



CHALLENGE:

Our client provides staff augmentation services for one of its customers, with 65+ resources deployed in several locations and various time zones. Generating invoices for these resources is a key task that involves several man-hours at the beginning of each month. With so many resource records to intake, efficient invoice processing is a critical business operation that must be completed accurately, efficiently, and on time. In this business case, an RPA solution was applied across the entire process to decrease the overall time of invoicing, reduce expenses, and eliminate human errors.

Specific Project Requirements

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| <ul style="list-style-type: none">• Sending email notification to the resources to obtain manager approved timesheets.• Send reminders when there is no response available.• Downloading the timesheets from the email based on keywords like 'Approved' or 'OK' in the email message and with reference to the subject.• Gathering the project code, task code, calculating the no of billable days considering leaves and business days for a specific month.• Validating project code and task code with the Vendor reference file. | <ul style="list-style-type: none">• Sending email reminder to resource before 1 month for date extension based on contract end date mentioned in the Vendor reference file.• Creating the month-wise updated excel with employee name, project code, task code, no. of billable days, no of business days and total invoice amount, etc..• Generating invoice with month-wise updated excel input.• Validating the invoice details with month-wise updated excel.• Log in to the Vendor Management portal and submit the invoice with invoice details and uploading the necessary required documents. |
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