



CUSAP Phase II: e-forms

11 January, 2018

Bursary

and

Information Technology Services Centre

Background

1. The University has been using ERP software products from SAP since 1996 for its financial system called CU SAP Financial System (CUSAP).
2. CUSAP was, at first, used primarily in a centralized manner by Bursary, a few departments and colleges only.
3. Site license was acquired in December 2014 which allows decentralized access by all authorized staff in the University.

CUSAP – Rollout to University

➤ Phase I

- Access real-time financial information of cost centres and projects by budget holders and their delegates
 - Current fund balances
 - Transactions details including actual and commitment line items, vendor payment status, purchase order information, fixed asset, etc.
 - Financial statements
- Launched in January 2016

CUSAP – Rollout to University

➤ Phase II

- E-forms and e-workflows
 - Procurement
 - EA, DPO
 - Payment
 - Payment voucher, entertainment, studentship, payment against PO
 - Receipt
 - Customer invoice, receipt voucher
- In progress, target to go-live in November 2018

Benefits of e-forms

- **Input data at source** to avoid duplicate input and errors.
- Improve work **efficiency** and strengthen internal **controls**.
- **Streamline the workflow procedures** between departments and Bursary.
- **Processing status is transparent** to all parties involved.
- A more intact and centralized database to facilitate generation of **management reports** on a regular or an ad-hoc basis by both University and department management.

Agenda

- Morning session
 - Procurement function
 - Payment function
- Afternoon session
 - Receipt function

Department User Roles for e-forms

- Preparer
 - Input e-form with any funding sources.
- Administrator
 - Input e-form with any funding sources.
 - Submit e-form to Bursary with authorized funding sources only.
- Approver
 - NOT implemented in the first release of e-forms.

CUSAP Phase II Project Schedule

	Item	Target Completion Date
1	Business requirements from Bursary	January 2018
2	Focus group meeting	11 January 2018
3	Feedback from focus group members	9 February 2018
4	System development	August 2018
5	User acceptance test	September 2018
5	User training	October 2018
6	Go-live	November 2018

CUSAP Project Website

http://www.cuhk.edu.hk/bursary/eng/public/financial_guides/aou_cusap.html

- Project overview
- Presentation slides
- Feedback & enquiry



The screenshot shows the CUSAP Project Website. The header includes the CUHK logo, the word "Bursary" in a stylized font, and the text "The Chinese University of Hong Kong". Navigation links include Home, Site Map, Contact Us, About Us, Financial Guides, Purchase Guides, Project Administration, Payroll & Benefits, Directory, and Financial Information. A search bar is also present.

The main content area is titled "Financial Guides" and includes a sidebar with links to One-line Budget, Donations & Sponsorships, Receipt & Collection, Student Fees, Payment, Central Conference Grant, CUSAP, and Others. The main content area features a "CUSAP" heading, a "Login CUSAP via MyCUHK" button, and a "CUSAP Financial System" section. This section contains a paragraph describing the system's history and a "CUSAP (Phase 2)" section with a list of benefits. Below this is a "Presentation of CUSAP" section with a bullet point about a presentation to a Focus Group in January 2018. The website also includes a "For Feedback & Enquiry" section with an email address and two tables listing contact information for Bursary - Procurement and Bursary - Payment.

CUSAP

Login CUSAP via MyCUHK:

CUSAP Financial System

The University has been using SAP since 1996 for its financial system which has subsequently been renamed CU SAP Financial System (CUSAP). CUSAP is an enterprise resource planning (ERP) software, and is mainly used by the Bursary, a few pilot Departments and all Colleges. In response to the demands for real-time financial information as well as e-form and e-workflow procedures in recent years, the University has commissioned the project on decentralization of CUSAP with a view to exploiting the full benefits available from the CUSAP ERP.

CUSAP (Phase 2)

Phase 2 of the project is scheduled to go-live in November 2018. The scope will cover the implementation of e-forms and e-workflows on major finance-related business processes (such as procurement, payment and receipt functions), with the aim of achieving the following benefits:

- input data at source to avoid duplicate input and errors;
- improve work efficiency and strengthen internal controls;
- streamline the workflow procedures between departments and Bursary;
- the processing status is transparent to all parties involved; and
- the development of a more intact and centralized database to facilitate generation of management reports on a regular or an ad-hoc basis by both University and department management.

Presentation of CUSAP

- Presentation of CUSAP to Focus Group (Jan 2018)

For Feedback & Enquiry
Email: CUSAP@cuhk.edu.hk

Bursary - Procurement

Name	Post	Phone
Mr. Dominic Ho	Finance Manager	3943-7877
Ms. Amanda Chan	Assistant Finance Manager	3943-8610

Bursary - Payment

Name	Post	Phone
Ms. Monica Yuen	Finance Manager	3943-1713
Mr. Alex Cheng	Accountant	3943-7484

For Feedback & Enquiry

E-mail

CUSAP@cuhk.edu.hk



Bursary - Procurement

Mr. Dominic Ho, Finance Manager, at 3943-7877

Ms. Amanda Chan, Assistant Finance Manager, at 3943-8610

Bursary - Payment

Ms. Monica Yuen, Finance Manager, at 3943-1713

Mr. Alex Cheng, Accountant, at 3943-7184

Bursary - Receipt

Mr. Peter Lee, Finance Manager, at 3943-7299

Ms. Maggie Chan, Assistant Finance Manager, at 3943-1939

ITSC

Ms. Anita Kwong, Computer Officer I, at 3943-8872

Ms. Pansy Leung, Computer Officer II, at 3943-8918

Ms. Oiting Lau, Assistant Computer Officer, at 3943-3804



Thank You !

Please bring back today's message to your faculty /department / PI.