

PROGRESS INVOICING MODULE

[1.0]

Crimsen

[26/11/2021]



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Product : QNE Optimum


Version: 1.00

Doc No : 1

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REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	Creation	Crimsen Than	26/11/2021	

Amendment Record

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SCENARIO

When a project requires a long estimation of duration, it is crucial for contractors to ensure that there is sufficient fund to support the on-going project operation.

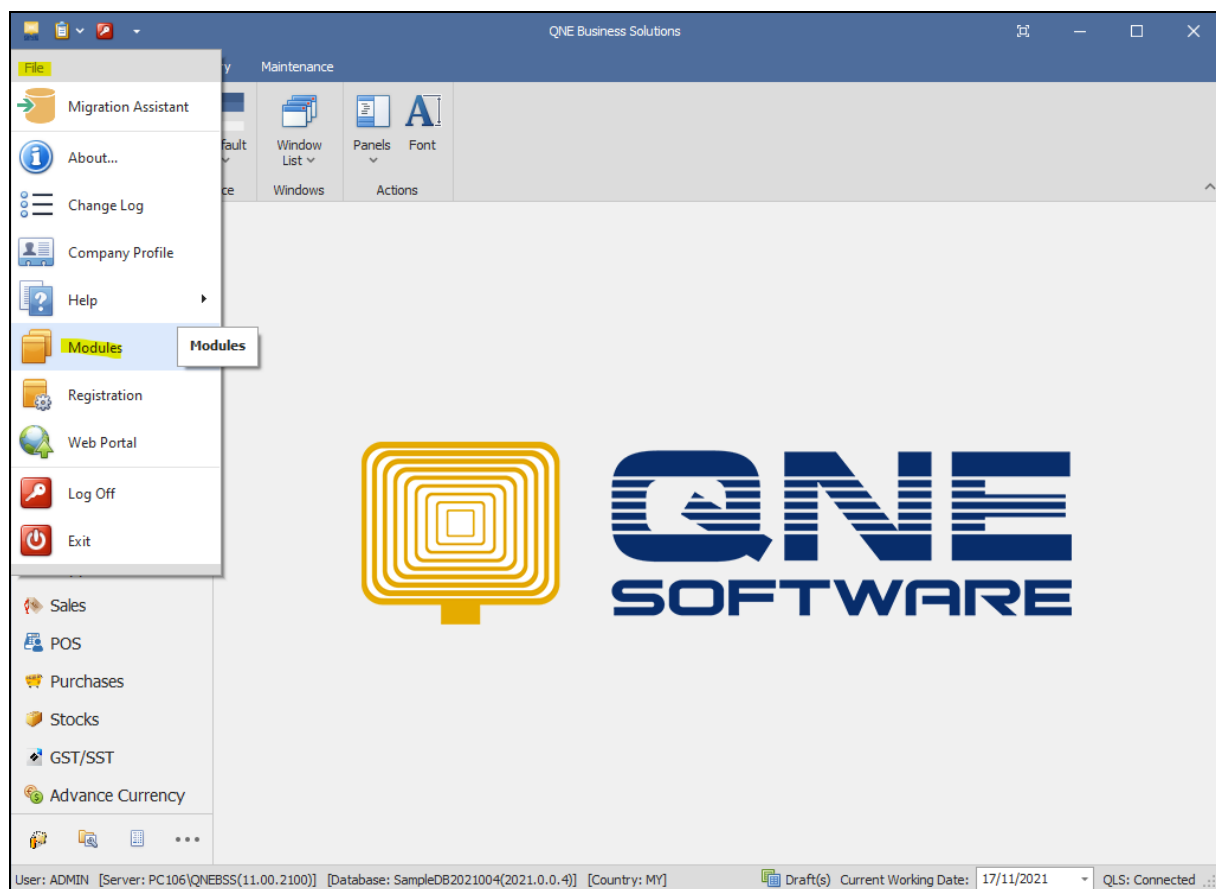
Progress Billing Module is developed to cater these requirements. User may issue invoices to request partial payment for the completed portion /percentage of the on-going project.

In this module, user may issue invoices according to the project current completed percentage and phases.

This is especially useful for users from construction industry, where the projects duration could last for more than a year

SOLUTION

1. Go to File > **Module**





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2. Tick **Progress Invoicing**. Save & Close

The screenshot shows the 'Module Manager' window with the 'Modules & Features' tab selected. The 'Progress Invoicing' checkbox is highlighted in yellow and checked. Other visible checkboxes include General Ledger, Account Receivable, Account Payable, Stocks, Sales, Purchases, Multi-Location, Multi-Currency, Project, GST/VAT/SST, Partial Delivery, Manufacturing, Price Group, Audit Trail, Report Suite, Cost Centre, Serial Number, POS, Validation Manager, Points Management, User Defined Fields, GST Margin Scheme, GST Group Registration, Finance Charge, Deposit, Advance Currency, Layout Customization, Batch Email Distribution, Landing Cost, Packing Lists, WTax, Stock Commission Group, Batch Number, Starter Pack Plus, Starter Pack, Free Edition, Itemized Project Knock-Off, User Default Setting, Partial Exemption, Recurring, Billing Approvals Control, Customer / Supplier Item, Stock Take, Cash Register Integration, Maybank2e, Credit Control, QNE BizPay, QNE BizPay Plus, E-Commerce, Apply Pricing Rule, Packing UOM, Property Management, Post as Accrued AP, Meter Billing, Advance Manufacturing, Cash Flow Forecast Advisor, Finished Goods Produce, Amoebe, Fixed Commission Rates, Renewal System, and Packing UOM Summary.

3. Create a **Sales Order** with the full amount of the project.

The screenshot shows the 'Sales Orders' window in the QNE Business Solutions software. The 'Details' tab is selected, showing the following information:

- Customer: 700-W002
- Currency: RM
- Rate: 1.00000000 Exchange Rate
- To: WEST DIGITAL SDN BHD
- Attention: MR. STEVEN
- Doc Date: 26/11/2021
- Delivery Term: C.O.D.
- Agent: CINDY
- S. Order No.: SO2111/006
- Term: C.O.D.
- Require Date:
- Reference No.:
- Location:
- Project:
- Tax Inclusive: ☐
- Rounding: ☐

The 'Items' table is displayed below the details:

Stock Code	Description	F.Desc	Unit Price	Amount	Tax C...	Tax	Net	Progress %
	Electrical Works							0%
PP	To Supply and Install New Power Point		1,800.00	1,800.00			1,800.00	0%
LP	To Supply and Install New Lighting Point		850.00	850.00			850.00	0%
NL	To Supply and Install New Light		432.00	432.00			432.00	0%
FP	To Supply and Install Fan Point		100.00	100.00			100.00	0%
CF	To Install New Power Point		300.00	300.00			300.00	0%
DF	To Supply and Install New Data Point		180.00	180.00			180.00	0%
TP	To Supply and Install New Telephone Point		180.00	180.00			180.00	0%
TVP	To Supply and Install New TV Point		140.00	140.00			140.00	0%

The bottom of the window shows the following summary:

Taxable	3,982.00	Tax		Rounding Adj		Due Amount	3,982.00
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4. To issue a Progress Billing, go to **Sales Invoices**

For example, 30% of the work has been completed and need to claim customer payment.

Select customer account and **Transfer** the Sales Order to Sales Invoices

Stock Code	Description	Batch No	F.Desc	Qty	UOM	Unit Price	Disc	Amount	Tax Code	Tax	Net

5. Tick the Sale Order and click OK.

Transfer	SO #	Date	Account Name	Agent	Term	Tax Total Amount	Due Amount
<input checked="" type="checkbox"/>	SO2111/006	26/11/2021	WEST DIGITAL SDN BHD	CINDY	C.O.D.		3,982.00



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6. Enter the percentage (%) of completion to date in the '**Progress %**' column and save the transaction.

For example, 30% of the total payment will be automatically calculated.

QNE Business Solutions - Sales Invoices - QNE Business Solutions

File Home Edit Task Info View Tools Inquiry Maintenance

Navigation: Purchase Order, Sales Orders, SO2111/006 - 5, Sales Invoices, INV00018 - Sa, System Options

FAVOURITE/SHORTCUT: Sales Invoices, Receipt Voucher, Dashboard, FAVOURITE/SHORTCUT, General Ledger, Customer, Supplier, Sales, POS, Purchases, Stocks, GST/SST, Advance Currency, Billing Approval, Default

Sales Invoices

Details Customer DO Address Others Notes Files Approvals Info JomPay

Customer: 700-W002, Currency: RM, Rate: 1.00000000 Exchange Rate
To: WEST DIGITAL SDN BHD, Attention: MR. STEVEN, Doc Date: 26/11/2021
Delivery Term: C.O.D., Agent: CINDY, Invoice No.: INV00018
Term: C.O.D., Our DO No.: , Reference No.:
Location: , Project: , Tax Inclusive: , Rounding:

Scan Item...

Stock Code	Description	Unit Price	Amount	Tax Code	Tax	Net	Progress %
	Electrical Works						0%
PP	To Supply and Install New Power Point	1,800.00	540.00			540.00	30%
LP	To Supply and Install New Lighting Point	850.00	255.00			255.00	30%
NL	To Supply and Install New Light	432.00	129.60			129.60	30%
FP	To Supply and Install Fan Point	100.00	30.00			30.00	30%
CF	To Install New Power Point	300.00	90.00			90.00	30%
DF	To Supply and Install New Data Point	180.00	54.00			54.00	30%
TP	To Supply and Install New Telephone Point	180.00	54.00			54.00	30%
TVP	To Supply and Install New TV Point	140.00	42.00			42.00	30%

Progress %: 0% Taxable: 1,194.60 Tax: Rounding Adj: Due Amount: 1,194.60

[Server: PC106\QNEBSS(11.00.2100)] [Database: SampleDB_report(2021.1.0.3)] [Country: MY] [Language: en-MY] Draft(s) Current Working Date: 26/11/2021 QLS: Connected

7. Preview the report **Invoices (Progress Invoicing)**

SAMPLE TRADING (M) SDN. BHD. (123456-A)
GST Reg. No.: 123456-A
99, Jalan 101B, KL Business Centre, 56100 Kuala Lumpur, Malaysia.
Tel : (603) 9133 8888 Fax :
URL : www.sample-software.com Email : admin@sample-software.com;

Invoice

Bill To: **WEST DIGITAL SDN BHD**
NO.34, JALAN SATU
TAMAN UNIVERSITY
54010 KUALA LUMPUR
TEL: 03-4011 0121
Attn: MR. STEVEN

No. **INV00018**
Date **26/11/2021**
Your P.O. No.
Salesman **CINDY**
Terms **C.O.D.**
Page **1 of 1**

#	CODE	DESCRIPTION	AMOUNT (100%)	PRIOR (%)	CURRENT (%)	TAX (%)	AMOUNT
		Electrical Works					
	PP	To Supply and Install New Power Point	1,800.00	0%	30%	0%	540.00
	LP	To Supply and Install New Lighting Point	850.00	0%	30%	0%	255.00
	NL	To Supply and Install New Light	432.00	0%	30%	0%	129.60
	FP	To Supply and Install Fan Point	100.00	0%	30%	0%	30.00
	CF	To Install New Power Point	300.00	0%	30%	0%	90.00
	DF	To Supply and Install New Data Point	180.00	0%	30%	0%	54.00
	TP	To Supply and Install New Telephone Point	180.00	0%	30%	0%	54.00
	TVP	To Supply and Install New TV Point	140.00	0%	30%	0%	42.00



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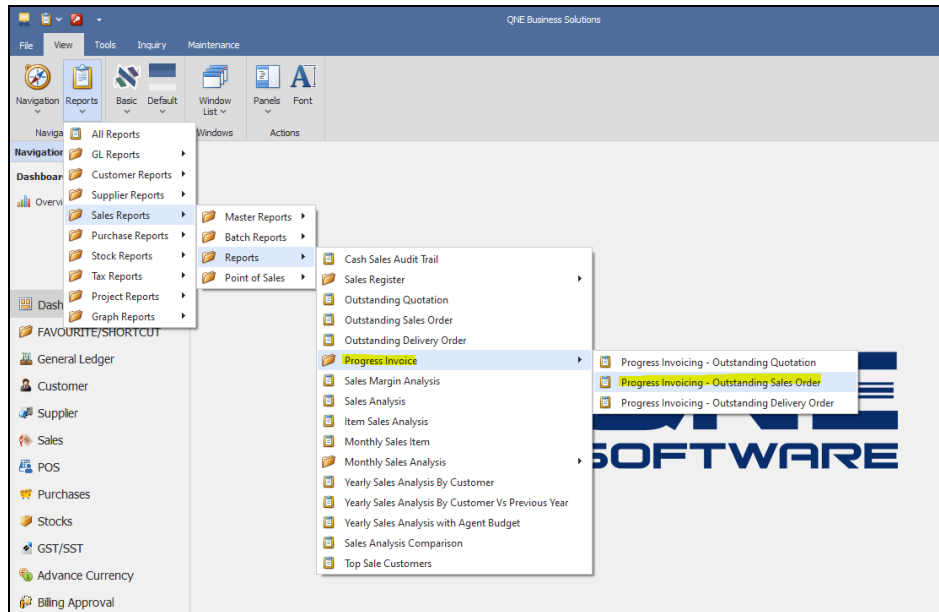
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8. To monitor the progress percentage of the project, Go to View > Reports > Sales Reports > Progress Invoicing > **Outstanding Sales Order**



Date From: 01/01/2021

Date To: 26/11/2021

Agent From:

Customer From:

Area From:

Category From:

Agent To:

Customer To:

Area To:

Category To:

SAMPLE TRADING (M) SDN. BHD. (123456-A)

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STOCK CODE & NAME	UOM	U. PRICE	AMOUNT	UOM	DOC #	U.PRICE	DATE	%	OUTSDG
<-----CONFIRMED----->									COMPLETED
									PROGRESS %
SO2111/006		26/11/2021		WEST DIGITAL SDN BHD					
CF	To Install New Power Point	UNIT(S)	300.00	300.00	UNIT(S) INV00018	300.00	26/11/2021	30%	70%
				300.00				30%	
DF	To Supply and Install New Data Point	UNIT(S)	180.00	180.00	UNIT(S) INV00018	180.00	26/11/2021	30%	70%
				180.00				30%	
FP	To Supply and Install Fan Point	UNIT(S)	100.00	100.00	UNIT(S) INV00018	100.00	26/11/2021	30%	70%
				100.00				30%	
LP	To Supply and Install New Lighting Point	UNIT(S)	850.00	850.00	UNIT(S) INV00018	850.00	26/11/2021	30%	70%
				850.00				30%	
NL	To Supply and Install New Light	UNIT(S)	432.00	432.00	UNIT(S) INV00018	432.00	26/11/2021	30%	70%
				432.00				30%	
PP	PP	UNIT(S)	1,800.00	1,800.00	UNIT(S) INV00018	1,800.00	26/11/2021	30%	70%
				1,800.00				30%	
TP	To Supply and Install New Telephone Point	UNIT(S)	180.00	180.00	UNIT(S) INV00018	180.00	26/11/2021	30%	70%
				180.00				30%	
TVP	To Supply and Install New TV Point	UNIT(S)	140.00	140.00	UNIT(S) INV00018	140.00	26/11/2021	30%	70%
				140.00				30%	
			3,982.00						



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Or Go to the Original Sales Order

Sales Orders (Transferred)

Customer: 700-W002, Currency: RM, Rate: 1.00000000 Exchange Rate, Doc Date: 26/11/2021, S. Order No.: 502111/006, Reference No.: , Tax Inclusive: , Rounding:

Stock Code	Description	Qty	Unit Price	Amount	Tax C...	Tax	Net	Batch No	Progress %
PP	To Supply and Install New Power Point	1.00	1,800.00	1,800.00			1,800.00		30%
LP	To Supply and Install New Lighting Point	1.00	850.00	850.00			850.00		30%
NL	To Supply and Install New Light	1.00	432.00	432.00			432.00		30%
FP	To Supply and Install Fan Point	1.00	100.00	100.00			100.00		30%
CF	To Install New Power Point	1.00	300.00	300.00			300.00		30%
DF	To Supply and Install New Data Point	1.00	180.00	180.00			180.00		30%
TP	To Supply and Install New Telephone Point	1.00	180.00	180.00			180.00		30%
TVP	To Supply and Install New TV Point	1.00	140.00	140.00			140.00		30%

*** Taxable 3,982.00 Tax Rounding Adj Due Amount 3,982.00

[Server: PC106\QNEBSS(11.00.2100)] [Database: SampleDB_report(2021.1.0.3)] [Country: MY] [Language: en-MY] Draft(s) Current Working Dates: 26/11/2021 QLS: Connected

9. Next, issue another Progress Billing by transferring the same Sales Order.

The Progress % column will now show 70%, indicating that 30% of the work has been completed.

Sales Invoices

Customer: 700-W002, Currency: RM, Rate: 1.00000000 Exchange Rate, Doc Date: 26/11/2021, Invoice No.: INV00019, Reference No.: , Tax Inclusive: , Rounding:

Stock Code	Description	Unit Price	Amount	Tax Code	Tax	Net	Progress %
PP	To Supply and Install New Power Point	1,800.00	1,260.00			1,260.00	70%
LP	To Supply and Install New Lighting Point	850.00	595.00			595.00	70%
NL	To Supply and Install New Light	432.00	302.40			302.40	70%
FP	To Supply and Install Fan Point	100.00	70.00			70.00	70%
CF	To Install New Power Point	300.00	210.00			210.00	70%
DF	To Supply and Install New Data Point	180.00	126.00			126.00	70%
TP	To Supply and Install New Telephone Point	180.00	126.00			126.00	70%
TVP	To Supply and Install New TV Point	140.00	98.00			98.00	70%

*** Progress % 0% Taxable 2,787.40 Tax Rounding Adj Due Amount 2,787.40

[Server: PC106\QNEBSS(11.00.2100)] [Database: SampleDB_report(2021.1.0.3)] [Country: MY] [Language: en-MY] Draft(s) Current Working Dates: 26/11/2021 QLS: Connected



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10. Amend on the percentage to current progress to date.

INV00019 - Sales Invoices - QNE Business Solutions

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Records Creation Save View Records Navigation Close

Navigation

FAVOURITE/SHORTCUT

- Sales Invoices
- Receipt Voucher
- Dashboard
- FAVOURITE/SHORTCUT
- General Ledger
- Customer
- Supplier
- Sales
- POS
- Purchases
- Stocks
- GST/SST
- Advance Currency
- Billing Approval
- Default

Sales Invoices

Details Customer DO Address Others Notes Files Approvals Info JomPay

Customer: 700-W002 Currency: RM Rate: 1.00000000 Exchange Rate

To: WEST DIGITAL SDN BHD Attention: MR. STEVEN Doc Date: 26/11/2021

Delivery Term: C.O.D. Agent: CINDY Invoice No: INV00019

Term: C.O.D. Our DO No: Reference No:


Location: Project: ☐ Tax Inclusive ☐ Rounding

Scan Item...

Stock Code	Description	Unit Price	Amount	Tax Code	Tax	Net	Progress %
	Electrical Works						0%
PP	To Supply and Install New Power Point	1,800.00	540.00			540.00	30%
LP	To Supply and Install New Lighting Point	850.00	255.00			255.00	30%
NL	To Supply and Install New Light	432.00	86.40			86.40	20%
FP	To Supply and Install Fan Point	100.00	20.00			20.00	20%
CF	To Install New Power Point	300.00	60.00			60.00	20%
DF	To Supply and Install New Data Point	180.00	45.00			45.00	25%
TP	To Supply and Install New Telephone Point	180.00	45.00			45.00	25%
TVP	To Supply and Install New TV Point	140.00	21.00			21.00	15%

Progress % 0% Taxable 1,072.40 Tax Rounding Adj Due Amount 1,072.40

11. Preview the report again. Take note on the Prior and Current Percentage.

 **SAMPLE TRADING (M) SDN. BHD.** (123456-A)
GST Reg. No.: 123456-A
99, Jalan 101B, KL Business Centre, 56100 Kuala Lumpur, Malaysia.
Tel : (603) 9133 8888 Fax :
URL : www.sample-software.com Email : admin@sample-software.com;

Invoice

Bill To: **WEST DIGITAL SDN BHD**
NO.34, JALAN SATU
TAMAN UNIVERSITY
54010 KUALA LUMPUR
TEL: 03-4011 0121
Attn: MR. STEVEN

No. **INV00019**
Date 26/11/2021
Your P.O. No.
Salesman CINDY
Terms C.O.D.
Page 1 of 1

#	CODE	DESCRIPTION	AMOUNT(100%)	PRIOR (%)	CURRENT (%)	TAX (%)	AMOUNT
		Electrical Works					
	PP	To Supply and Install New Power Point	1,800.00	30%	30%	0%	540.00
	LP	To Supply and Install New Lighting Point	850.00	30%	30%	0%	255.00
	NL	To Supply and Install New Light	432.00	30%	20%	0%	86.40
	FP	To Supply and Install Fan Point	100.00	30%	20%	0%	20.00
	CF	To Install New Power Point	300.00	30%	20%	0%	60.00
	DF	To Supply and Install New Data Point	180.00	30%	25%	0%	45.00
	TP	To Supply and Install New Telephone Point	180.00	30%	25%	0%	45.00
	TVP	To Supply and Install New TV Point	140.00	30%	15%	0%	21.00



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12. Finally, recheck the Sales Order. Notice that the Progress (%) has been **accumulated**.

SO2111/006 - Sales Orders - QNE Business Solutions

File Home Edit Task Info View Tools Inquiry Maintenance

New Transfer Partial Transfer Save Save and Close Save and New Preview and New Print And New Audit Trail Online Help Reset View Settings View Variants Print Preview Previous Record Next Record Search Close

Records Creation Save View Records Navigation Close

Navigation Sales Orders Sales Invoices INV00019 - Sale SO2111/006 - S

Sales Orders (Transferred)

Details Customer DO Address Others Notes Files Approvals Info JomPay

Customer: 700-W002 Currency: RM Rate: 1.00000000 Exchange Rate
To: WEST DIGITAL SDN BHD Attention: MR. STEVEN Doc Date: 26/11/2021
Delivery Term: Agent: CINDY S. Order No.: SO2111/006
Term: C.O.D. Require Date: Reference No.:
Location: Project: ☐ Tax Inclusive ☐ Rounding

Scan Item...

Stock Code	Batch No	Description	Qty	Unit Price	Amount	Tax C...	Tax	Net	Progress %
		Electrical Works							0%
PP		To Supply and Install New Power Point	1.00	1,800.00	1,800.00			1,800.00	60%
LP		To Supply and Install New Lighting Point	1.00	850.00	850.00			850.00	60%
NIL		To Supply and Install New Light	1.00	432.00	432.00			432.00	50%
FP		To Supply and Install Fan Point	1.00	100.00	100.00			100.00	50%
CF		To Install New Power Point	1.00	300.00	300.00			300.00	50%
DF		To Supply and Install New Data Point	1.00	180.00	180.00			180.00	55%
TP		To Supply and Install New Telephone Point	1.00	180.00	180.00			180.00	55%
TVP		To Supply and Install New TV Point	1.00	140.00	140.00			140.00	45%

*** Taxable 3,982.00 Tax Rounding Adj Due Amount 3,982.00