

# Create Invoice Data by PM

## Overview

TMS invoicing module involves the invoice data creation by a Project Manager in the First Step. Be it Fixed Price Project or Time & Material project, PM of every project should create the invoice data. PM must do different operations to create invoice data based on their contract type.

Upon creation of Invoice Data by PM, Finance personnel will get the same data for creating an actual invoice.

## Creating Invoice Data for Fixed Price Projects

Invoices for Fixed Price projects will be raised through the Milestones of the project. These milestone details will be available in the **“Payment Details”** tab of a project details page.

PM should

1. Click on the **“Edit”** button of the corresponding Milestone that he/she wants to create invoice data for.
2. Provide Planned Billing Date
3. Provide Milestone Notes if any.
4. Click on **“Update”** in the corresponding row.
5. Send it for approval by clicking **“Send for Approval”** button.

Client Details | Project Details | Payment Details | Attachment | SGM | EGM | Task

Type of Contract: Fixed Price

Project Milestones:

Order Value: [REDACTED]

Milestone Description	Milestone Amount	Billing Date	Milestone Note	Action
Final Release	[REDACTED]			Edit Delete
End of User Acceptance	[REDACTED]			Cancel Update Delete
Project Kickoff	[REDACTED]	01-01-2021	12-01-2021	Edit Delete
Design Finalization	[REDACTED]	08-03-2021	17-03-2021	Edit Delete
Interim Release	[REDACTED]	26-03-2021	30-03-2021	Edit Delete
				Insert

Calendar: April, 2021  
Today: April 6, 2021

These changes should be approved by Delivery Manager / SBU Head of the project. Once it is done, PM should be able to **“Authenticate the Milestone”**.

To **“Authenticate”** this Milestone, PM must select **“Milestone Authentication”** option under **PROJECT** menu. Select the corresponding Project from the given list. And click on **“Authenticate”** button of corresponding Milestone.

HOME | TIMESHEET | PROJECT | PURCHASE | INVOICE | REPORT | PASSWORD

Milestone Authentication

Select Project: [REDACTED]

Milestone Name	Amount	Planned Date	Revised Date	Date Of Authentication	Milestone Note
Project Kick-off	[REDACTED]	20-04-2020		08-05-2020	Frozen
End of Month 2	[REDACTED]	20-06-2020	22-06-2020	25-06-2020	Frozen
End of Month 3	[REDACTED]	20-07-2020		05-08-2020	Frozen
End of Month 4	[REDACTED]	20-08-2020		20-08-2020	Frozen
End of Month 5	[REDACTED]	21-09-2020		23-09-2020	Frozen
End of Month 6	[REDACTED]	20-10-2020		20-10-2020	Frozen
End of Month 7	[REDACTED]	20-11-2020		25-11-2020	Frozen
End of Month 8	[REDACTED]	21-12-2020		22-12-2020	Frozen
End of Month 9	[REDACTED]	20-01-2021		20-01-2021	Frozen
End of Month 10	[REDACTED]	22-02-2021			Frozen

1 | 2

Once done, the Milestone will be Authenticated, and this Milestone will be available for the Finance Personnel for creating the actual invoice. An Email will be triggered to concerned persons with the notifications.

The PM can also **Un-Authenticate** the milestone for making any changes by clicking **“UnAuthenticate”** button against the milestone provided the Actual Invoice has not been created by Finance personnel.

Once the actual invoice has been created by Finance Personnel, then the status of the milestone becomes **“Frozen”**, and no further changes will be allowed.

Following screenshot displays the Milestone details in Payment Details tab of Project Details Page. **“Actual Billing Date”** is the one on which the actual invoice was created. Edit/Delete for such invoices are not allowed.

Client Details	Project Details	Payment Details	Attachment	SGM	EGM	Task
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Type of Contract  Currency

Project Milestones:

Order Value

Milestone Description	Milestone Amount	Planned Billing Date	Actual Billing Date	Milestone Note	Action
Final Release	██████████				<a href="#">Edit</a> <a href="#">Delete</a>
End of User Acceptance Testing	██████████				<a href="#">Edit</a> <a href="#">Delete</a>
Project Kickoff	██████████	01-01-2021	12-01-2021		<a href="#">Edit</a> <a href="#">Delete</a>
Design Finalization	██████████	08-03-2021	17-03-2021		<a href="#">Edit</a> <a href="#">Delete</a>
Interim Release	██████████	26-03-2021	30-03-2021		<a href="#">Edit</a> <a href="#">Delete</a>
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	

# Creating Invoice Data for Time & Material Projects

Invoices for Time & Material projects will be raised by taking the data from Project Resource allocation section of the project and the corresponding Timesheet Details of the project.

Following are the prerequisites to create invoice data for Time & Material Projects.

- The project should have Billable Resource(s)
  - Their Rates should be provided in the corresponding Rates Section.

Client Details	Project Details	Payment Details	Attachment	SGM	EGM	Task					
Project Details											
Resource Details											
<b>Allocated Resource</b>											
Search Allocated Resource with EmpID/Name						Search					
Select	Employee ID	Employee Name	Job Title	Employee Category	Allocated %	Billability	Start Date	End Date	Status	Edit	Delete
<input type="checkbox"/>			Module Lead	Regular FTE	100	Billable	01-09-2018	31-12-2018	Approved	Edit	Delete
Offshore Rate	Onsite Rate	OT Rate	Rate Type	Rate Start Date	Rate End Date	Status	Edit	Delete			
2512	0	0	Monthly	01-09-2018	31-12-2018	Approved	Edit	Delete			
			Hourly								Add

- The Resources should have entered timesheet details against this project.
  - The Location of timesheet (Offshore/Onsite) should match with the Location of the Rate details in Project Resource Allocation

Timesheet Entry											
Home > Timesheet > Timesheet Entry											
Select Week		05-04-2021 To 11-04-2021				Prev		Next			
Week Total		0		Month Total		0.0					
Project	Project Manager	Project Start Date	Project End Date	Service Line							
Project	Location	General Task	Region	Mon 05.04	Tue 06.04	Wed 07.04	Thu 08.04	Fri 09.04	Sat 10.04	Sun 11.04	Delete
Mindteck	-Select-	Vendor M	IMEA	0	0	0	0	0	0	0	
	-Select-			0	0	0	0	0	0	0	
	Offshore										
	Onsite										
				Add Row		Save		Back			

- This timesheet details should be Authenticated by the PM
  - Only the weeks that are authenticated by the PM will be available for creating the invoice data.

To create Invoice Data for Time and Material project, PM should select **“Create Invoice Data”** option under **INVOICE** menu.

Use the Search section to get the authenticated data of a particular project. Upon Selecting a Project from the list, Start Date will be prepopulated in the UI. This means that the invoice data till the previous date is already present in the system.

**Create Invoice Data**

Home > Invoice > Create Invoice Data

**Search**

Project Name

Start Date  End Date

Invoice data should be created in contiguous manner. System will not proceed even if there is a gap of 1 day in Invoice data. For example, Invoice has been created till June but trying to generate the next invoice for August (Without July), is not allowed. It display's following error message in such case.

**Create Invoice Data**

Home > Invoice > Create Invoice Data

**selected Start Date is not valid date for invoice.**

**Search**

Upon providing the proper dates, the search results display the Resource Details with total, billable hours, corresponding rates and Values of each resource for the selected time period. PM should validate this data.

**Search**

Project Name

Start Date  End Date

**Invoice Line Items**

Employee Name	Location	Billable Hrs	Billed Hrs	Rate	Rate Type	Tax Amount	Total Amount	Bill Amount	Contact	C
	Offshore	148	<input type="text" value="148"/>		Hourly					
	Offshore	160	<input type="text" value="160"/>		Hourly					
	Offshore	160	<input type="text" value="160"/>		Hourly					
	Offshore	152	<input type="text" value="152"/>		Hourly					
	Offshore	60	<input type="text" value="60"/>		Hourly					
	Offshore	152	<input type="text" value="152"/>		Hourly					
	<b>Total</b>	832.00	<input type="text" value="832.00"/>							

PM can provide comments for each resource if any and can either **Save** or **Submit** the details.

Once Submitted, an email notification will be triggered, these details will be available for the Finance Personnel for Creating the actual Invoice.

Typical Scenario:

If there is a mismatch between the Location of Timesheet Data and Resource Rate Data, then following type of error message will be thrown by the system.

**Rates not found for the resource "XXX".**

In such cases, Timesheet Location should be corrected to match with the Resource Rates Location.

## **Technical Details**

### **Code Details**

Related ASPX pages

- Mindteck.TMS\OCN\OCNApproval.aspx
- Mindteck.TMS\OCN\MilestoneAuthentication.aspx
- Mindteck.TMS\Finance\PrepareInvoiceData.aspx

### **Database Details**

Related DB Tables

- tsms\_milestone
- tsms\_invoicedata
- tsms\_financeinvoicedata
- tsms\_fixedpriceinvoicedata
- tsms\_timesheet
- tsms\_timesheetauthenticationstatus