



Turning the New Financial Information System (FIS) from Concept to Reality

Welcome to the third issue of our newsletter. We are pleased to share with you the latest project progress in the last few months.

User Communication Activities

Focus Group and Town Hall Meetings



- ◆ A focus group meeting with representatives from Faculties / Schools / Academy was conducted on 6 March 2017 to discuss the arrangement of premises booking records and collect feedback on the proposed enhancements on the Venue and Facilities Booking System.
- ◆ A town hall meeting sharing the project progress and key process changes with more than 90 participants from Finance Office, was held on 9 March 2017.
- ◆ Received encouraging and valuable feedbacks from participants for the design of the future workflow and functions of the new FIS.

Demonstration on Procurement e-Workflow



- ◆ Two sessions of demonstrations were conducted on 9 June and 14 June 2017 with more than 370 participants from various Faculties/ Schools/ Academy/ Offices to go through the major enhancements of future procurement processes and the online Purchase Requisition (PR) approval hierarchy in the new FIS.
- ◆ Various user enquiries on procurement, such as the handling of multiple-location purchase requisition, tender waiver and cross-year purchase requisition, were discussed and clarified. The enquiries enhanced users' better understanding of the e-Procurement function.

Demonstration on the Academic Timesheet System and the new UGC Requirements



- ◆ A Town Hall Meeting, which focused on timesheet preparation and submission, was held with the attendance of about 50 academic staff on 8 June 2017. The meeting provided an overview of the key system features on the Timesheet System, as well as related business processes.
- ◆ Views on privacy and security, definitions on various activities and other areas of concerns were exchanged in the meeting. The meeting provided the academic staff a better feel and look of the Timesheet System.

Project Progress



Configure and Build Phase

- ◆ After successful completion of the system design phase, the project has moved to the configuration and building phase.
- ◆ Over 50 functional specifications, which determine how the new FIS is configured and developed, have been completed on time. The design of the new FIS attempts to utilise the standard Oracle functions and to streamline the operational processes to enhance efficiencies with minimal customisation.

Highlights of Key Development



- ◆ Technical architecture design and data interfaces between the new FIS and other University's systems, such as the Student Information System and Payroll module, have been finalized and under development.
- ◆ Mapping of the chart of accounts between the two account segments of the old FIS to the seven account segments of the new FIS, which ensures correct data conversion, is progressing well.
- ◆ To meet the UGC requirements on Cost Allocation Guidelines (CAG), allocation data for timesheet and venue and facilities booking systems has been successfully configured with the marvelous contributions of Estates Office on allocation data and verification from respective departments.

What's Next?

System Integration Test, User Acceptance Test and Data Conversion



- ◆ After the completion of system configuration and development, system integration test will be held to cover integration of various functional areas and interfaces among Finance and Retained Modules, followed by User Acceptance Test.
- ◆ Representatives from various Faculties / Schools / AVA / Offices will be invited to participate in the User Acceptance Test and data conversion. Your active support and participation will be greatly appreciated.

New FIS Training Sessions

- ◆ We are planning to conduct a series of interactive training sessions in the last quarter of 2017 prior to the launch of the new FIS in early 2018 to help users understand and get familiar with the features and user-interfaces of the new FIS.



YOUR QUESTIONS / FEEDBACKS ARE WELCOME

Project materials and contact list are available on the project website at
(<http://fohome.hkbu.edu.hk/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.

We will share the latest developments with you in the next newsletter. Once again, we are deeply grateful for your opinions and kind support.

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We need your Support & Cooperation