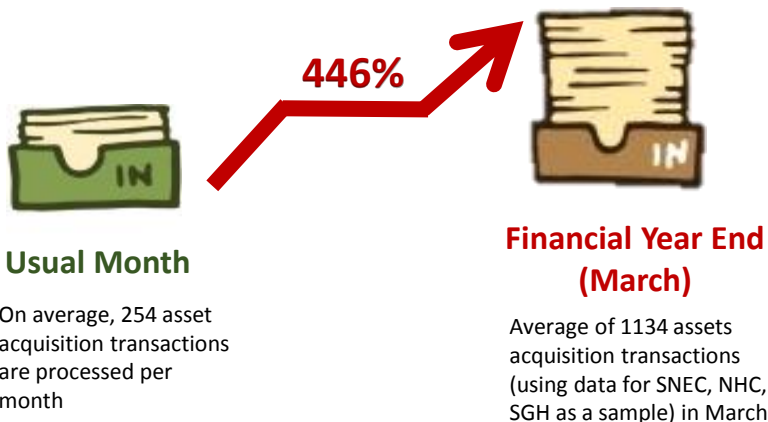


BACKGROUND



Finance Shared Services – Fixed Assets (FSS-FA) faces a **huge surge in work load** during each financial year end due to the need to account for cluster IT chargeback.

METHODOLOGY

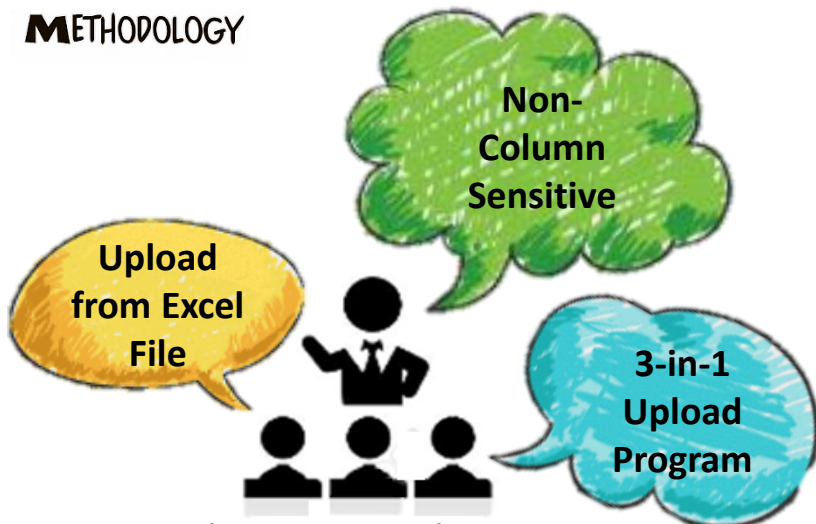


Figure 1: System requirements

Finance Shared Services (FSS) started developing a mass upload program in 2014 to allow transactions to be processed at a faster speed.

The existing SAP upload programs are all column sensitive and for specific type of transaction processing. Frequently faced difficulties in uploading data into SAP and this gave rise to the idea of developing a new 3-in-1 program for journal, invoice and asset transactions posting to **overcome** the **constraints** and to achieve **higher productivity rate**.

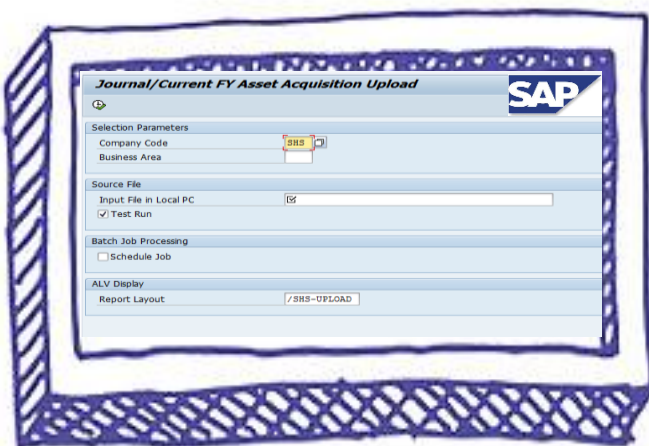


Figure 2: Screenshot of SAP ZFM 140

The requirements were communicated to our SAP IT vendor and extensive UAT testing was carried out over a month.

RESULTS

We achieved about **3 times increase in efficiency** in transactions posting.

Financial Year	Number of Transaction	Time taken (Minutes)	Time spent per Transaction	Differences in time spent per transaction (Percentage)
FY13 (Pre-implementation)	1,052	17,681	16.81 minutes	
FY14 (Post-implementation)	3,936	22,761	5.78 minutes	

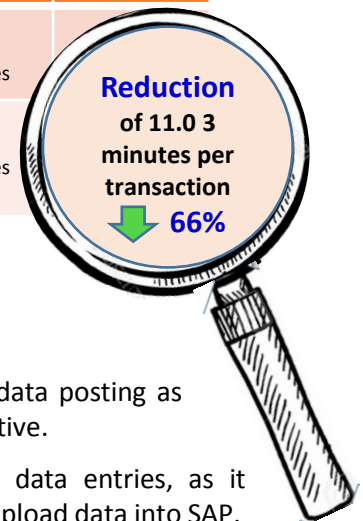


Figure 3: Statistics on asset external acquisition processing for SNEC, NHC and SGH

Achievements:

- ✓ **Achieved 100% success rate** in batch data posting as the upload program is not column sensitive.
- ✓ **Reduced 66%** of our **time** spent on data entries, as it eliminates the number of attempts to upload data into SAP.
- ✓ The upload program is capable of reading data directly from the Excel file. Hence, we could use Excel formulas linked to the vendors' billing details in Excel worksheets.
- ✓ **Improved data entry accuracy**, as Excel validation checks are incorporated.
- ✓ Staff only need to **remember one transaction code**, which can be used for journal and asset transactions posting.

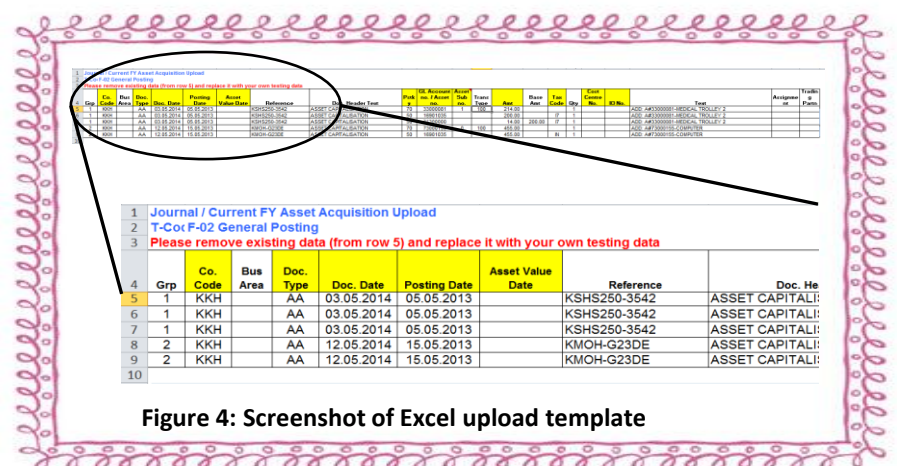


Figure 4: Screenshot of Excel upload template

CONCLUSION

A simple innovation has enabled the FSS-FA team to perform mass asset transactions within a **shorter turnaround time** and with **greater accuracy**. Despite the sharp increase in workload, this increase in efficiency has enabled transactions to be processed within tight deadlines.

In addition, FSS had **shared our know-how** with the various institutions' Finance partners. We had received positive feedbacks and compliments on the efficiency and ease of use of the program.

