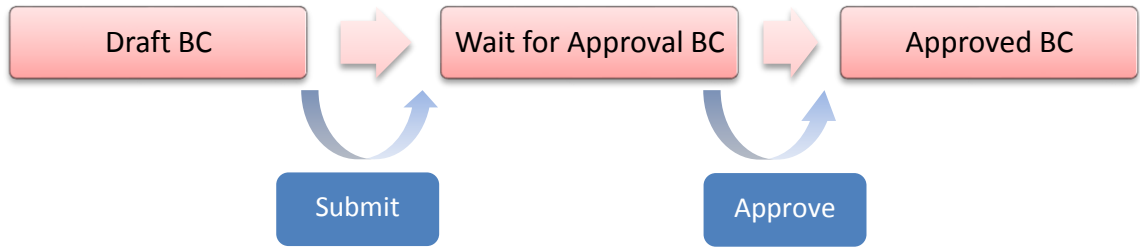
7. Press for adding

6. Select users

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:



*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:

**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  Back to Draft  Approve  Void  Export To Excel  1 record(s)  Detach

| | Account Period | BC No | BC Description | BC Amount | Status | Tx Date | Prepared By | Prepared Date | Approved By | Approved Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Edit ☑ | 01107 | | | | | | | 2011/07/21 | | |

**7. Press "Approve"**

**6. Select the budget commitment in the tab "Waiting for Approval BC"**

| | | | Description | Amount (MOP) | Proposal Commit | PR Commit | PO Commit |
|---|---|---|---|---|---|---|---|
| 1 | 2011 | | | | 0.00 | 0.00 | |

**Budget Line Preview**

| AcctYear | Budget Line | Budget Line Description | Total Selected BC Amount | Current Budget | Current Free Balance | Free Balance after Approval | Used Percent after Appr |
|---|---|---|---|---|---|---|---|
| 2011 | | | | | | | |

**8. Approve the Budget Commitment after checking the "Budget Line Preview"**

Approve  Cancel

# FINANCIAL INFORMATION SYSTEM

**FIS2203 - BC Enquiry By Status**

Account Year: 2015 ▾ Cost Center Code All Privileged Cost Centers ▾

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

Select ▾  View ▾  Refresh  Force Complete  Exp... Excel  311 record(s)  Detach

| | Payment Info. | Account Period | BC No | | |
|---|---|---|---|---|---|
| Open | ☐ | Show | 201510 | 17488 | ...E... |
| Open | ☐ | Show | 201510 | 17484 | Splitting Revenue with School of Continuing and Professional Stud... The Chinese University of Hong K... (CUSCS) for Distance Education Courses (July to October 2015) (3 intake) |
| Open | ☐ | Show | 201510 | 17269 | Organizing and Hosting Collegiat... Learning Day Lecture by Prof. We... |

**9. Check the BC status in the "Approved BC" tab**

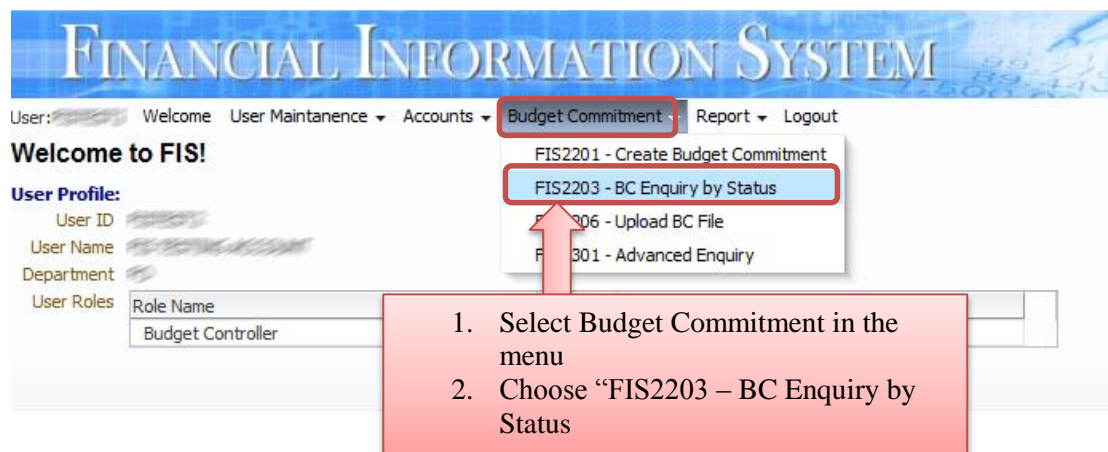| Payment Info. | Line No | Account Year | UM Account Code | UAC Description | Description |
|---|---|---|---|---|---|
| Show | 1 | 2015 | 01-105-004-605-014 | CCE - Workshop and Seminar Remuneration (service contract - academic) Budget Line : Staff Cost [Contractual - DeCentralized] | Trainer remuneration |

## 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:
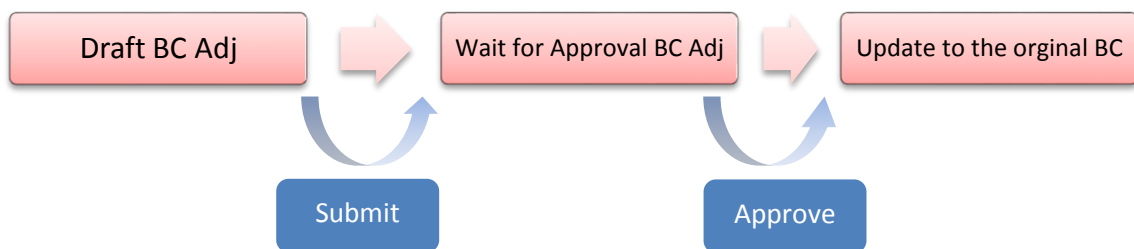


## 3.4 Drafting Budget Commitment Adjustment

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

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

## FIS2203 - BC Enquiry By Status

Account Year: [2015 ▼] Cost Center Code [01105001 CCE - General Office ▼]  ← **3. Select cost center**

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

Select ▾  View ▾  | Refresh | Force Complete | E... | To Excel | 311 record(s) | 📇 | 🗔 Detach

| | | Payment Info. | Account Period | | ...cription | BC Amount | Status | Tx D... |
|---|---|---|---|---|---|---|---|---|
| Open | ☑ | Show | 201510 | ... | ...ng In-house Training for DSEJ - Preparing Your Students for TOEIC | 14,000.00 | Approved | 201... |
| | | | | | 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 | 201... |
| | | | | | Organizing and Hosting Collegiate Learning Day Lecture by Prof. Wei-Hsin | 18,000.00 | Approved | 201... |

**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) *Budget Line : Staff Cost [Contractual - DeCentralized]* | Trainer remuneration | 14,000.00 | 14,000.00 |

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## FIS2201 - Budget Commit Entry

Save | New BC | Copy as New BC | Cancel | Submit | Back to Draft | Approve | **Adjust** | ...rint

| BC Date | * Account Period | BC No | Start Date | End Date | * BC Descrip... | BC Amount | BC Status | ePro... |
|---|---|---|---|---|---|---|---|---|
| 2015/10/... | 201510 | 17488 | | | Launching In-...e Training for DSEJ - Preparing Your Students for T... | 14,000.00 | Approved | CCE... |

New

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

| | Line No | * Account Code | * Description | Amount (...) | (Separate by ';') |
|---|---|---|---|---|---|
| Delete | 1 | 01105004-605-014 🔍 CCE - Workshop and Seminar Remuneration (service contract - academic) *Budget Line : Staff Cost [Contractual - DeCentralized]* | Trainer remuneration | 14,000.00 | |

>> 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… | | | WENDYFONG |

| | Line No | | | | Amount (MOP) | Analysis Code (Separate by ';') |
|---|---|---|---|---|---|---|
| Adjust | | | | on | 14,000.00 | |

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

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 | Launchin… Students | | | | FISTEST3 | 2015/10/… |

New

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

| | Line No | * Account Code | * Description | * Amount (MOP) | * +/- | Analysis Code (Separate by ';') | BC Line No |
|---|---|---|---|---|---|---|---|

No data to display.

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**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… | | | WENDYFONG |

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

| | Description | Amount (MOP) | Analysis Code (Separate by ';') |
|---|---|---|---|
| d 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 … ption | | Adj Remark | * Prepared By | * Prepared Date |
|---|---|---|---|---|---|
| 20… | J - Prepa… | | | FISTEST3 | 2015/10/… |

**13. Press "Submit" if is ready for**

**10. Input BC related information**

| | Line No | * Account Code | * Description | * Amount (MOP) | * +/- | Analysis Code (Separate by ';') | BC Line No |
|---|---|---|---|---|---|---|---|
| Delete | 1 | 0110500 1- - CCE - General Office | Launching In-house Training for DSEJ - Preparing Your Students for TOEIC | | | | |

**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:



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

3. Select the cost center

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

5. Open tab "Waiting for Approval Adj."

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

## 3.6 Enquiry the BC Adjustment

Two ways to enquiry the BC Adjustment:

1. Enquiry from the BC Steps:



1. Select Budget Commitment in the menu
2. Choose "FIS2203 – BC Enquiry by Status

3. Press the Open button

4. Click the Show Adjustment History Link

2. Enquiry all BC Adjustment by status steps :



1. Select Budget Commitment in the menu

2. Choose "FIS2205 – Adjustment Enquiry by Status



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:



### 4.1.2 Account Enquiry by UM Account Code

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

## 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:

## 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

## 4.3.2 Ledger Listing



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



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



1. Select the menu "Report"

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



3. Choose the account year

4. Select department

5. Select the cost center

6. Input optional Parameters
   - Define the range of main-sub account codes
   - Define the range of Budget commitment numbers

7. Select the account period

# 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 # | |
| * Account Month Fr | |
| * Account Month To: | 10 ▼ |
| Cut-off Date | 10/1/2015 |
| Analysis Code: | ◯ Match the whole list ◯ Ma |
| * Report Type: | ◯ Outstanding ⦿ All Status |
| * Print Type: | ⦿ PDF ◯ Excel |
| | Generate |

8. Define cutoff date (optional)
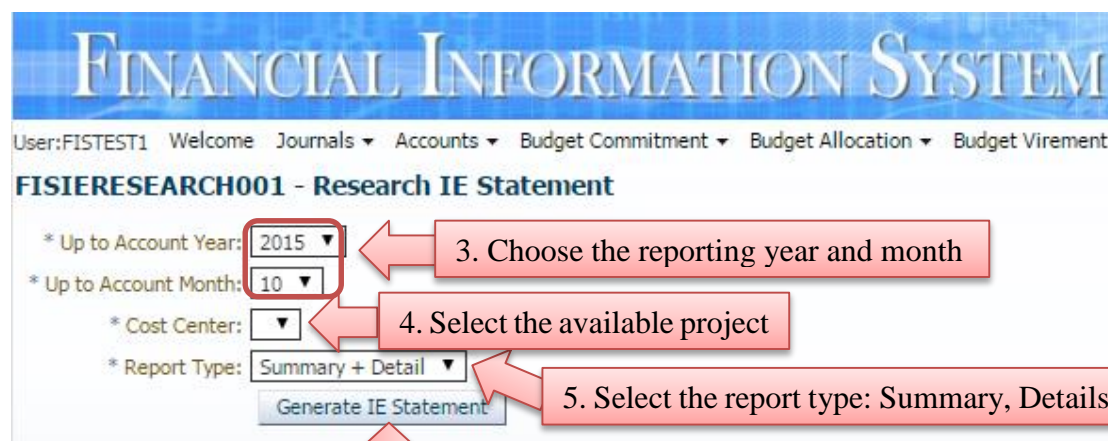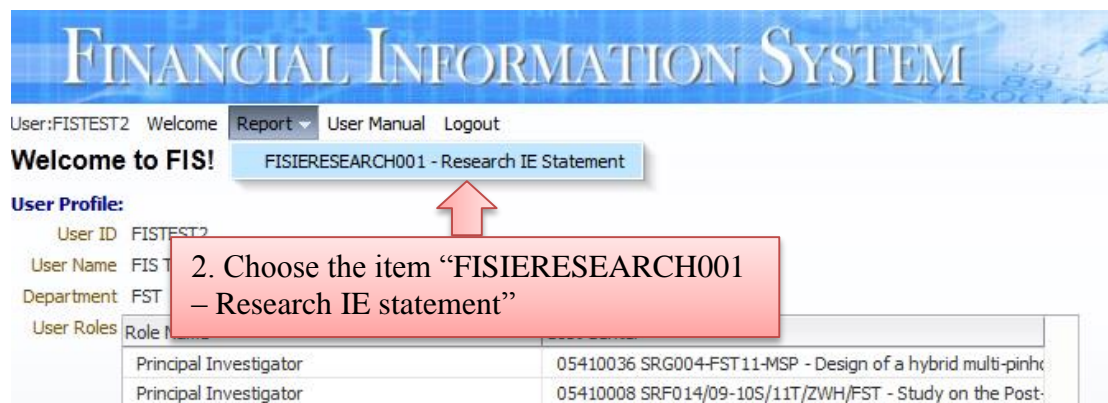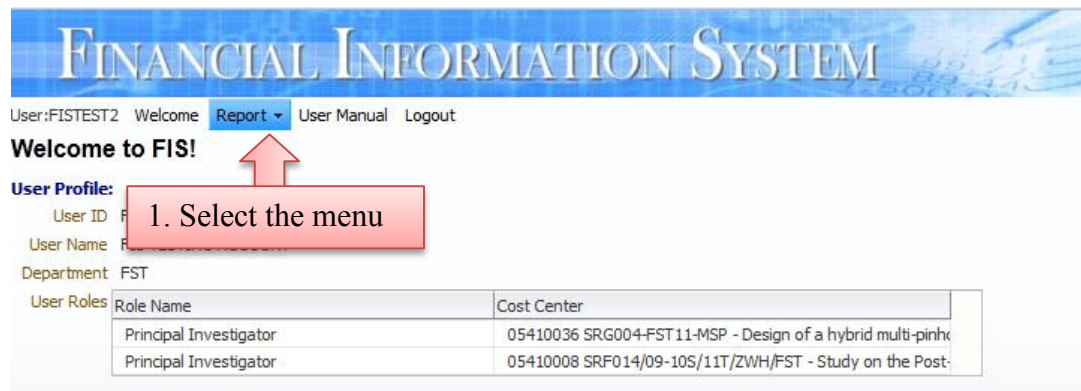
9. Select report type: Outstanding or All Status

10. Select print type: PDF or

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.