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.

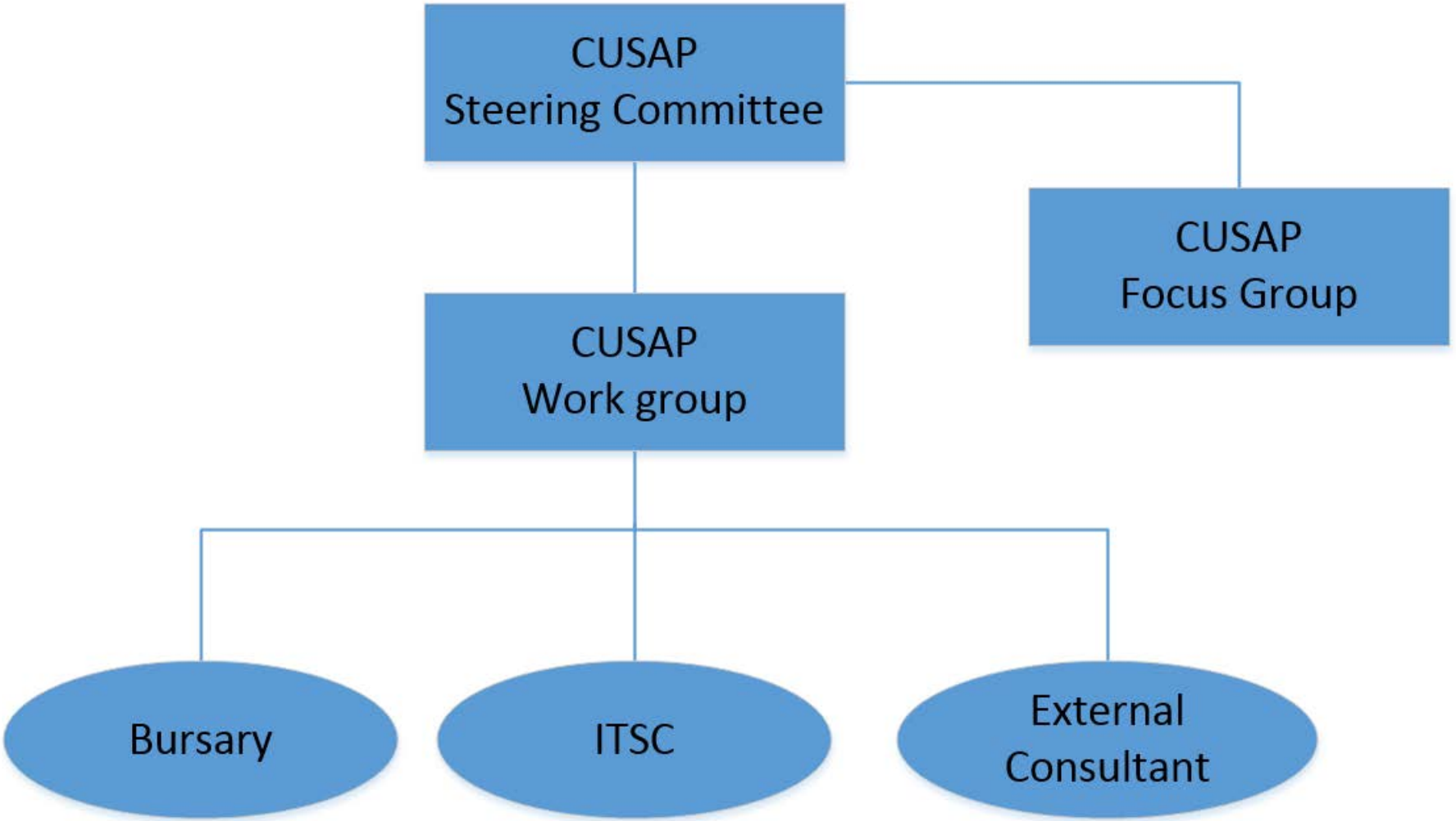
CUSAP – Decentralization Rollout Plan

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

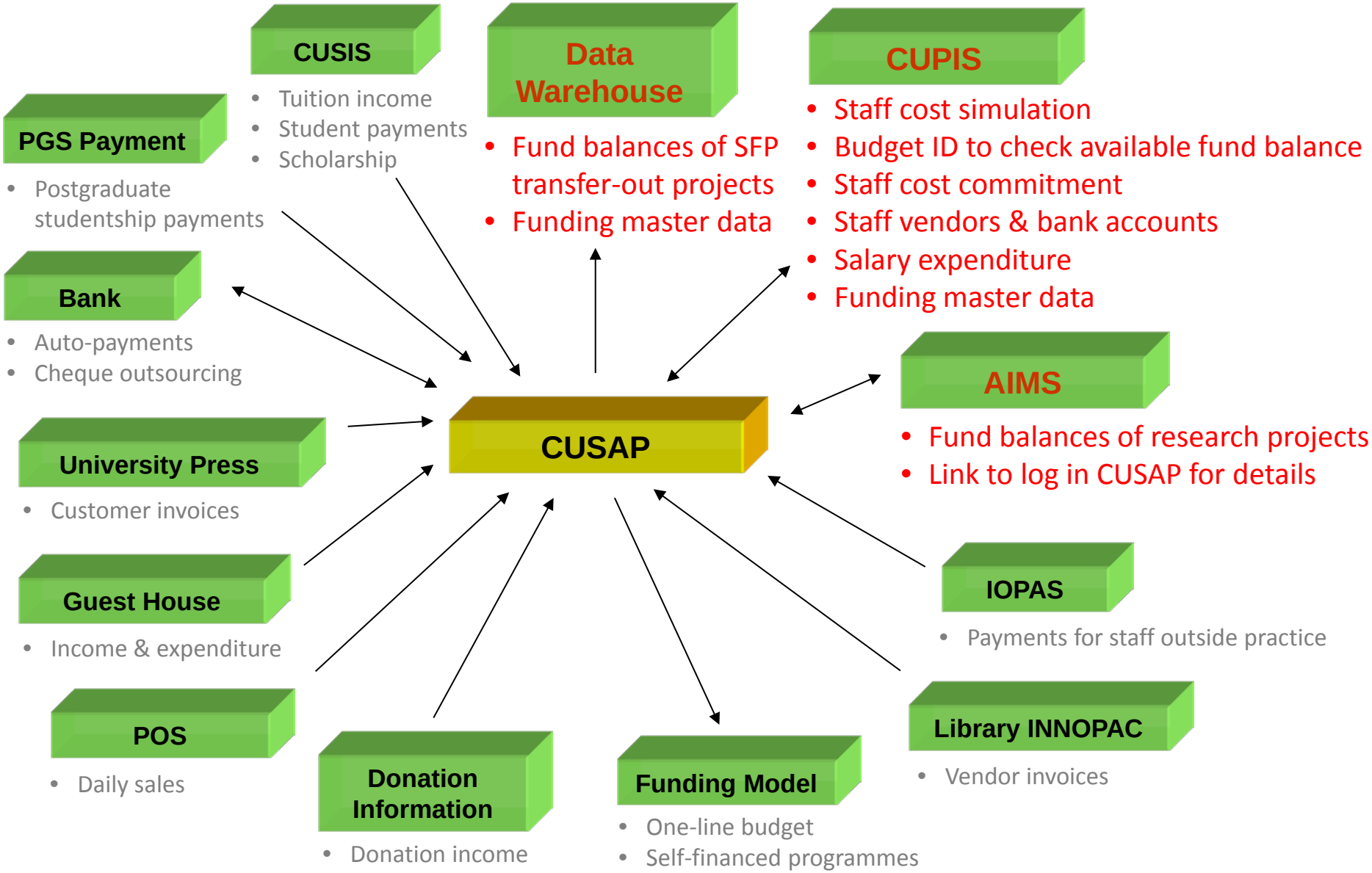
Benefits of Decentralization

- 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) • Web-based SAP Document Management System	CU SAP Financial System (CUSAP) • Web-enabled SAP ERP system
Functions	• View financial reports - Monthly financial statements and fixed asset lists - One-day-old image can be retrieved on user's request • Delegation	• View financial reports - Real-time image • View online real-time financial info. - 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)

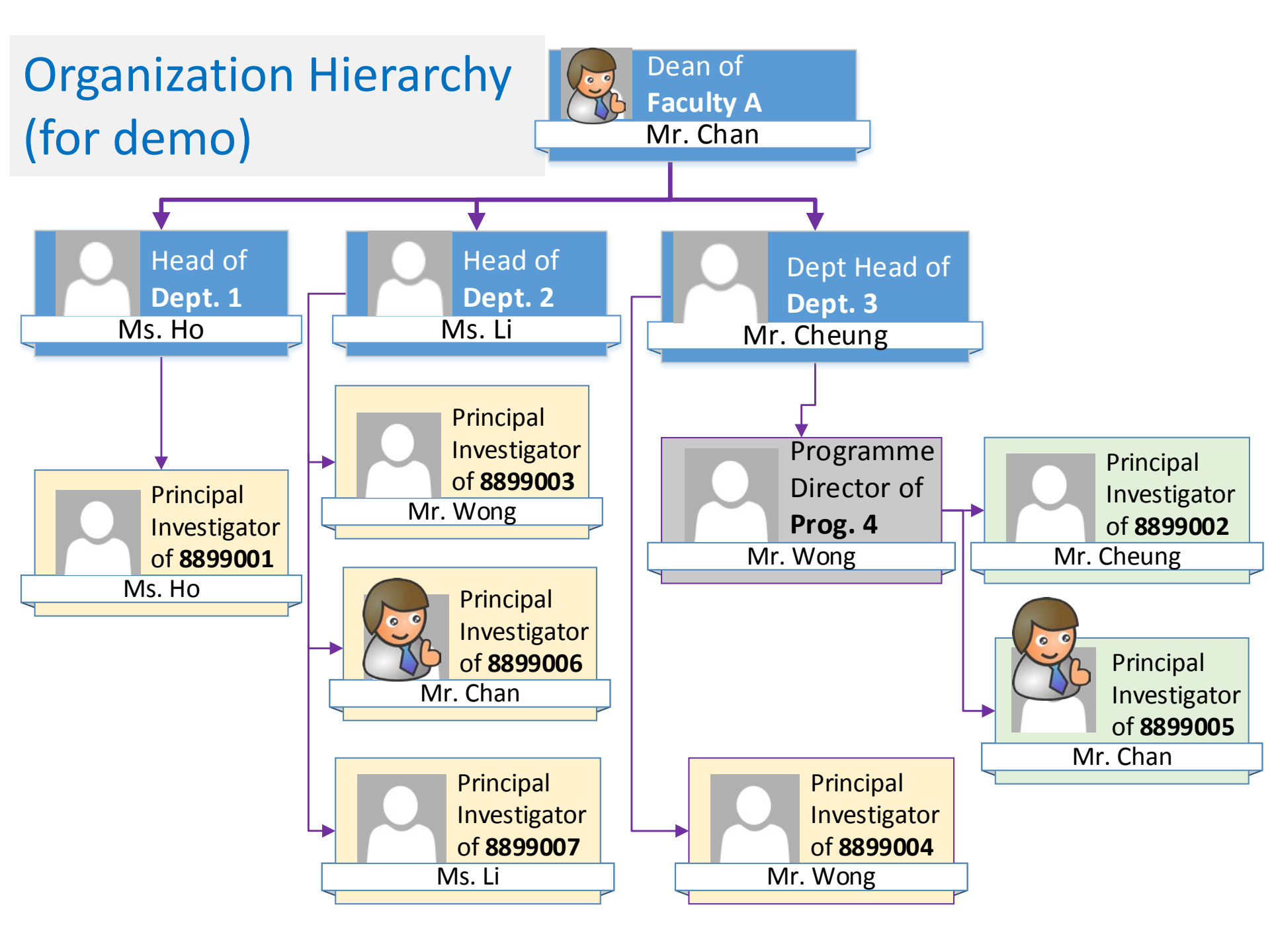
	BEFORE	AFTER
Users	Budget holders and their delegates • Access granted per manual requests	Budget holders and their delegates • Access granted automatically once a staff becomes a budget holder • Access by delegates granted per manual requests

CUSAP vs. Funding Model System (FMS)

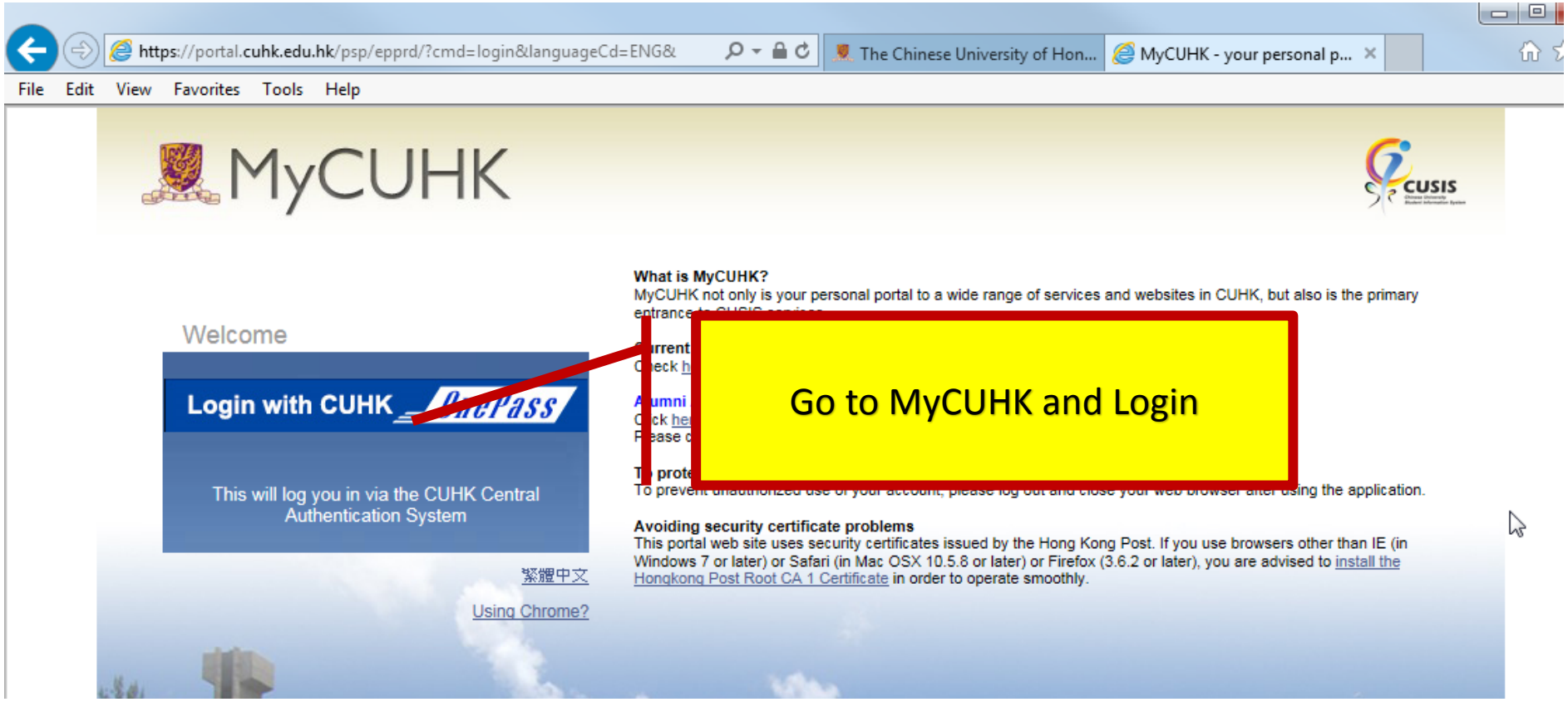
	FMS	CUSAP
Access Platform	• Business as usual	• New platform and functions
Target Department	• One-line budgets • Self-financed programmes	• All departments and projects
Functions	• Budget allocation • Budget preparation and revision • Budget monitoring • Notional costing • Previous day fund balances • Details of income and expenditure items	• View online real-time financial information ▪ 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	• Business as usual	• New CUSAP accounts will be created

Demonstration

Organization Hierarchy (for demo)



System Access



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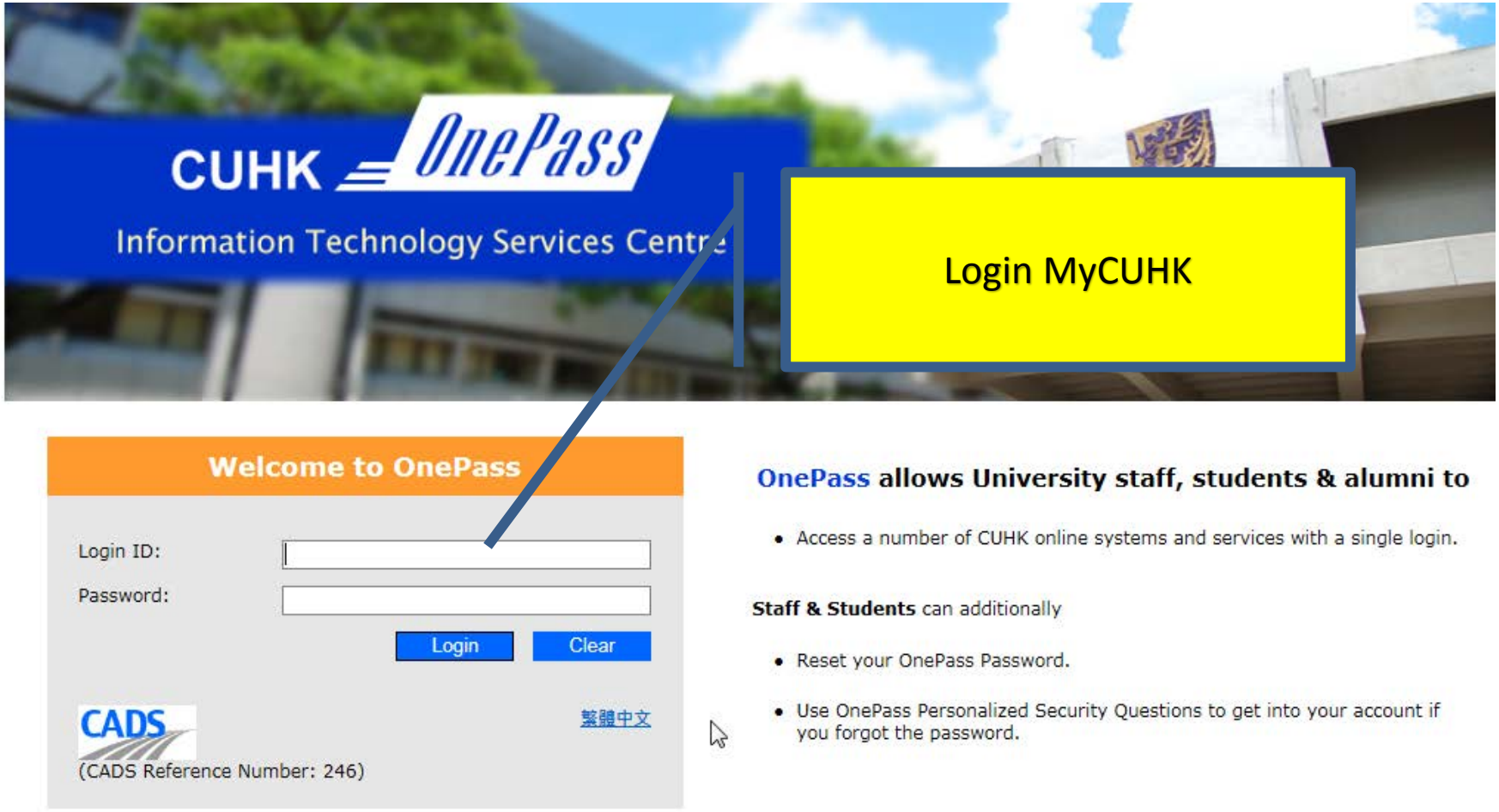

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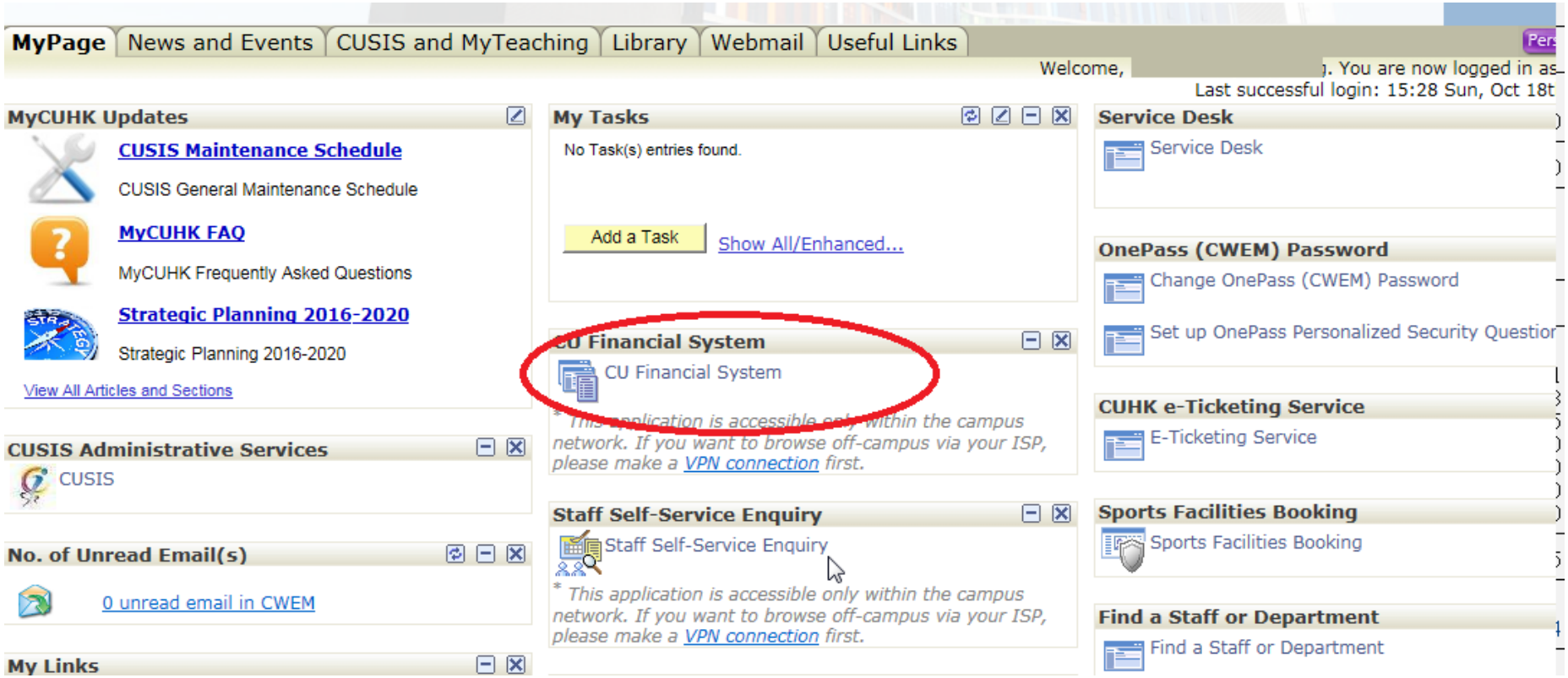

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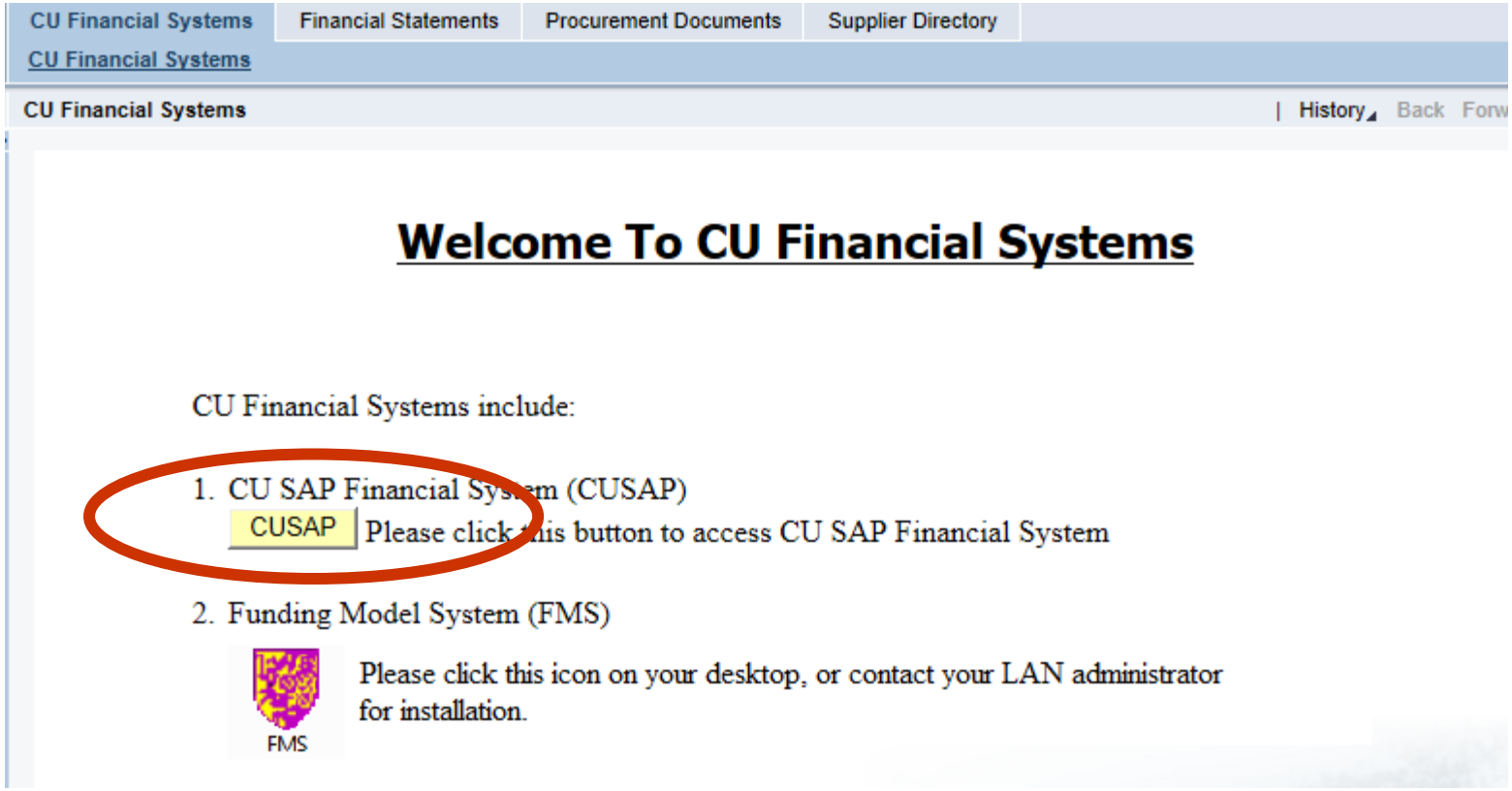
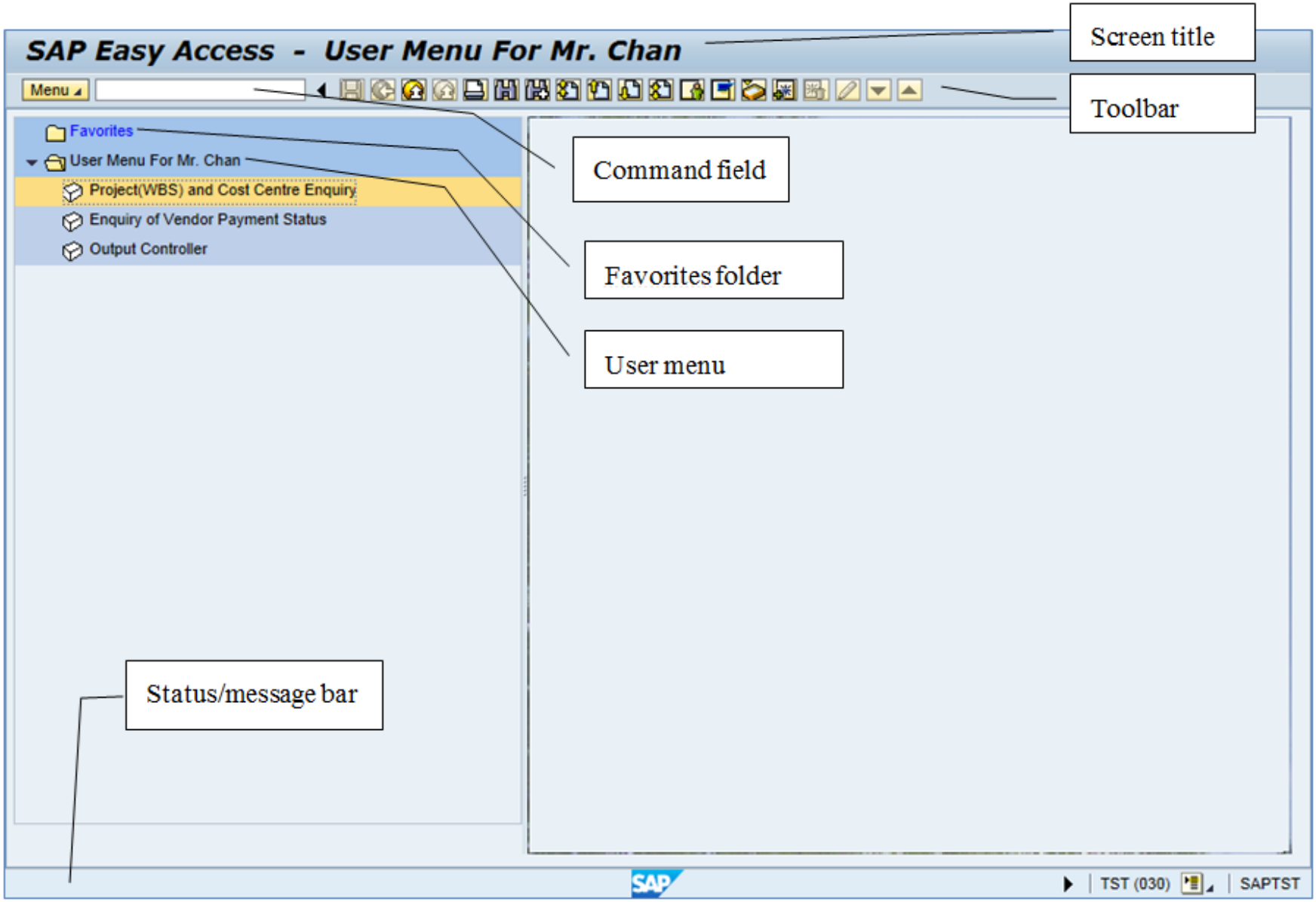


Screen Structure



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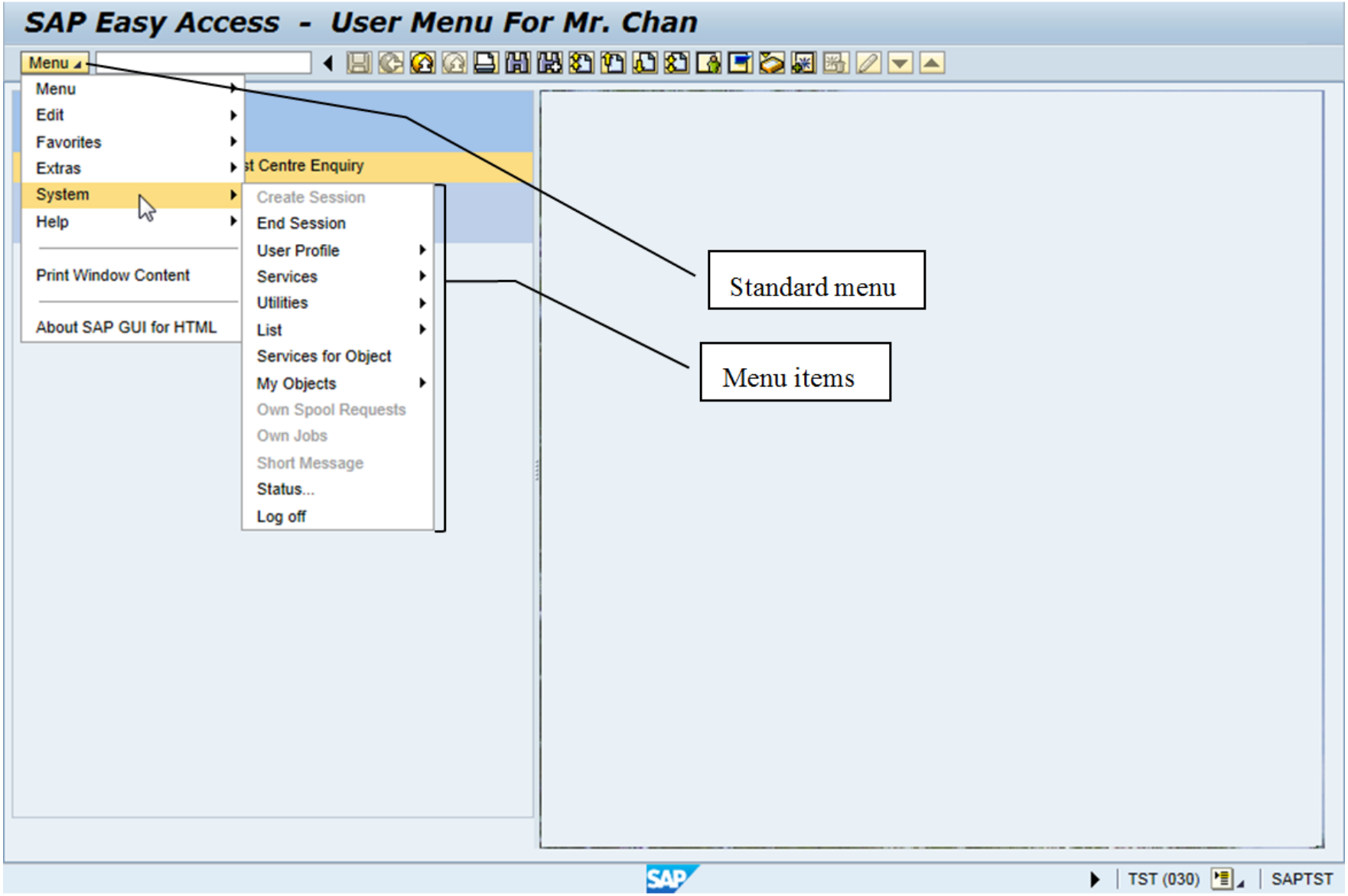
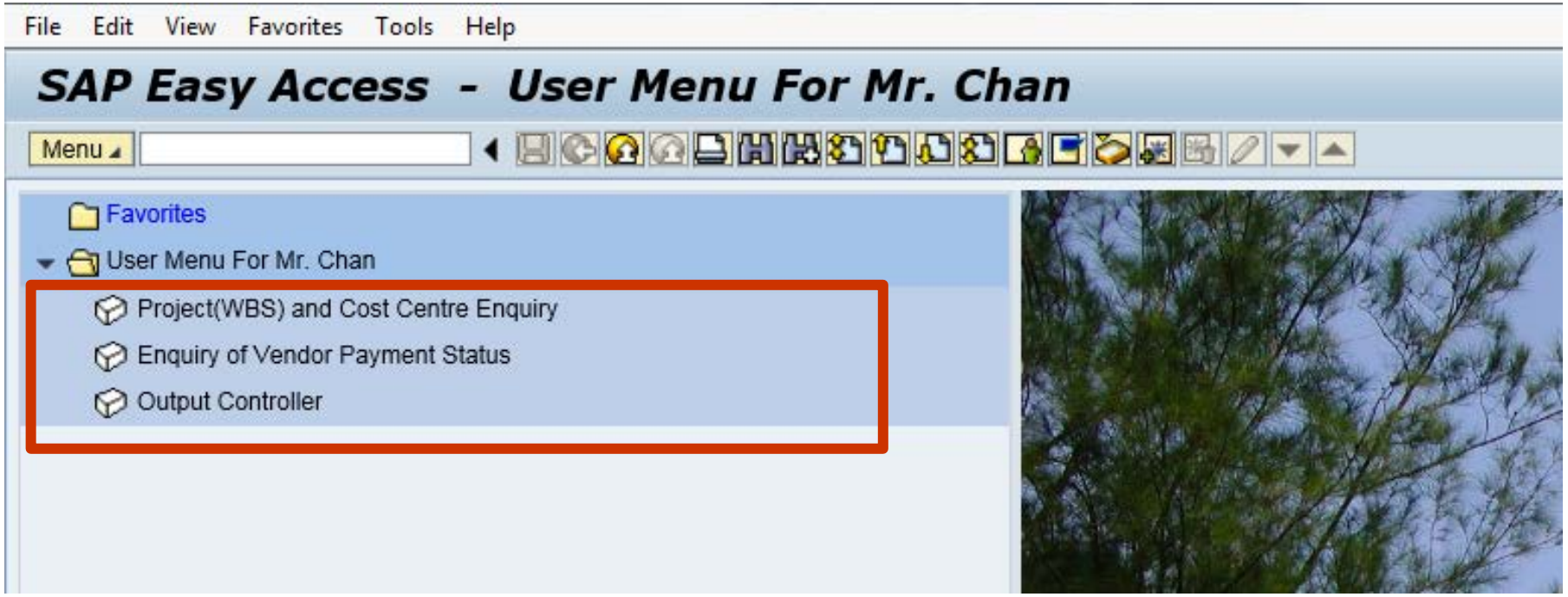
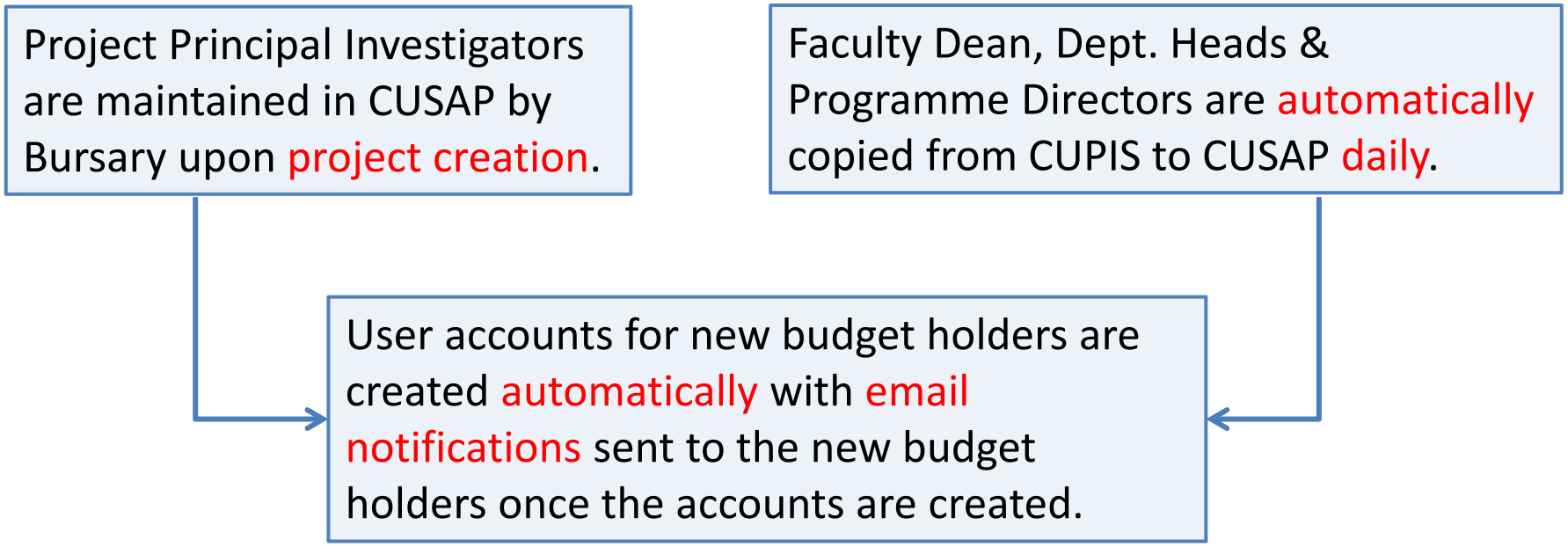


System User Menu



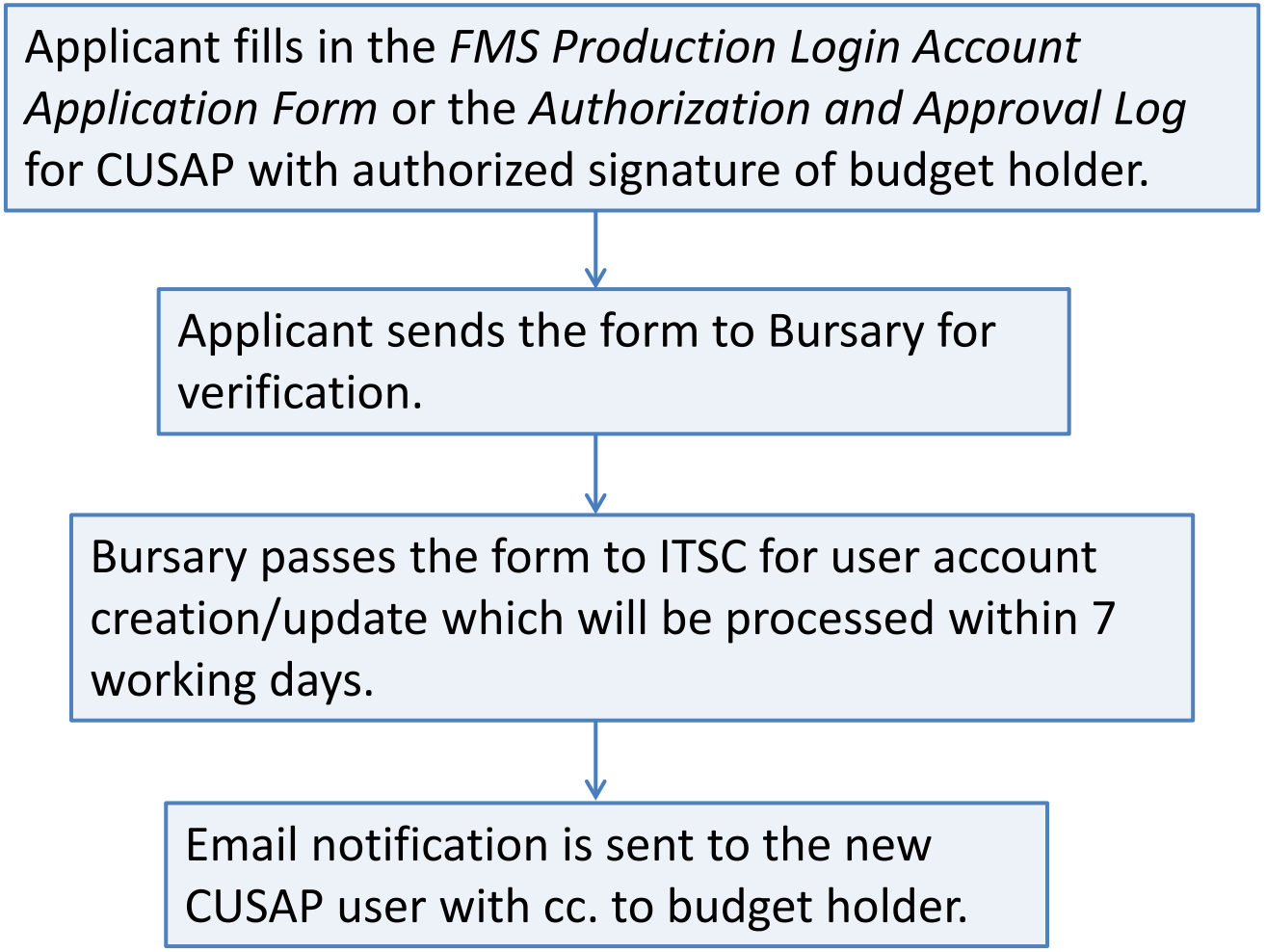
User Accounts for Budget Holders

- User accounts for budget holders will be created automatically.



User Accounts for Delegates

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



Supported Browsers

Browser*	Version	Remarks
Internet Explorer	11.x (with Compatibility View enabled)	• 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 *High*). • Java plugin & applet must be enabled.
Firefox	41.x	
Safari (Mac)	9.x (run in Unsafe Mode)	
Chrome	45.x	• 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

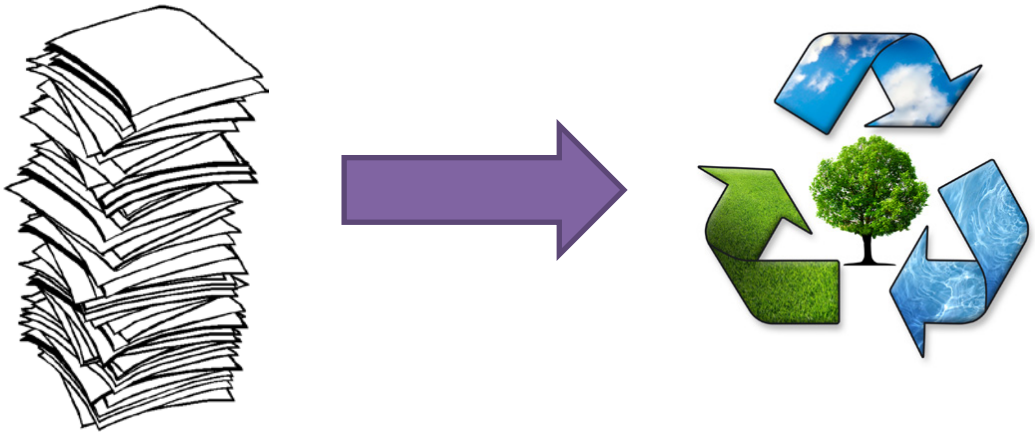
Project Website

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

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

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ITSC

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

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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.