



New Financial Information System (FIS) - Ready to Embark on a New Chapter

Welcome to the fifth issue of our newsletter. We are excited to share with you an update of the latest progress of the project in the past 3 months, together with some highlights on the launch of the system in January 2018.

Project Progress



Completion of User Acceptance Testing

- ◆ With keen efforts of the representatives from Finance Office (FO), faculties and departments, we have completed major tasks of the User Acceptance Testing (UAT), including integration among functional areas and interfaces with the Retained Modules.

Commencement of FIS Go-Live Phase

- ◆ We are gathering and reviewing user accounts, access rights and security requirements from user departments for configuring system administration to ensure a smooth transition to new FIS in January 2018. Thanks to the kind assistance, cooperation and understanding of the user departments.



Cost Allocation Methodology for UGC Cost Allocation Requirements

- ◆ The system design for cost allocation has been completed. We are progressing to the development of Oracle Hyperion and the simulation on the cost allocation scenarios based on the 2016-17 full-year financial data, information from the trial run of the Timesheet System and records from the Venues and Facilities Booking System.

Trial Run of new Timesheet System

- ◆ The trial run of new academic Timesheet System has been completed successfully by the academic / teaching staff nominated by the faculties in early November 2017. The results will be used to enhance the Timesheet System for easier input by the academic staff and to refine the simulation of the cost allocation scenarios.



User Communication Activities

UAT Coaching Sessions

- ◆ We worked with Deloitte to conduct more than 50 UAT demonstration / coaching sessions during the UAT cycle 1 for FO users to have a better understanding of the Oracle FIS for future support to users and to assist users in performing the UAT.
- ◆ To help key users from the faculties and administrative offices better understand the new workflows and functions of iProcurement, we conducted 9 half-day hands-on training sessions in early November 2017. Various scenarios of e-procurement operations were discussed in the training sessions, which familiarised the users with the new system workflows and to increase their confidence in using the system.





Training on New Timesheet System

- ◆ On 16 October 2017, an interactive training session on the new Timesheet System was conducted and well received by the representatives nominated by faculties.
- ◆ We received enquiries on the new cost allocation guidelines and the definition of UGC and non-UGC activities during the session. After addressing the enquiries, we believed that the understanding of the participants was better aligned.

What's Next?

New Financial Information System Rollout

- ◆ We are very pleased to announce that the implementation of the new Oracle FIS (Phase 1, core financial and procurement functions) is now in its final stage and it is scheduled to go live on **9 January 2018**, after 18 months of hard work by the project team and good support of the user departments.
- ◆ Transitional arrangements will be made in December to migrate the existing financial data from the Retained Modules to the new FIS. Cutover of various functional areas will be arranged from mid-December onwards to ensure data integrity and validity before migration. Tentative cut-off arrangements have been announced by an email on 9 November 2017.

End-user Training Sessions

- ◆ A series of end-user training sessions will be conducted in December 2017 and January 2018. The aim of the end-user training sessions is to help FO and the departmental users understand and get familiar with the features and user-interfaces of the new FIS.
- ◆ Please find more details of the training sessions on the FIS project website at the <https://fohome.hkbu.edu.hk/internal/hkbufoproj/index.htm> under "Training and Materials" section and enroll through your affiliated department if you are interested in joining the sessions.

Additionally, e-learning video and materials will be provided in due course to facilitate learning of the users anytime and anywhere.

YOUR QUESTIONS / FEEDBACKS ARE WELCOME

Project materials and contact list are available on the FIS project website at (<http://fohome.hkbu.edu.hk/internal/hkbufoproj/index.htm>)

We welcome your feedbacks, comments and questions on the project. Please email them to our designated project email address (fosys@hkbu.edu.hk) or contact our project team members directly.

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We need your Support & Cooperation