



## Financial Information System (FIS) – Venturing into a New Phase

As the hefty second semester in 2017-18 academic year draws to a close, we would like to wish you all relaxing holidays and light moments with your family and friends in the summer.

Welcome to the seventh issue of our newsletter. We would like to share with you some highlights on the exciting developments of the FIS project and its future plan ahead.

### New FIS Project Progress

#### Phase II – Accounts Receivable (AR) Module



- ◆ We are embarking on the development of the AR Module which will streamline or automate the routine processing of income transactions, from issuance of debit notes to receipt of proceeds and finally reconciling receipts/recording of appropriate accounting entries in the FIS. The AR Module will centralise the processing and control of the debit notes, facilitating communication with users, on-line information and reporting.
- ◆ The Project Team has conducted 4 workshops and prototype meetings with users of faculties/administrative departments on user requirements, during which future system process flows and gap analyses have been completed. The functional design is expected to be finalised by 30 June 2018. The AR project will then move towards the configuration and build phase in July and August 2018.
- ◆ We thank users for their keen support and valuable feedbacks during the design workshops. The AR Module is expected to be fully tested and launched by the end of 2018.

#### Refinements of the FIS

- ◆ After receiving valuable feedbacks from users at the frontline support desk and other channels, the Project Team has worked with the FIS consultant to refine the functions of FIS, as well as enriching the e-Learning materials and FAQ.
- ◆ The enhanced version of Income & Expenditure (I/E) Statements with consolidated view and enriched contents will be released in mid-June 2018. There is also a report scheduling function to streamline and automate the generation of FIS reports for distribution to department users.
- ◆ To improve the learning experience of FIS users, the Finance Office will host a sharing session with department/office colleagues at AAB201 from 3:00 p.m. to 5:00 p.m. on 28 June 2018. The sharing session will cover topics on the enhanced version of I/E Statements, tips on purchase requisitions/orders, payment processing, and scheduling automatic generation of FIS reports.
- ◆ As this sharing session may help colleagues better understand the FIS and its enhanced processing capabilities, we sincerely invite each unit to send some colleagues to attend.



## Cost Allocation Guidelines (CAG)

### Successful launch of Cost Allocation Platform and peripheral systems



- ◆ The development of the Cost Allocation Platform (Oracle Hyperion), together with the Venues and Facilities Booking System, were completed and launched for production run in April 2018.
- ◆ User acceptance test of the enhancements of the Academic Timesheet System (System) was also completed in May 2018. A demonstration session of the System was conducted on 23 May to update academic colleagues on the enhanced System, Time Analysis Survey approach and sampling methodology.
- ◆ Around 40 colleagues from academic departments attended the demonstration and they were keen to understand how timesheet data would be collected, used and retained. A Data Privacy Framework for the timesheet data was reviewed by the FIS Project Steering Committee (PSC) on 7 June 2018. It will be released after some refinements of the System to cope with the directions of the PSC.
- ◆ Following the demonstration, the academic staff were invited to try and get familiar with the functions of the System in mid-June 2018. We are glad to report that more than 60 colleagues have registered in the trial of the System.



## What's Next?

### Development of Phase II of the FIS

- ◆ The project team will continue working with the FIS consultant and users on the implementing the AR module by finalising the functional specifications, performing system integration test and data conversion by the end of August 2018.
- ◆ Colleagues from relevant departments will be invited to participate in the UAT of the AR module which is scheduled in September 2018.

### Refinement of FIS

- ◆ In parallel with Phase II development, system refinements of the FIS will proceed in full force with a view to enhancing user experience and operational efficiencies.

### Cost Allocation Platform

- ◆ Hands-on trial of the Academic Timesheet System will be performed by the academic departments with the support of the Project Team in mid-June 2018.
- ◆ The Project Team will finalise the Academic Timesheet System enhancements and Time Analysis Survey approach, and prepare for the first survey in October 2018.

## YOUR QUESTIONS / FEEDBACKS ARE WELCOME

Project materials and contact list are available under the menu - "Training and Materials" section, "New FIS Project" of the Finance Office website (<http://fohome.hkbu.edu.hk/fopage.html>)

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

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We need your Support & Cooperation