

Meeting Minutes

Date	11 February 2014, Tuesday
Time	1500hrs - 1600hrs
Venue	Sunflower Room
Attendee(s) Absence with Apology	Josephine Joseph, Eddie Khoo, Raquel, Chee Huey Sing & Jennifer Hwang Brandon Teo & Lee Hwee Ling
Agenda	Uploading of FINANCE Data into KPI Management System

1. Uploading 1.1 1. T	of HR Data into KPI Management System o pull out the Finance indicators (headings) and send to ennifer o raise ASR	Actions By Hwee Ling	Dateline Done
1. Uploading 1.1 1. T	of HR Data into KPI Management System o pull out the Finance indicators (headings) and send to ennifer o raise ASR	•	
1.1 1. T	o pull out the Finance indicators (headings) and send to ennifer oraise ASR	•	
J	ennifer o raise ASR	Hwee Ling	Done
_	o raise ASR		
2. I			47.5.1
1 2 1 7			17 Feb
	o prepare & send to Raquel a Standard Excel Template	Jennifer	14 Feb
	omplete with all required Finance Indicators which will be neant for future uploading	Hwang	
	ny negative figures will be indicated as "-" in the template		
	o create a new window for uploading of Finance data by	Raguel	3 Mar
	xcel file.	ιλαγαεί	J IVIAI
	The uploading window will fall under the KPI Data input		
	ategory with a new selection,		
e	.g KPI Data by Finance - Upload		
	Singapore Logistics Invoice Management [C ille Edit View Tools Help		
I	₹ 🔲 🗶 🕮 🐔 🖟 🛍 🙉 🗠		
	IT Control KPI Data		
	SAMPLE		
6	ij KPI Data by HR Ij KPI Data by HR - Upload		
	ii KPI Data by Indicator (Finance) iii KPI Data by Indicator (HR) KPI Data by Indicator (HR)		
	ij KPI Data by Indicator (Log E) ij KPI Data by Indicator (Log Sutrion) ij KPI Data by Indicator (Log TRG)		
	II KPI Data by Indicator (LogMgt) II KPI Data by LogMgt II KPI Data by Quality		
	F KPI Data by Quality		
	o test out the negative figures if the data has to be		
	ploaded with a "-" or "()"		
1	o create a test environment for Jennifer to test out Jan's		
	ata before the input for next month Feb's data which is argeted to go live with		
	o create a new report for Finance indicators to enable		
	ennifer to validate the data that were uploaded		
	ee. to randate the data that here aproduce		



1.4		To test out the file uploading Once file uploading window is ready, Jennifer will only need to click the Import button, choose the required file & click Upload	Jennifer Hwang	4 Mar
	3.	All data will be automatically updated into the KPI system		
	4.	This process will be done on a month by month basis by Jennifer		
	5.	Any changes required after the uploading of excel file can still be changed, be it through the input by Indicators or re- uploading of excel file, as long as the system is unlocked		
1.5	6.	Target to Go Live with the uploading of Excel file for Finance indicators using actual Feb Data	IT, Finance & KPI Team	10 Mar