

CHI Learning & Development System (CHILD)

Project Title

Harnessing IT for Efficiency in Finance Operations

Project Lead and Members

Project lead: Alice Tan Li See

Project members: Samad Bin As'ad

Organisation(s) Involved

SingHealth Residency, Graduate Medical Education Office

Aims

To automate the manual data tracking and collating process by removing the manual transcriptions of data for 27 cost centres on a monthly basis to improve productivity and efficiency.

Lessons Learnt

By eliminating print reports, the process of tracking operational finances has also been made more environmentally friendly.

Project Category

Technology & Automation, Productivity, Process Improvement

Keywords

SingHealth, Technology & Automation, Productivity, Process Improvement, Information Technology, Finance Operations, Reduce Manpower, Cost Saving, Increase Efficiency, Enhance Management Oversight, SingHealth Residency, Graduate Medical Education Office, Integrated Health Information Systems, Cost Centres, Expenditure, Infopedia, Microsoft Access



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Harnessing IT for Efficiency in Finance Operations



Alice Tan Li See . Samad Bin As'ad

INTRODUCTION

The GME Administrative Office oversees 27 cost centres. Statuses of operating expenses are tracked on a monthly basis via PDF downloads of expenditure and utilization reports via Infopedia. These data are then extracted manually into an excel spreadsheet to provide an overview of the expenditure and utilization of all 27 cost centres for management reporting and decision making.

AIM

The aim was to automate the manual data tracking and collating process by removing the manual transcriptions of data for 27 cost centres on a monthly basis to improve productivity and efficiency.

The automated reports are used for the following purposes:

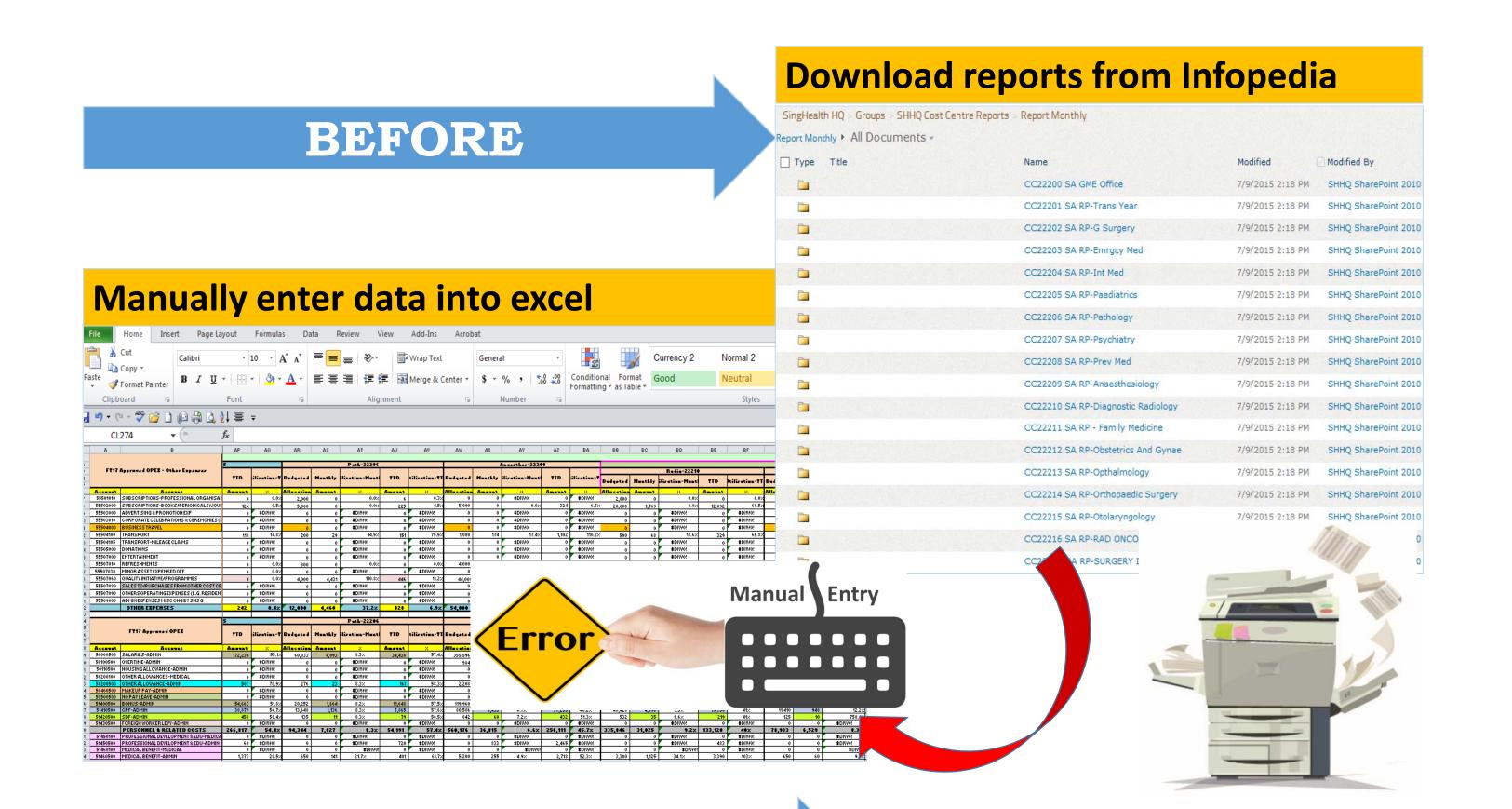
- a. Track the status of operating expenses on a monthly basis for all cost centers
- b. Provide overview of expenditures on the manpower and operating expenses and their utilization for 27 cost centers
- c. Submission of quarterly finance update for management reporting and decision making.

METHODOLOGY

In the manual method, monthly financial performance reports for 27 cost centres were downloaded and printed manually from Infopedia. These data were then manually entered into an excel spreadsheet to provide an overview of the expenditures and utilisation of each cost centre as well as all 27 cost centres as a whole. This method is not only time consuming and tedious, subjected to transcription errors but there is also huge wastage of paper due to the printing of the 27 financial performance reports on a monthly basis.

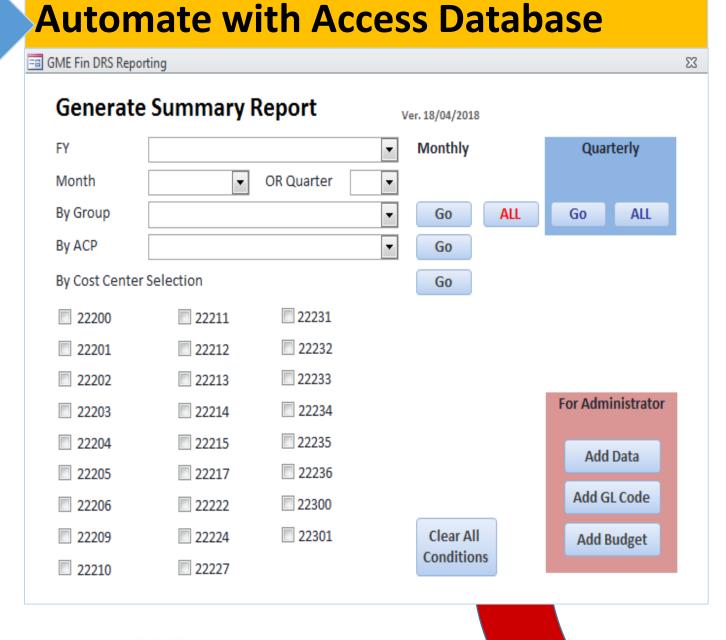
In collaboration with IHIS, monthly text reports were provided via automated email on a monthly basis. Using information technology, these text reports were then imported into a MS Access database where expenditure and utilization reports could be generated with a click of a button.

To ensure data accuracy, both the manual and automated method of tracking and collation were run parallel for 6 months to identify potential errors and streamline processes.



			== 0
		IHIS Text Reports	
DRS report Dec17.t	xt - Notepad		
File Edit Format		Cost Contro. Cl. Code Short Description. Wenthly VTD	
OST CENTRE NUM			
OST CENTRE DES			
ast Year			
Current Year To Nonth Date		Short Description Actual Actual	
0 "6,943" 0 0 "2,145,438"		39760200 SUBVENTION-SALARY ENHANCEMEN T 0 0 39742000 SUBVENTION-RESIDENCY PROGRAM (RE 0 0 39742200 SUBVENTION-RESIDENCY PROGRAM "(FA 2,565,183" "5,989,151	
"2,145,438"		SUBVENTION "2,565,183" "5,989,151"	
'42,556"			
'42,556"		SALES OF SV5 TO SHS GROUP "40,386" "394,832"	
"42,336 '12,289"	"103,617"	39491000 SALES OF MANPOWER SERVICES - REL 0 "17,415" 39499000 SALES OF OTHER SERVICES - RE "LATE 12,789" "105,224"	
'12,289"	"145,953"	SALES OF SVS TO RELATED CORP "12,789" "122,639"	
'2,200,283"	"7,079,477"	TOTAL REVENUE "2,618,358" "6,506,622"	
"72,072" "54,992"	"519,741" "503,856"	22200 52060100 PURCHASE FM SHS GRP-MP SVS M "EDIC 39,500" "418,918" 22200 52070100 PURCHASE MANPOWER SERVICES-M "EDIC 33,500" "320,682" 22200 52070150 PURCHASE MANPOWER SERVICES-M "OS 12,150" "96,243"	

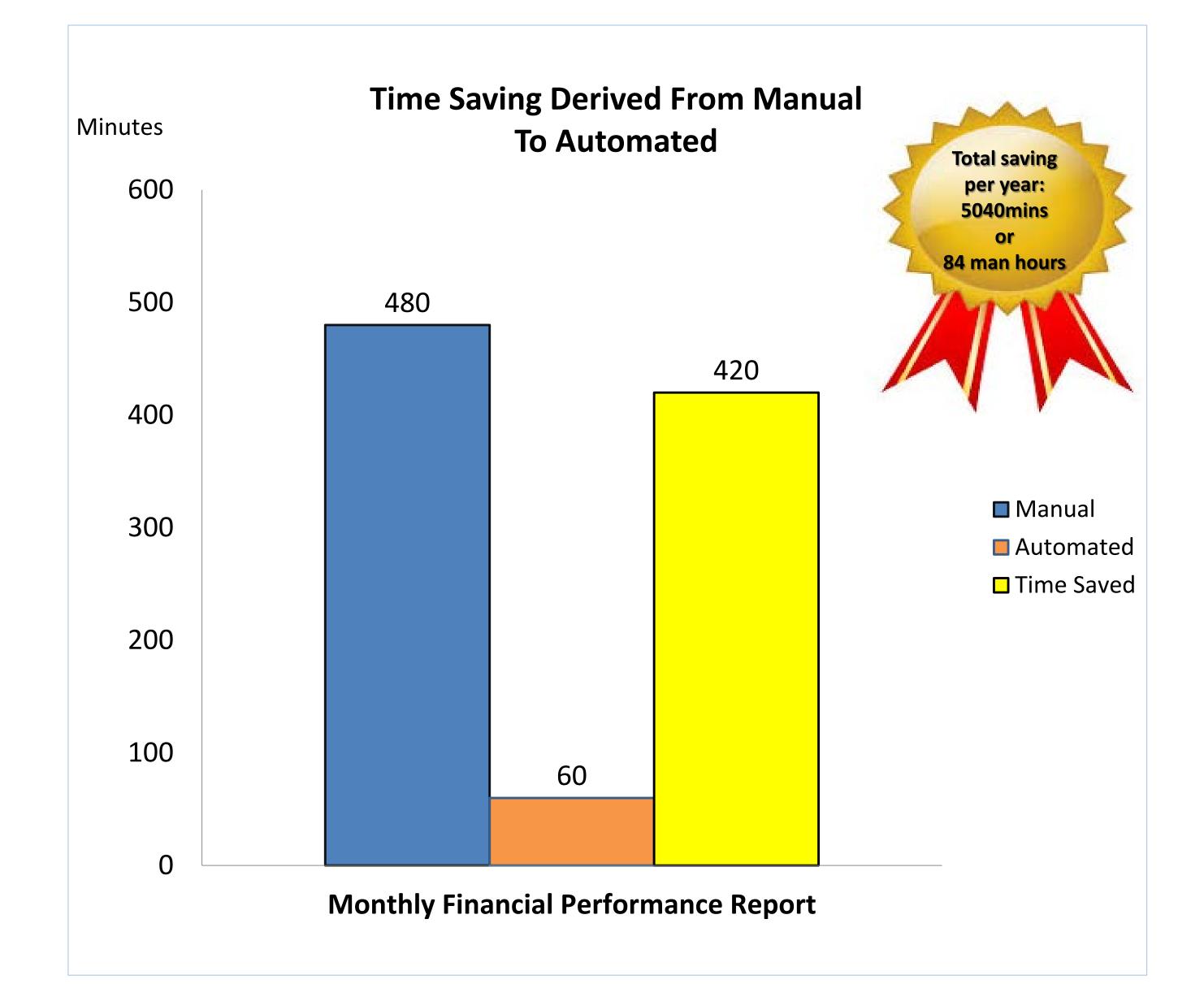
NOW



RESULTS

Total time spent on consolidating the reports manually were drastically reduced from 480 minutes to just 60 minutes monthly.

The total savings per year derived from automating the monthly financial performance reports for 27 cost centres was 5040 minutes or 84 man-hours.



CONCLUSION

Besides huge improvements in productivity and efficiency, the ease of accessibility to these expenses and utilization reports have greatly enhanced management oversight of expenditures of all cost centres in a more efficient manner. It is also environmentally friendly due to the elimination of print reports.

Cost Cente	er: 22201	Total Actual (Apr)		Total YTD (Apr)		
сомми						
Account		Allocation	Amount	16	Amount	*
		\$2,484.00		0.00%		
		Allocation	Amount	1	Amount	-
52290140	PEES SHS GRP-SECURITY SERVICE	50.00	545.00	1.00%	\$49.00	
	PEES-SHS GRP-PEES-OTHERS	\$0.00	\$87.00	1.00%	\$87.00	
		Allocation	Amount	*	Amount	*
		\$1,000.00	\$0.00	0.00%	\$11.00	
	SUBSCRIPTIONS BOOKS/PER-CO-CALLY	\$10,000.00	\$8.00	1.00%	\$0.00	
55504100		\$1,200.00	30.00	0.00%	\$1.00	
	TRANSPORT MILEAGE CLAIMS	30.00	\$0.60	1.07%	30.00	
95507018		\$1,890.00	30.00	1.00%	\$0.00	
55507060	QUALITY INTUITIVE/PROGRAMMES	\$94,000.00	\$0.00	5.00%	\$0.00	
	ERSONNEL & RELATED COSTS					
		Allocation	Amount	1	Amount	
		\$982,676.00	\$81,860.00	1.60%	\$11,163.00	3.50
	DVEKTIME-40M/N	31,344.00	\$0.00	0.00%	\$11.00	
	OTHER ALLOW ANCES ADMIN	\$1,304.00	\$90.00	8.10%	\$85.00	4.19
11400500	SCHUS-ADMIN	\$188,412.00	\$10,798.00	5.79%	\$10,796.00	3.79
11410500	CPT-ADMIN	\$125,624.00	\$7,360.00	1.90%	\$7,960.00	5.80
\$1420500	SOF-ADARN	\$1,369.00	381.00	5.52%	\$81.00	1.50
	MEDICAL BENEFIT ADMIN	\$7,860.00	\$561.00	4.00%	5361.00	4.88
11470500	DENTAL BENEFIT ADMIN	\$720.00	\$0.00	0.00%	\$0.00	
51475500	PLEKIBLE BENEFIT SCHEMESOTHERS A	\$1.00	\$160.00	1.0%	188.00	
		\$1,000.00	32.00	0.00%		
RENTAL	ENTAL					1.00
Account		Afforation	Amount	5	Amount	
15230015	RENTAL & LEASE-COMPLITER	(0.00)		0.00%	\$6.00	
	RENTAL SHS GRP-LAND & BUILDING			1.00%	\$144.00	