Fusion Reports SOP

Table of Contents

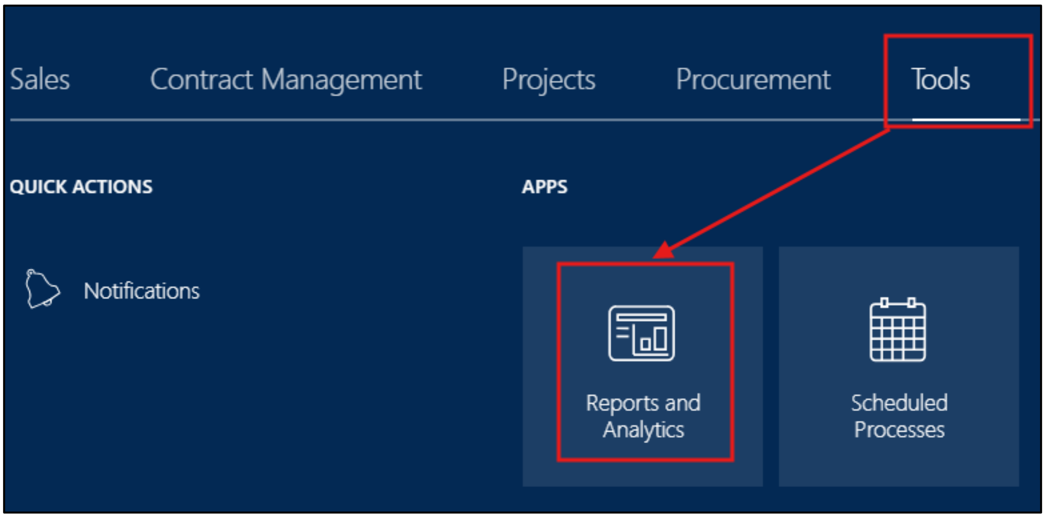
Table of Versions

Sr. No.	Date	Version
1	20/03/2025	SAS-REP-SOP-V1

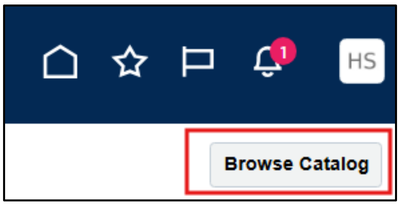
Fusion Tools Tab

I. Reports and Analytics (Add Reports in Favourites)

1. Go to Fusion click on tools > Reports & Analytics

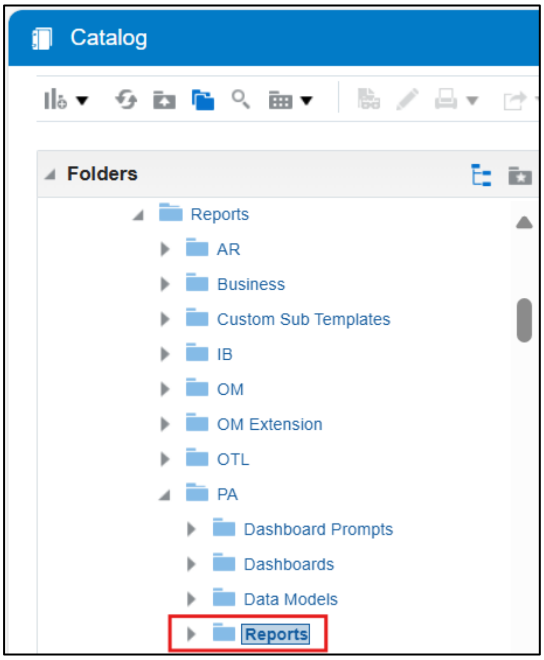


2. Click on Browse Catalog

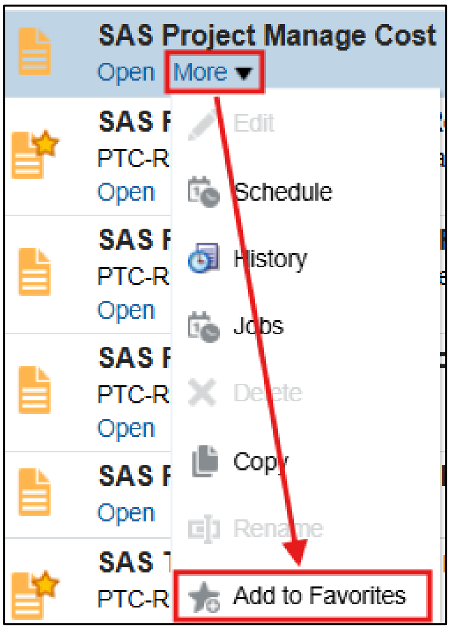


3. From the left panel, browse to the below path:

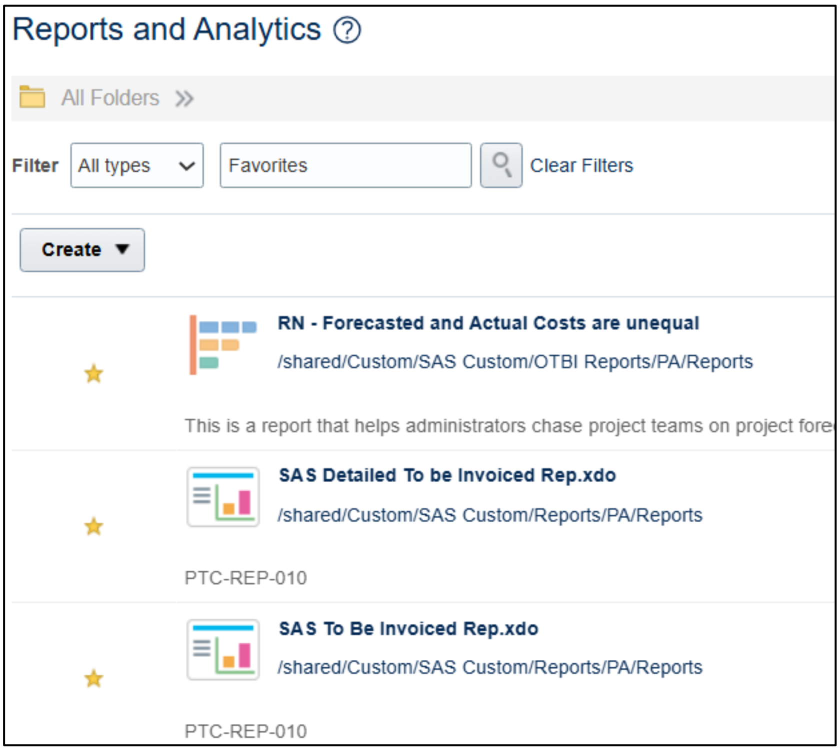
   a) Shared > Custom > SAS Custom > Reports > PA > Reports



4. Choose the relevant report and add it to favourites



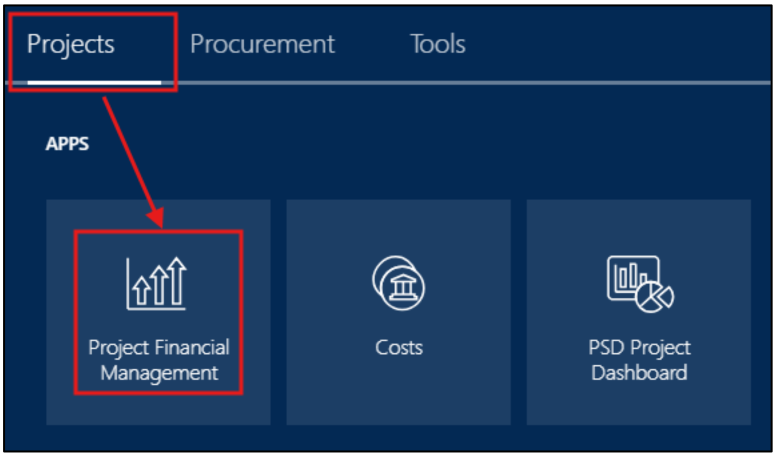
5. Favourites will be shown in Reports and Analytics tab



II. Reports from Fusion

A. Submit for Chargeable

1. Click on Projects > Project Financial Management

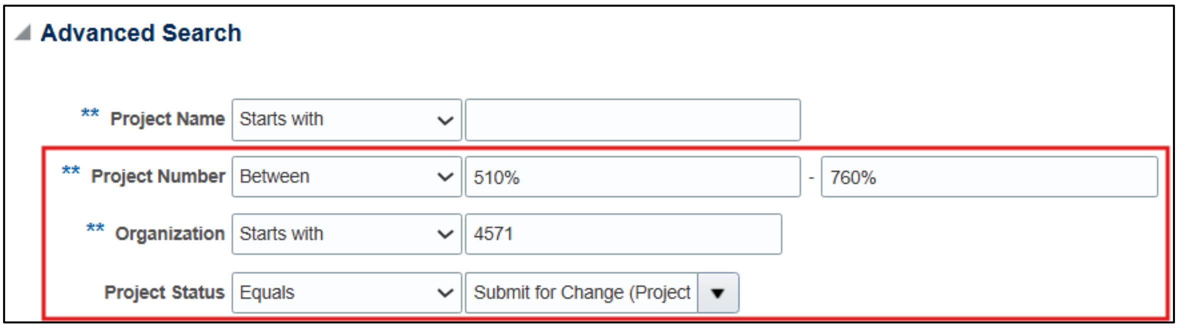


2. Enter as below:

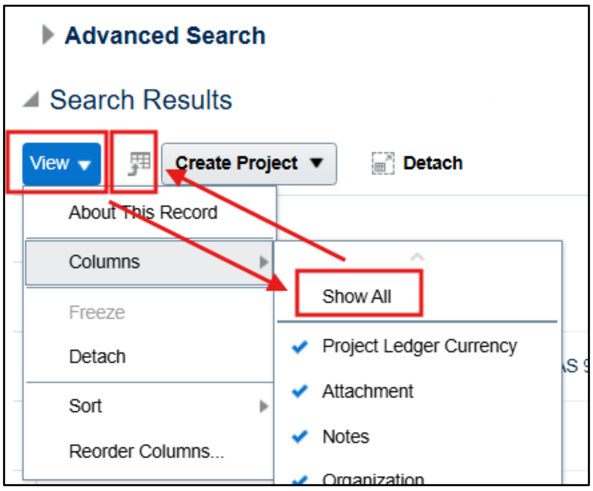
   a) Project Number (Between) = 510% - 760%

   b) Organization (Starts With) = 4571

   c) Project Status = Submit for Chargeable (Project Owner)



3. Click on "View" and under Columns – Show All. Export this in Excel file.



4. TCS maintains a consolidated file for “Submit for Chargeable”

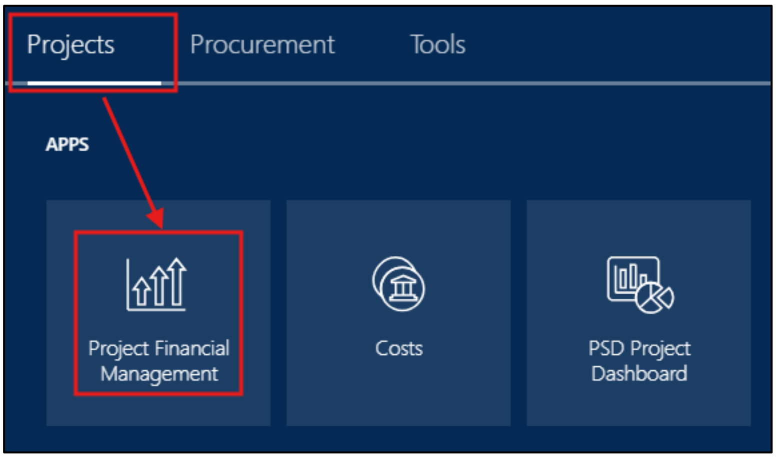
   a) By pasting previous Submit for Chargeable project numbers and identifying duplicates, remaining project numbers (new) are added to the consolidated file

   b) This consolidated file helps us track the ageing of Submit for Chargeable project status.

Status (Completed/WIP/Waiting for Input)	(Multiple Items)							
Count of Project Number		Country						
Aging	Allocation	Germany	Italy	Netherland	Poland	Switzerland	UK	Grand Total
21	Sneha	1						1
20	Ajay				1			1
	Bhumika				1			1
	Prakash				1			1
	Sneha					1		1
9	Rohan		1					1
7	Rohan		1					1
3	Ramesh			1				1
	Rohan		1					1

B. Submit for Change

1. Click on Projects > Project Financial Management

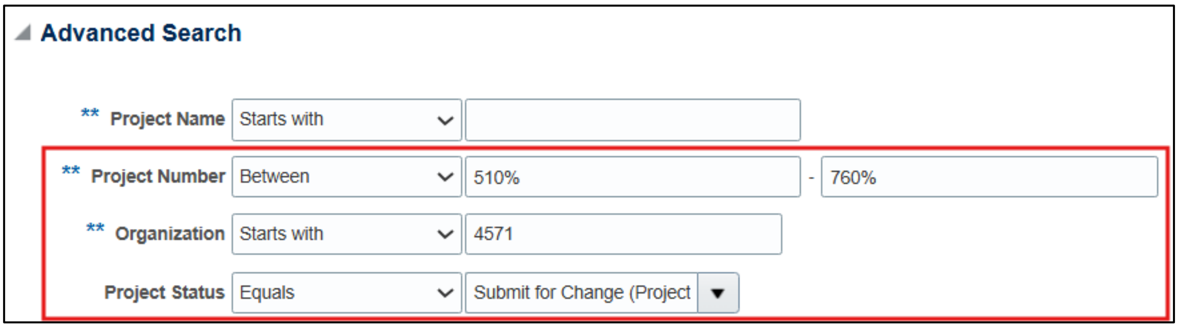


2. Enter as below:

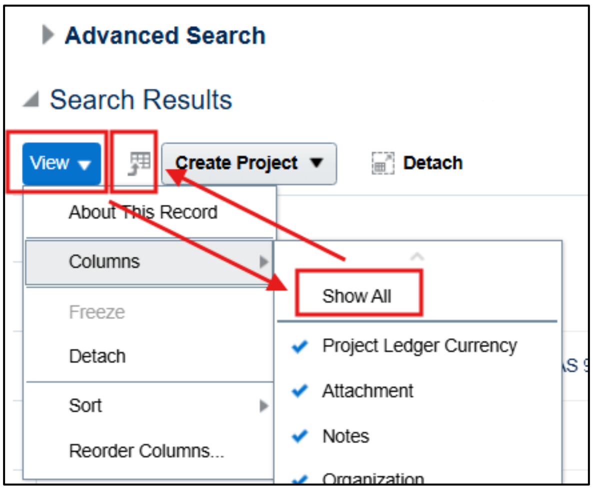
   a) Project Number (Between) = 510% - 760%

   b) Organization (Starts With) = 4571

   c) Project Status = Submit for Change (Project Owner)



3. Click on "View" and under Columns – Show All. Export this in Excel file.



4. TCS maintains a consolidated file for "Submit for Change"

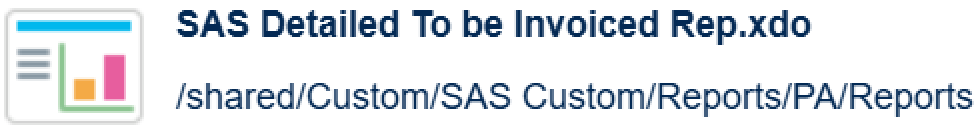
a) By pasting previous Submit for Change project numbers and identifying duplicates, remaining project numbers (new) are added to the consolidated file

b) This consolidated file helps us track the ageing of Submit for Change project status.

Status (Completed/WIP/Waiting for Input)	WIP					
Count of Project Number		Country				
Aging	Allocation	Germany	Poland	Sweden	UK	Grand Total
14.00	Ajay		1			1
3.00	Savita				1	1
2.00	Prathamesh			1		1
0.00	Niraj	1				1
Grand Total		1	1	1	1	4

C. SAS Detail to Be Invoice Report

1. Click on "SAS Detailed To be Invoiced Rep.xdo"



2. Enter details:

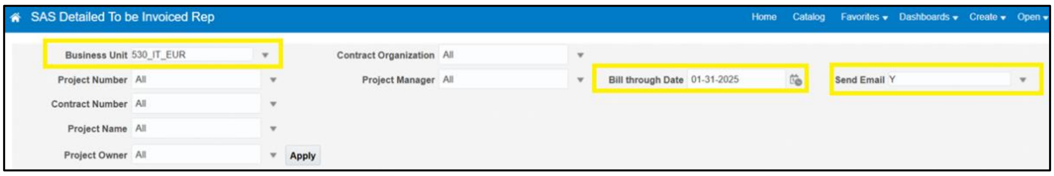
   a) Business Unit = BU_CC_XXX

   b) Project Owner = Project Owner's name

   c) Send Email = Y (Only if the reports are to be sent to Project Manager)

   d) Bill Through Date = MM-DD-YYYY

   e) Click Apply



For report sample click link.

3. Objective of this Report:

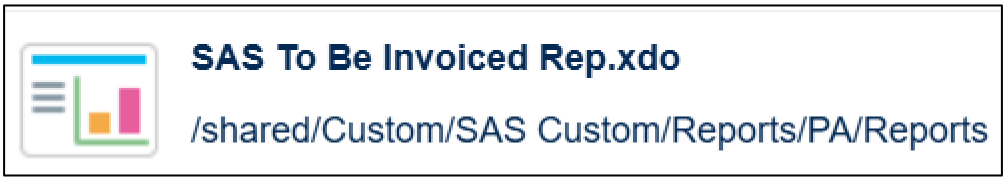
   a) The "**SAS Detailed To Be Invoiced Report**" to Be Generated Before "Bulk Invoicing Window" to identify unbilled approved time cards.

   b) To provide a detailed breakdown of invoice line items, which includes Billable and non-billable hours and their rates etc.

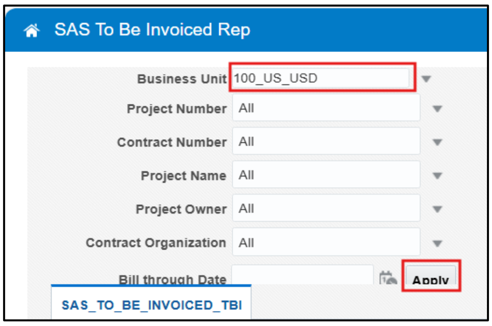
   c) This report is generated only for the Time and Material invoicing

D. ***SAS To be Invoiced Report***

1. Go to Fusion click on tools > Reports & Analytics
2. Click on "SAS To be Invoiced Rep.xdo"



3. Enter details:
   a) Business Unit = BU_CC_XXX
   b) Click Apply

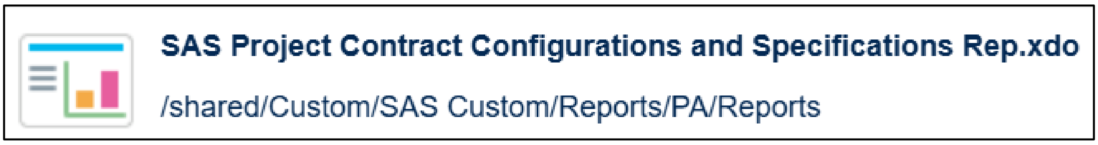


For report sample click link

4. Objective of this Report:
   a) SAS To Be Invoiced Report to be generated before "Bulk Invoicing Window" for a high-level view of invoices
   b) To match the detail of invoices as per "SAS Detail To Be Invoice Report"
   c) This report is generated only for the Time and Material invoicing

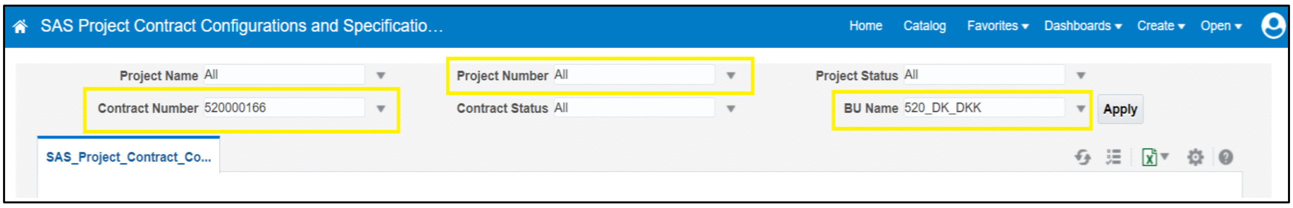
E. ***SAS Project Contract Configurations & Specifications Report***

1. Go to Fusion click on tools > Reports & Analytics
2. Click on "SAS Project Contract Configurations & Specifications Rep.xdo"

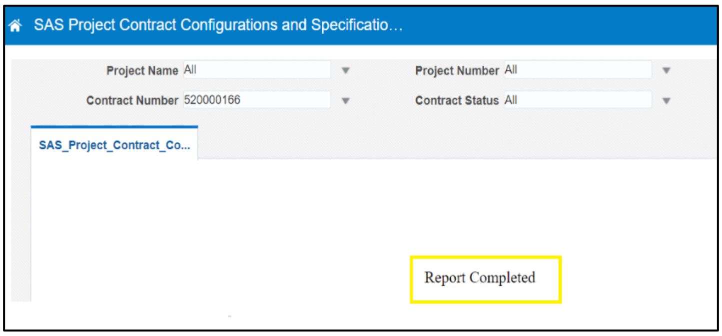


3. Search the report as per Project Number, Contract Number. Business unit (BU Name) is mandatory
4. Enter details:
   a) Contract Number = CC_XXX or Project Number = CC-XXX
   b) Business Unit = BU_CC_XXX

c) Click Apply



5. Once report completed, check downloads folder for excel file and upload the file in project > under documents tab



F. ***Missing Work Type Tax Code Report***

1. Go to Fusion click on tools > Reports & Analytics
2. Click on "Missing Work Type Tax code on Rev Rec events"

Missing Work Type Tax code on Rev Rec events

/shared/Custom/SAS Custom/OTBI Reports/PA/Reports

3. Objective of this Report:

   a) To Identify missing Work Type – Tax Code and update it accurately in fusion Event.

   b) The report should be run on WD 3

   c) Missing Work Type – Tax Code should be updated Before 1 PM CET.

Project Number	Contract Number	Contract Status Name	Contract Currency	Event Number	Completion Date	Event Type	Work Type - Tax Code	Event Amount in Contract Currency	Event Revenue Status
740-10006	740000006	Expired	PLN	7	10/31/24	SAS Percent Spent		-129.86	Fully recognized
740-10006	740000006	Expired	PLN	9	10/31/24	SAS Percent Spent		-64.93	Fully recognized
740-10364	740000468	Active	PLN	6	2/1/25	Invoice Milestone		-6,367.89	Unrecognized
854-10002	854000002	Active	USD	7	4/1/24	Revenue Progress		-713,611.26	Fully recognized

   d) Update Missing work type in Event under Additional Information

Additional Information

* Work Type - Tax Code: Consulting-On Premise|Services-ESD

G. ***SAS PA Percent Spent Revenue Recognition Report***

1. Go to Fusion click on tools > Reports & Analytics
2. Click on "SAS PA Percent Spent Revenue Recognition Report.xdo"

SAS PA Percent Spent Revenue Recognition Report.xdo
/shared/Custom/SAS Custom/Reports/PA/Reports

3. Enter details:
   a) Period = Month
   b) Business Unit = BU_CC_XXX
   c) Project status = Approved
   d) Contract status = All
   e) Click Apply

* Period	Business Unit	Project Status	Contract Status	
Mar-25	540_GB_GBP	Approved	ACTIVE	Apply

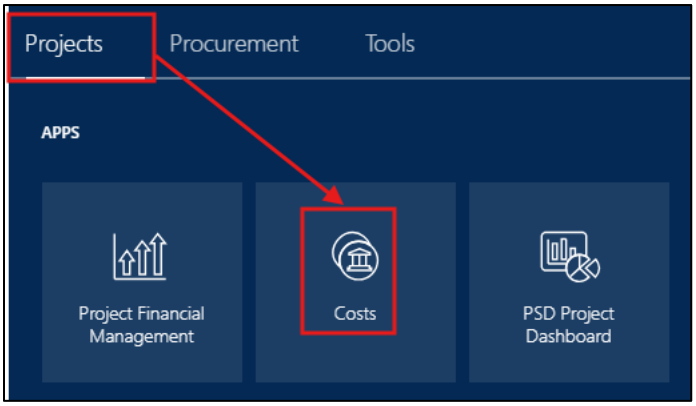
4. Filter out blanks under Subcontractor Task Number Column

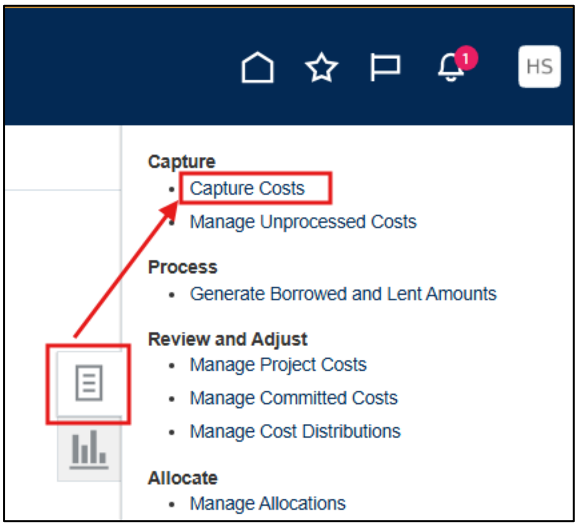
Project Manager	Subcontractor Task Number	Subcontractor Supplier Name
Turner, Sharon	1.2.2	AMADEUS SOFTWARE LTD
Lancaster, Paul	2.1.2,2.1.2,2.1.2	CHURCHILL KNIGHT UMBRELLA LTD,BASE 3 SYSTEMS LTD,CHURCHILL KNIGH
Robinson, Derrick	1.1.1.4	Bowe IO Limited
Robinson, Derrick	2.1.2,2.1.2,2.1.2	THE DIGITAL BENCH LTD,THE DIGITAL BENCH LTD,THE DIGITAL BENCH LTD

5. Emails needs to be sent out to each Project Manager as per below format:

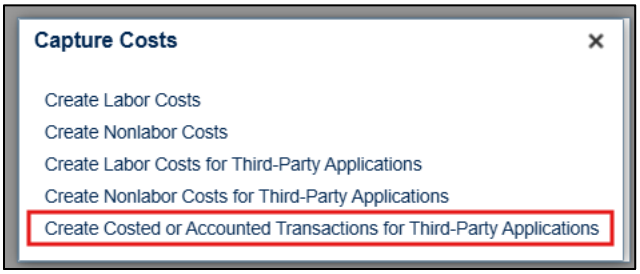
Project Number	Project Name	Project Owner	Project Manager	Subcontractor Task Number	Subcontractor Supplier Name	July Accrual Amount	Comments

   a) Enter the Project Number, Subcontractor Task Number, Subcontractor Supplier Name, Accrual Amount for the month and Comments provided by Project Managers for each project
   b) Refrain from sending requests for projects for which comments were received by respective Project Managers and by adding comments such as "No action needed as per previous month's comments received" before uploading in Fusion
   c) Upload the file in Fusion > Projects > Costs > Task > Capture Costs





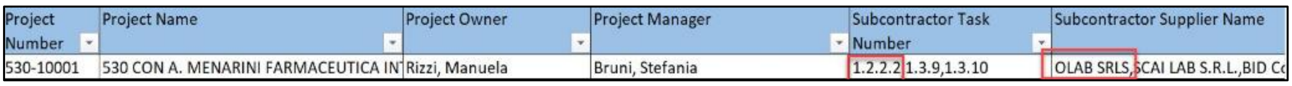
6. Prepare the template file on WD 1 and upload it before 1 pm CET time



a) Add your initials in the Batch Description field

b) Create separate lines for multiple tasks under single subcontractor name

c) In case a single accrual amount is provided by Project Manager, divide amount by the number of tasks equally



Project Number	Project Name	Project Owner	Project Manager	Subcontractor Task Number	Subcontractor Supplier Name
530-10001	530 CON A. MENARINI FARMACEUTICA IN	Rizzi, Manuela	Bruni, Stefania	1.2.2.2,1.3.9,1.3.10	OLAB SRLS,SCAI LAB S.R.L.,BID C(

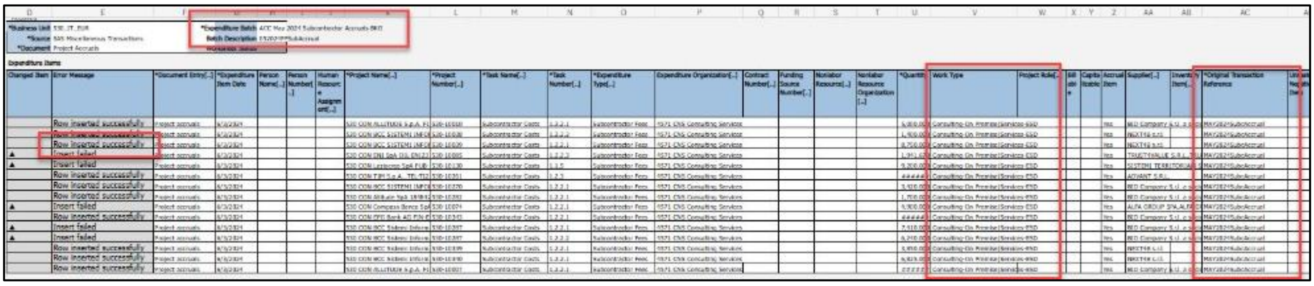
d) Fill the details in highlighted columns below

e) Select the right data under drop-down menu from each cell which will help in automatically populating relevant cells

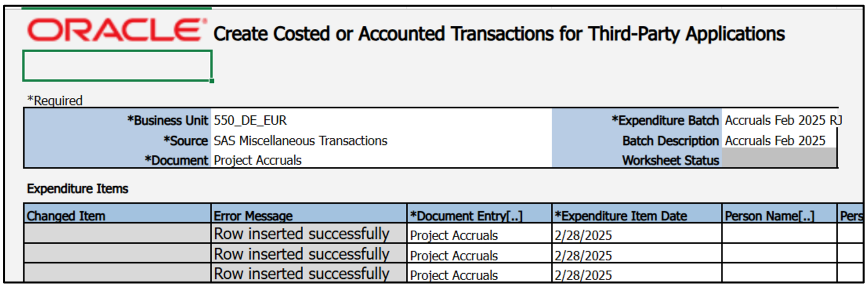
f) In case of additional row requirements, add rows between the existing rows

g) In case of errors while uploading the file in Fusion, check if the date is in MM/DD/YYYY format, Fusion is in US settings, and Work Type – Tax Code is "Consulting on Premise USD"

h) If error persists, contact – Linda Evenhouse or Karen Milford



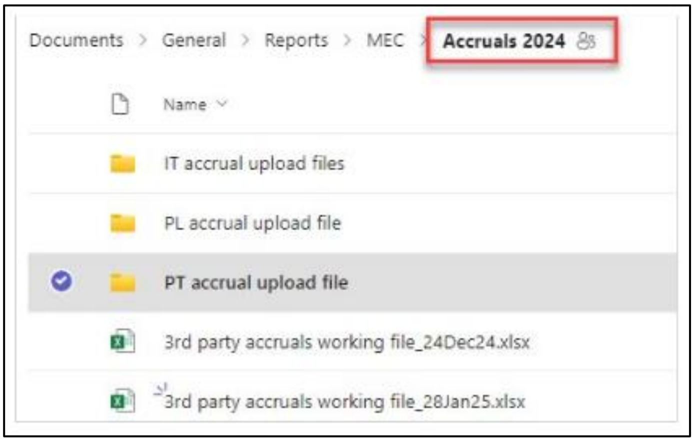
7. After successful upload of the file, below output will be shown:



8. Save the file to Teams as path below:

a) Documents > General > Reports > MEC > Accruals 202X

b) Rename the file by adding "_month202X"

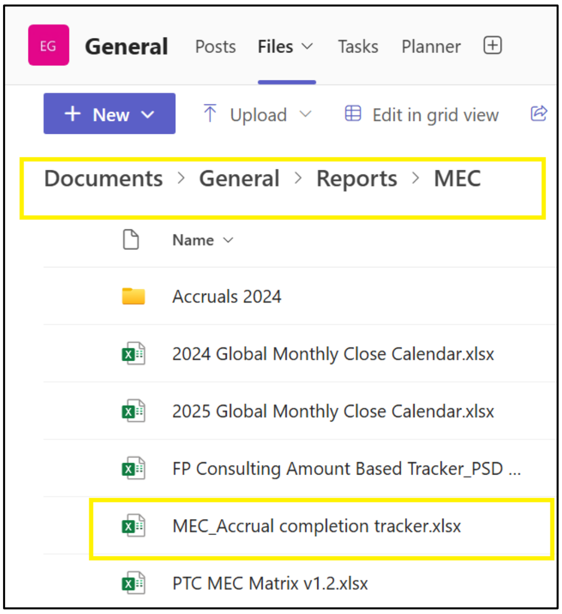


9. Update the tracker for MEC accruals under below path:

a) Documents > General > Reports > MEC

b) If not records for a particular Business Unit, enter date of report extraction and N/A for other data

c) Tracker to be updated before WD 1 end of day



Deadline	Activity / Country	AT	who	when	CH	who	when	CZ	who	when
WD-4	% spent report generated	y	Bhaswar Banerjee	2/25/2025	y	Bhaswar Banerjee	2/25/2025	y	Bhaswar Banerjee	2/25/2025
WD-4	working file prepared	y	Bhaswar Banerjee	2/25/2025	y	Bhaswar Banerjee	2/25/2025	y	Bhaswar Banerjee	2/25/2025
WD-4	email requests for accrual amounts sent out	y	Indra Pradhan	2/25/2025	y	Niraj Lokhande	2/25/2025	y	Jaydeep Joshi	2/25/2025
WD=0	replies collected in the working file	y	Indra Pradhan	2/25/2025	y	Niraj Lokhande	2/25/2025	y	Jaydeep Joshi	2/27/2025
WD+1	upload file prepared	na	na	na	y	Niraj Lokhande	3/3/2025	y	Ketan Gaikwad	3/3/2025
WD+1	accrual file uploaded	na	na	na	y	Niraj Lokhande	3/3/2025	y	Ketan Gaikwad	3/3/2025

H. ***Projects Prepayment Report***

1. Go to Fusion click on tools > Reports & Analytics
2. Click on “Projects Prepayment Report”

Projects Prepayment Report

/shared/Custom/SAS Custom/OTBI Reports/PA/Reports

3. The report will automatically run for current prepaid contracts

Contract Number	Contract Name	Contract Line Number	Project Number	Project Name	Project Status	Project Start Date	Project Finish Date	Project Manager	Project Owner	GIDB Invoice Number	Event Type	Event Number	Event Date	Event Description	Event Amount	Event Currency	Event Work Type - Tax Code	Event Invoice Status	AR Invoice Number	AR Invoice GL Period
410000193	410 CON (Prudential) IFRS 17 Assessment Exercise (OF18)	Labor T&M	410-10188	410 CON (Prudential) IFRS 17 Assessment Exercise (OF18)	Approved	11/1/24	3/31/25	Hou, William	Cheung, Angela PY		Prepayments Applied - Labor	2	12/31/24	Prepayments Applied - Services		USD	Consulting-On Premise|Services-ESD	Fully invoiced	60000450	Feb-25
		Labor T&M Total																		
410000193 Total																				
430000006	430 22031699 Banco de Oro Unibank Inc	Labor T&M	430-10006	430 CON 22031699 BDO AMLv8 VAS	Approved	5/17/22	10/13/27	Delos Reyes, Joanna Sarah	Singh Himanshu		Prepayment - Labor	3	2/27/24	BDO AML V8 Value Added Services Year 3	5,290,000.00	PHP	Consulting-On Premise|Prepayment	Fully invoiced	60000004	Feb-24
												5	1/21/25	BDO AML V8 Value Added Services Year 4	5,710,000.00	PHP	Consulting-On Premise|Prepayment	Fully invoiced	60000075	Jan-25
											Prepayments Applied - Labor	4	1/15/25	Prepayments Applied - Services - Drawdown	(5,044,933.40)	PHP	Consulting-On Premise|Prepayment	Fully invoiced	60000074	Jan-25
		Labor T&M Total													5,955,066.60					
430000006 Total															5,955,066.60					
430000011	430 23031754 Bangko Sentral Ng Pilipinas	Labor T&M	430-10011	430 CON 23031754 BSP 3YR MYD support	Approved	3/29/23	12/31/25	Delos Reyes, Joanna Sarah	Singh Himanshu		GIDB Invoice Mimic	3	7/31/24	GIDB Service Allocation from SW Invoice_BSP 70000064	420,107.00	PHP	GIDB Invoice|Mimic	Fully invoiced	60000030	Jul-24
		Labor T&M Total													420,107.00					

4. Objective of this Report:
   a) To identify the prepaid contracts in Fusion
   b) The report shows all the prepayment & prepayment applied events created under individual contracts
   c) The net amount of both prepayment & prepayment applied events gives understanding of whether deductions need to be done against the prepaid invoice

Process End

Escalation Matrix

Name	Level	Email Address	Landline/Phone Number
Bhaswar Banerjee	Level 1	bhaswar.banerjee@sas.com	N/A
Agnieszka Bartuzi	Level 2	agnieszka.bartuzi@sas.com	+48 22 560 45 83
Beata Kienorow-Gulan	Level 2	beata.kienorow-gulan@sas.com	+48 22 560 45 69