



NEWSLETTER

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Additional Compliance;

The two additional compliance to the requisition approval workflow that were introduced early in March are now fully operational.

These are:

Rental Agreement Compliance;

Compliance of rental agreements by the Housing Division of the Ministry of Lands for rental payments.

Development Budget Compliance;

Compliance of payment requests against the Development Budget by the Strategic Planning Division of the Ministry of National Planning and Aid Coordination.

SIG BUDGET PLANNING 2024 IN D365

The Solomon Islands Government (SIG) Financial Management Information System (FMIS), known as D365 is now completely rolled out to all SIG Ministries and Agencies. The rollout completed in November 2022. Next step is to add the Budgeting module. This means, preparation of SIG's annual budget, from planning to finalization and approval, right to printing of the Budget Document (Brick), will all be done in D365. Schedule of the rollout will coincide with the 2024 Budget Planning Process. The project team has completed the configuration and testing of the Budget planning process in D365. Change management con-



2023 Budget consultation. Photo: MNPDC Press

sultation and awareness to Ministries and Agencies will begin in April, followed by training to all End Users responsible in the Budget planning process.

Improvement on Business Processes

One example of an improvement in business processes since the implementation of D365 is the Year End process. Below are some improvements in this process over the previous year.

Activities	2021	2022
EOY Process Plan with Timelines	No EOY plan and no timelines in place.	An EOY plan was in place with timelines.
EOY Process Cutoff Date	No cutoff date. Processing continued until end of December 2021.	Cut off dates were in place, as early as 25 th November 2022 and only authorized requests were processed.
Awareness of EOY Process	No circular was distributed to inform all of the EOY Processes.	A circular was distributed in good time, informing all Ministries and Agencies of the EOY timelines and cutoff date.
EOY Controls	No controls were in place.	Workflow was setup to control and accept only authorized transactions.
Responsible Officers of the EOY Process	Project team, Treasury Advisors and Treasury Supervisors were heavily involved in the EOY Process.	Responsibilities were distributed and the first year to involve Treasury staff in the EOY Process.
Documentation	Processes were documented while carrying out the EOY processes.	Treasury staff were now involved as they now have a guide to follow from documents documented during EOY 2021.

D365 Refresher Training

Refresher trainings for all SIG requisitioning officers was completed in February. A total of 10 sessions were held over a couple of weeks with more than 100 officers in attendance. More than 15 facilitators from the different functional areas within Treasury and other ministries (MHLS and MNPDC) were involved in the trainings giving the participants a very comprehensive insight into each of the topics covered.

A similar refresher was conducted for the MOFT Compliance Officers. These workshops were held over three days and were facilitated by the project team, the procurement team (including CTB), and the payments team.



Group photo after one of the Requisition Officers refresher training (above pic) and group photo after refresher with MoFT Compliance team (below pic).



BUDGET MODULE ROLLOUT SCHEDULE

Tabled below is the schedule of the rollout of the Budget Module

Budget Module Implementation	Duration	Start Date	Finish Date	% Complete
Finalise budget planning configuration	1 week	Wed. 16 Feb.	Tue. 22 Feb.	100%
Complete and Finalise Testing	2 weeks	Mon. 20 Mar.	Fri. 31 Mar.	90%
Finalise User documentation	1 week	Mon. 3 Apr.	Fri. 7 Apr.	100%
Conduct Change Management sessions	2 weeks	Mon. 10 Apr.	Fri. 21 Apr.	0%
Conduct End User Training for Budget Unit	1 day	Mon. 24 Apr.	Mon. 24 Apr.	0%
Conduct End User Training for Ministries	2 days	Tue. 25 Apr.	Wed. 26 Apr.	0%
Rollout Budget Module in Ministries	3 weeks	Thu. 27 Apr.	Wed. 17 May	0%
Budget Implementation Review	1 week	Thu. 18 May	Wed. 24 May	0%

NOTICE: Reminder to all SIG employees

Please inform the FMIS team at the Ministry of Finance and Treasury, if you are transferring to another Ministry or move to another position within your Ministry. It is important to update your employee profile in D365 to avoid issues relating to your user account in D365, if you are a D365 user OR if you are an Imprest Holder.

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