



CUSAP Decentralization

26-Nov-2015, 01-Dec-2015, 09-Dec-2015

Bursary

and

Information Technology Services Centre

Mission Statement

- To serve the business & financial management needs of the University
- To provide accurate and timely financial information

Agenda

- Background
- Roll-out plan
- Benefits of decentralization
- Project organization
- Interfaces with other systems
- Decentralization Phase 1 – retrieval of detailed financial information by budget holders
 - Features
 - Demonstration
 - Project schedule
- Heads-up on e-forms

Background

- CUHK has been using ERP software products from SAP since 1996 for administrative systems, which are now collectively called the CU SAP Financial System (“CUSAP”).
- CUSAP has been primarily used in a centralized manner in Bursary and a few departments and colleges only.
- SAP site license was acquired in December 2014 which allows decentralized access by all authorized staff in the University.

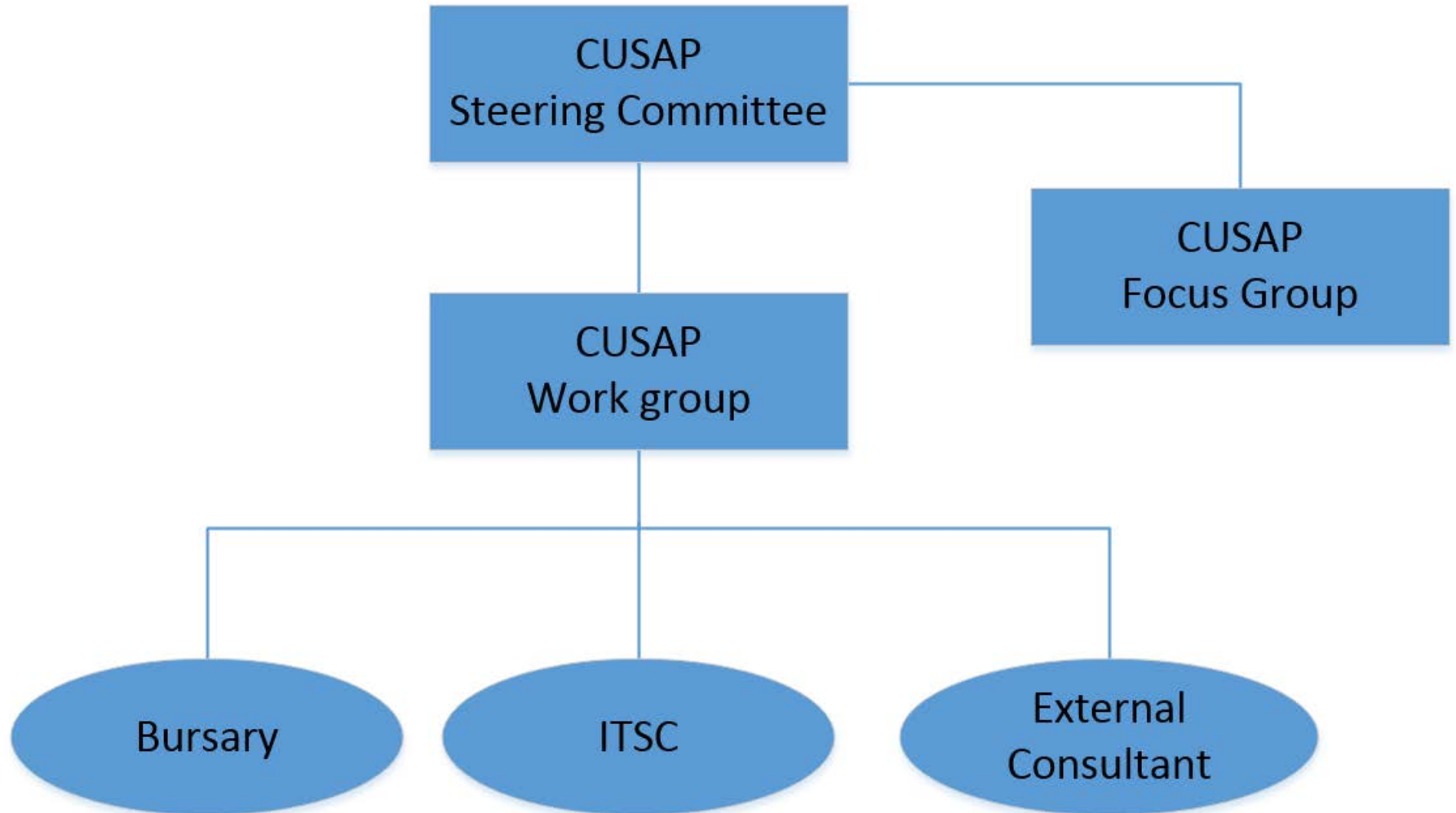
CUSAP – Decentralization Rollout Plan

1. Retrieval of detailed financial information by budget holders
2. E-forms and e-workflow
3. Study the revamp of Funding Model System (FMS) using the SAP platform
4. On-going support for the generation of management information for the University

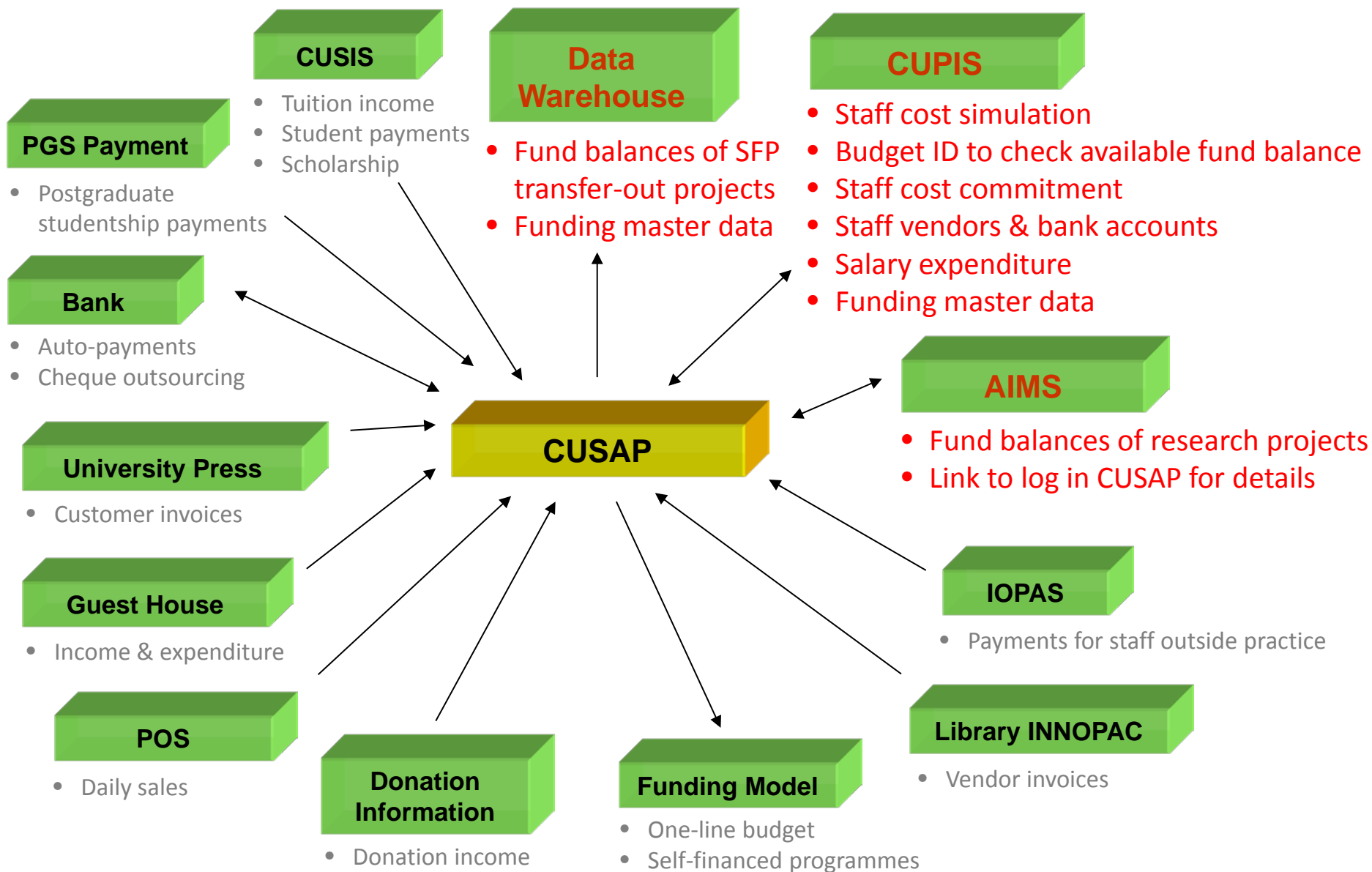
Benefits of Decentralization

- Access **up-to-date** financial information **online** by budget holders.
- Provide **self-service** functions and management **analytic** reports.
- Improve **effectiveness** and **efficiency** with CUSAP functions utilized in a decentralized way.
- Single version of truth - **Eliminate** unnecessary **shadow accounting** at department level and save effort from data reconciliation.
- Improve efficiency by **e-forms** and **workflow**.
- **Ensure accountability** and system **security** as users no longer need to share accounts on an unnamed basis.

Project Organization



CUSAP Interfaces with Other Systems



CUSAP Decentralization – Phase 1

- **Retrieval of detailed financial information by budget holders**

Concerns about Finance Matters

1. List of projects responsible by a department
2. Fund balances of projects responsible by a department
3. Fund balance of a department (cost centre)
4. Income and expenditure items of a department/project
5. Fixed asset list and asset value
6. Purchase order list
7. Vendor invoice status
- 8



Functions

- View online real-time financial information of projects and cost centres by budget holders
 - List of responsible projects and cost centres
 - Fund balances
 - Details of income and expenditure items
 - Details of commitment items
 - Vendor payment status
 - Fixed assets
 - Purchase order information
 - Delegation
- Generate financial reports

Before vs. After Decentralization - Phase 1 (1 of 2)

	BEFORE	AFTER
Access Platform	Financial Information System (FIS) <ul style="list-style-type: none">• Web-based SAP Document Management System	CU SAP Financial System (CUSAP) <ul style="list-style-type: none">• Web-enabled SAP ERP system
Functions	<ul style="list-style-type: none">• View financial reports<ul style="list-style-type: none">- Monthly financial statements and fixed asset lists- One-day-old image can be retrieved on user's request• Delegation	<ul style="list-style-type: none">• View financial reports<ul style="list-style-type: none">- Real-time image• View online real-time financial info.<ul style="list-style-type: none">- List of responsible projects and cost centres- Current fund balances- Details of income and expenditure items- Details of commitment items- Vendor payment status- Purchase order information- Fixed assets• Delegation

Before vs. After Decentralization - Phase 1 (2 of 2)

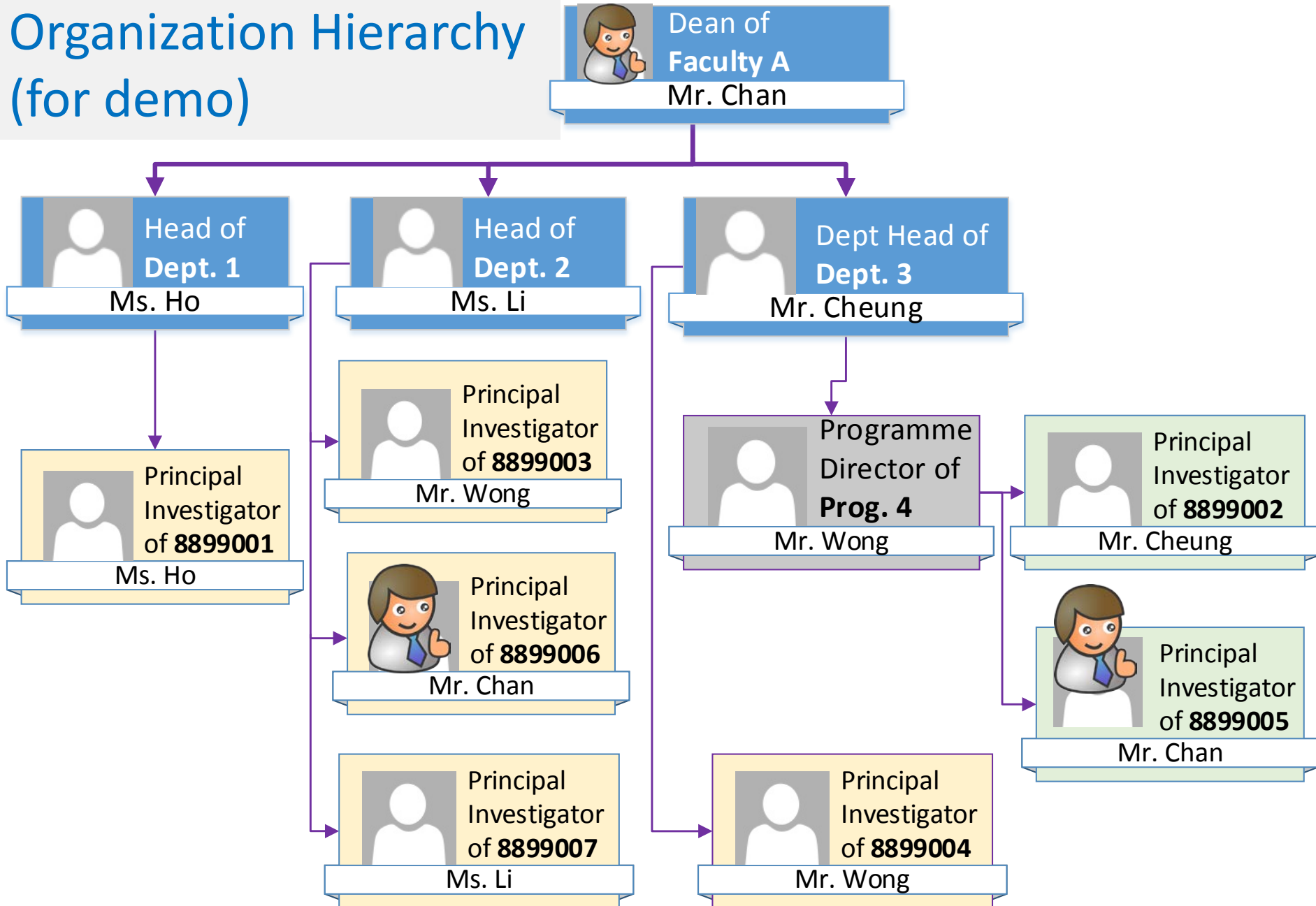
	BEFORE	AFTER
Users	<p>Budget holders and their delegates</p> <ul style="list-style-type: none">• Access granted per manual requests	<p>Budget holders and their delegates</p> <ul style="list-style-type: none">• Access granted automatically once a staff becomes a budget holder• Access by delegates granted per manual requests

CUSAP vs. Funding Model System (FMS)

	FMS	CUSAP
Access Platform	<ul style="list-style-type: none">• Business as usual	<ul style="list-style-type: none">• New platform and functions
Target Department	<ul style="list-style-type: none">• One-line budgets• Self-financed programmes	<ul style="list-style-type: none">• All departments and projects
Functions	<ul style="list-style-type: none">• Budget allocation• Budget preparation and revision• Budget monitoring• Notional costing• Previous day fund balances• Details of income and expenditure items	<ul style="list-style-type: none">• View online real-time financial information<ul style="list-style-type: none">▪ Financial reports▪ Current fund balances▪ Details of income and expenditure items▪ Details of commitment items▪ Vendor payment status▪ Purchase order info▪ Fixed assets
User Account	<ul style="list-style-type: none">• Business as usual	<ul style="list-style-type: none">• New CUSAP accounts will be created

Demonstration

Organization Hierarchy (for demo)





System Access


https://portal.cuhk.edu.hk/psp/epprd/?cmd=login&languageCd=ENG&

The Chinese University of Hon... MyCUHK - your personal p...

File Edit View Favorites Tools Help

 MyCUHK 

Welcome

Login with CUHK 

This will log you in via the CUHK Central Authentication System

[繁體中文](#)

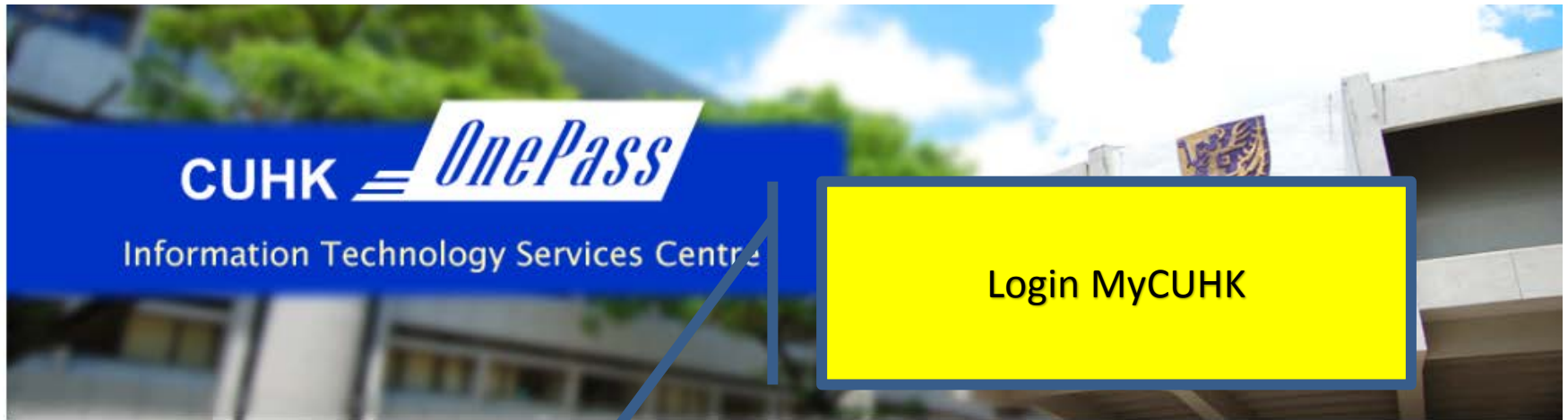
[Using Chrome?](#)

What is MyCUHK?
MyCUHK not only is your personal portal to a wide range of services and websites in CUHK, but also is the primary entrance to CUSIS services.

Avoiding security certificate problems
This portal web site uses security certificates issued by the Hong Kong Post. If you use browsers other than IE (in Windows 7 or later) or Safari (in Mac OSX 10.5.8 or later) or Firefox (3.6.2 or later), you are advised to [install the Hongkong Post Root CA 1 Certificate](#) in order to operate smoothly.

Go to MyCUHK and Login


System Access



Welcome to OnePass

Login ID:

Password:

 [繁體中文](#)

(CADS Reference Number: 246)

OnePass allows University staff, students & alumni to

- Access a number of CUHK online systems and services with a single login.




Staff & Students can additionally

- Reset your OnePass Password.
- Use OnePass Personalized Security Questions to get into your account if you forgot the password.

System Access

MyPage News and Events CUSIS and MyTeaching Library Webmail Useful Links Welcome, [User Name]. You are now logged in as [User Name]. Last successful login: 15:28 Sun, Oct 18

MyCUHK Updates

-  [CUSIS Maintenance Schedule](#)
CUSIS General Maintenance Schedule
-  [MyCUHK FAQ](#)
MyCUHK Frequently Asked Questions
-  [Strategic Planning 2016-2020](#)
Strategic Planning 2016-2020


[View All Articles and Sections](#)

My Tasks

No Task(s) entries found.


[Add a Task](#) [Show All/Enhanced...](#)

CU Financial System

 CU Financial System


** This application is accessible only within the campus network. If you want to browse off-campus via your ISP, please make a [VPN connection](#) first.*

Staff Self-Service Enquiry



 Staff Self-Service Enquiry

** This application is accessible only within the campus network. If you want to browse off-campus via your ISP, please make a [VPN connection](#) first.*


Service Desk

 Service Desk


OnePass (CWEM) Password

-  Change OnePass (CWEM) Password
-  Set up OnePass Personalized Security Question


CUHK e-Ticketing Service

 E-Ticketing Service


Sports Facilities Booking

 Sports Facilities Booking


Find a Staff or Department

 Find a Staff or Department

CUSIS Administrative Services

 CUSIS

No. of Unread Email(s)

 [0 unread email in CWEM](#)

My Links

System Access



CU Financial Systems | Financial Statements | Procurement Documents | Supplier Directory

CU Financial Systems

CU Financial Systems | History | Back | Forward

Welcome To CU Financial Systems

CU Financial Systems include:

1. CU SAP Financial System (CUSAP)
 Please click this button to access CU SAP Financial System
2. Funding Model System (FMS)

FMS Please click this icon on your desktop, or contact your LAN administrator for installation.

Screen Structure

The screenshot displays the SAP Easy Access interface for a user named Mr. Chan. The window title is "SAP Easy Access - User Menu For Mr. Chan". The interface includes a menu bar with a "Menu" dropdown and a toolbar with various icons. A left-hand navigation pane shows a "Favorites" folder containing a "User Menu For Mr. Chan" folder, which is expanded to show three items: "Project(WBS) and Cost Centre Enquiry" (highlighted), "Enquiry of Vendor Payment Status", and "Output Controller". The main content area is currently empty. At the bottom, there is a status/message bar and a footer with the SAP logo, the text "TST (030)", and "SAPTST".

Callouts in the image identify the following components:

- Screen title
- Toolbar
- Command field
- Favorites folder
- User menu
- Status/message bar

Screen Structure

The screenshot displays the SAP Easy Access interface for user Mr. Chan. The title bar reads "SAP Easy Access - User Menu For Mr. Chan". The main menu is open, showing a list of options: Menu, Edit, Favorites, Extras, System, and Help. The "System" menu item is highlighted, and its sub-menu is visible, containing: Create Session, End Session, User Profile, Services, Utilities, List, Services for Object, My Objects, Own Spool Requests, Own Jobs, Short Message, Status..., and Log off. Two callout boxes with arrows point to the "System" menu item and the "Services" sub-menu item, labeled "Standard menu" and "Menu items" respectively. The bottom status bar shows the SAP logo, a play button, "TST (030)", a printer icon, and "SAPTST".

SAP Easy Access - User Menu For Mr. Chan

- Menu
- Edit
- Favorites
- Extras
- System
- Help

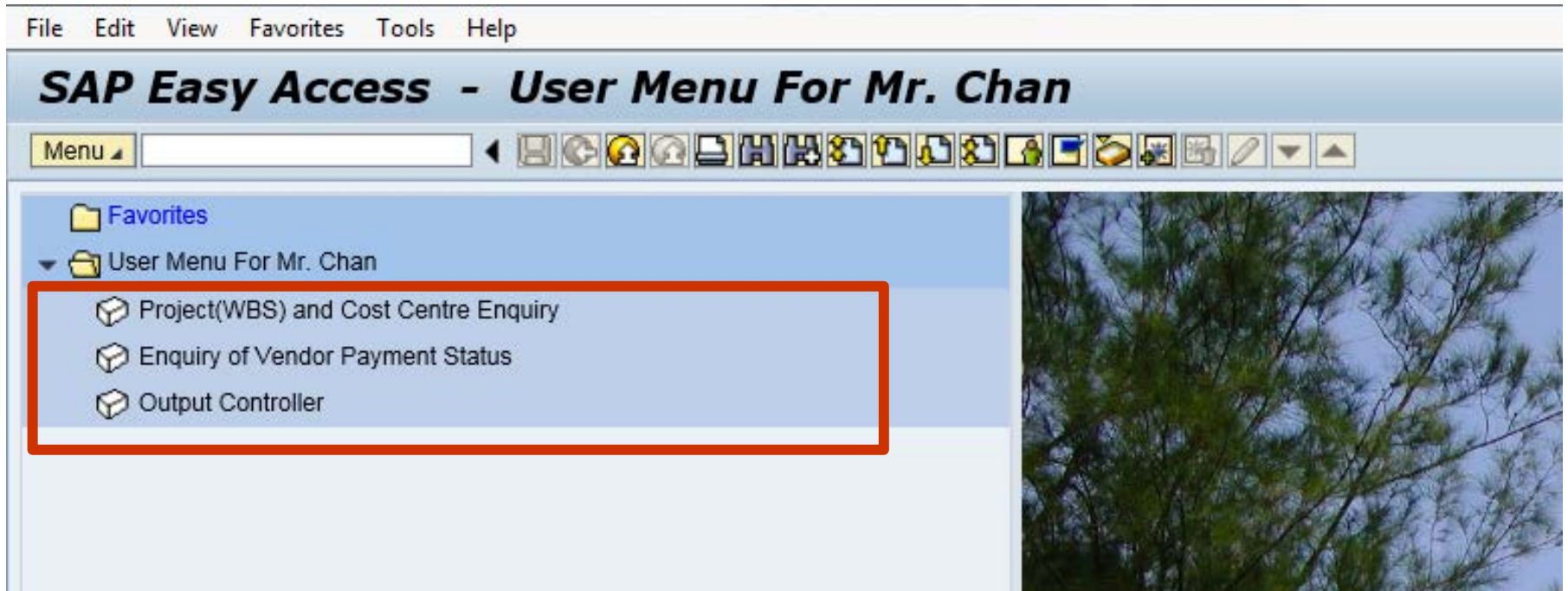
- Create Session
- End Session
- User Profile
- Services
- Utilities
- List
- Services for Object
- My Objects
- Own Spool Requests
- Own Jobs
- Short Message
- Status...
- Log off

Standard menu

Menu items

SAP TST (030) SAPTST

System User Menu



The screenshot shows the SAP Easy Access interface for user Mr. Chan. The title bar reads "SAP Easy Access - User Menu For Mr. Chan". Below the title bar is a menu bar with "File", "Edit", "View", "Favorites", "Tools", and "Help". A toolbar contains various icons for navigation and actions. The main content area is divided into two sections: a left sidebar and a right pane. The sidebar shows a "Favorites" folder and a "User Menu For Mr. Chan" folder. Under "User Menu For Mr. Chan", three items are listed: "Project(WBS) and Cost Centre Enquiry", "Enquiry of Vendor Payment Status", and "Output Controller". These three items are enclosed in a red rectangular box. The right pane displays a photograph of green pine trees against a blue sky.

File Edit View Favorites Tools Help

SAP Easy Access - User Menu For Mr. Chan

Menu

- Favorites
- User Menu For Mr. Chan
 - Project(WBS) and Cost Centre Enquiry
 - Enquiry of Vendor Payment Status
 - Output Controller

User Accounts for Budget Holders

- User accounts for **budget holders** will be created **automatically**.

Project Principal Investigators are maintained in CUSAP by Bursary upon **project creation**.

Faculty Dean, Dept. Heads & Programme Directors are **automatically** copied from CUPIS to CUSAP **daily**.

User accounts for new budget holders are created **automatically** with **email notifications** sent to the new budget holders once the accounts are created.

User Accounts for Delegates

- User accounts for **delegates** will be created with **form** submission.

Applicant fills in the *FMS Production Login Account Application Form* or the *Authorization and Approval Log* for CUSAP with authorized signature of budget holder.

Applicant sends the form to Bursary for verification.

Bursary passes the form to ITSC for user account creation/update which will be processed within 7 working days.

Email notification is sent to the new CUSAP user with cc. to budget holder.

Supported Browsers




Browser*	Version	Remarks
Internet Explorer	11.x (with Compatibility View enabled)	<ul style="list-style-type: none">• Java Runtime Environment must be installed.• CUSAP website must be added to the Java security's Exception Site List (if security level is set to <i>High</i>).• Java plugin & applet must be enabled.
Firefox	41.x	
Safari (Mac)	9.x (run in Unsafe Mode)	
Chrome	45.x	<ul style="list-style-type: none">• Downloading to Excel is not supported.• Accessing tailor-made report in web repository is not supported.

*For all browsers, pop-ups from the CUSAP website must be allowed.

Phase 1 Schedule (1 of 2)

	Item	Date
1	Project Preparation Project plan Project team organization	12-Mar-2015 (Completed)
2	Business Requirement Bursary user requirement workshops Prepare functional specification	Mar – Apr 2015 (Completed)
3	Realization System configuration Development	May – Aug 2015 (Completed)
4	System Integration Test by ITSC	Sep – Oct 2015 (Completed)
5	Formation of Focus Group Invitation and nomination Briefing session to Focus Group	Oct 2015 (Completed)

Phase 1 Schedule (2 of 2)

	Item	Date
6	Bursary User Acceptance Test	Oct 2015 (Completed)
7	Preparation of Project Website User guides and forms	Nov 2015 (Completed)
8	User Communications Heads-up to budget holders by mass email and eNewsletter	Nov 2015 - Jan 2016 
9	Briefing and Demonstration to Users 3 forums, 2 on CUHK campus and 1 in PWH	Nov - Dec 2015 
10	System Go-live	Jan 2016 

Project Website

- Accessed through the Bursary website (<http://www.cuhk.edu.hk/bursary/eng/index.html>)
- Project overview
- Presentation slides
- User guide
- Forms
- Feedback & enquiry



The screenshot shows the Bursary website for The Chinese University of Hong Kong. The page is titled "Financial Guides" and is specifically for "CUSAP". The navigation menu includes "Home", "Site Map", and "Contact Us". The main content area features a sidebar with a list of links: "One-line Budget", "Donations & Sponsorships", "Receipt & Collection", "Student Fees", "Payment", "Central Conference Grant", "CUSAP", and "Others". The main content area has a heading "CUSAP" and a sub-heading "CUSAP Financial System". It contains two paragraphs of text describing the system's history and the university's plans for decentralization in January 2016. There are also two bullet points under "Presentation of CUSAP Decentralization" and "User Guide", each with a small icon. At the bottom, there is a "For Feedback & Enquiry" section with the email address "CUSAP@cuhk.edu.hk".

Home | Site Map | Contact Us

Search Keyword

About Us | Financial Guides | Purchase Guides | Project Administration | Payroll & Benefits | Directory | Financial Information | Ne

Financial Guides

Home >> CUSAP

text size A A A

CUSAP

Login the following to access respective systems:

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.

The University is going to launch the first phase of the decentralization in January 2016, enabling department users and PIs to access real-time financial information of cost centres and projects under their purview in CUSAP. As compared to the Financial Information System, in addition to the monthly financial statement, CUSAP provides real-time financial information and more user friendly functionalities to end-users in handling their day-to-day work in the area of financial operation, e.g. real-time fund balances and transactions details including commitments, vendor payment status, purchase order information, etc.

CUSAP Decentralization (Phase 1)

Presentation of CUSAP Decentralization

- Presentation of CUSAP Decentralization - Users (Dec 2015) 

User Guide

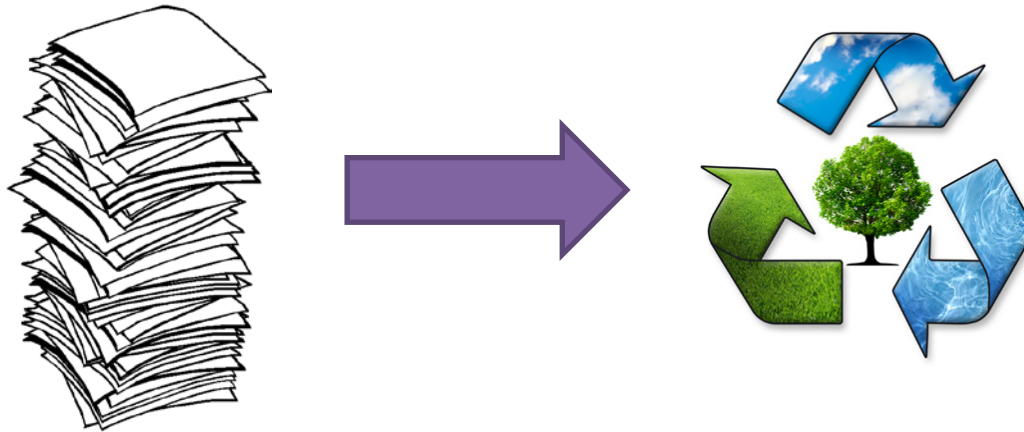
- CUSAP Financial Information Enquiry User Guide (Nov 2015) 

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

Heads up of e-forms and e-workflow

Objectives of e-forms and e-workflow

- **Input data at source** to avoid duplicate input.
- **Eliminate hardcopies** of documents.
- **Streamline the workflow procedures** between departments and Bursary.



Tentative Implementation Sequence

Forms

1. [Payment Voucher](#)
2. [Reimbursement/Payment for Entertainment Expenditure Form](#)
3. [Expenditure Application Form](#)
4. [Interdepartmental Transfer Form](#)
5. [Receipt Voucher Form](#)
6. [Requisition for Direct Purchase Order](#)
7. [Debit Note Issuance Voucher Form](#)

For Feedback & Enquiry

Bursary

Mr. Philip Choi, Senior Finance Manager, at 3943 7888

Ms. Monica Yuen, Finance Manager, at 3943 1713

ITSC

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

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

E-mail

CUSAP@cuhk.edu.hk



Preparation for Production

- Production date: **January, 2016**
- FMS user accounts and access rights will be copied to CUSAP, i.e. FMS users will have access to the same cost centres/projects (WBS) in CUSAP.
- FIS delegations for financial statements will be converted to CUSAP.
- Budget holders should review the access permissions of their responsible cost centers/projects (WBS) in FMS and FIS by **4 January, 2016** before the data conversion takes place.

Disclaimer

The financial information retrieved from CUSAP is for **internal use only**. Official financial statements that are to be sent to external grantors must be audited, signed and issued by the Bursary.



Will Bursary cease to support departments for providing financial information?



- ✓ **Future front line support is still your accountants.**

Thank You !

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