



Approval  
Manager

*proRM*  
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# What is proRM Approval Manager?

## proRM Approval Manager Overview

When you have many employees, their bookings, different kinds of expenses, and the need to explore various management activities, it is important to be sure that the information that goes into an invoice is correct and appropriate. Once the invoice has been released, it is no longer modifiable. Thus it is impossible to imagine project management without an option to check, correct, and finally approve all entries.

proRM Approval Manager is a suitable system that allows you to see all the entries made by your employees as well as your own changes.

Within proRM Approval Manager you are able to create bookings, check and correct the entries of employees, and approve them. Afterwards it is possible to convert them into an invoice. The wide viewing area of the application shows you all the possible kinds of items, including assigned clearing items and unassigned expenses which should be managed. Moreover, this application is highly convenient to use and has a large amount of managing possibilities which are clearly visualized by three corresponding parts 1) Service Items, 2) Clearing Items (including Assigned Clearing Items), and 3) Unassigned Expenses, which can be easily transformed into assigned ones. In addition, the colorful diagram displays shares of billable, non-billable, and internal tasks.

**proRM Approval Manager: It allows controlling and managing bookings, accounting positions, etc.**

The screenshot displays the proRM Approval Manager interface with the following components:

- Service Items Table:**

Name	Booking Date	Type	Booking Type	Time Unit	Duration	Billable Time	Rate	Discount
Social Network Customer				Hours	0.000	0.000		
Social Network Testing Proc		Fix Price		Hours	0.000	0.000	€0.00	0
Panarin, Aleksandr - Soc				Hours	0.000	0.000	€70.00	0
Estimation task	12/17/2013	Fix Price	Billable	Hours	2.000	2.000	€70.00	0
Prokopenko, Sergey - Sc				Hours	0.000	0.000	€55.00	0
Big data analysis	12/19/2013	Fix Price	Billable	Hours	0.000	0.000	€55.00	0
Delivering document	12/19/2013	Fix Price	Billable	Hours	2.000	2.000	€55.00	0
investigating issue w	12/19/2013	Fix Price	Holiday	Hours	2.000	2.000	€55.00	0
Working with client	12/20/2013	Fix Price	Customer Meeting	Hours	2.000	2.000	€55.00	0
Working with require	12/20/2013	Fix Price	Travel	Hours	1.000	1.000	€55.00	0
Allocating system	12/20/2013	Fix Price	Holiday	Hours	1.500	1.500	€55.00	0
- Booking Type Allocation Pie Chart:**
  - Billable: 4.000 (33%)
  - Travel: 1.000 (10%)
  - Customer Meeting: 2.000 (19%)
  - Holiday: 3.500 (33%)
- Clearing Items Table:**

Name	Type	Total Amount	Tax Rate	Booking Date	Invoicing Date
Social Network Customer					
Social Network Testing P	Fix Price	€2.000.00			
Delivering	Fix Price	€925.00	10%	12/1/2013	12/1/2013
- Unassigned Expenses Table:**

Name	Start	End	From	To	Type
Social Network Customer					
Social Network Testing Proc					
Prokopenko, Sergey - Sc					
Gas from office to m	12/19/2013	12/19/2013	Spain	Germany	Train

## *The Advantages of proRM Approval Manager*

### *General Concept*

proRM Approval Manager was specially developed to make the controlling functions of the Project Manager better and more variable. The essential management functions are highly visualized and simplified with the exceedingly user-friendly interface and available graphical analysis.

### *Approval Management Possibilities*

There are many options included in proRM Approval Manager.

You can look through all the bookings and clearing items needing to be managed. Seeing billable time, you are able to mark one or several entries at once and approve them by one click.

If one of the bookings or clearing items has the approval status erroneously, it is easy to change the situation by simply highlighting those entries and clicking "Undo." However, changes can only be made to entries that have not yet been invoiced.

If there is a situation with appearing expenses, which were not assigned, you can easily add them to assigned ones. Consider revising this – what are appearing expenses? What do they need to be assigned to? Projects?

This task is made easy by simply using the drag & drop function.

### *Filter Functions*

There are various filtering options within proRM Approval Manager. You can filter activity records to find required entries more quickly. On the one hand, you can use the date if you want to restrict the period of the booking, alternatively it is possible to search for the project and the booking type of the desired activity entries. Billing performance entries, holidays, support performance entries, etc. can be chosen as a filter criteria.

### *The Usability of proRM Approval Manager*

The usability of the application is great. It is easy and allows realization of many functions via drag & drop. Visual methods

for expressing the analytical data, such as diagrams or special color code of the application, give a chance to understand the current project situation in just one glance.

The possibility to hide unused and unnecessary sections of the application makes it exceedingly easy for users to view only the information they need. You utilize only what your business really needs without unrequired information.