

Timesheet tracking and billing

Automates timesheet collection, validation, and billing processes for architecture and engineering projects, ensuring accurate client invoicing and improved project profitability tracking.

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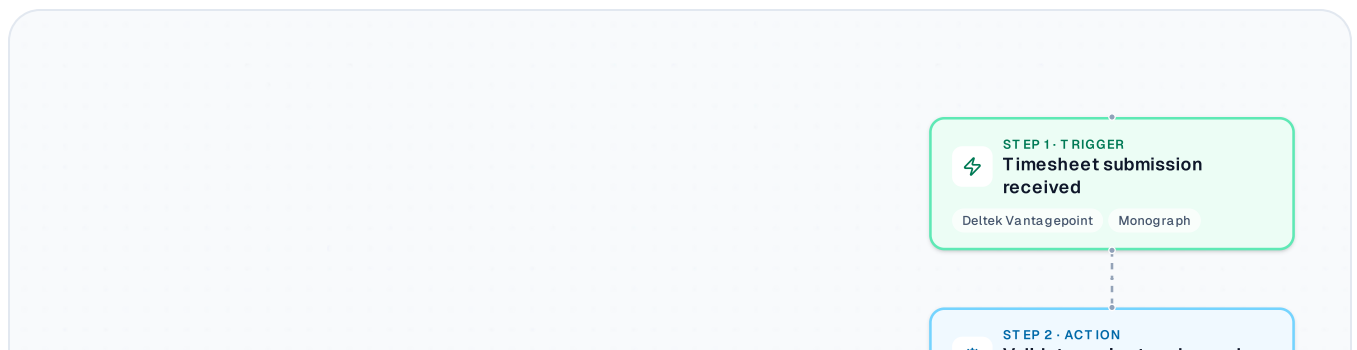


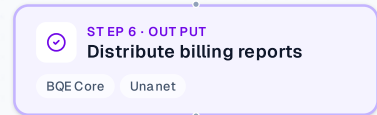
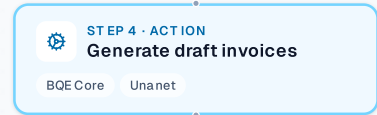
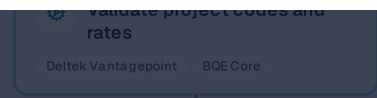
WORKFLOW TRIGGER

Employee submits weekly timesheet through project management system

Visual Flow

Each node represents an automated step. Connections show how data and decisions move through the workflow.





Step-by-Step Breakdown

Detailed explanation of each automated stage in the workflow.

1

Timesheet submission received

Employee submits weekly timesheet with project codes, tasks, and billable hours through the project management platform. System captures all time entries for processing.

Deltek Vantagepoint

Monograph

2

 ACTION

Validate project codes and rates

System cross-references project codes against active contracts and applies correct billing rates based on employee role and client agreements. Flags any discrepancies for review.

Deltek Vantagepoint

BQE Core

3

 DECISION

Check for approval requirements

System determines if timesheet requires manager approval based on total hours, overtime entries, or client-specific approval workflows. Routes accordingly for review or direct processing.

Deltek Vantagepoint

Ajera

4

 ACTION

Generate draft invoices

System compiles approved time entries by client and project, calculates billable amounts including expenses and markups. Creates draft invoices ready for final review.

5

 ACTION

Update project budgets

System automatically updates project burn rates, remaining budgets, and profitability metrics based on actual time logged. Triggers alerts for projects approaching budget limits.

Monograph

Deltek Vantagepoint

6

 OUT PUT

Distribute billing reports

System sends finalized invoices to clients via email and delivers internal reports to project managers showing budget utilization and billing summaries. Archives all documentation for audit purposes.

BQE Core

Unanet



Outputs

- Client invoices with detailed time breakdowns
- Project budget utilization reports
- Employee billable hours summary



Key Metrics

- Invoice processing time
- Billing accuracy rate
- Project profitability margins



Tools & Integrations

- Deltek Vantagepoint
- Monograph
- BQE Core
- Ajera
- Unanet

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