

FINANCE BPR PROCESS

TO-BE Process of Payments to Suppliers

ICT CAPABILITY ANALYSIS

This process assumes that the process has been automated and the supplier documents obtained or developed by the Procurement Department have already been uploaded onto the system by the Procurement Officer.

Step	Activity	No. of days	Actor	ICT AS IT IS	ICT TO BE
1	Receipt of online notification from Procurement Office	1	Finance officer/ Payable accountant	System Not enabled	The current ERP System can be modified to accommodate the function
2	Generation of online payment voucher using scanned online documents from procurement. Inputs all relevant payment information for the supplier	1	Payable Accountant	System partially Enabled	More features to be added to the current ERP system to include online banking
3	Finance officer receive alert to work on online document Prompts creation of an online transfer of funds through online banking system	1	Finance Officer	System Not enabled	The current ERP System can be modified to accommodate the function
5	System send alert to VC/DVC	1	System	System Not enabled	The current ERP System can be modified to accommodate the function
6	Approves the payment.		DVC/VC	System Not enabled	The current ERP System can be modified to accommodate the function
7	The money is immediately wired to supplier's bank account and a system		System	System Not enabled	The current ERP System can be modified to

Step	Activity	No. of days	Actor	ICT AS IT IS	ICT TO BE
	notification sent to the supplier				accommodate the function
	Number of Days	4	5		

IMPREST PAYMENT PROCESS ICT ANALYSIS

BUSINESS REENGINEERING PROCESS

AS To Be Imprest Processing

Step	Activity	No. of days	Actor	ICT AS IT IS	ICT TO BE
1	Receipt of approved document to incur expenditure (scans the approved document and uploads to the system)	1	Finance Office User	System not enabled	The current ERP System can be modified to accommodate the function
	The user requests an imprest online				
2	The imprest accountant receives online notification, counter checks the information and creates an imprest warranty in the system ,	1	Imprest accountant	Partially enabled	The current ERP System can be modified to accommodate the function online data transmission
3	Finance officer receives alert	1	Finance Officer	System not enabled	The current ERP System can be modified to accommodate the function
	prompts the creation of an online transfer of funds through online			System not enabled	The current ERP System can be

	banking system				modified to accommodate the function
4	Receives alert to check online work	1	VC/DVC	System not enabled	The current ERP System can be modified to accommodate the function
	Approves in the system and the payment is made to the requester's bank account and a notification alert send to the requester			System not enabled	The current ERP System can be modified to accommodate the function
5	Execution of the assignment	3	Requester		
6	Surrender of Imprest to account for the advanced funds.(The requester fills an accountability form and attaches all support documents for the expenses incurred) then scans the document using ERP system , completes online accountability form and attaches the scanned documents			System not enabled	The current ERP System can be modified to accommodate the function
7	Receipt of an alert to work on an online document.	1	HOD	System not enabled	The current ERP System can be modified to accommodate the function
8	Checks the online surrender documents to confirm completeness of the documents in relation to approved activity			System not enabled	The current ERP System can be modified to accommodate the function
9	Finance office receives alert to work on an online document	1	Imprest accountant	System not enabled	The current ERP System can be modified to accommodate the function

10	Confirms the online document that the expenditure presented is as per budgeted activity, signs and clears the imprest holder in the ERP system			System not enabled	The current ERP System can be modified to accommodate the function
	Total	4(9) days	8		

CHALLENGES OF THE CURRENT ICT SYTEM

1. Most of proposed changes (about 90%) cannot be carried out by the system as it is. But the vendor has capacity to modify the system to accommodate the changes.
2. The ICT staff on board have no capacity(rather no access) to make changes in the system ; the vendor has to be engaged
3. The current system already has clutter (unnecessary data- inaccurate balances) and will require clean up to get accurate report.
4. There is no comprehensive documentation of business process on the key functional areas
5. The vendor has not provided business blue prints as required in the contract
6. Most processes are not entirely incorporated as is.
7. It was noted that there is poor and fluctuation of internet connectivity.
8. It was noted that there are gaps in the integration between ERP and other existing systems as well as the integration between modules themselves.

RECOMMENDATIONS

1. There is need to recapture user business process comprehensively as is by each functional area and signed by departmental head.
2. There is need to use an ICT consultant in reviewing the blue prints and incorporating the changes/ missing processes on the already configured and customized ERP solution
3. Considering that 90% of the proposed processes cannot be done now by the current system until it is modified by the vendor, we would recommend that the University management procures another system so that the processes can be developed afresh.
4. The university should assess internet capacity to ascertain that the provided bandwidth is enough to support both staff and students.
5. The university to reengage the vendor to ensure that other standalone systems are integrated to the ERP, and all modules in the ERP are all integrated and functioning as required.