Demonstration on New Financial Information System

Procurement e-Workflow

June 2017

Agenda

- Project Background and Timeline

- Changes in Future Operation

- Demonstration on Procurement e-Workflow

- Questions & Answers

Project Background

Key Drivers for the Revamp of FIS:

To meet new UGC requirements
- Segment Reporting in 2016-17
- Cost Allocation Guidelines in 2018-19

Support long-term needs of HKBU and cater for future changes

Align with sisters institutions in using ERP to support operation and keeping up with technological advancements

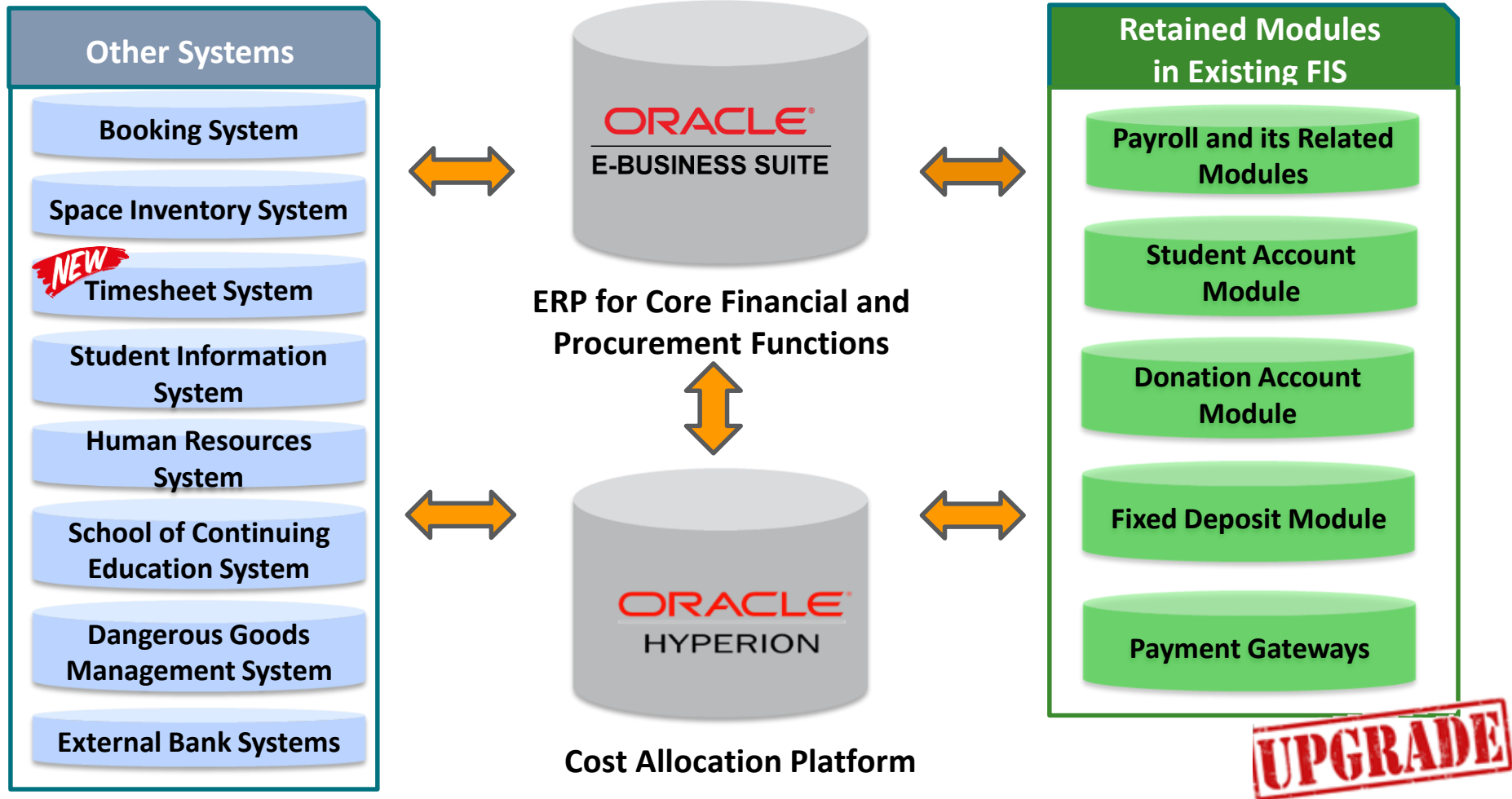**ORACLE® E-BUSINESS SUITE** **ORACLE® HYPERION**

Selected Package Solutions

Deloitte.

Appointed Implementation Consultant

Interface with Retained Modules and Systems

Some existing FIS Modules will be enhanced by ITO for system integration

Other Systems

- Booking System
- Space Inventory System
- **NEW** Timesheet System
- Student Information System
- Human Resources System
- School of Continuing Education System
- Dangerous Goods Management System
- External Bank Systems

ORACLE® E-BUSINESS SUITE

ERP for Core Financial and Procurement Functions

ORACLE® HYPERION

Cost Allocation Platform

Retained Modules in Existing FIS

- Payroll and its Related Modules
- Student Account Module
- Donation Account Module
- Fixed Deposit Module
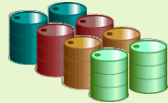- Payment Gateways

UPGRADE

New FIS – Project Timeline

Core Financial and Procurement Functions

ORACLE
E-BUSINESS SUITE

General Ledger

Fixed Assets
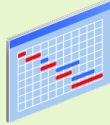
Project Accounts

Accounts Payable

Cash Management

Reports

UGC's Cost Allocation Guidelines

ORACLE
HYPERION

Academic Timesheet

Accounts Receivable

ORACLE
E-BUSINESS SUITE

Accounts Receivable

Today's Topic

iProcurement & Purchasing

Phase I

Phase II

New FIS – Project Timeline (Phase I)

5 Focus Group Discussions (iProcurement) in Dec 2016

User Requirements Collection

(UAT) User Acceptance Test

System Development & Configuration

System Integration Test

Oct 2016   Mar 2017   Jun 2017   Sep 2017   Dec 2017

Sep 2016

Jan 2018

System Go Live
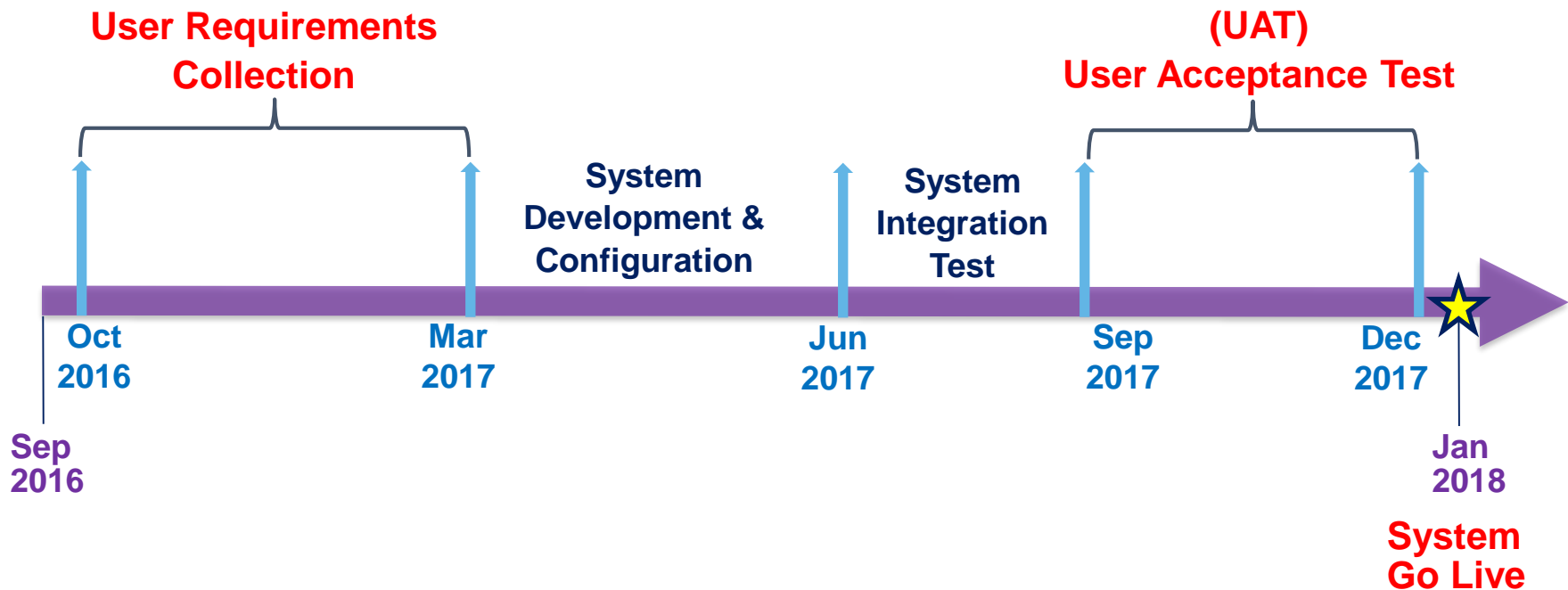
New Chart Of Accounts

- ## Example

Existing

Total width : 13 Digits

1st Segment	2nd Segment
Cost Centre **01-14-002** **Faculty of Science – Biology Dept.**	**Main/Sub Account** **072-020** **Computer Equipment**

New FIS

Total width : 24 Digits

For Departmental Expense^

Entity **11**	**Funding Source** **11**	**Cost Centre** **4521**	**Account** **375210**	**Project/ Programme** **000000**
HKBU	**Recurrent Fund**	**Biology Department**	**Computer Equipment**	

345001

For Project Related Expense

4510 Faculty of Science
4511 Dean Office
4521 Biology Department
4531 Chemistry Department
....
....
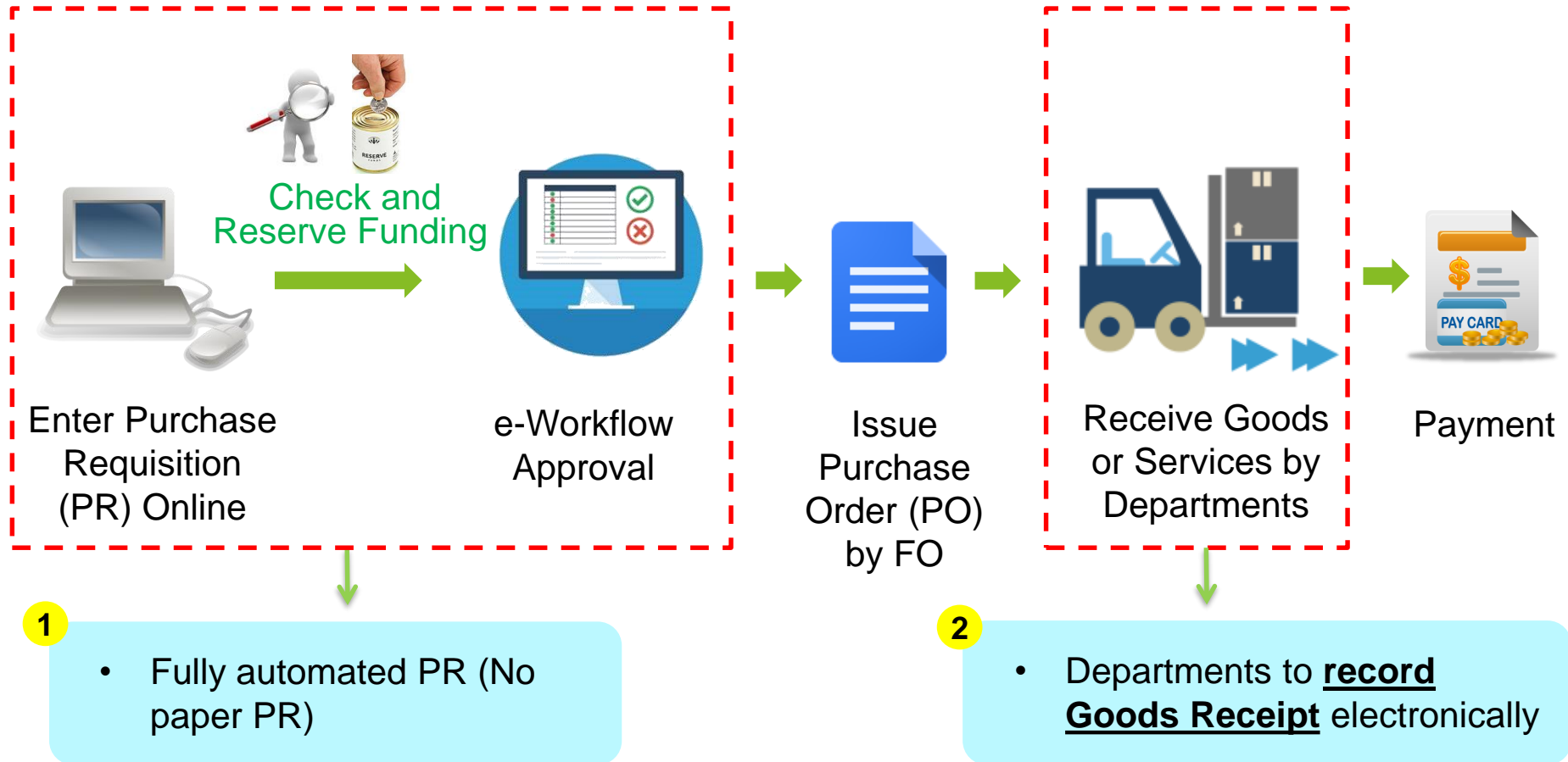
^except SCE and Chaplain's Office

Procurement e-Workflow to Enhance Efficiency

Automation of Purchase Requisition (PR) processing

- Faster process

- e-Workflow, e-Notification and e-Approval

- Enhance budgetary control (On-line fund checking)

- Transparency on PR / PO status
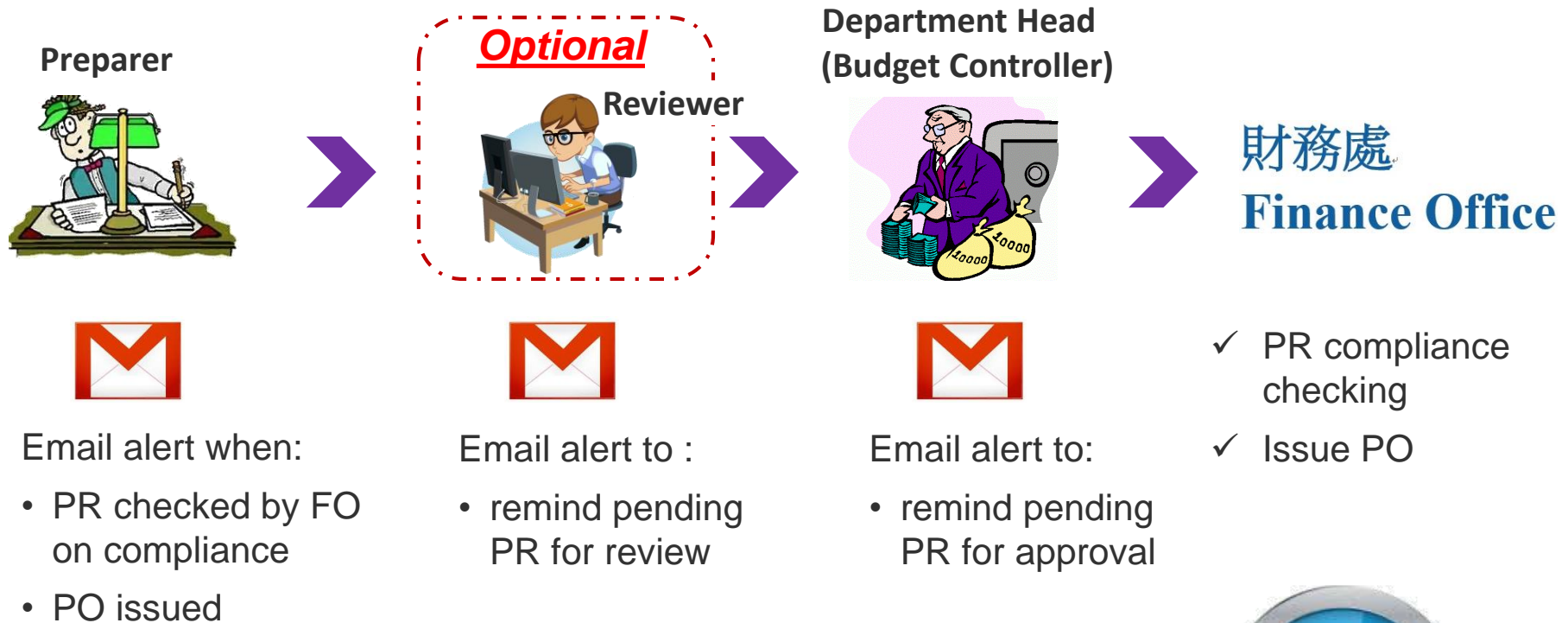
- Environmental friendly

Procurement e-Workflow in New FIS

Enter Purchase Requisition (PR) Online

Check and Reserve Funding

e-Workflow Approval

Issue Purchase Order (PO) by FO

Receive Goods or Services by Departments

Payment

1
- Fully automated PR (No paper PR)

2
- Departments to **record Goods Receipt** electronically

Changes in future processes

Pre-defined Approval Path
for Faculties / Departments / Offices / Academy

Preparer

Optional

Reviewer

**Department Head
(Budget Controller)**

財務處
Finance Office

Email alert when:

- PR checked by FO on compliance

- PO issued

Email alert to :

- remind pending PR for review

Email alert to:

- remind pending PR for approval

✓ PR compliance checking

✓ Issue PO

LIVE DEMO

Flexibility to Change Approval Path by Adding Additional Budget Controller

Preparer

Optional
Reviewer

Budget Controller (Dept. Head)

Dean

財務處
Finance Office

For special review

e.g. Purchase of expensive equipment

LIVE DEMO
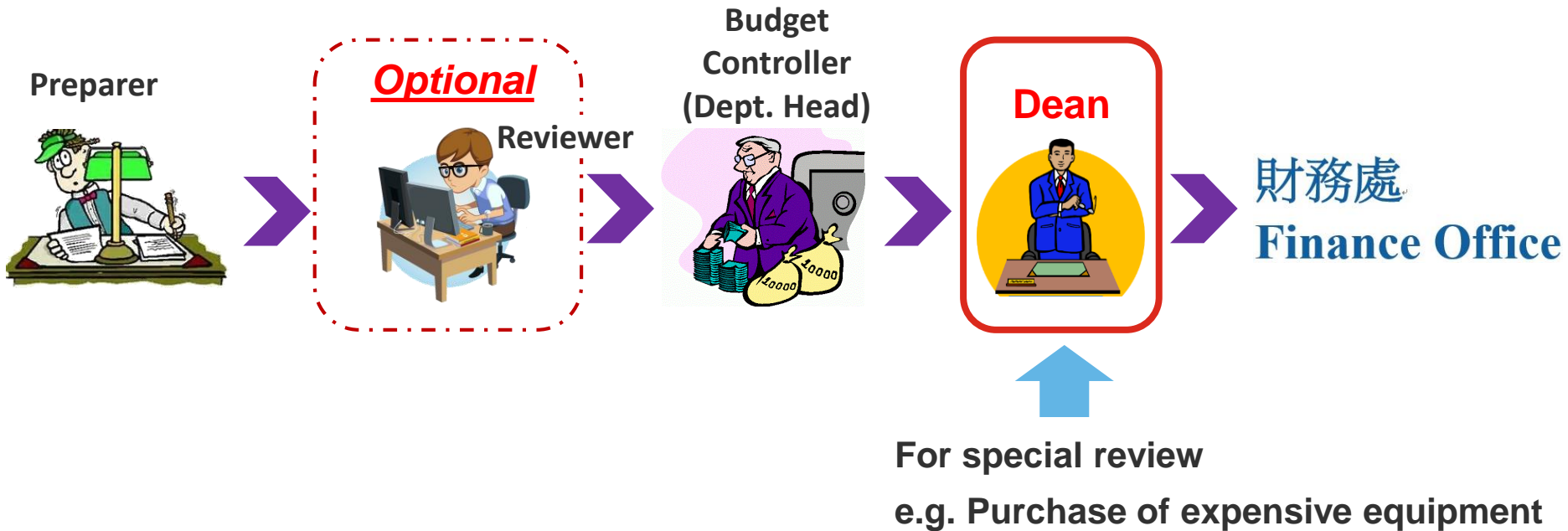
Flexibility to Change e-Approval Path for Projects

Preparer

Budget Controller for Project

財務處
Finance Office

LIVE DEMO

Changes in Future Operation

Goods Receipt in new FIS

NEW
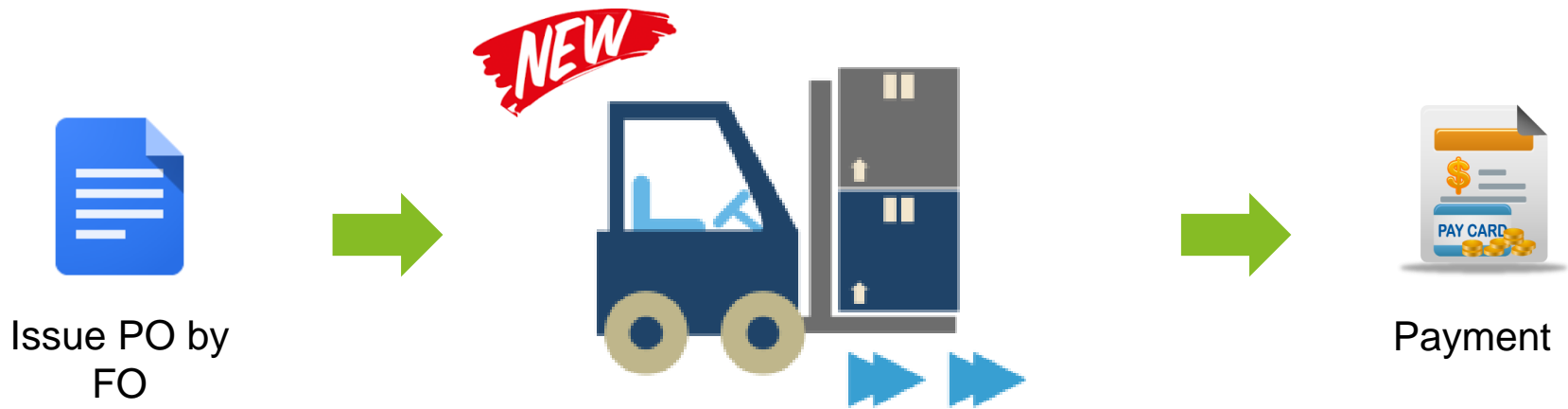
Issue PO by FO → Departments record Goods Receipt electronically in the system → Payment

LIVE DEMO

Questions & Answers

Change Management and Department Support Team

Name	Post	☎	✉@
Amy Ying	FIS Project Manager	3411 7604	amyying@hkbu.edu.hk
Gigi Wong	Finance Manager	3411 7815	gigi@hkbu.edu.hk
Wilson Leung	Assistant Finance Manager	3411 7920	wilsonl@hkbu.edu.hk
Alex Yung	Assistant Purchasing Manager	3411 7905	alexy@hkbu.edu.hk
Vincent Liu	Consultant (Deloitte)	3411 5030	vinliu@deloitte.com.hk
Allan Yiu	Change Management Lead (Deloitte)	3411 5030	ayiu@deloitte.com.hk

Project Mail Box
fosys@hkbu.edu.hk

http://fohome.hkbu.edu.hk/hkbufoproj/index.htm

Pre-defined Approval Path for SCE

Preparer → **Reviewer** → **Budget Officer** → **Accounts and Purchasing Section (SCE)** → 財務處 **Finance Office**