



FLUENCE

A Siemens and AES Company

# FY22 Time and Non-labor Spend Tracking

05/10/22 UPDATE

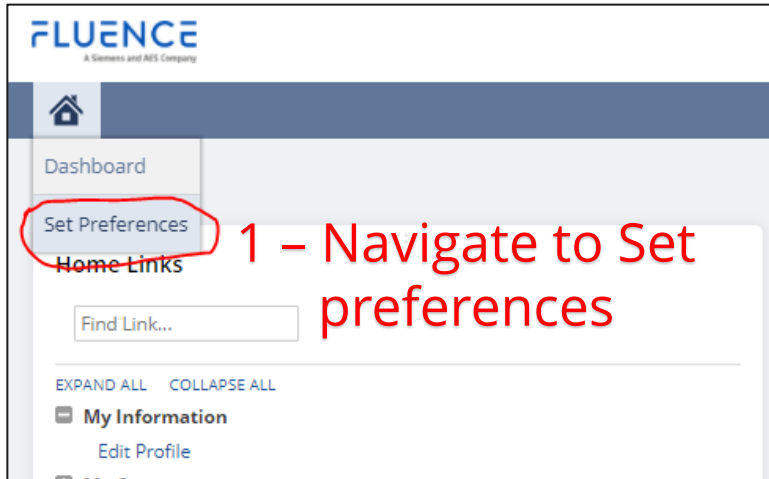
# Labor Tracking: FTEs and Internal Contractors, Directors and below, on the R&D, Program Management, **Product Management\*** teams

1. Timesheet instructions: NS set up and Search for projects/tasks
2. Time categories: **(Use GmbH codes if you are on the GmbH team; Otherwise, use the LLC codes)**
  1. Sales Support: Time supporting Sales team request
  2. Time off / Holidays
  3. Customer Project Support: Time supporting Customer Project request
  4. Non-project productive time: catch all for non program/project specific spends, meetings, etc.
  - 5. Programs: Time supporting product programs (new for FY2022)**
3. Resources:
  - Submitted time to approve reminder: [Timesheet Approval for Time Approvers: Results - NetSuite \(Fluence Energy LLC\)](#)
  - Timesheet overview: [NetSuite Training \(sharepoint.com\)](#)
  - Power BI Time Tracking: [Timesheet Tracker - Power BI](#)
  - Program descriptions / status/ progress: <https://fluenceenergy.atlassian.net/wiki/spaces/APD/pages/2536898605/Aggregate+Program+Status+In+Progress>



\*pending confirmation

# 1. Step-1: Ensure Preferences in NS are set correctly



The screenshot shows the 'Set Preferences' page in NetSuite. The 'General' tab is selected and circled in red. The 'Save' button is also circled in red. A red text overlay reads '2 - Set numbers as shown and hit save'. The 'Number of Rows in List Segments' is set to 100, and the 'Maximum Entries in Dropdowns' is set to 20, both of which are circled in red.

**Set Preferences**

**General** Appearance Transactions Analytics Activities Alerts Custom Preferences

**User Profile**

NICKNAME  
This setting applies to all your roles.

FROM EMAIL ADDRESS  
This setting applies to all your roles.

SIGNATURE  
This setting applies to all your roles.

☐ ADD SIGNATURE TO MESSAGES

**Localization**

LANGUAGE  
English (U.S.)  
This setting applies to all your roles.

SEARCH SORTING  
Language Specific  
This setting applies to all your roles.

LANGUAGE OF THE HELP CENTER  
Deutsch

**Defaults**

☐ DOWNLOAD PDF FILES  
☒ USE MULTICURRENCY EXPENSE REPORTS

ADDRESS MAPPING TYPE  
Google

☐ SHOW INTERNAL IDS  
☐ ONLY SHOW LAST SUBACCOUNT  
☐ ONLY SHOW LAST SUBENTITY  
☐ ONLY SHOW LAST SUBITEM

**Messages**

☒ SUBMIT WARNINGS  
☐ LIMIT CC FIELD TO CONTACTS & EMPLOYEES

**Optimizing NetSuite**

☒ DELAY LOADING OF SUBLISTS

NUMBER OF ROWS IN LIST SEGMENTS \*  
100

MAXIMUM ENTRIES IN DROPDOWNS \*  
20

For access to timesheet, you need:

1. Access to NS
2. Designated as a Project Resource
3. Get access to specific projects/Tasks



# 1 Step-2: Search on Timesheet using % (applies to any dropdown field in NS)

## Weekly Timesheet

EE-0158 Jay C Geinzer 1/25/2021

Submit

Save

Cancel

Reset

Copy from Week

Prev Week

Next Week

### Primary Information

CUSTOM FORM \*  
FL Timesheet Form

WEEK OF \*  
1/25/2021

EMPLOYEE \*  
EE-0158 Jay C Geinzer

APPROVAL STATUS  
Pending Approval

### Classification

SUBSIDIARY  
Fluence Energy LLC

Type % and the project you are looking for.

MON 8:00 TUE 8:00 WED 8:00 THU 8:00

Enter Time • Time Details • Active Workflows Workflow History

Approved

CUSTOMER : PROJECT*	TASK*	SERVICE ITEM	BILLABLE	CLIENT ON-SITE WORK	MEMO	REJECTION NOTE	COST CENTER	LINE OF BUSINESS	LOCATION	COST CATEGORY (GL)	MON, 25	TUE, 26	WED, 27	THU, 28
PRJ-0399 Technology Support on Customer Projects	PRJ-0371 - Terceira - Planned commissioning & software support (Project Task)						R&D : CTO Office	Overhead	FL LLC - Arlington HQ	R&D Projects : Internal Labor	8:00	4:00	0:30	3:00
PRJ-0399 Technology Support on Customer Projects	PRJ-0247 - Nakina Costs - Planned commissioning & software support (Project Task)						R&D : CTO Office	Overhead	FL LLC - Arlington HQ	R&D Projects : Internal Labor		4:00		
PRJ-0090 Fluence Energy LLC (Internal Project) : Non-Project Productive Time	Non-Project Productive Time (Project Task)						R&D : CTO Office	Overhead	FL LLC - Arlington HQ	Non-Project Productive Time			7:30	5:00
PRJ-0399 Technology Support on Customer Projects	%fall				<Enter first few		R&D : CTO Office		FL LLC - Arlington HQ	<Type then tab>				

Add

Cancel

Copy

PRJ-0063 - SDGE - Fallbrook - new app mode - CAISO Frequency response (Project Task)  
PRJ-0063 - SDGE - Fallbrook - Planned commissioning & software support (Project Task)  
PRJ-0063 - SDGE - Fallbrook - unplanned commissioning & software support (Project Task)



A “classification” field is added to make reporting easier

## 2. 1-4 Sales Support, Time off, Holidays, Non-Project Productive time, and customer project support

Sales Support		Use these projects/tasks for Sales Support E.g. TRSO tickets
PRJ-0092	PRJ-0095	
LLC Team	GmbH Team	
Sales - North America: Utility	Sales - North America: Utility	
Sales - North America: C&I	Sales - North America: C&I	
Sales - South America	Sales - South America	
Sales - EMEA: UK, Middle East and Africa	Sales - EMEA: UK, Middle East and Africa	
Sales - EMEA: Continental Europe	Sales - EMEA: Continental Europe	
Sales - APAC	Sales - APAC	

Paid Time Off/Public Holidays		Use these projects to report any time taken off or public holidays
PRJ-0089	PRJ-0093	
LLC Team	GmbH Team	

Non-Project Productive Time		Use these projects to report any non-program / admin time, and non-proj specific meetings such as: Safety meeting, all-hands, Fluent on Fluence, Gongs, MPR meeting, performance reviews, Recruiting, Regional meetings, general M&A, etc.
PRJ-0090	PRJ-0094	
LLC Team	GmbH Team	

Requisition Engineering / Customer Project Support:		Use these projects to report time support existing customer projects. E.g. TRPD, TRCS tickets, FTB/FCR requests
PRJ-0399	PRJ-0400	
LLC Team	GmbH Team	

Internal Software Work		Use these projects for Tech internal SW work (QA, CI/CD, Tools, etc.)
PRJ-0767	PRJ-0768	
LLC Team	GmbH Team	

Non-Program Lab Work		Use these projects for non-program specific spend on Lab activities
PRJ-0491	PRJ-0492	
LLC Team	GmbH Team	

### • Requisition Engineering Activities:

1. Use Prj-0399/0400, if you work on activities that support a specific project
2. Use Prj-0480/0481, if you work on non-project specific Requisition Engineering work
3. Generally, any non-labor spend should use prj-0480/0481
4. For items 2&3, please work with Denis to get that right task information





## 2.5 Latest Program List (per Mar fcst update)

Program (Labor and Non-Labor)	Program manager	Prj-LLC	Prj-GmbH	Task
<b>Gridstack</b>				
Gridstack Product Advancement	Terrance Stringer	Prj-0462	Prj-0463	<a href="#">Product advancement</a>
Gridstack Channel Enablement & Product Only Scope	TBD	Prj-0462	Prj-0463	<a href="#">Product Offering &amp; Channel Enablement</a>
Gridstack TCO Reduction Program	Chris Kebler	Prj-0462	Prj-0463	<a href="#">Gridstack TCO Reduction Program</a>
Gridstack Samsung-based Gen6 system with air-cooled cube (AES)	Andrew Jones	Prj-0462	Prj-0463	<a href="#">Samsung-based Gen6 Gridstack with air-cooled cube</a>
Gridstack APAC Adv5 with Non-Chinese batteries (Samsung M4)	Nawazish Awan	Prj-0462	Prj-0463	<a href="#">APAC Adv5 with Non-Chinese batteries (Samsung M4)</a>
Gridstack system with Northvolt	Jeff Silvan	Prj-0429	Prj-0433	program at prj level...multiple tasks available
Gridstack Gen7	Jim Daigle	Prj-0462	Prj-0463	<a href="#">Gen 7</a>
Gridstack w/PE Gen 3 Inverter	Terrance Stringer	Prj-0462	Prj-0463	<a href="#">Gridstack w/PE Gen 3 Inverter</a>
Gridstack for India (w/ Gamesa inverter)	Suhas Sathyanarayana	Prj-0462	Prj-0463	<a href="#">Gridstack for India</a>
<b>Sunstack</b>				
Sunstack SMA integration	Terrance Stringer	Prj-0464	Prj-0465	<a href="#">Sunstack SMA integration</a>
Sunstack Samsung-based Gen6 system with ACC and GPTech inverters (AES)	Andrew Jones	Prj-0464	Prj-0465	<a href="#">Samsung-based Sunstack with ACC and GPTech inverters</a>
Sunstack GPTech Productization	Terrance Stringer	Prj-0464	Prj-0465	<a href="#">Sunstack- GPTech Productization</a>
<b>OS Programs</b>				
F.OS Architecture (Banana PI/Cisco) for GEN 6 Gridstack	Jon Campbell	Prj-0460	Prj-0461	<a href="#">Architecture (Banana PI/Cisco) for GEN 6 Gridstack</a>
F.OS GEN6.5 (OS 6.5 / TCO) W DAS/UI	Jon Campbell	Prj-0460	Prj-0461	<a href="#">Architecture Improvement TCO Gridstack</a>
F.OS Grid Following application productization	Scott Derby	Prj-0460	Prj-0461	<a href="#">FOS Grid following</a>
F.OS Grid Forming applications productization	Scott Doyle	Prj-0460	Prj-0461	<a href="#">FOS Grid forming</a>
<b>Other Programs</b>				
Fluence-Make Module & Battery System Program/Battery Strategy (incl. PSI and BMS)	Beth Schroeder	Prj-0476	Prj-0477	<a href="#">Fluence-Make Module &amp; Battery System</a>
TSO Program	Shariful Islam	Prj-0485	Prj-0486	prog at prj level...multiple tasks available
Services Self-Warranty (>10 yrs)	Ed Morris	Prj-0487	Prj-0488	<a href="#">Self Warranty</a>
Tiger Teams for Gen6 Stabilization	Ray H.	Prj-0462	Prj-0463	<a href="#">Tiger Teams for Gen6 Stabilization</a>
Requisition Engineering	Steve Van Cott	Prj-0480	Prj-0481	prog at prj level...multiple tasks available
System Test Lab - Pennsylvania	Ben Verschueren	Prj-0491	N/A	<a href="#">System Test Lab - Pennsylvania</a>
Edgestack - BTM Market and product evaluation	Josh Bowman	Prj-0468	Prj-0469	prog at prj level...multiple tasks available
DevOps CI/CD		Prj-0767	Prj-0768	<a href="#">CI/CD</a>
PLM	Mary Ann Edge	Prj-0474	N/A	prog at prj level...multiple tasks available



# Non-Labor Tracking (How to issue a program PO):

All POs need to have the following highlighted areas populated:

1. Item: [nature of the spend](#)
2. Project: [specific Program \(see page 6-7\)](#)
3. Cost Center: for program spend always [R&D: Technology Projects](#)
4. Task: [specific Task \(see page 6-7\)](#)
5. Classification: [consistent with Task](#)

Items						
Billing Shipping Accounting Relationships Related Records System Information EFT Bill Distribution Data						
ITEM	VENDOR NAME	DESCRIPTION	PROJECT	COST CENTER	LOCATION	LINE OF BUSINESS
R&D projects (SVS) : R&D external services (SVS)		Charges for Southern California Edison Period: July 2021 to September 2022	PRJ-0491 Lab_LLC	R&D : Technology Projects	FL LLC - CA Deploy Cntr	Overhead
						PROJECT TASK (R&D PROJECTS ONLY) US-Alamitos

Accounting Books Communication Avid			
NT	EMPLOYEE	CLASSIFICATION	RECEIVE BY DATE
		Agile Team : Lab : US-Alamitos	



# Appendix: Prj-0399/0400 has underlying tasks corresponding to customer projects

Task-1
PRJ-0054 - Brunswick 2 - Planned commissioning & software support
PRJ-0055 - Edison Material Supply - Planned commissioning & software support
PRJ-0062 - Alamitos - Planned commissioning & software support
PRJ-0063 - SDGE - Fallbrook - Planned commissioning & software support
PRJ-0076 - Services - Escondido - Planned commissioning & software support
PRJ-0077 - Services - El Cajon - Planned commissioning & software support
PRJ-0079 - Services - APS McMicken - Planned commissioning & software support
PRJ-0080 - Services - APS Festival Ranch - Planned commissioning & software support
PRJ-0081 - Services - Kilroot - Planned commissioning & software support
PRJ-0082 - Services - Zeeland - Planned commissioning & software support
PRJ-0083 - Services - Masinloc - Planned commissioning & software support
PRJ-0084 - Services - Andres D.R. - Planned commissioning & software support
PRJ-0085 - Services - Los Mina DPP - Planned commissioning & software support
PRJ-0086 - Services - IPL Harding Street - Planned commissioning & software support
PRJ-0087 - Services - Laurel Mountain - Planned commissioning & software support
PRJ-0088 - Services - Warrior Run - Planned commissioning & software support
PRJ-0091 - Lempäälä - Planned commissioning & software support
PRJ-0099 - VSB Wölkisch - Planned commissioning & software support
PRJ-0103 - SW München II - Planned commissioning & software support
PRJ-0106 - Princeton R&D Facility - Planned commissioning & software support
PRJ-0107 - India - Delhi - Planned commissioning & software support
PRJ-0109 - Services - Punkin Center - Planned commissioning & software support
PRJ-0116 - DE_SCA Mainz - Planned commissioning & software support
PRJ-0119 - SW Hassfurt II - Planned commissioning & software support
PRJ-0130 - ITABO - Planned commissioning & software support
PRJ-0132 - UKPR II - Cowstead - Planned commissioning & software support
PRJ-0133 - Borrego Cronin Rd - Planned commissioning & software support
PRJ-0134 - IC - Kabankalan - Installation & Commissioning - Planned commissioning & software support
PRJ-0135 - NEXIF - Planned commissioning & software support
PRJ-0136 - Services - Ballarat - Planned commissioning & software support
PRJ-0138 - UKPR II - Battery Lane - Planned commissioning & software support
PRJ-0141 - NEXIF - Planned commissioning & software support
PRJ-0142 - C-Energy Plana - Planned commissioning & software support
PRJ-0159 - Algonquin College - Planned commissioning & software support

Task - 2
PRJ-0054 - Brunswick 2 - unplanned commissioning & software support
PRJ-0055 - Edison Material Supply - unplanned commissioning & software support
PRJ-0062 - Alamitos - unplanned commissioning & software support
PRJ-0063 - SDGE - Fallbrook - unplanned commissioning & software support
PRJ-0076 - Services - Escondido - unplanned commissioning & software support
PRJ-0077 - Services - El Cajon - unplanned commissioning & software support
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PRJ-0107 - India - Delhi - unplanned commissioning & software support
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PRJ-0141 - NEXIF - unplanned commissioning & software support
PRJ-0142 - C-Energy Plana - unplanned commissioning & software support
PRJ-0159 - Algonquin College - unplanned commissioning & software support



\*only a portion is shown for illustration



## Appendix: FY21 and older Project Codes now **retired** for labor or non-labor uses

	Casey	Isaiah	Lutz
Fluence LLC Project ID	PRJ-0311	<b>PRJ-0306 PRJ-0289</b>	<b>PRJ-0305</b>
Fluence Gmbh Project ID	PRJ-0300	<b>PRJ-0291</b>	<b>PRJ-0294</b>
Project Name	Platform	DCS	Infrastructure

	Isaiah	Isaiah	Lutz	Steve
Fluence LLC Project ID	PRJ-0312	<b>PRJ-0288</b>	<b>PRJ-0304</b>	<b>PRJ-0303</b>
Fluence GmbH Project ID	PRJ-0302	<b>PRJ-0290</b>	<b>PRJ-0293</b>	<b>PRJ-0292</b>
Project Name	Tools	Cybersecurity	Documentation	Digital Intelligence

