



# ASSET MANAGEMENT SYSTEM (AMS)



26 September 2018  
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# Objectives of AMS

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- ✓ Asset database for SUTD assets
- ✓ Manage assets throughout entire life cycle
- ✓ Facilitate tracking, verification and reconciliation of assets
- ✓ Automation of workflow processes and approvals for asset management and movements
- ✓ Support departments in managing and tracking low value assets and other accessories [Housing, ISTD Pillar]

# Modules in AMS

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- ✓ Asset Inquiry
- ✓ View My Assets
- ✓ Asset Acknowledgement
- ✓ Asset Creation
- ✓ Asset Update
- ✓ Asset Assignment
- ✓ Asset Loan
- ✓ Asset Transfer
- ✓ Asset Verification (Mobile App)
- ✓ Asset Write Off
- ✓ Asset Exit Clearance

## System Administration Functions

- ✓ Asset Configuration
- ✓ General Administration
- ✓ User Admin
- ✓ System Administration
- ✓ Audit Trail
- ✓ Dashboard / Report builder

# Sample Screenshot of AMS

## View My Asset(s)

### My Asset(s)

#### Asset(s) Assigned To Me

AMS ASSET NUMBER	ASSET DESCRIPTION	LOCATION	BRAND/MODEL NUMBER	SERIAL NUMBER	CUSTODIAN	ASSET STATUS	PHYSICAL VERIFICATION	LOAN PERIOD (FROM)	LOAN PERIOD (TO)
EBS10004233	Group 2: Mid-Range Notebook Category HP ProBook 640 G1	EC-2-205-00	HP ProBook 640 G1	5CG5180MF7	SYSTEM, IT Care	Assigned	Found		

1

1 item(s) total

#### Asset(s) Loaned to Me

AMS ASSET NUMBER	ASSET DESCRIPTION	LOCATION	BRAND/MODEL NUMBER	SERIAL NUMBER	CUSTODIAN	ASSET STATUS	PHYSICAL VERIFICATION	LOAN PERIOD (FROM)	LOAN PERIOD (TO)
IS-10000003	Samsung Galaxy S6 SM-G920I 128GB	EC-1-502-16	SM-G920I	RF8G50L8AJK	Zainab Binti Che Omar	Active	--		

1

1 item(s) total

#### Asset(s) that I am the custodian

AMS ASSET NUMBER	ASSET DESCRIPTION	LOCATION	BRAND/MODEL NUMBER	SERIAL NUMBER	LOANEE	ASSET STATUS	PHYSICAL VERIFICATION	LOAN PERIOD (FROM)	LOAN PERIOD (TO)
EBS10008051	Declaration Of Conflict Of Interest Application	EC-0-000-00				Transfer in Process	Not Verified		
EBS10008685	SAMS Software, Hardware Implementation	EC-0-000-00				Transfer in Process	--		
EBS10008686	SAMS enhancements for Student Finance Phase 4, 5 and 6	EC-0-000-00				Transfer in Process	--		

1

3 item(s) total

# Sample Screenshot of AMS

## Asset Write-off (1/2)

asset write off items  
 attachments <sup>1</sup>  
 remarks <sup>7</sup>

### ASSET WRITE OFF

PENDING REVIEW

[View Workflow History](#) [View Workflow](#)

WRITE OFF AS: Custodian  
 IS EBS WRITE OFF?:  AMS Write Off  EBS Write Off  
 REMARKS: sensor faulty beyond repair  
 TOTAL ACQUISITION COST: 14,380.00      TOTAL ACCUMULATED DEPRECIATION: 3,395.00  
 TOTAL NET BOOK VALUE: 10,985.00  
 DISPOSAL METHOD:      REASON FOR WRITE OFF: Not In Working Condition

ⓘ Approving Authority for Asset Cost <= \$100K : Senior Director (Finance)  
 Approving Authority for Asset Cost > \$100K but <= \$500K : Senior Director (Finance) and Provost  
 Approving Authority for Asset Cost > \$500K but <= \$1M : Senior Director (Finance), Provost and President  
 Approving Authority for Asset Cost > \$1M : Senior Director (Finance), Provost, President and Chairman, Finance Committee

#### Assets To Be Write Off\*

<input type="checkbox"/>	DISPOSAL METHOD	THIRD PARTY/SUPPLIER/BENEFICIARY	HAVE MAGNETIC STORAGE	AMS ASSET NUMBER	ASSET DESCRIPTION	ASSET CATEGORY	LOCATION	COST (\$)	NET BOOK VALUE (\$)	CUSTODIAN	CUSTODIAN DEPARTMENT	PREVIOUS STATUS	ASSET STATUS
<input type="checkbox"/>	X Scrap	EINST INC (Wee Lee)	<input type="checkbox"/>	EBS10008173	6 Axis Force/Torque Sensor - Mini40-IP68 Model #: ATI_9105-TW-MINI40-2-IP68	EQM-LSE01 (Laboratory/Scientific Equipment)	EC-3-509-02	14,380.00	10,985.00	Vinothkumar VISWANATHAN	EPD Pillar	Active	Written Off



# Sample Screenshot of AMS

## Asset Write-off (2/2)

ATI\_9105-  
TW-MINI40-  
2-IP68  
Equipment)

### Asset source line items

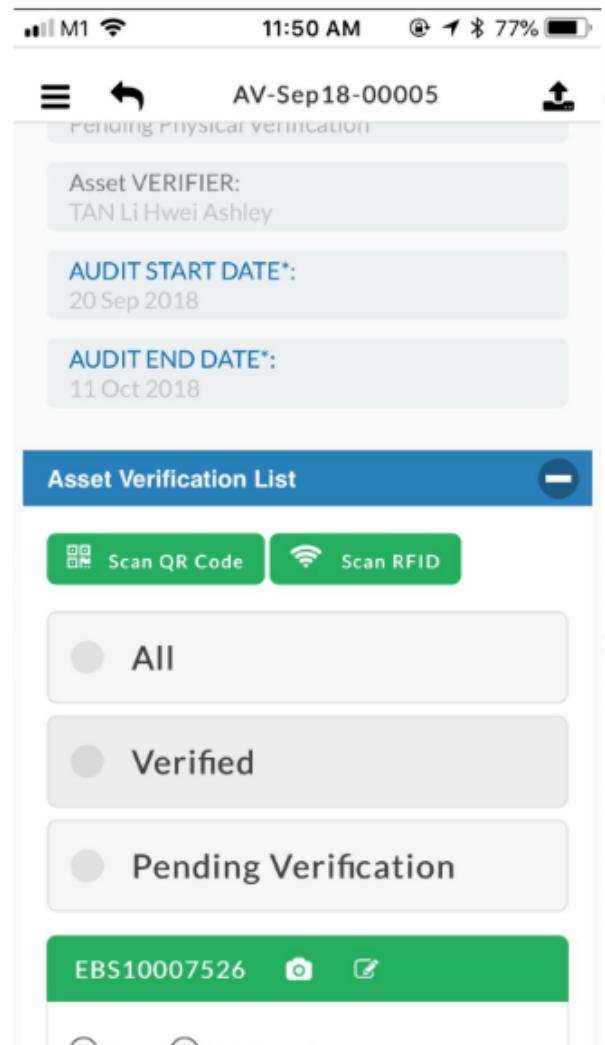
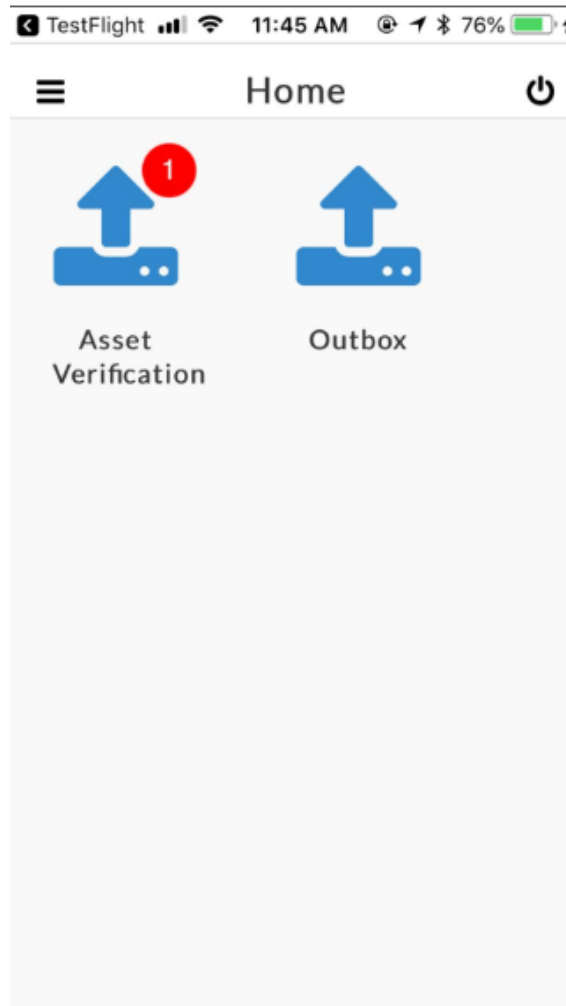
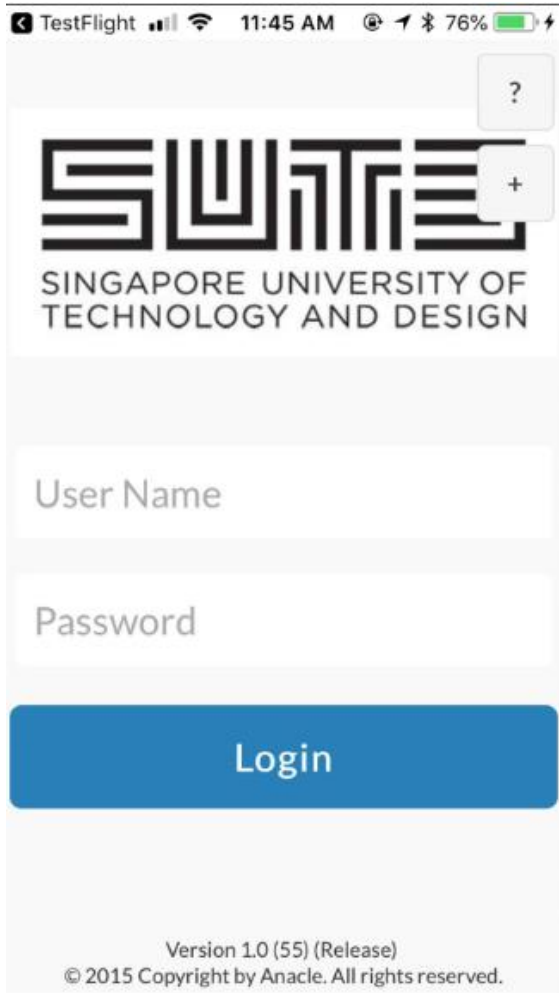
AMS ASSET NUMBER	INVOICE NUMBER	FUND	BUDGET CENTER	COST CENTER	PA PROJECT	RESEARCH CENTER	APPROVER(S)	APPROVED
EBS10008173	16/17882	000	INTERNATIONAL DESIGN CENTRE	OFFICE OF IDC	Tools and Equipment	INTERNATIONAL DESIGN CENTRE	CHIA Shu San Dawn, Kristin WOOD	✓
EBS10008173	16/17882	000	INTERNATIONAL DESIGN CENTRE	OFFICE OF IDC	Tools and Equipment	INTERNATIONAL DESIGN CENTRE	CHIA Shu San Dawn, Kristin WOOD	✓

1

2 item(s) total

FIRST CREATED BY: Vinothkumar VISWANATHAN on 25-May-2018 01:11:41 PM  
 LAST MODIFIED BY: HOW Kwek Leong Daniel on 29-Jun-2018 11:54:30 AM (73 days ago)  
 ASSIGNED USER(S): TAN Lily

# Mobile App





# Platform

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- ✓ On-premise, commercial off-the-shelf package with customisation
- ✓ Web-based on any common browser, mobile responsive
- ✓ Mobile App for Asset Verification
- ✓ .Net, MS SQL Server 2012
- ✓ Interface daily with SUTD Finance and HR Systems
- ✓ Supports QR Code and RFID tags



# Project Implementation

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- ✓ Waterfall approach
- ✓ Requirements gathering in the form of workshops in which users shared their challenges and proposed solutions
- ✓ Finance and non-Finance users were involved in User Acceptance Tests
- ✓ Briefings to SUTD Management and Staff before rollout

# Challenges Faced

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- ✓ Data transfer from SUTD Finance System: mapping of data
- ✓ One of the most challenging workflow: Asset Write-off [9 levels of approval]
- ✓ Changes to Finance Policy – Finance took the opportunity to fine-tune and automate the process

# Rollout

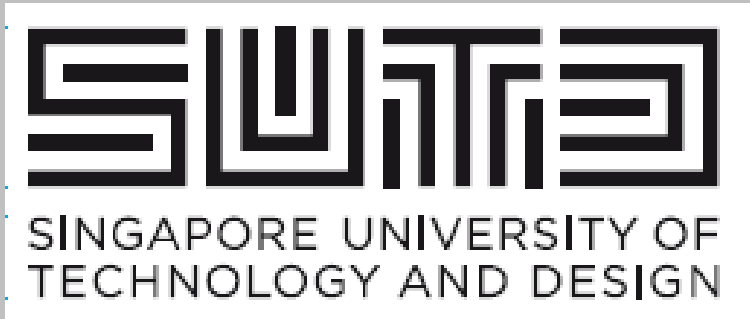
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- ✓ Phase 1: Asset Verification - 17 Jan 2017
- ✓ Phase 2: Rest of the modules - 14 May 2018
- ✓ Completed 3 months of PGP
- ✓ System Warranty phase from 14 Aug 2018 for 12 months

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# Q&A





Thank You

