



# NEWSLETTER

Issue 3, 2022

October 2022

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**25th November 2022**
*Cut of Date:*

**Final day to Raise Purchase Requisitions and Travel Requisitions.**

### Other Major Activities;

Another major project task that was completed during the month of October was the configuration of the Budget Planning module. The Budget Planning module allows the budget planning process to be

done within D365. This includes the formulation of the baseline budget, the distribution to ministries for updated figures and the final consolidation. This task has been completed and a Key User training has been conducted.

## MOFT COMPLETES D365 ROLLOUT TO LINE MINISTRIES & AGENCIES

The FMIS project team within the Ministry of Finance & Treasury has successfully completed the roll out of the new FMIS System known as D365 to all SIG line ministries and agencies. The roll out process took over a year to complete. The rollout began on the 4th October 2021 and concluded on October 21st 2022. This means as of November 2022, all thirty Ministries and Agencies are now live with Microsoft Dynamics 365 (D365), Solomon Islands Government (SIG) Upgraded Financial Management Information System (FMIS).

The roll out was carried out in 5 phases. Below is the sequence of the rollout process;

- **Group 1: (October 2021)**
  - 4 Ministries, Ministry of Finance & Treasury, Ministry of Education & Human Resources Development, Ministry of Health & Medical Services, Ministry of Police, National Security and Correctional Services.
- **Group 2 (May 2022)**
  - Office of the Prime Minister & Cabinet, Ministry of National Planning & Development



*Participants in one of the D365 Training Sessions with Facilitators*

Coordination, Ministry of Infrastructure Development, Ministry of Fisheries & Marine Resources, National Parliament of Solomon Islands, Ministry of Lands, Housing & Survey;

- **Group 3 (July 2022)**
  - 4 ministries, 2 agencies; Office of the Auditor General, Ministry of Communication & Aviation, Ministry of Agriculture & Livestock Development, Ministry of Environment, Climate Change and Disaster Management, Ministry of Commerce, Industry, Labour and Immigration, Office of the Governor General;
- **Group 4 (August 2022)**
  - 7 ministries; Ministry of Women, Youth, Children and Family Affairs, Ministry of Foreign Affairs

and External Trade, Ministry of Home Affairs, Ministry of Culture and Tourism, Ministry of Provincial Government and Institutional Strengthening, Ministry of Mines, Energy and Rural Electrification, Ministry of Rural Development.

- **Group 5 (October 2022)**
  - 4 ministries and 3 agencies; Ministry of Traditional Governance, Peace and Ecclesiastical Affairs, Office of the Ombudsman, Ministry of Public Service, Solomon Islands Electoral Commission, Ministry of Forestry and Research, National Judiciary Division, Ministry of Justice and Legal Affairs.

## D365 Rollout to Remaining Ministries and Agencies

The remaining Ministries and Agencies, grouped as Group 5, went live with D365 on Wednesday 19th October.

Before going live, the Project team visited each Ministry and Agency in Group 5 and conducted a D365 Change Management Awareness Session with the Senior Management. This followed by six Training Sessions facilitated by the Project team over two weeks.

Eighty user accounts were then configured in D365 as Approvers in the Procurement workflow or Payment Request Officers / Requisition Officers. These officers are responsible in raising requisitions.

On Wednesday 19th October, the remaining Ministries and Agencies went live with D365, followed by onsite support from the Project team.



### Number of Users in D365 After the Rollout Activity

#### D365 Users

As at end of October, 80 additional D365 users were added and configured in D365, thus, number of users have increased to 597.

A review of the current existing users and their respective security roles will be done as part of the Post go live activity.

Group No	No. of Ministries	PS	FC	HOD	Req. Officers	Total No. of D365 Users
Group 1 plus other authorized Users	4	4	4			291
Group 2	6	6	6	27	35	74
Group 3	6	6	6	39	23	74
Group 4	7	7	7	35	29	78
Group 5	7	6	7	40	27	80
	<b>30</b>	<b>29</b>	<b>30</b>	<b>TOTAL</b>		<b>597</b>

### Project Schedule 2023

Project team will continue to provide support until end of June 2023.

Tabled on the right is the revised Project Schedule for 2023.

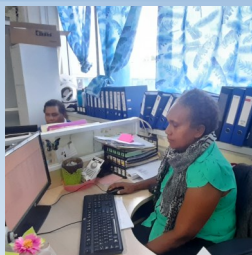
Task No	Task Name	Start Date (2023)	Finish Date (2023)
1	End Of Year Processes – Provide Support	Mon. 2 Jan	Fri. 27 Jan
2	Training – Reporting and Documentation Tool	Mon. 30 Jan	Fri. 3 Feb
3	Reporting – Review Current Reports, Scope and Develop New Reports	Mon. 16 Jan	Thur. 19 Jan
4	Travel Requisition Encumbrances – Configuration Fixes	Fri. 20 Jan	Thur. 2 Feb
5	Users and Security Roles – Review and Cleanup	Mon. 16 Jan	Fri. 24 Mar
6	Workflow – Review, Update, Document and Train FMIS Team	Fri. 3 Feb	Thur. 23 Mar
7	RMS Interface – Identify, Resolve and Deploy Fixes	Mon. 16 Jan	Tue. 14 Feb
8	Aurion Interface – Review Interface Issues and Resolve	Mon. 30 Jan	Fri. 28 Apr
9	User Manuals – Review Current Manuals, Update and Handover to FMIS Team	Mon. 30 Jan	Fri. 17 Mar
10	Budget Module Implementation	Mon. 20 Mar	Fri. 28 Apr
11	Planning for Project Accounting – Review, Scope and Prepare Plan for Rollout	Mon. 1 May	Fri. 12 May
12	Planning for Asset Management – Review, Scope and Prepare Plan for Rollout	Mon. 15 May	Fri. 30 Jun
13	MPOS Upgrade – Rollout to Honiara and Provincial Based Cashiers	Mon. 29 May	Fri. 30 Jun

## Annie Mark's Experience with D365

Here is a feedback story from Annie Mark. She is currently the Finance and Procurement Officer of Inland Revenue Division (IRD) from Ministry of Finance and Treasury (MoFT).

She is one of the first users of D365 when the system was introduced and rolled out last year in October 2021. As one of the first users, it was quite challenging that time trying to familiarize with the new system, together with the Treasury staff. She said, a lot of challenges were encountered and as time went by, she no longer request for support, frequently like she did in the beginning. Improvements that she noticed were, they were able to track the payment request status up to invoicing in D365. Another reporting tool was introduced to view invoices that have been paid. She would like to see an improvement, whereby she could easily trace from beginning of the process to end of process. Plans are in place to improve reporting as per seen in project schedule outlined above. Another area that she would like to see is if they can have access to the Payment advice, rather than asking for Treasury to provide. Now that the Rollout Phase is complete, Project team will now have time to focus on other areas for improvement. Apart from this, she is quite happy with D365. Another improvement she noticed was, they have access to the budget report, therefore do not need to consult with the Financial Controller on Funds available. Project team would like to thank Ms. Annie for her valuable feedback.

Since IRD share the same compound with Treasury, they did not really experience another improvement that the other line-Ministries encounter. Line-Ministries now do not have to queue up at the Treasury Counter to submit their Manual Payment request, or queue up to check whether request has been already processed or not yet. Sometimes to their disappointment, documents could not be located and they have to resubmit. Now they do not have this issue with D365.



### End of Year 2022 Process Timelines

#### 25th November

Final day for data entry of Purchase and Travelling Requisitions PRs & TRS)

#### 2nd December

Final day for approval of PRs and TRs

#### 21st December

Final EFT runs and file sent to bank for routine expenditure.

#### 23rd December

Final EFT runs and file sent to bank for Essential Services

#### 30th December

All unapproved PRs and TRs, Open POs, unpaid invoices to be deleted, canceled or reversed in D365.

#### Contact Details:

If in the meantime you have any feedback, questions or concerns please don't hesitate to contact any of the project team or simply send us an email at [fmisupgrade@mof.gov.sb](mailto:fmisupgrade@mof.gov.sb)