Billing and Allocation Platform

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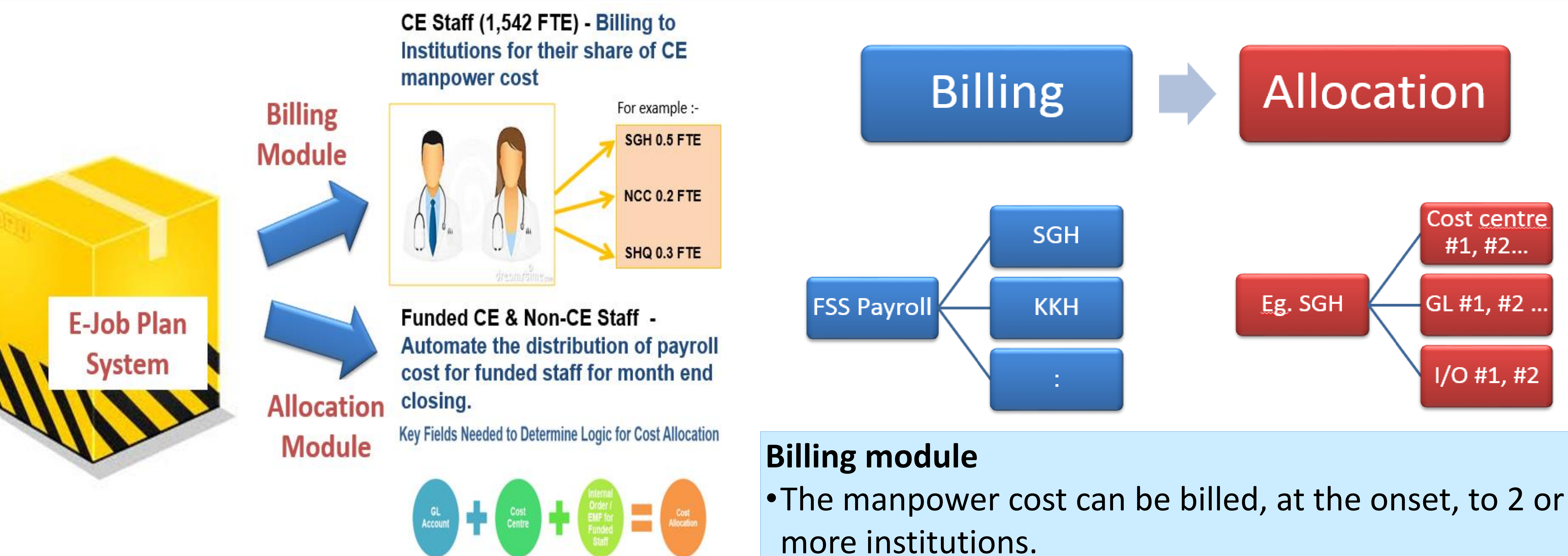Catherine Ang, SingHealth
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Inst Finance Workgroup Members and FSS Payroll

Aims

- This cluster project comprises of two modules – billing module and allocation module in SAP HRIS.
- Billing module is a tool for FSS-Payroll to bill out centrally employed (CE) manpower cost to respective institutions.
- Allocation module is a tool to enable institution finance to allocate manpower cost (CE and funded) to cost centres, GL accounts, internal orders and earmarks.

Methodology

- There were multiple extensive discussions with Institutions' Finance, HR and FSS-Payroll to understand the processes, systems and workflows. Together with IHiS and the IBM consultants, the system design and the workflow for billing and allocation modules were developed:-

CE Staff (1,542 FTE) - Billing to Institutions for their share of CE manpower cost

Billing Module

For example :-
SGH 0.5 FTE
NCC 0.2 FTE
SHQ 0.3 FTE

E-Job Plan System

Allocation Module

Funded CE & Non-CE Staff - Automate the distribution of payroll cost for funded staff for month end closing.

Key Fields Needed to Determine Logic for Cost Allocation

GL Account + Cost Centre + Internal Order / EMF for Funded Staff = Cost Allocation

Billing ➡ Allocation

FSS Payroll — SGH, KKH, :

Eg. SGH — Cost centre #1, #2…; GL #1, #2 …; I/O #1, #2

Billing module

- The manpower cost can be billed, at the onset, to 2 or more institutions.
- The billing details are automatically downloaded into Oracle Business Intelligence Enterprise Edition (OBIEE, which the respective institutions can access.
- Invoices and account receivable journals are generated automatically on a monthly basis for financial closing.

Allocation module

- Allows allocation of cost by cost centre, GL account, internal order and earmark based on rules set in the system. Auto generation of journal entries for postings
- The allocated cost details are downloaded into OBIEE for institutions to access.

Result

- Saves time and effort by automating processes and computations and also eliminating manual processes.
- Ensures accuracy and completeness in the accountability of the manpower cost.
- Storage of billing and allocation basis in the system and need not rely on staff's personal files.
- Availability of billing and cost details in OBIEE for the institutions to access. This allows extraction of current and historical data.
- Provides audit trail for changes made.

Conclusion

- Automation of processes improves efficiency and frees staff up for other work.
- Billing and allocation rules are captured in the system, providing a systematic way of rule maintenance and leaves an audit trail for changes made.
- Cost allocation facilitate costing of manpower cost for institution's purpose as well as National Costing exercise