Contents

Fixed Price - Open

1. Approval Hierarchy Flow

Once a Time sheet is filled by the Resource there were different levels before the time sheet is billed for the client.

Those levels for the approval of the Timesheet were as follows
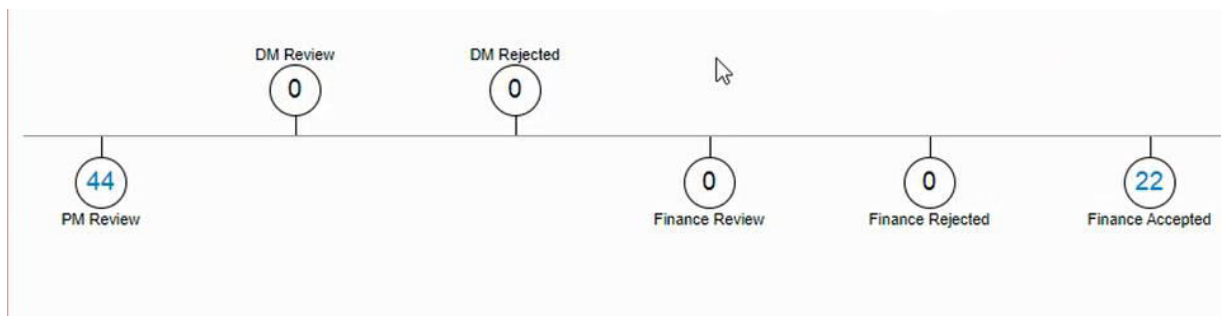
2. Data Table

Customer	Project	Status	Billing Period	Hours					Billing Hours			Billing Amount				Is Data Modified	Refresh Date
				Allocated	Vacation	Actual	OT	Approved	Actual	OT	Total	Unbilled	Amount	Discount Amount	Net Amount		
IBM Middle East FZ-LLC	Sheryan Application Managed Services	Finance Accepted	01-Mar-22 to 31-Mar-22	9808	0	3270	0	3270	3086	0	3086	0	30124	0	30124	No	NA
Intuitive Surgicals Inc.	Intuitive Surgical - CPQ CLM Project	Finance Accepted	01-Mar-22 to 31-Mar-22	420	0	408	0	408	408	0	408	0	8569.99	0	8569.99	No	NA
Intuitive Surgicals Inc.	Intuitive Surgical - EFT to ECO Conversion	Finance Accepted	01-Mar-22 to 31-Mar-22	368	0	352	0	352	352	0	352	0	7040	0	7040	No	NA
Intuitive Surgicals Inc.	Intuitive Surgical - Procure to Pay (2.0)	Finance Accepted	01-Mar-22 to 31-Mar-22	296	0	272	0	264	264	8	272	0	6032	0	6032	No	NA

Customer: Here we can see the customer details of the Timesheet.

Project: The Project details of the particular customer for whom the timesheet is assigned will be shown here.

Status: The Level at which the timesheet approval is shown in this Column.

Billing Period: The period for which we are looking the timesheet data.

Hours:

- Allocated: These were the allocated hours for the project.
- Vacation: Any Vacation hours reported will be shown here.
- Actual: These are the Actual hours entered by the Resources in the project i.e., cumulative count of the hours of all the resources.
- OT: Any overtime hours to be added if any were reported by the resource.

- **Approved:** These are the Final hours that were approved by the concerned manager.

Billing Hours: These are the hours sum of Actual Hours and OT Hours.

Billing Amount: These is the Final billing amount of the Project for a particular period of time selected as this is a Fixed Price Project those amounts will be calculated.

Is Date Modified: If any Modifications in the date will be shown in the column below.

Refresh Date: The Final refresh date if any further modifications were done and the Latest modified date will be displayed here.

2a. Project View
By Clicking on the Project, a new data will be shown of the Project details below.

Project Information

| Project | : | Sheryan Application Managed S... | Practice | : | Application Solutions,Smarter P... | Planned Dates | : | 15-Sep-2019 to 15-Oct-2022 | Is Billable | : | Yes |
| Primary PM | : | Sharvari Anurag Tiwari,Sanil Su... | Customer | : | IBM Middle East FZ-LLC | Contract Terms | : | Fixed Price | Status | : | Finance Accepted ∨ |

▾ Resource Information

	Resource Information				Hours					Billing Hours			Billing Amount			
Allocation	Role	Resource	Rate	Allocated	Vacation	Actual	OT	Approved	Actual	OT	Total	Unbilled	Rate	Amount	Comments	
Billable	Associate Software Engineer	Sai Ram Harshit Kuppa	8.00	368.00	0.00	168.00	0.00	168.00	168.00	0.00	168.00	0.00	8.00	$ 1344.00	
Billable	Associate Software Engineer	RITESH KUMAR PA...	3.73	76.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.73	$ 0.00	
Billable	Associate Software Engineer	Vishal Ingale	8.00	368.00	0.00	184.00	0.00	184.00	184.00	0.00	184.00	0.00	8.00	$ 1472.00	
Billable	Associate Software Engineer	Mayuri Wagh	8.00	184.00	0.00	72.00	0.00	72.00	72.00	0.00	72.00	0.00	8.00	$ 576.00	
Billable	Associate Software Engineer	Kshitija Madhukar Kh...	8.00	368.00	0.00	176.00	0.00	176.00	176.00	0.00	176.00	0.00	8.00	$ 1408.00	
Billable	Senior Software Engineer	Vinay Giria	12.00	368.00	0.00	184.00	0.00	184.00	184.00	0.00	184.00	0.00	12.00	$ 2208.00	
Non Billabl...	Senior Software Engineer	Ravi Kiran Angara	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	$ 0.00	
Billable	Senior Software Engineer	Amit Nigam	10.00	16.00	0.00	16.00	0.00	16.00	16.00	0.00	16.00	0.00	10.00	$ 160.00	
Billable	Software Engineer	Monalisa Pasayat	8.00	552.00	0.00	92.00	0.00	92.00	92.00	0.00	92.00	0.00	8.00	$ 736.00	
Billable	Software Engineer	Sagnik Lahiri	8.00	736.00	0.00	176.00	0.00	176.00	176.00	0.00	176.00	0.00	8.00	$ 1408.00	
Billable	Software Engineer	Pravallika Buddha	8.00	368.00	0.00	184.00	0.00	184.00	184.00	0.00	184.00	0.00	8.00	$ 1472.00	
Billable	Software Engineer	Veera Venkata Satya...	8.00	552.00	0.00	160.00	0.00	160.00	160.00	0.00	160.00	0.00	8.00	$ 1280.00	

▾ Financial Information

Total Project Value:	1,230,000.00	Revenue Accured : Till Date	1,035,000.00	Remaining Budget: 195,000.00
Project Completion (%)	: 84.15	Billing Amount :	30,124.00	Billing Action : Bill To Customer ∨
Apply Discounts	: No ∨	Discounts : Type	<< Please Select >> ∨	Discount Amount : 0.00

Comments History

Comments

A. Project Manager Review

Project Manager is the first level reviewer of a Billing Time sheet of a Project.

To review Billing timesheet, follow the below steps:

System displays all the Billing information changes occurred for a particular Project after Billing for the same has been generated and highlights them in Resource Billing Details section

Following are the Project information changes that are reflected in an existing Billing Timesheet:

1. Changes in Role details

2. Changes in Role Rate

3. Addition of new Roles

4. Updates in resource entered hours in Resource Timesheets

5. Updates in approved hours in project Timesheet

- Project Manager is allowed to edit Project Billing information.
- Make required changes in Resource Billing Details and Additional Details and Click on "Save" button in the bottom of the screen to save the Billing timesheet.
- To submit it for Delivery Manager's review, change the status of the Billing Timesheet from "In PM Review" to "In DM Review" and click on "Submit" button in the bottom of the screen.
- On successful submission, the Billing timesheet will be disabled for the Project manager and will be enabled for the Delivery Manager.
- When Billing Timesheet is in "In PM Review" it remains in view mode for Delivery Manager and Finance admin.

B. Delivery Manager Review

- Delivery Manager is allowed to edit Project Billing information.
- Make required changes in Resource Billing Details and Additional Details and Click on "Save" button in the bottom of the screen to save the Billing timesheet.

- To submit it for Finance admin review, change the status of the Billing Timesheet from "In DM Review" to "In Finance Review" and click on "Submit" button in the bottom of the screen.
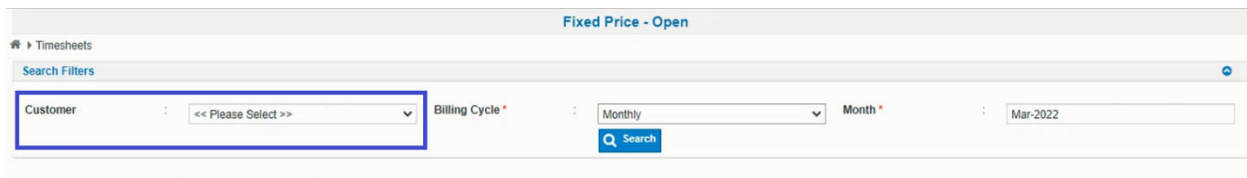- If Delivery Manager moves the status to "DM Rejected" the timesheet is sent for PM review again.

C. Finance Review

- Finance Admin can reject or accept the billing timesheet with appropriate comments.
- If the timesheet is rejected it moves to Finance Rejected else to Finance Accepted.

3. Filters

3a. Customer
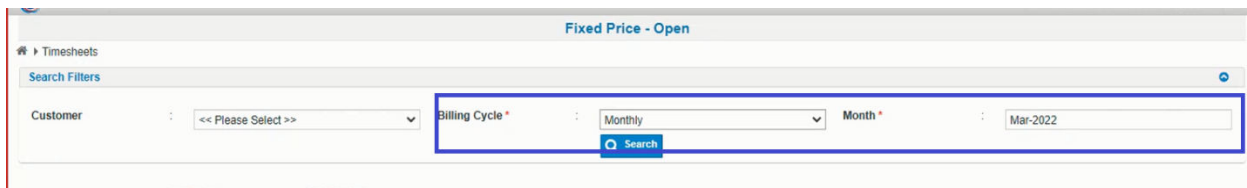
Here we can select the Customer or else can see the data related to all the customers.

3b. Billing Cycle and Month

Here we can select the particular billing cycle and can also select the month for which we are looking the data for.