PROGRESS INVOICING MODULE

[1.0]

Crimsen [26/11/2021]



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

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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

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Modules & Features			🔽 Tasks	^
General Ledger Account Receivable Account Payable Stocks Sales Multi-Acation Multi-Acation	GST Group Registration Finance Charge Deposit Advance Currency Layout Customization Batch Email Distribution Landing Cost Packing Lists WTax Stock Commission Group Satch Number Starter Pack Pree Edition Itemized Project Knock-Off User Default Setting Partial Exemption Recurring Fingress Involong Sitomer / Supplier Item Stock Take	Cash Register Integration Maybank2e Credit Control QNE BizPay QNE BizPay E-Commerce Apply Pricing Rule Packing UCM Property Management Post as Accrued AP Meter Biling Advance Manufacturing Cash Flow Forecast Advisor Finished Goods Produce Amoeba Fixed Commission Rates Renewal System Packing UCM Summary	Apply Changes	

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

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& Customer	LP		To Supply and Install New	Lighting Point	2	850.00	850.00			850.0	0%			
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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

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5. Tick the Sale Order and click OK.

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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.

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🚚 Supplier	•	PP	To Supply and Install Ne	w Power Point	1,800.00	540.00			540.0	0 30%	,		
🚸 Sales		LP	To Supply and Install Ne	w Lighting Point	850.00	255.00			255.0	0 30%			
📇 POS		NL	To Supply and Install Ne	w Light	432.00	129.60			129.6	0 30%	,		
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		CF	To Install New Power Po	int	300.00	90.00			90.0	0 30%			
SLOCKS		DF	To Supply and Install Ne	w Data Point	180.00	54.00			54.0	0 30%	•		
 GST/SST 		TP	To Supply and Install Ne	w Telephone Point	180.00	54.00			54.0	0 30%	•		
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7. Preview the report Invoices (Progress Invoicing)

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		Invoice	e			
Bill To:	WEST DIGITAL SDN BHD NO.34, JALAN SATU TAMAN UNIVERSITY 54010 KUALA LUMPUR TEL: 03-4011 0121 Attn: MR.STEVEN			No. Date Your P.O. No Salesman Terms Page	INV00018 26/11/2021 CINDY C.O.D. 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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8. To monitor the progress percentage of the porject, Go to View > Reports > Sales Reports > Progess Invoicing > **Outstanding Sales Order**

Doc No : 1



Date From:	: 01/01/2021	(Outsta	nding I	Prog	ress Inv	voice - Sale	s Order		
Date To:	26/11/2021			-	_					
Agent Fron	n:		Customer	From:		Area Fi	rom:	Cate	gory From:	
Agent To:			Customer	To:		Area T	o:	Cate	gory To:	
SAMPLE T	FRADING (M) SI	DN. BHD	. (123456-	A)					Page	e 1 of 1
STOCK COL	DE & NAME	UOM	U. PRICE	AMOUNT	UOM	DOC #	U.PRICE	DATE	% COMPLETED	OUTSDG PROGRESS %
SO2111/0	006	:	26/11/202	1		WEST D	IGITAL SDN BHD			
CF	To Install New Power Point	UNIT(S)	300.00	300.00	UNIT(S)	INV00018	300.00	26/11/2021	30%	70%
	TowerTome		-	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

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ve odeo	LP	To Supply and Install New Lighting Point	1.00	850.00	850.00		850.00		30%	
🐴 POS	NL	To Supply and Install New Light	1.00	432.00	432.00		432.00		30%	
🐖 Purchases	FP	To Supply and Install Fan Point	1.00	100.00	100.00		100.00		30%	
Stocks	CF	To Install New Power Point	1.00	300.00	300.00		300.00		30%	
GST/SST	DF	To Supply and Install New Data Point	1.00	180.00	180.00		180.00		30%	
S Advance Currency	TP	To Supply and Install New Telephone Po	bint 1.00	180.00	180.00		180.00		30%	
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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.

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	•		Eletrical Works							0%			
an Suppler		PP	To Supply and Install	New Power Point	1,800.00	1,260.00		_	1,260.00	70%			
🚸 Sales		LP	To Supply and Install	New Lighting Point	850.00	595.00		_	595.00	70%			
📇 POS		NL	To Supply and Install	New Light	432.00	302.40		_	302.40	70%			
🐖 Purchases		FP	To Supply and Install	Fan Point	100.00	70.00		_	70.00	70%			
Stocks		CF	To Install New Power	Point	300.00	210.00		_	210.00	70%			
& GST/SST		DF	To Supply and Install	New Data Point	180.00	126.00		_	126.00	70%			
A 11		TP	To Supply and Install	New Telephone Point	180.00	126.00		_	126.00	70%			
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10. Amend on the percentage to current progress to date.

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& Customer		Stock Code	Description		Unit Price	Amount	Tax Code	e Tax	Net	Progress %		
Jupplier			Eletrical Works							0%		
		PP	To Supply and Install Nev	V Power Point	1,800.00	540.00			540.00	30%		
Poss		NI	To Supply and Install Nev	Light	432.00	86.40			86.40	20%		
PUS		FP	To Supply and Install Fan	Point	100.00	20.00			20.00	20%		
🥰 Purchases		CF	To Install New Power Poir	nt	300.00	60.00		_	60.00	20%		
Stocks		DF	To Supply and Install Nev	v Data Point	180.00	45.00			45.00	25%		
GST/SST		ТР	To Supply and Install Nev	v Telephone Point	180.00	45.00			45.00	25%		
6 Advance Currency		TVP	To Supply and Install Nev	v TV Point	140.00	21.00			21.00	15%		
🖗 Billing Approval												
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	Progres	is %	0% Taxable	1,07	2.40 Tax			Ro	ounding Adj		Due Amount	1,072.40

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

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		Invoice	e			
Bill To:	WEST DIGITAL SDN BHD NO.34, JALAN SATU TAMAN UNIVERSITY 54010 KUALA LUMPUR TEL: 03-4011 0121 Attn: MR.STEVEN			No. Date Your P.O. No Salesman Terms Page	INV00019 26/11/2021 CINDY C.O.D. 1 of 1	
# CODE	DESCRIPTION	AMOUNT(100%)	PRIOR (%)	CURRENT (%)	TAX (%)	AMOUNT
	Eletrical 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.

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	Term C.O.D.		Agent CINDT Require Date			• •	5. Order No.	SO2111/006 • ····			
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🚨 Customer	C Stock Cod	e Batch No Description	1	Qty	Unit Price	Amount 1	Tax C Tax	Net	Progress %		
🚚 Supplier	PP To Supply and		orks and Install New Power Poi	at 1.00	1 800 00	1 800 00		1 800 00	60%		
🔅 Sales			To Supply and Install New Lighting Point		850.00	850.00		850.00	60%		
🕮 POS	NL	To Supply	To Supply and Install New Light		432.00	432.00		432.00	50%		
🍟 Purchases	FP	To Supply	To Supply and Install Fan Point		100.00	100.00		100.00	50%		
Stocks	CF To Install N		install New Power Point		300.00	300.00		300.00	50%		
	DF To Supply		ipply and Install New Data Point		180.00	180.00		180.00	55%		
* GS1/SS1	TP To Supply a		ply and Install New Telephone Point		180.00	180.00		180.00	55%		
S Advance Currency	TVP	To Supply and Install New TV Po		1.00	140.00	140.00		140.00	45%		
🖗 Billing Approval											
🗟 Default											
••• Taxable 3,982.00 Tax Rounding Adj Due Amount 3,982.0								3,982.00			