Deloitte.
德勤

香港浸會大學
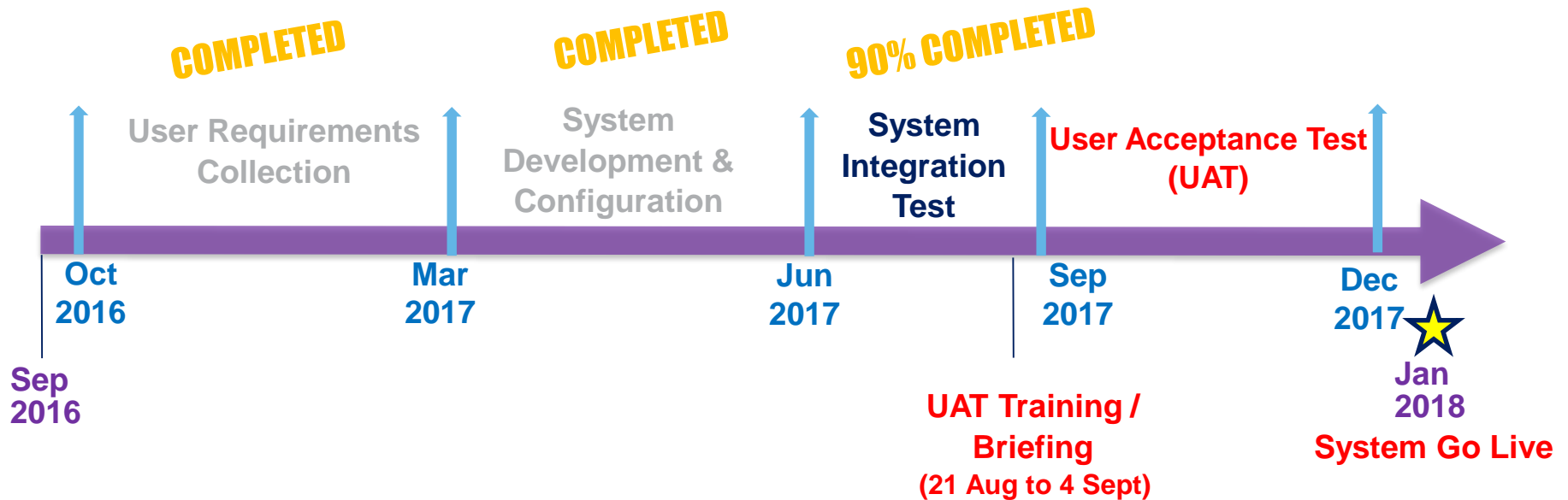HONG KONG BAPTIST UNIVERSITY

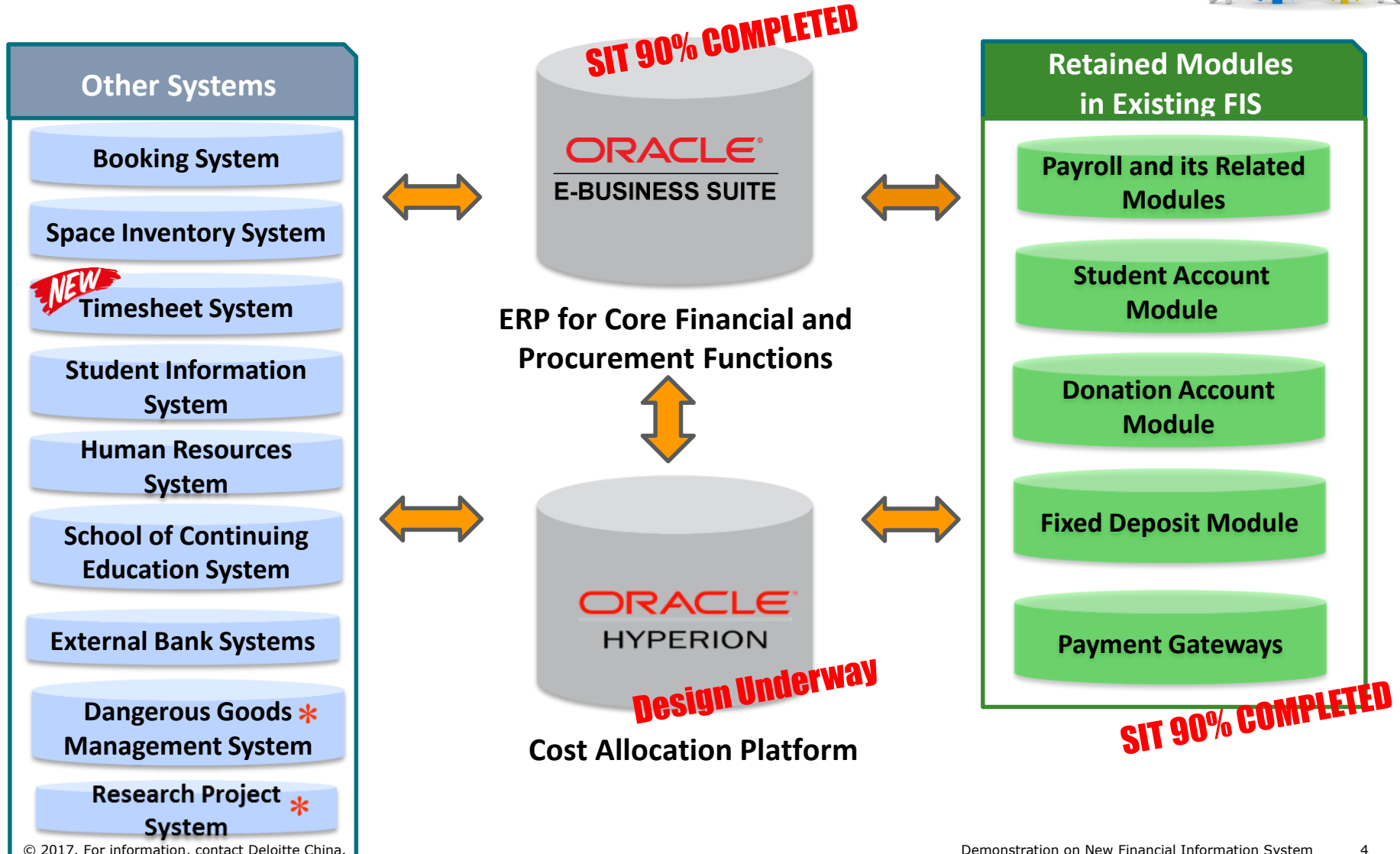# Sharing Session on New FIS Project Updates and Live Demonstration

18 August 2017

Agenda

- Project Progress Updates

- New FIS – Live Demonstration

- Upcoming Key Activities

- Questions and Answers

Where are we now ?

COMPLETED

COMPLETED

90% COMPLETED

User Requirements Collection

System Development & Configuration

System Integration Test

User Acceptance Test (UAT)

Oct 2016

Mar 2017

Jun 2017

Sep 2017

Dec 2017

Sep 2016

UAT Training / Briefing (21 Aug to 4 Sept)

Jan 2018 System Go Live

Interfaces 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
- External Bank Systems
- Dangerous Goods Management System *
- Research Project System *

ORACLE E-BUSINESS SUITE

SIT 90% COMPLETED

ERP for Core Financial and Procurement Functions

ORACLE HYPERION

Design Underway

Cost Allocation Platform

Retained Modules in Existing FIS

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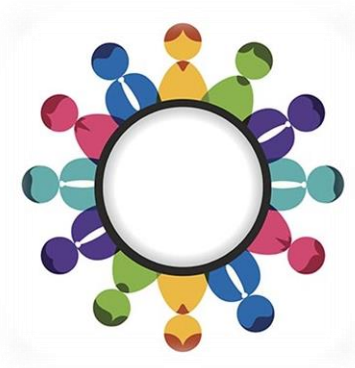- Payment Gateways

SIT 90% COMPLETED

Highlights on Project Progress

User Communication

Interviews and Meetings with Business Users

- Over 140 sessions

Sharing / Focus Group Meetings with HKBU community

- 22 sessions with over 750 participants

Issued 3 e-Newsletters to raise user awareness

Highlights on Project Progress

Design, Configuration and Building Phase

- 81 System Process Flows

- Over 65 Functional Specifications
  (Oracle EBS, Retained Modules and related Interfaces)
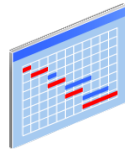
- Over 80 Reports Specifications

- Chart of Accounts Design, Mapping and Data Conversion for SIT and UAT
  (Data from June to Aug 2016)

New FIS – Live Demonstration

ORACLE
E-BUSINESS SUITE

iProcurement & Purchasing

Project Information Form

Accounts Payable
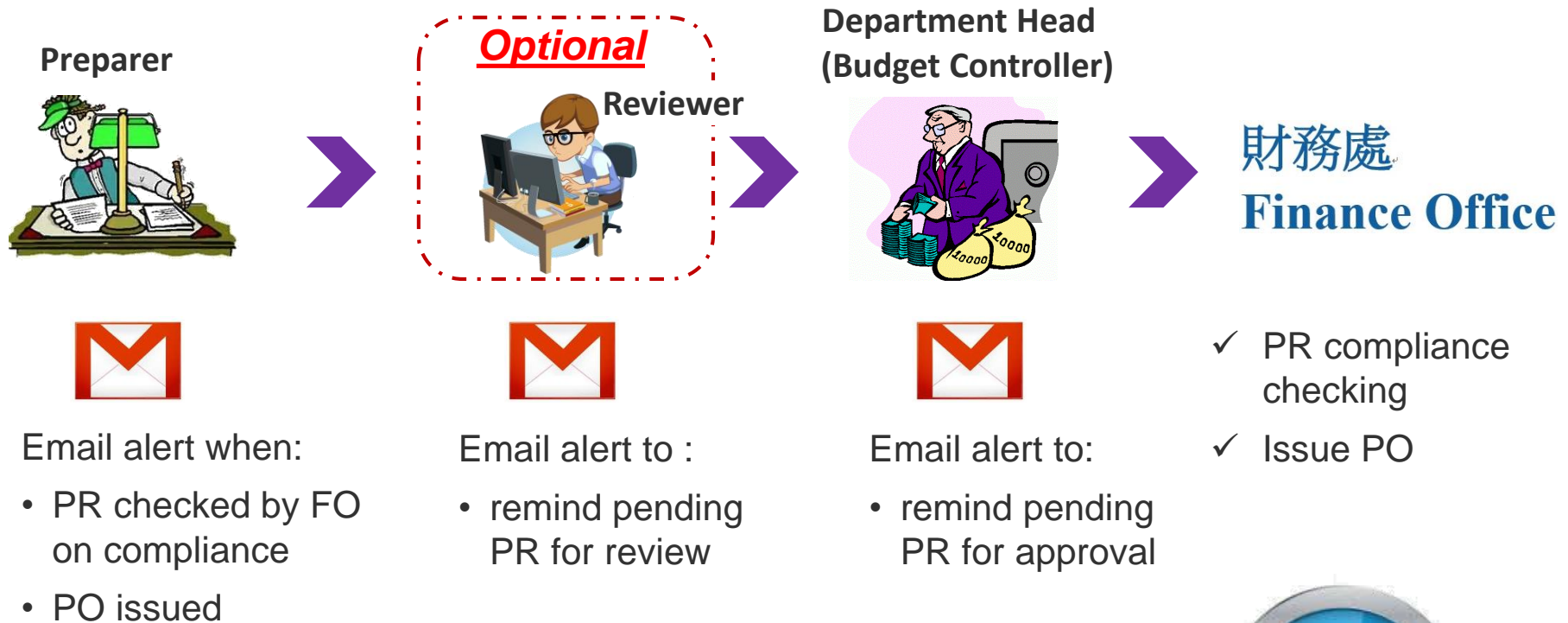
Fixed Assets

Cash Management

General Ledger

Reports

LIVE DEMO

Demonstration on New Financial Information System in New FIS

Check and Reserve Funding

Enter Purchase Requisition (PR) Online → 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
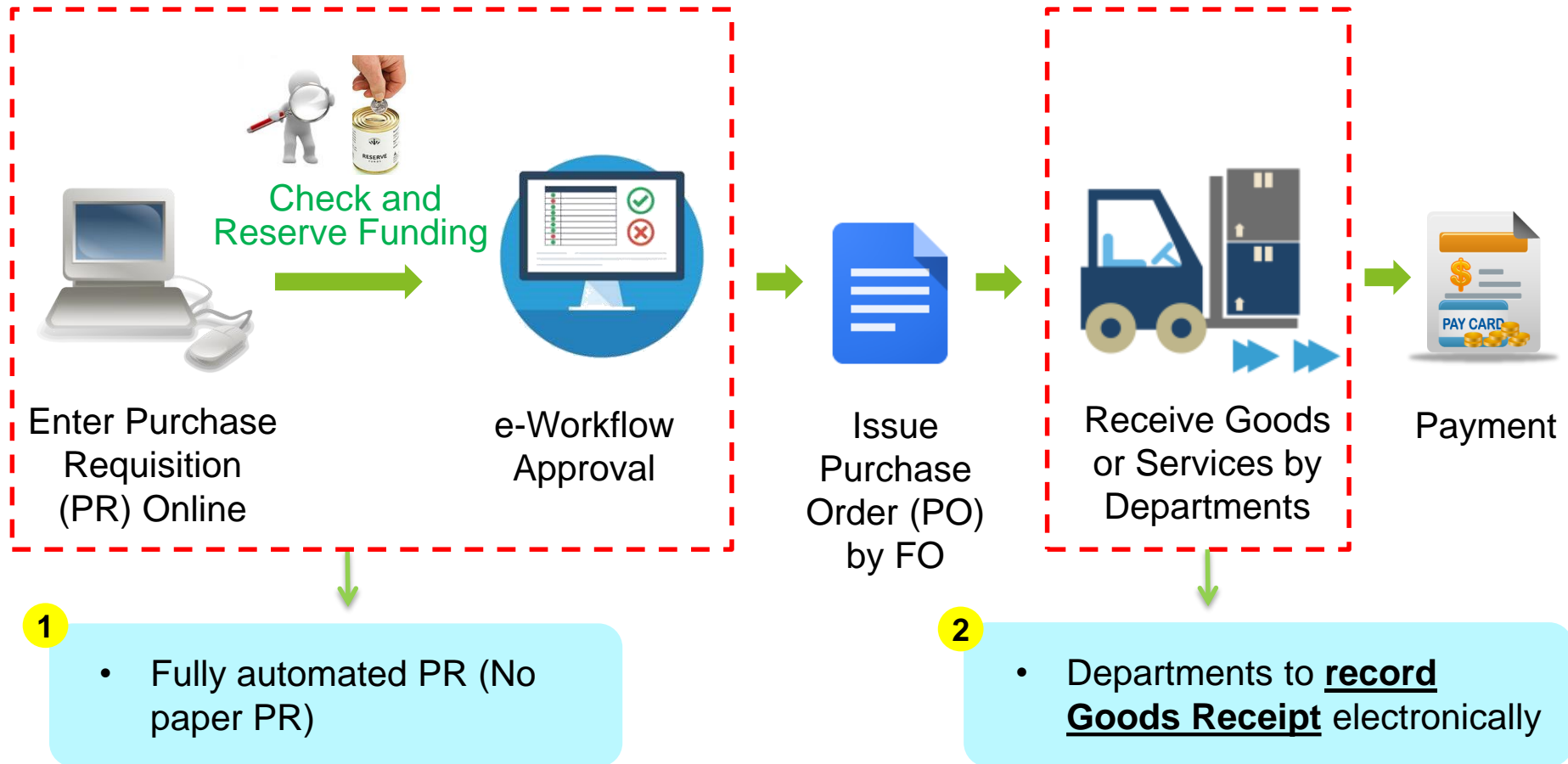
Changes in future processes

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 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

Issue PO by FO

Payment
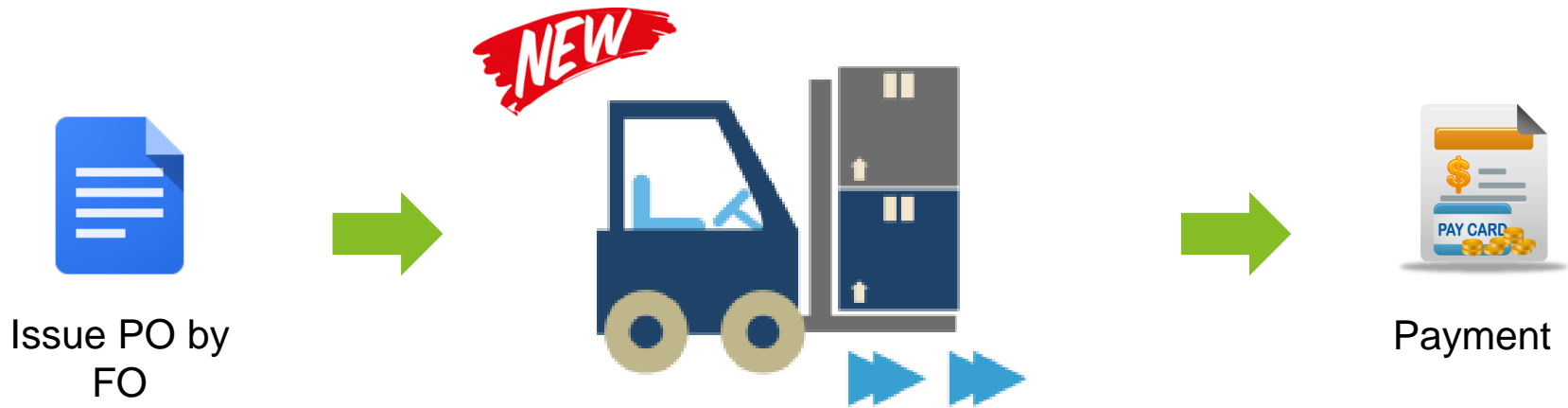
Departments record Goods Receipt electronically in the system

Project Information Form

HKBU Project Information Form

Project Code	160102 ...
Parent Project Code	160101
Project Description	Center for Sino-Christian Studies – Allocation from Research Committee (Eng)
	中華基督教研究中心 (Chi)
Project Reference	CSCS

Non Project ☐.

Approval Status: Approved

Inactive Date:

Project Application Date	Project Creation Date	Project Award Year	Project Start Date	Project Life
	01-JUL-2002	2002-03	01-SEP-2001	

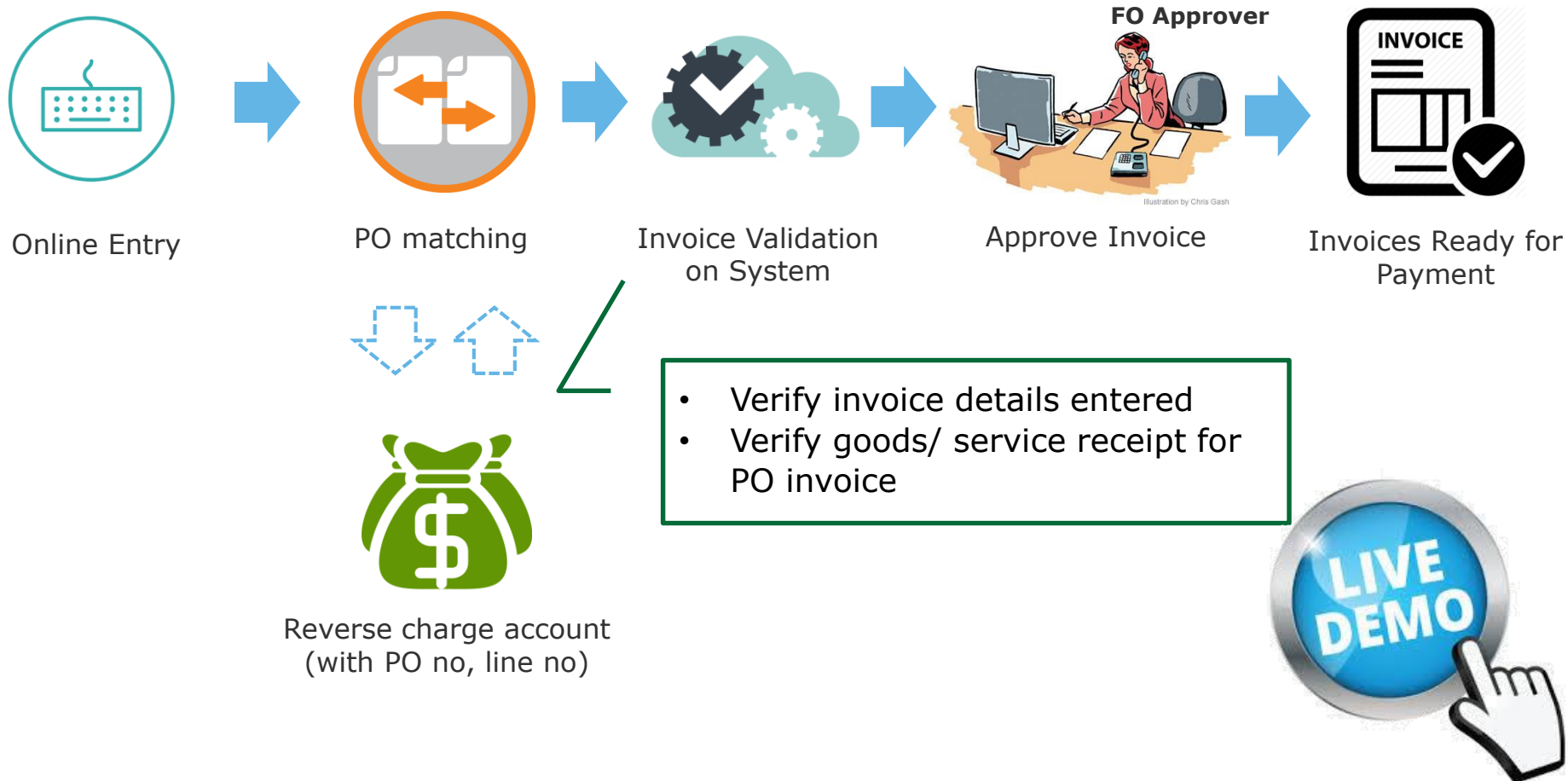| Original Project End Date	Revised Project End Date	Last Revised Project End Date	Project Closure Date	Project Closure Year

Funding Details | Principal Budget Controller | Remarks | Approval History

No.	Cost Centre	Fund Source	Grantor	Type	Priority	Pledge	Amt Received	Outstanding Pledge	Refund
1	6411	21	HKBU RC	I	1	0.00			
2	6520	12	SCID #03-17-114	S	2	45,000.00			
3	6525	21	HKBU RC	I	1	0.00			
4	6714	21	HKBU RC	I	1	0.00			
5	6513	21	HKBU RC	I	1	0.00			
6	6718	46	TBC						
7	6719	21	HKBU RC	I	1	0.00			
8	6518	21	HKBU RC	I	1	150,000.00			

PO-matched Invoice Entry Process

Online Entry

PO matching

Invoice Validation on System

FO Approver

Approve Invoice

Invoices Ready for Payment

Reverse charge account
(with PO no, line no)

- Verify invoice details entered
- Verify goods/ service receipt for PO invoice

LIVE DEMO

Fixed Asset Capitalization Process

Overall process

Based on the charge account from PR → PO → Invoice
- Asset clearing account (Capitalized assets)
- CIP clearing account (CIP assets, e.g. building in construction)
- Expense account + Tracked as asset (Expensed/ non depreciating assets, e.g. iPad)

FO users

INVOICE

AP Invoices

Manual Additions

WebADI Upload

Fixed Asset Records

FO users

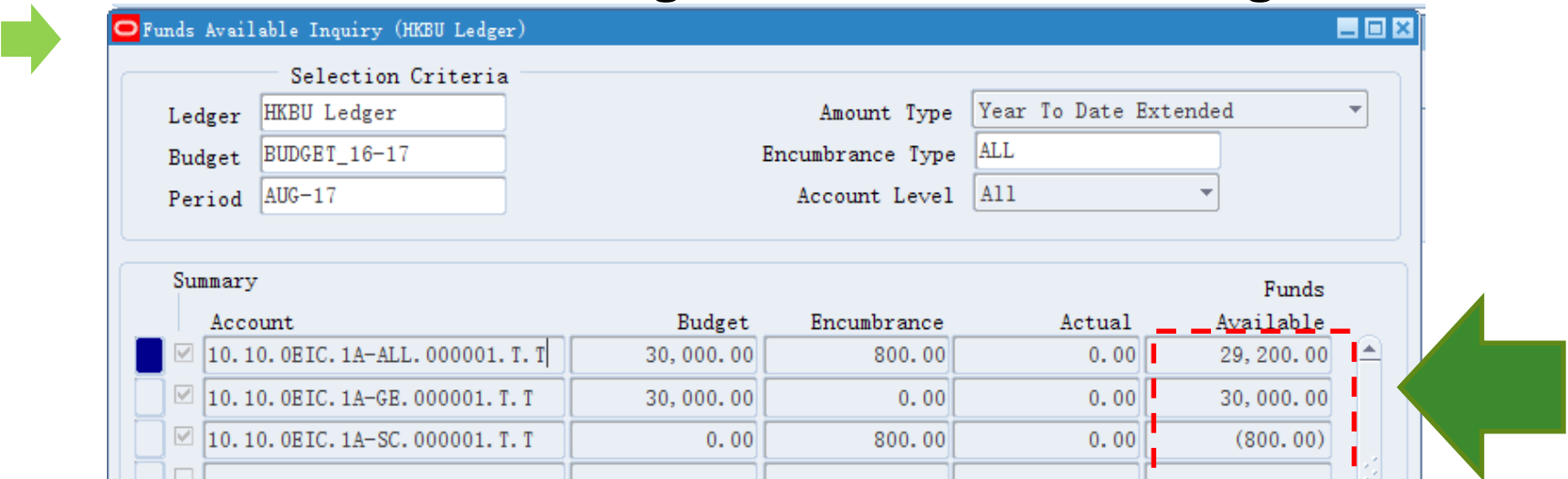Generate confirmation list & letter

Department users

Confirm asset locations

FO users

Update asset locations

LIVE DEMO

General Ledger
Enhance Budgetary Information and Control
On-line Fund Checking and Real-time Funding Position

UAT Training Schedule

| Mon	Tue	Wed	Thu	Fri
14 Aug	**15 Aug**	**16 Aug**	**17 Aug**	**18 Aug** ⭐ *FO Town Hall Sharing Session*
21 Aug **AM** Payables (Invoice)	**22 Aug** **Full day** Fixed Assets	**23 Aug**	**24 Aug** **AM** iProcurement	**25 Aug** **Full day** Purchasing
28 Aug	**29 Aug** **AM** Project Information Form **PM** Student Account Module and Fixed Deposit Module	**30 Aug** **Full day** General Ledger	**31 Aug** **Full Day** Payment and Cash Management	**1 Sep** **Full day** Payroll, medical and related modules
4 Sep **AM** Donation Module and Credit Card Payment Gateway	**5 Sep**	**6 Sep**	**7 Sep**	**8 Sep**

Set up UAT environments, data conversion and rectification
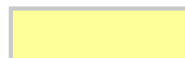
UAT

UAT Test Cycles

UAT will consist of data conversion as per HKBU Data Conversion Plan, followed by 3 cycles of testing outlined below:
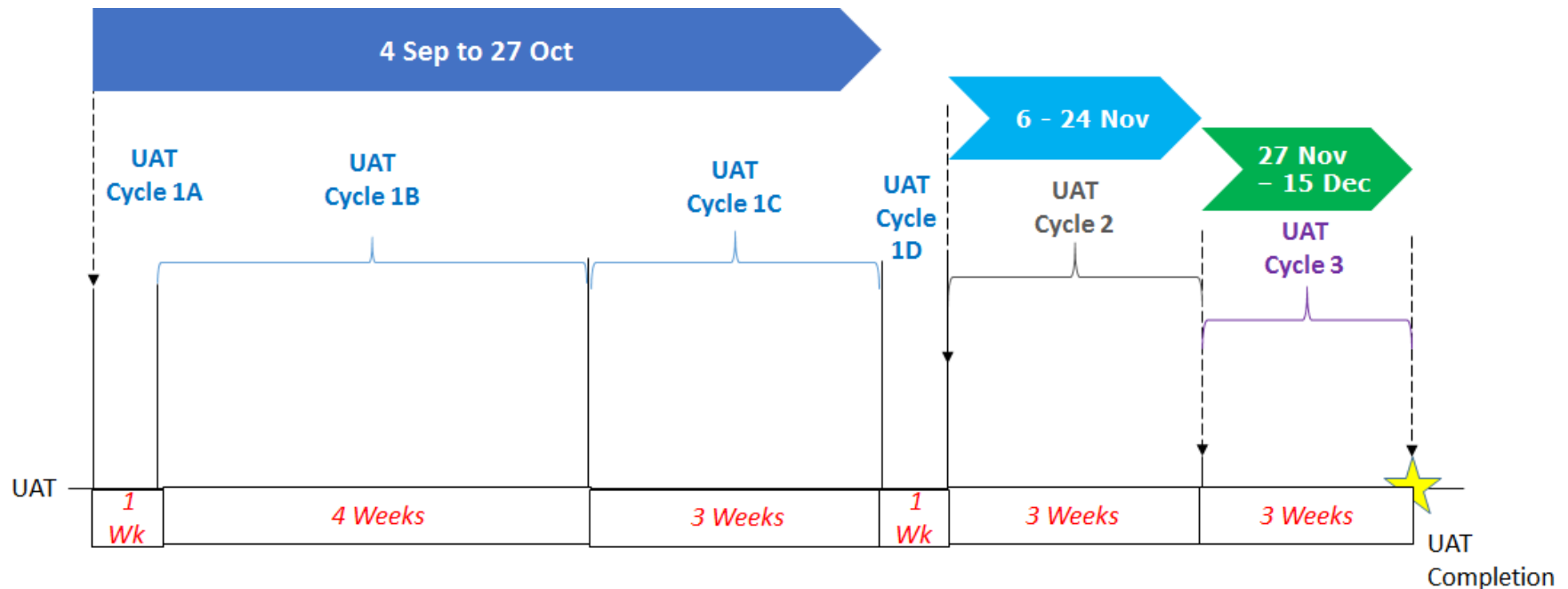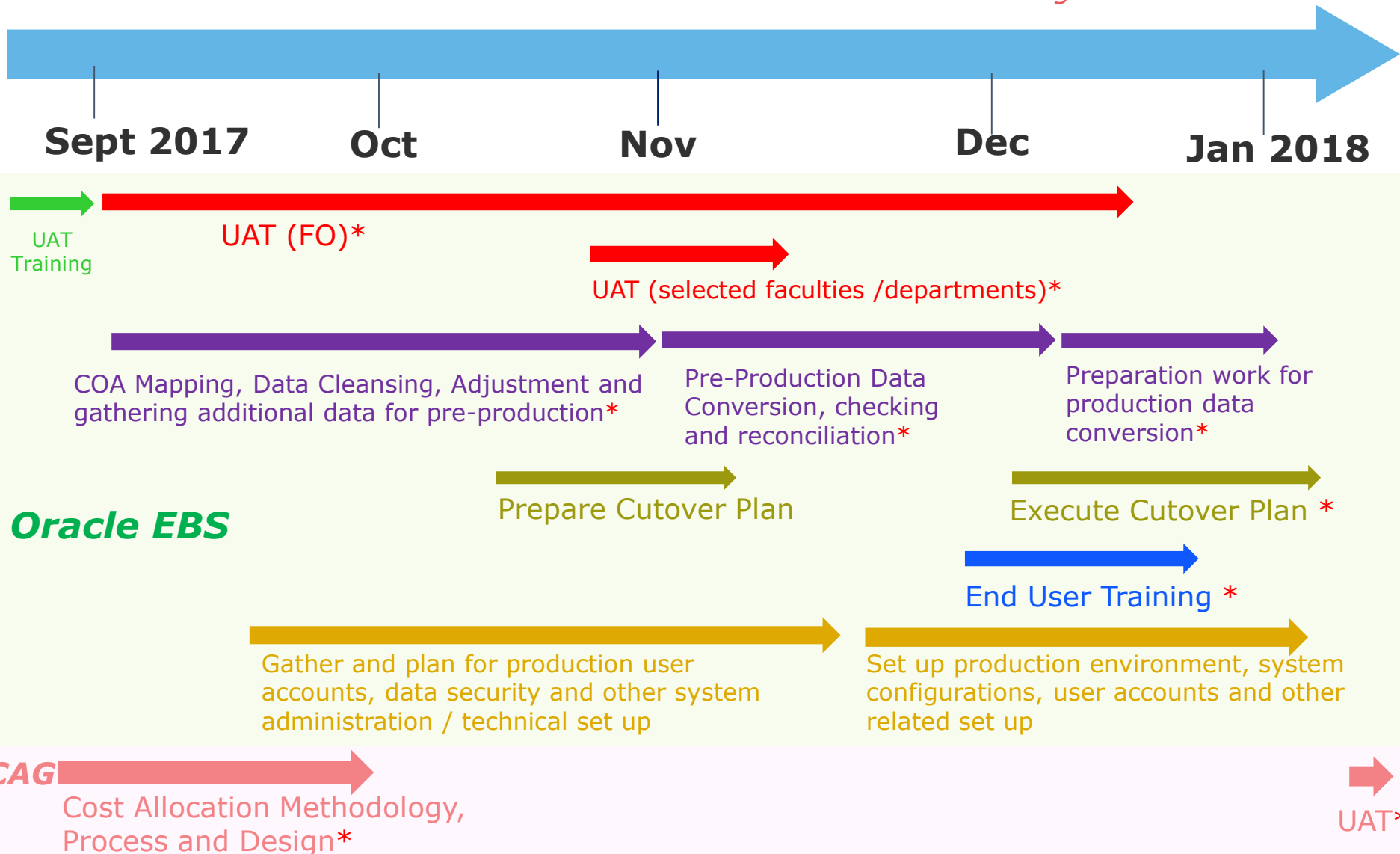

- Cycle 1 A - First week is for UAT data conversion verification
- Cycle 1B covers integration among various functional areas and interfaces with Retained Modules and other systems
- Cycle 1C will mainly test reporting, monthly and yearly business operations and regression test for outstanding issues from Cycle 1B
- Bug Fixing by Deloitte and ITO
- Cycle 2 will mainly test monthly and yearly business operations and testing by selected faculties / departments.
- Cycle 3 will re-test outstanding issues from Cycle 1 and Cycle 2

UAT Logistics

- **Nominate UAT Testers for each module**

- **To provide test cases/scenarios for testers and determine target completion time schedule**

- **UAT Tester Orientation**

- **Better coordination, support and inquiries – Centralise testers at DLB703 to carry out UAT for 1st Cycle (Oracle EBS only)**

Upcoming Key Activities

Activities involving business users

Sept 2017	Oct	Nov	Dec	Jan 2018

UAT Training

UAT (FO)*

UAT (selected faculties /departments)*

Oracle EBS

COA Mapping, Data Cleansing, Adjustment and gathering additional data for pre-production*

Pre-Production Data Conversion, checking and reconciliation*

Preparation work for production data conversion*

Prepare Cutover Plan

Execute Cutover Plan *

End User Training *

Gather and plan for production user accounts, data security and other system administration / technical set up

Set up production environment, system configurations, user accounts and other related set up

CAG

Cost Allocation Methodology, Process and Design*

UAT*

Questions & Answers