

## **Project Title**

Billing and Allocation Platform

## **Project Lead and Members**

Project lead: Lynn Yeo, SingHealth

Project members: Jeannie Koh, NDCS; Catherine Ang, SingHealth; Jason Low, IHIS

## **Organisation(s) Involved**

SingHealth, Institution Finance Workgroup, FSS Payroll, NDCS, IHIS

## **Aims**

- 1) Billing module: To enable FSS-Payroll to bill out centrally employed (CE) manpower cost to respective institutions.
- 2) Allocation module: To enable institution finance to allocate manpower cost (CE and funded) to cost centres, GL accounts, internal orders and earmarks.

## **Project Category**

Technology & Automation, Productivity, Process Improvement

## **Keywords**

SingHealth, Technology & Automation, Productivity, Process Improvement, Eliminate Manual Processes, Finance Operations, Manpower Costing, Centrally Employed Manpower Cost, Cost Allocation, System Design, Systemic Rule Maintenance, Audit Trail for Changes, Billing Module, Allocation Module, Financial Software and Systems Payroll, Integrated Health Information Systems, Oracle Business Intelligence Enterprise Edition

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# Billing and Allocation Platform

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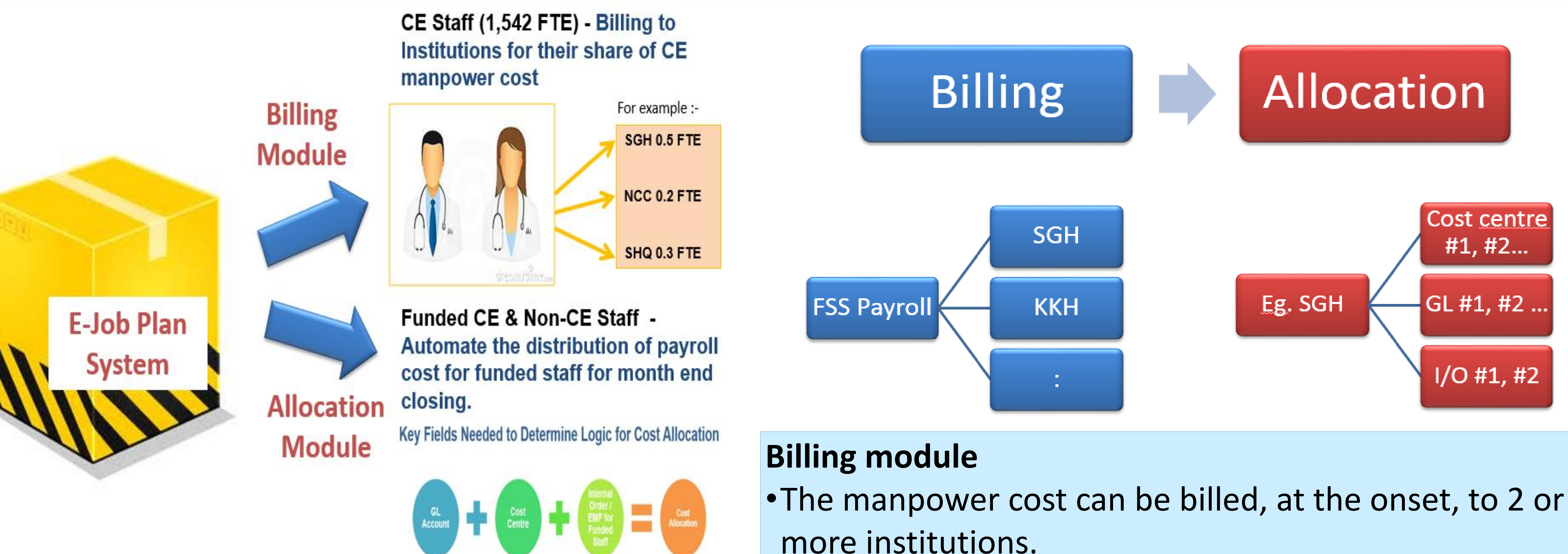
Inst Finance Workgroup Members and FSS Payroll

## 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:-



## 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.

## 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.

## 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