



EAS BE PORTAL FAQ

EAS SPO Team

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1. Whom do I contact to get access to EAS BE Portal?

Please reach out to below SPO contacts for access related issues/access requests

ORC access - Srinivas_Manjunath@infosys.com

SAP access - Patel_jignesh@infosys.com

2. How do I access EAS BE Portal?

EAS BE Portal login - <http://nebula/login>

Click on the above link to login. When you login, you shall land in the home screen and can view all your BE projection data for the current quarter.

Talent ▾Operations Assurance ▾Financial Management ▾ADMIN ▾

Home > Financial Management > BE_Test

BE UpdateSwitch UserBE AdminFAQReportsSubcon

Role as (SDM)

PU: ALL ▾Master Customer Code: ALL ▾Qtr: Q3'16 ▾SearchSaveCopy DM's DataInclude Master CustomerDelete Zero BECopy Actuals: Oct'15Nov'15Dec'15

(**) A - Booked Business (Like RTBR)B - Extensions or deals already wonC - Proposals already submitted but still openD - Other opportunities WIP (Not submitted yet)

		Revenue BE (in NC '000)										Volume BE (in person months)												
		BE Projections(x)					**Additional Inputs for the qtr (y)					Oct'15		Nov'15		Dec'15		Total						
☐	MCC	NC	Oct'15	Nov'15	Dec'15	Q3'16(x-y)	A	B	C	D	DM Q3'16	(Actuals + RTBR) (NC)	On	Off	On	Off	On	Off	On	Off	Q3'16	SDM Reasons for Rev & Vol changes	DM Q3'16	DM Comp Vol
☐	AFFINMST	GBP	0.0	0.0	0.0	0.0 (0.0)	0.0	0.0	0.0	0.0	0.0	9.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0	0.0
☐	AMEREN	USD	90.0	90.0	90.0	270.0 (0.0)	270.0	0.0	0.0	0.0	270.0	169.8	4.0	6.0	4.0	6.0	4.0	6.0	12.0	18.0	30.0		30.0	0.0
☐	BELGMST	EUR	17.0	17.0	17.0	51.0 (0.0)	51.0	0.0	0.0	0.0	51.0	87.9	4.0	4.0	4.0	4.0	4.0	0.0	12.0	8.0	20.0	Reduction in Q2	20.0	0.0
☐	BH1	USD	105.0	105.0	110.0	320.0 (0.0)	320.0	0.0	0.0	0.0	320.0	263.7	6.0	10.0	6.0	10.0	6.0	10.0	18.0	30.0	48.0		48.0	0.0
☐	BHPPMST	USD	60.0	55.0	55.0	170.0 (0.0)	170.0	0.0	0.0	0.0	170.0	108.5	3.0	2.0	3.0	2.0	3.0	2.0	9.0	6.0	15.0		15.0	0.0
☐	BPMST	USD	9.0	9.0	9.0	27.0 (0.0)	27.0	0.0	0.0	0.0	27.0	20.6	0.0	2.0	0.0	2.0	0.0	2.0	0.0	6.0	6.0		6.0	0.0
☐	BTMAST	GBP	43.0	43.0	43.0	129.0 (0.0)	129.0	0.0	0.0	0.0	93.0	103.7	5.0	25.0	5.0	25.0	4.0	17.0	14.0	67.0	81.0		81.0	0.0

3. How can I view my BE projections for a particular Quarter?

Based on your Access Level, you can view the Revenue/Volume BE projections that you has added by selecting the **PU**, **MCC** (*Master Customer Code*), **Qtr** (*Quarter*) Combination and clicking on **Search** button.

The screenshot shows the 'BE Test' interface. At the top, there are navigation tabs: Talent, Operations Assurance, Financial Management, and ADMIN. Below these, a breadcrumb trail reads 'Home > Financial Management > BE_Test'. A sidebar on the left contains 'QUICK LINKS'. The main area has a search bar with fields for 'PU' (set to 'ALL'), 'Master Customer Code' (set to 'BELGMAST'), and 'Qtr' (set to 'Q3'16'). A yellow arrow points to the 'Search' button. Other buttons include 'Save', 'Copy DM's Data', 'Include Master Customer', 'Delete Zero BE', and 'Copy Actuals' (with buttons for Oct'15, Nov'15, Dec'15). Below the search bar, there are four tabs: '(**) A - Booked Business (Like RTBR)', 'B - Extensions or deals already won', 'C - Proposals already submitted but still open', and 'D - Other opportunities WIP (Not submitted yet)'. The 'A' tab is selected. Below the tabs is a table with columns for 'Revenue BE (in NC '000)' and 'Volume BE (in person months)'. The table has a header row for 'BE Projections(x)' and 'Additional Inputs for the qtr (y)'. The data row shows values for 'MCC', 'NC', 'Oct'15', 'Nov'15', 'Dec'15', 'Q3'16(x-y)', 'A', 'B', 'C', 'D', 'DM Q3'16', 'Actuals + RTBR (NC)', 'On', 'Off', 'Nov'15', 'Dec'15', 'Total', 'Q3'16', 'SDM Reasons for Rev & Vol changes', 'DM Q3'16', and 'DM Comp Vol'. The 'Total' row shows a sum of 17.0 for Oct'15, 17.0 for Nov'15, 117.0 for Dec'15, and 151.0 for Q3'16(x-y). The 'DM Q3'16' column shows 51.0. The 'Actuals + RTBR (NC)' column shows 87.9. The 'On' column shows 4.0. The 'Off' column shows 4.0. The 'Nov'15' column shows 4.0. The 'Dec'15' column shows 4.0. The 'Total' column shows 12.0. The 'Q3'16' column shows 8.0. The 'SDM Reasons for Rev & Vol changes' column shows 'Reduction in Q2'. The 'DM Q3'16' column shows 20.0. The 'DM Comp Vol' column shows 0.0.

The Sum of BE projections should be equal to the sum of Additional inputs for the Quarter. If not, the row will be marked red as seen in the above screenshot. But still you shall be able to save the data. After making desired changes in the editable fields click on the **Save** button to save the same. After saving successfully, you will see below message.

The screenshot shows the 'BE Test' interface after saving. A green message 'Data saved successfully' is displayed at the top left, circled in blue. The search bar and table are visible, but the 'Search' button is now disabled. The 'Save' button is highlighted in green.

4. Can I copy the BE projections of my DM(s) for a particular master customer code and native currency?

To copy DM's BE projections for a particular master customer and native currency combination, select the master customer by checking the check box under the column **SELECT** and click on **Copy DM's data** button.

Talent ▾ Operations Assurance ▾ Financial Management ▾ ADMIN ▾
Home > Financial Management > BE_Test

BE Update Switch User BE Admin FAQ Reports Subcon Role as (SDM)

PU: ALL ▾ Master Customer Code: BELGMAST ▾ Qtr: Q3'16 ▾ Search Save Copy DM's Data Include Master Customer Delete Zero BE Copy Actuals: Oct'15 Nov'15 Dec'15

(**) A - Booked Business (Like RTBR) B - Extensions or deals already won C - Proposals already submitted but still open D - Other opportunities WIP (Not submitted yet)

		Revenue BE (in NC '000)										Volume BE (in person months)												
		BE Projections(x)					**Additional Inputs for the qtr (y)					Dec'15					Total							
	MCC	NC	Oct'15	Nov'15	Dec'15	Q3'16(x-y)	A	B	C	D	DM Q3'16	(Actuals + RTBR) (NC)	On	Off	On	Off	On	Off	On	Off	Q3'16	SDM Reasons for Rev & Vol changes	DM Q3'16	DM Comp Vol
<input type="checkbox"/>	BELGMAST	EUR	17.0	17.0	117.0	151.0 (100.0)	51.0	0.0	0.0	0.0	51.0	87.9	4.0	4.0	4.0	4.0	4.0	0.0	12.0	8.0	20.0	Reduction in Q2	20.0	0.0
Total			17.0	17.0	117.0	151.0(100.0)	51.0	0.0	0.0	0.0	51.0	87.9	4.0	4.0	4.0	4.0	4.0	0.0	12.0	8.0	20.0		20.0	0

After copying the data in the screen, you will get below success message.

Talent ▾ Operations Assurance ▾ Financial Management ▾ ADMIN ▾
Home > Financial Management > BE_Test

BE Update Switch User BE Admin FAQ Reports Subcon Role as (SDM)

1 row(s) have been copied

PU: ALL ▾ Master Customer Code: BELGMAST ▾ Qtr: Q3'16 ▾ Search Save Copy DM's Data Include Master Customer Delete Zero BE Copy Actuals: Oct'15 Nov'15 Dec'15

(**) A - Booked Business (Like RTBR) B - Extensions or deals already won C - Proposals already submitted but still open D - Other opportunities WIP (Not submitted yet)

		Revenue BE (in NC '000)										Volume BE (in person months)												
		BE Projections(x)					**Additional Inputs for the qtr (y)					Dec'15					Total							
	MCC	NC	Oct'15	Nov'15	Dec'15	Q3'16(x-y)	A	B	C	D	DM Q3'16	(Actuals + RTBR) (NC)	On	Off	On	Off	On	Off	On	Off	Q3'16	SDM Reasons for Rev & Vol changes	DM Q3'16	DM Comp Vol
<input checked="" type="checkbox"/>	BELGMAST	EUR	17	17	17	51.0 (0.0)	51	0	0	0	51.0	87.9	4	4	4	4	4	0	12.0	8.0	20.0	Reduction in Q2	20.0	0.0
Total			17.0	17.0	17.0	51.0(0.0)	51.0	0.0	0.0	0.0	51.0	87.9	0	0	0	0	0	0	0	0	0		20.0	0

5. How can I include BE projections for a master customer code not listed in the Portal?

By clicking on the **Include Master Customer** button, you will get a pop up window. Based on your access you will be able to add a master customer to your BE projection screen. Master customer available in RTBR will be available to add.

The subsequent drop down in the pop up screen will only be enabled after you select the Service Line. All fields in this popup window are **mandatory**.

The screenshot displays the 'BE Test' application interface. At the top, there's a navigation bar with 'Talent', 'Operations Assurance', 'Financial Management', and 'ADMIN'. Below this, a breadcrumb trail shows 'Home > Financial Management > BE_Test'. A yellow arrow points to the 'Include Master Customer' button in the top right area. A popup window titled 'Include Master Customer to BE Application' is open, showing fields for 'Service Line', 'Master Customer Code', 'Native Currency', and 'Quarter'. The 'Service Line' dropdown is currently selected. Below the popup, there's a table with columns for 'MCC', 'NC', 'Oct'15', 'Nov'15', and 'Dec'15'. The table contains data for 'BELGMAST' and a 'Total' row. To the right of the popup, there's a table with columns for 'On', 'Off', 'On', 'Off', 'On', 'Off', 'On', 'Off', 'Q3'16', 'SDM Reasons for Rev & Vol changes', 'DM Q3'16', and 'DM Comp Vol'. The table contains data for 'On' and 'Off' columns, and a 'Total' row.

MCC	NC	Oct'15	Nov'15	Dec'15
BELGMAST	EUR	17	17	17
Total		17.0	17.0	17.0

On	Off	On	Off	On	Off	On	Off	Q3'16	SDM Reasons for Rev & Vol changes	DM Q3'16	DM Comp Vol
4	4	4	4	4	0	12.0	8.0	20.0	Reduction in Q2	20.0	0.0
0	0	0	0	0	0	0	0	0		20.0	0

6. Master customer code not listed in the Portal to provide my projections. Whom should I contact?

Please reach out to below SPO leads for your enquiry

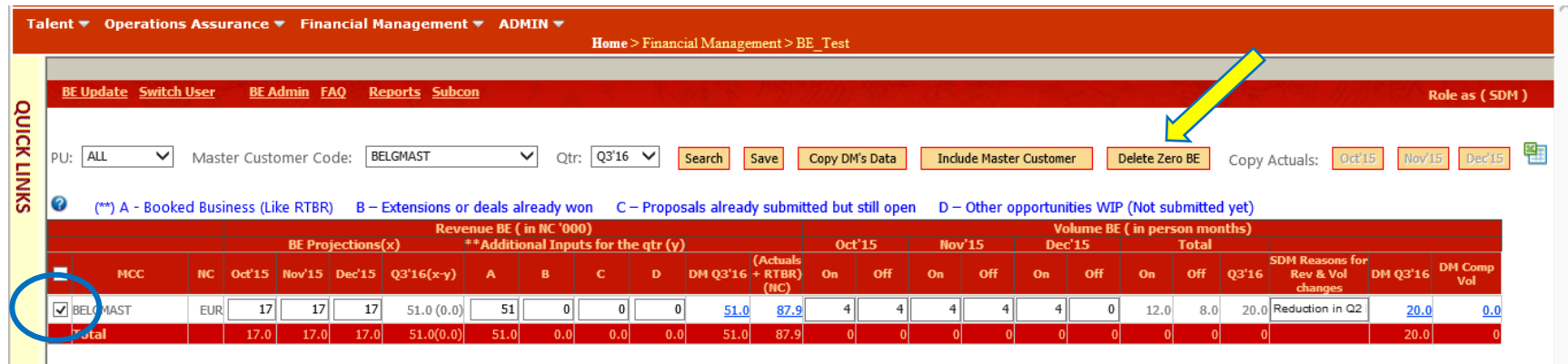
ORC - Srinivas_Manjunath@infosys.com

SAP - Patel_jignesh@infosys.com

7. How can I remove Master customer code not used from BE Portal?

Master Customer code with Zero BE projections and Zero values in RTBR/ Alcon/ PBS/ FinPulse for the selected quarter can be removed by checking the check box under the column **SELECT** of the particular row and click on **Delete Zero BE** Button.

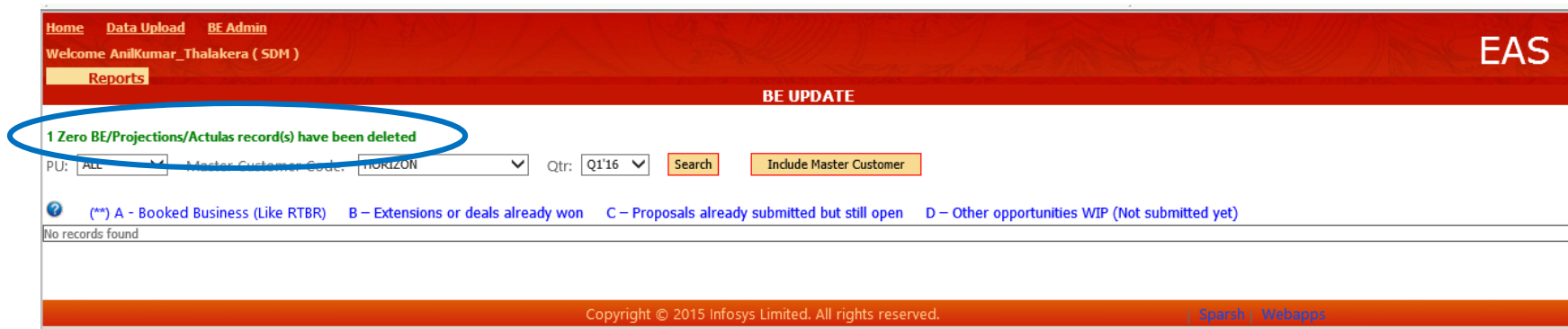
You will be able to delete the row only if all the BE values in that row are 0 including the values (RTBR/ Alcon/ PBS/ FinPulse).



The screenshot shows the BE Portal interface. At the top, there's a navigation bar with 'Talent', 'Operations Assurance', 'Financial Management', and 'ADMIN'. Below it, a breadcrumb trail reads 'Home > Financial Management > BE_Test'. A secondary navigation bar contains links like 'BE Update', 'Switch User', 'BE Admin', 'FAQ', 'Reports', and 'Subcon'. The user's role is identified as '(SDM)'. The main area features a search bar with 'PU: ALL', 'Master Customer Code: BELGMAST', and 'Qtr: Q3'16'. A yellow arrow points to the 'Delete Zero BE' button. Below the search bar, there's a table with columns for MCC, NC, BE Projections (x), Revenue BE (in NC '000), Additional Inputs for the qtr (y), and Volume BE (in person months). The table has a row for 'BELGMAST' with a checked checkbox in the 'SELECT' column. A blue circle highlights the checkbox.

MCC	NC	Oct'15	Nov'15	Dec'15	Q3'16(x-y)	A	B	C	D	DM Q3'16	(Actuals + RTBR) (NC)	Oct'15	Nov'15	Dec'15	Q3'16	DM Q3'16	DM Comp Vol
BELGMAST	EUR	17	17	17	51.0 (0.0)	51	0	0	0	51.0	87.9	4	4	4	4	4	0
Total		17.0	17.0	17.0	51.0(0.0)	51.0	0.0	0.0	0.0	51.0	87.9	0	0	0	0	0	0

After deleting you will get below success message.



The screenshot shows the BE Portal interface after a successful deletion. The top navigation bar is the same. The main area displays a success message: '1 Zero BE/Projections/Actuals record(s) have been deleted'. Below this, the search bar shows 'PU: ALL', 'Master Customer Code: HORIZON', and 'Qtr: Q1'16'. The table below the search bar is empty, indicating 'No records found'. A blue circle highlights the success message.

1 Zero BE/Projections/Actuals record(s) have been deleted

PU: ALL Master Customer Code: HORIZON Qtr: Q1'16 Search Include Master Customer

(**) A - Booked Business (Like RTBR) B - Extensions or deals already won C - Proposals already submitted but still open D - Other opportunities WIP (Not submitted yet)

No records found

8. Can I download my data for my offline references?

It helps you to download the BE data based on the filter criteria selected on the screen in the form of an excel file.

Talent

Operations Assurance

Financial Management

ADMIN

Home > Financial Management > BE_Test

BE UpdateSwitch UserBE AdminFAQReportsSubcon

Role as (SDM)

QUICK LINKS

PU: ALLMaster Customer Code: BELGMASTQtr: Q3'16SearchSaveCopy DM's DataInclude Master CustomerDelete Zero BECopy Actuals: Oct'15Nov'15Dec'15

(**) A - Booked Business (Like RTBR)B - Extensions or deals already wonC - Proposals already submitted but still openD - Other opportunities WIP (Not submitted yet)

		Revenue BE (in NC '000)										Volume BE (in person months)																	
		BE Projections(x)					** Additional Inputs for the qtr (y)					(Actuals + RTBR) (NC)		Oct'15		Nov'15		Dec'15		Total		Q3'16		SDM Reasons for Rev & Vol changes		DM Q3'16		DM Comp Vol	
	MCC	NC	Oct'15	Nov'15	Dec'15	Q3'16(x-y)	A	B	C	D	DM Q3'16	(Actuals + RTBR) (NC)	On	Off	On	Off	On	Off	On	Off	Q3'16		Reduction in Q2		DM Q3'16		DM Comp Vol		
<input checked="" type="checkbox"/>	BELGMAST	EUR	17	17	17	51.0 (0.0)	51	0	0	0	51.0	87.9	4	4	4	4	4	0	12.0	8.0	20.0				20.0		0.0		
Total			17.0	17.0	17.0	51.0(0.0)	51.0	0.0	0.0	0.0	51.0	87.9	0	0	0	0	0	0	0	0	0				20.0		0		

9. How can I refer to the actuals for the previous months?

By clicking on the below marked links you will get a pop up window. Based on the master customer code and native currency for the selected row you will get the below details.

Talent ▾Operations Assurance ▾Financial Management ▾ADMIN ▾

Home > Financial Management > BE_Test

BE UpdateSwitch UserBE AdminFAQReportsSubcon

Role as (SDM)

PU: ALL ▾Master Customer Code: BELGMAST ▾Qtr: Q3'16 ▾SearchSaveCopy DM's DataInclude Master CustomerDelete Zero BECopy Actuals: Oct'15Nov'15Dec'15

(**) A - Booked Business (Like RTBR)B – Extensions or deals already wonC – Proposals already submitted but still openD – Other opportunities WIP (Not submitted yet)

			Revenue BE (in NC '000)				BE Projections(x)				** Additional Inputs for the qtr (y)				Volume BE (in person months)				Total				SDM Reasons for Rev & Vol changes				DM Comp Vol	
	MCC	NC	Oct'15	Nov'15	Dec'15	Q3'16(x-y)	A	B	C	D	DM Comp Vol	Rev	Off	On	Off	On	Off	On	Off	Q3'16	Rev	Off	On	Off	DM Comp Vol	DM Comp Vol		
☑	BELGMAST	EUR	17	17	17	51.0 (0.0)	51	0	0	0	51.0	87.9	4	4	4	4	4	0	12.0	8.0	20.0	20.0	0	20.0	0.0			
	Total		17.0	17.0	17.0	51.0(0.0)	51.0	0.0	0.0	0.0	51.0	87.9	0	0	0	0	0	0	0	0	0	0	0	20.0	0.0			

QUICK LINKS

By clicking on these links you will get a pop up window. Based on the master customer code and native currency for the selected row you will get the below details.

- DM BE Projections
- RTBR/FinPulse for all 3 months in Native Currency (NC)
- RTBR/FinPulse for all 3 months in USD (USD)
- DM volume Projections at Master Customer level
- Billed Months/ALCON Volume at Master Customer level
- Billed Months/PBS Volume at Master Customer level

BE UPDATE

DM BE Projections										
MCC	Native Currency	DM Mail Id	Apr'15	May'15	Jun'15	Q1'16 BE	Booked Business (Like RTBR)	Extensions or deals already won	Proposals already submitted but still open	Other opportunities WIP (Not submitted yet)
AXAFRMST	EUR	Rohit_Mohindru	0	18	37	55	55	0	0	0
AXAFRMST	EUR	thanujm	0	0	0	0	0	0	0	0
			0	18	37	55	55	0	0	0

		RTBR/FinPulse (NC)				RTBR/FinPulse (USD)			
MCC	Native Currency	Apr'15	May'15	Jun'15	Q1'16 BE	Apr'15	May'15	Jun'15	Q1'16 BE
AXAFRMST	EUR	0	19	105.8	124.7	0	21	0	21

DM volume at Master Customer level										
MCC	DM Mail Id	Apr On	Apr Off	May On	May Off	Jun On	Jun Off	Q1'16 On	Q1'16 Off	Q1'16 Total volume
AXAFRMST	Rohit_Mohindru	0	0	0	2	0	4	0	6	6
AXAFRMST	thanujm	0	0	0	0	0	0	0	0	0
		0	0	0	2	0	4	0	6	6

Billed Months/ALCON Volume at Master Customer level										
MCC	DM Mail Id	Apr On	Apr Off	May On	May Off	Jun On	Jun Off	Q1'16 On	Q1'16 Off	Q1'16 Total volume
AXAFRMST	Rohit_Mohindru	0	0	0	2	0.2	4	0.2	6	6.2
		0	0	0	2	0.2	4	0.2	6	6.2

Billed Months/PBS Volume at Master Customer level										
MCC	DM Mail Id	Apr On	Apr Off	May On	May Off	Jun On	Jun Off	Q1'16 On	Q1'16 Off	Q1'16 Total volume
AXAFRMST	Rohit_Mohindru	0	0	0	2	0.2	4.1	0.2	6.1	6.3
		0	0	0	2	0.2	4.1	0.2	6.1	6.3

Copy

10. Can I copy the Actuals to my BE Projections?

To copy actuals from FinPulse to BE Revenue and Volume projections for the current Quarter , select the record by checking the check box under the column **SELECT** of the particular row and click on **Copy Actuals <<Oct'15/Nov'15/Dec'15>>** Button.

Copy Oct'15 actuals will replace the BE Revenue and Volume projections of the selected record for the month Oct'15. Similarly Copy Nov'15 actuals will do the same for Nov'15 BE Revenue and Volume projections. After reviewing, please click on **Save** button to save the replaced data.

Talent ▾ Operations Assurance ▾ Financial Management ▾ ADMIN ▾

Home > Financial Management > BE

BE Update Switch User BE Admin FAQ Reports

Role as (SDM)

QUICK LINKS

PU: ALL ▾ Master Customer Code: BELGMAST ▾ Qtr: Q3'16 ▾ Search Save Copy DM's Data Include Master Customer Delete Zero BE Copy Actuals: Oct'15 Nov'15 Dec'15

(**) A - Booked Business (Like RTBR) B - Extensions or deals already won C - Proposals already submitted but still open D - Other opportunities WIP (Not submitted yet)

		Revenue BE (in INR '000)										Volume BE (in person months)												
		BE Projections(x)				**Additional Inputs for the qtr (y)						Oct'15		Nov'15		Dec'15		Total						
	MCC	Native Currency	Oct'15	Nov'15	Dec'15	Q3'16(x-y)	A	B	C	D	DM Q3'16	(Actuals + RTBR) (NC)	On	Off	On	Off	On	Off	On	Off	Q3'16	SDM Reasons for Rev & Vol changes	DM Q3'16	[St Modif]
<input type="checkbox"/>	BELGMAST	EUR	17.0	17.0	17.0	51.0 (0.0)	51.0	0.0	0.0	0.0	15.0	94.4	4.0	4.0	4.0	4.0	4.0	0.0	12.0	8.0	20.0	Reduction in Q2 Bl	13.5	17 Aug
	Total		17.0	17.0	17.0	51.0 (0.0)	51.0	0.0	0.0	0.0	15.0	94.4	4.0	4.0	4.0	4.0	4.0	0.0	12.0	8.0	20.0		13.5	

11. Do we have features from where I can download the actuals for the previous months?

It helps you to download the reports on BE data based on your access level in the form of an excel file.



12. How do I provide the Competency based volume details?

By clicking on the **DM Comp Vol** link, DM will get a pop up window as shown below. Based on your access you will be able to provide the competency volume details.

The screenshot displays a web application interface for 'DM Volume - Windows Internet Explorer'. The main window shows a table for 'MCC : JCMaster DM : Atul_Chorbele Currency Code : USD'. The table has columns for Competency, Oct'15, Nov'15, Dec'15, Q3'16, and Total. The 'Competency' column has a dropdown menu. The 'Total' column shows the sum of the monthly volumes. The 'Q3'16' column shows the sum of the monthly volumes. The 'Total' column shows the sum of the monthly volumes. The 'Competency' column has a dropdown menu. The 'Total' column shows the sum of the monthly volumes. The 'Q3'16' column shows the sum of the monthly volumes. The 'Total' column shows the sum of the monthly volumes.

Competency	Oct'15	Nov'15	Dec'15	Q3'16	Total			
Volume BE	10.0	10.0	10.0	1.0	10.0	21.0	30.0	51.0
Delta (Volume BE - Competency)	0.0	0.0	10.0	1.0	10.0	11.0	20.0	31.0
SAPBAS	10.0	0.0	0.0	0.0	0.0	10.0	0.0	10.0
SAPERMS	0.0	10.0	0.0	0.0	0.0	0.0	10.0	10.0
	10.0	10.0	0.0	0.0	0.0	10.0	10.0	20.0

Buttons: Add New, Save

By clicking on the **Add New** button, a new row shall be added to the screen. Select the competency from the drop down and provide the Volume details for each month. You will not be allowed to exceed beyond the Volume BE already provided. Delta (Volume BE – Competency) shows the difference in the volumes provided.

You shall be able to delete the row from the screen by clicking on the delete icon. To permanently delete, please click on **SAVE** button.