



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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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.

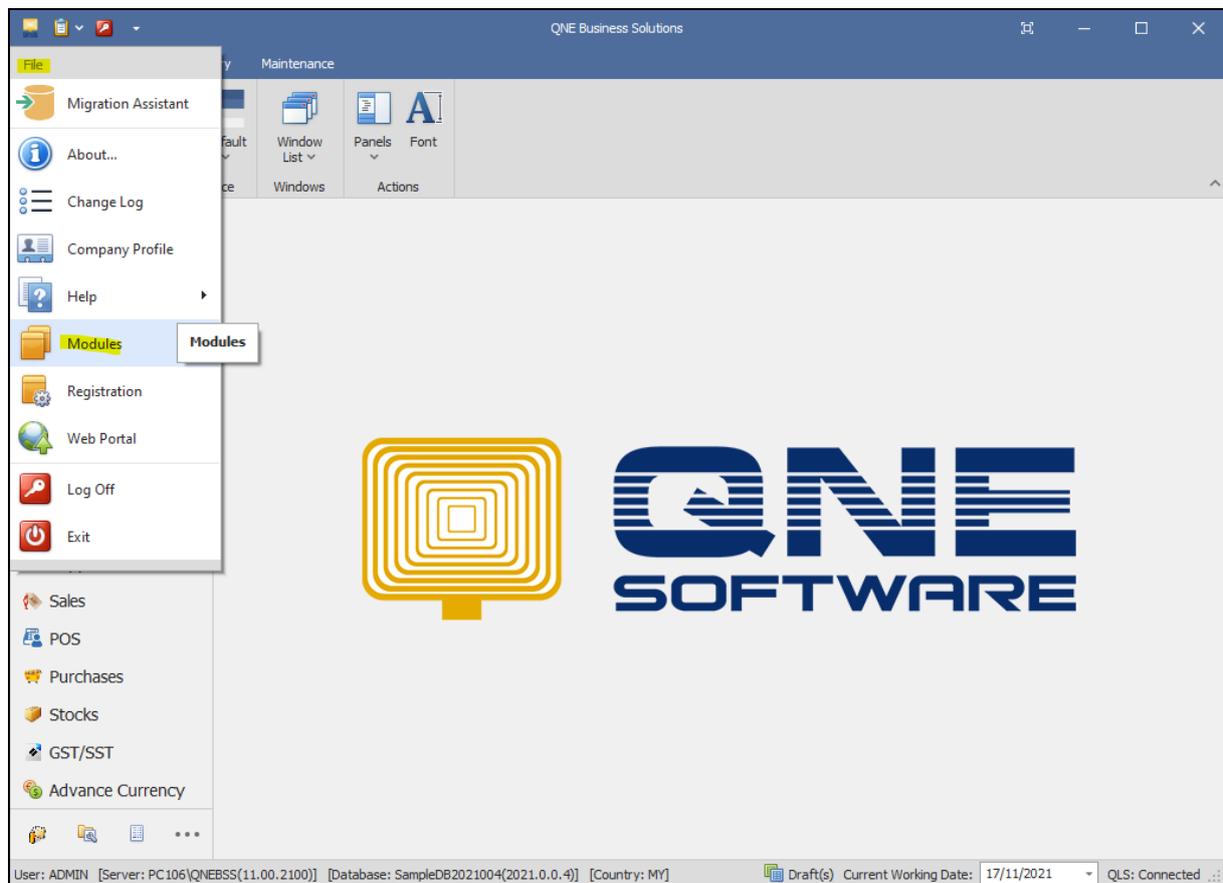
Progress Billing Module is developed to cater these requirements. User may issue invoices to request partial payment for the completed portion /percentage of the on-going project.

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' section. The 'Progress Invoicing' checkbox is highlighted with a yellow box. 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, 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, Amoeba, 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' form in QNE Business Solutions. The form is for a sales order with the following details:

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

The items list is as follows:

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%

Summary: Taxable 3,982.00 Tax Rounding Adj Due Amount 3,982.00



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- 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

- 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.

The screenshot shows the 'Sales Invoices' form in the QNE Business Solutions software. The form includes fields for Customer (700-W002), Currency (RM), Rate (1.00000000 Exchange Rate), Doc Date (26/11/2021), Invoice No. (INV00018), and Reference No. The 'Details' section shows a table of items with columns for Stock Code, Description, Unit Price, Amount, Tax Code, Tax, Net, and Progress %. The items listed are:

Stock Code	Description	Unit Price	Amount	Tax Code	Tax	Net	Progress %
	Eletrical 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%

At the bottom of the form, the Progress % is 0%, Taxable amount is 1,194.60, Tax is 0.00, Rounding Adj is 0.00, and Due Amount is 1,194.60.

7. Preview the report Invoices (Progress Invoicing)

SAMPLE TRADING (M) SDN. BHD. (123456-A)
GSTR 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
		Eletrical 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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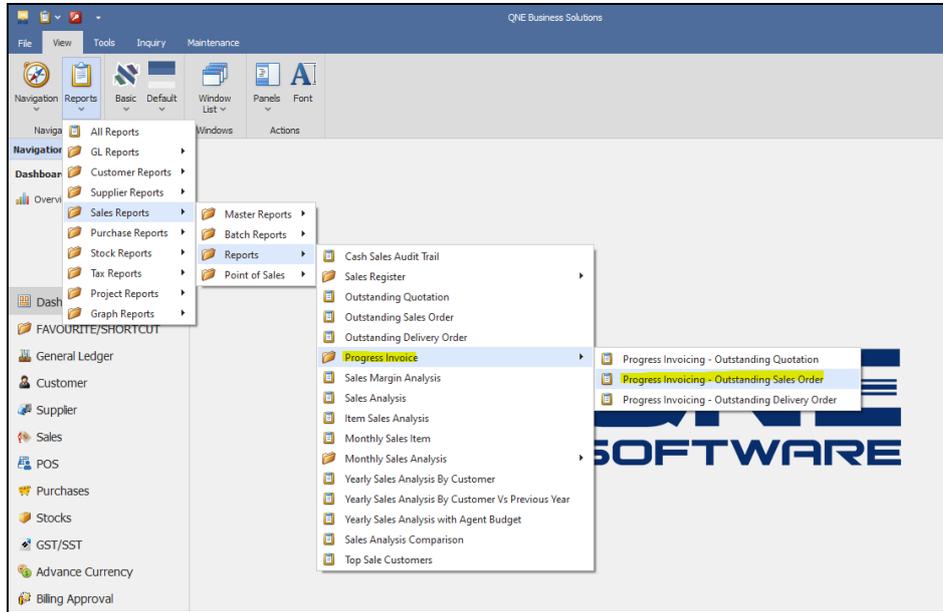
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8. To monitor the progress percentage of the project, Go to View > Reports > Sales Reports > Progress Invoicing > **Outstanding Sales Order**



Date From: 01/01/2021 **Outstanding Progress Invoice - Sales Order**
 Date To: 26/11/2021
 Agent From: Customer From: Area From: Category From:
 Agent To: Customer To: Area To: Category To:

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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

The screenshot shows the 'Sales Orders (Transferred)' window. The 'Details' section includes Customer: 700-W002, Currency: RM, Rate: 1.00000000, Doc Date: 26/11/2021, S. Order No.: SO2111/006. The main table lists items under 'Electrical Works' with a 'Progress %' column showing 0% for all items.

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		0%
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%

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.

The screenshot shows the 'Sales Invoices' window. The 'Details' section includes Customer: 700-W002, Currency: RM, Rate: 1.00000000, Doc Date: 26/11/2021, Invoice No.: INV00019. The main table lists items under 'Electrical Works' with a 'Progress %' column showing 70% for all items.

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%



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

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%

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.

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#	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.

The screenshot displays the QNE Business Solutions interface for a Sales Order. The main window title is "SO2111/006 - Sales Orders - QNE Business Solutions". The navigation pane on the left shows "Sales Orders" selected. The main area shows "Sales Orders (Transferred)" with a "Details" tab active. The details form includes fields for Customer (700-W002), Currency (RM), Rate (1.00000000), Attention (MR. STEVEN), Doc Date (26/11/2021), Agent (CINDY), S. Order No. (SO2111/006), and Reference No. ().

Below the details form is a table of items with columns: Stock Code, Batch No, Description, Qty, Unit Price, Amount, Tax C..., Tax, Net, and Progress %. The table contains the following data:

Stock Code	Batch No	Description	Qty	Unit Price	Amount	Tax C...	Tax	Net	Progress %
		Eletrical 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%
NL		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%

At the bottom of the table, there is a summary row: Taxable 3,982.00, Tax, Rounding Adj, Due Amount 3,982.00.