



Services Asset Management and Administrative Data Optimization at Sarawak Metro Sdn. Bhd.

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ABSTRACT

This technical report details an administrative and data management study conducted within the Finance, IT, and Administration (FIA) department at Sarawak Metro Sdn. Bhd. (SMSB). The study focuses on optimizing corporate asset tracking, procurement workflows, and data migration processes to support the Kuching Urban Transportation System (KUTS) project. Using the AutoCount Accounting System, procurement workflows were streamlined by generating structured Purchase Orders (PO) and Goods Received Notes (GRN) from Material Requisition Forms (MRF). Additionally, a rigorous spatial asset management framework was implemented through systematic zoning and asset tagging, whereby physical locations were mapped, and unique identification codes were generated using Microsoft Excel. Furthermore, historical fixed asset data from 2020 to 2023 was meticulously extracted, filtered, and consolidated into a centralized spreadsheet to facilitate a seamless migration to a newly launched Enterprise Resource Planning (ERP) system. The findings demonstrate that structured data management techniques and proper spatial zoning significantly minimize the risk of asset misplacement, improve financial reporting accuracy, and enhance the overall operational efficiency of large-scale public transportation developers.

Keywords: Asset tagging, AutoCount Accounting System, Data migration, Enterprise Resource Planning (ERP), Sarawak Metro.

INTRODUCTION

Sarawak Metro Sdn. Bhd. (SMSB), a fully owned subsidiary of the Sarawak Economic Development Corporation (SEDC) established in February 2018, is tasked with managing the Kuching Urban Transportation System (KUTS) project. Overseen by the Ministry of Transport Sarawak (MoTS), this mega-project aims to alleviate traffic congestion and stimulate economic growth by developing the

Autonomous Rapid Transit (ART) system and a hydrogen feeder bus network. SMSB currently employs over 250 staff members operating across multiple office locations, including Gateway Kuching and Wisma Chinese Chambers.

To ensure smooth organizational management, the Finance, IT, and Administration (FIA) department plays a critical supportive role. Within this department, the Administration Unit oversees asset renewal, building maintenance, vehicle upkeep, and administrative documentation. Managing the physical and financial records of these assets is critical for operational continuity and accurate financial reporting. This study examines three key administrative and data management tasks executed to support the FIA department. The first task highlights procurement execution utilizing the AutoCount Accounting System. The second task explores the spatial organization of corporate property via zoning and systematic asset tagging. The final task involves the large-scale extraction and sorting of historical fixed asset data to prepare for the organization's transition to a new Enterprise Resource Planning (ERP) system.

THE PROPOSED METHOD

Procurement Processing via AutoCount System

Procurement operations were managed using the AutoCount Accounting System, a software tool that automates financial activities such as invoicing and expense tracking. The workflow began with processing Material Requisition Forms (MRF) and Service-Maintenance Requisition Forms (SMRF). Once a requisition was approved and vendor negotiations were finalized, a Purchase Order (PO) was raised within the system (See Figure 1). Upon the successful delivery of goods or services, the delivery order was cross-checked, and a Goods Received Note (GRN) was generated.

Clerical Administration and Vehicle Tracking

Clerical work involved using Microsoft Excel to monitor the movements of Asset Renewal (Buildings and Vehicles). The Vehicle Reservation System (VRS) was actively monitored to track inter-departmental vehicle usage, trip durations, and driver requirements. Furthermore, data regarding road tax, insurance expiries, and insured sums for the 2023/2024 vehicle fleet were compiled to facilitate timely renewals through the company's broker (See Figure 2).

Zoning and Asset Tagging Methodology

To systematically organize fixed assets, a zoning structure was developed. Physical office levels were mapped, and location codes were generated (e.g., Chinese Chamber Office Level 3) (See Figure 3 and Figure 4). An Excel database was then created to log these zone codes. Subsequently, physical asset tagging was conducted for new office furniture. Each item was recorded with its PO number, acquisition cost, and quantity, and assigned a unique alphanumeric running code in Excel structured by the year of purchase (e.g., SMSB/FF/TBL/23/001). Physical labels were then applied to the assets.

Data Extraction for ERP Migration

In preparation for SMSB's transition to a new Enterprise Resource Planning (ERP) system in January 2024, historical fixed asset data spanning 2020 to 2023 was extracted from the AutoCount system and the IT unit. Microsoft Excel was heavily utilized to sort and filter this substantial dataset based on

Figure 1

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graph LR
    A[MRF/SMRF] --> B[Vendor/Supplier/Contractor selection]
    B --> C[PO Submission Process]
    C --> D[Assign the work]
    D --> E[Delivery/Service Order received]
    E --> F[GRN]
  
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The sum insured for vehicle asset 2023/2024

Broker: Syarikat Aliran Megah

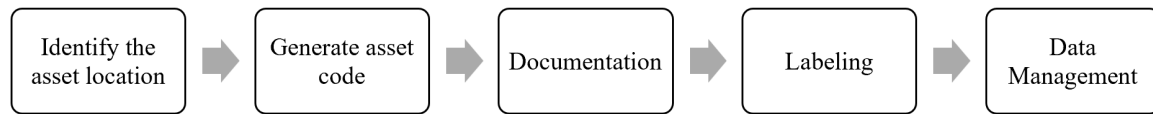
Vehicle		Insurer	Type of Insurance	Period	Total Sum Insured (RM)
Mitsubishi	ASX	Takaful Malaysia	Comprehensive	22 May 2023 - 21 May 2024	78,000.00
	Triton 2.4L VGT	Tune Protect Malaysia	Comprehensive	26 July 2023 - 25 July 2024	130,000.00
Honda	EX5 Dream F1	Tune Protect Malaysia	Comprehensive	25 October 2023 - 24 October 2024	3,500.00
	CR-V 1.5	Liberty Insurance	Comprehensive	29 March 2023 - 28 March 2024	149,000.00
	Accord 1.5	Liberty Insurance	Comprehensive	21 September 2023 - 20 September 2024	158,000.00
Toyota	Corolla Cross	Liberty Insurance	Comprehensive	24 March 2023 - 23 March 2024	123,000.00

Zoning of Chinese Chamber Office Level 3

[illegible]

Figure 4

Process of zoning



EVALUATION AND RESULTS

Optimization of Procurement and Administration

The utilization of the AutoCount system successfully streamlined the creation and tracking of POs and GRNs, ensuring accurate financial recording for the department. Furthermore, performing financial analyses on quotations for office furniture allowed for effective vendor negotiations, securing the best pricing and maintaining positive supplier relationships. The disciplined monitoring of the VRS and insurance ledgers ensured that the organization's vehicular assets remained legally compliant and operational.

Efficiency Gains from Zoning and Tagging

Implementing the zoning structure proved vital for spatial management. By visually mapping out the office zones and assigning unique alphanumeric tags, the tracking and monitoring of fixed asset movements were vastly simplified. This methodical categorization minimizes the risk of valuable assets being lost or misplaced—a critical benefit for a rapidly expanding organization managing workspaces for over 200 staff members.

Successful Preparation for ERP Deployment

The extensive data sorting exercise for the 2020–2023 fixed assets highlighted the necessity of rigorous data cleaning prior to system migrations. By leveraging Excel filters to structure the data precisely according to the new ERP templates, the organization was positioned to execute a smooth transition from a fragmented, paper-heavy tracking method to an integrated, centralized digital system. This foundational work guarantees accurate depreciation calculations and robust balance sheet reporting moving forward.

CONCLUSION

The analytical and administrative initiatives conducted at Sarawak Metro Sdn. Bhd. demonstrate the profound impact of structured data management on organizational efficiency. By utilizing the AutoCount system for procurement and Microsoft Excel for advanced data sorting and tracking, the FIA department successfully maintained stringent control over its physical and financial assets. The implementation of spatial zoning and unique alphanumeric asset tagging effectively reduced the risk of inventory misplacement. Moreover, the meticulous preparation of four years of historical fixed asset data ensured the company's readiness to launch its new ERP platform. This transition is highly

recommended for scaling organizations, as unified ERP applications eliminate inter-departmental silos, enabling seamless communication and real-time financial oversight. Ultimately, the integration of methodical data organization techniques provides a strong foundation for supporting the massive infrastructural demands of the KUTS project.

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Conflict of Interest

The authors have no conflicts of interest to declare.

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