



# Getting Started Manual For Progress Invoicing

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Managed by **Agile Matrix Solutions Sdn Bhd**

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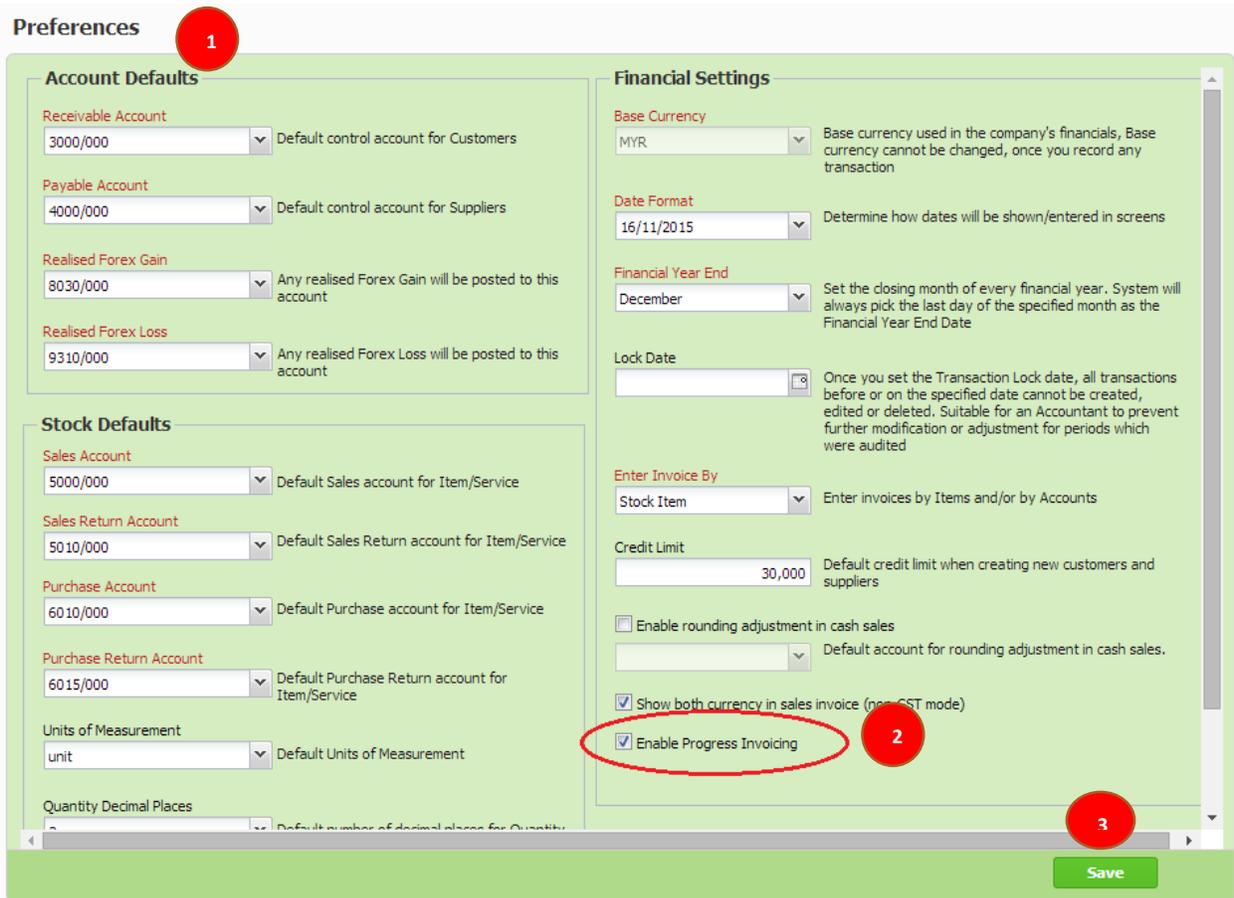
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## Step 1: How to Activate Progress Invoicing?

*Note: Progress invoicing, also called progress billing or partial billing, is invoicing from a quotation in stages instead of for the full amount. However, you can invoice for the full amount when using progress invoicing.*

*Reminder: Please subscribe “Progress Invoicing” add-on before perform this step, otherwise you might unable to activate it.*



**Preferences** 1

**Account Defaults**

Receivable Account  
3000/000 Default control account for Customers

Payable Account  
4000/000 Default control account for Suppliers

Realised Forex Gain  
8030/000 Any realised Forex Gain will be posted to this account

Realised Forex Loss  
9310/000 Any realised Forex Loss will be posted to this account

**Stock Defaults**

Sales Account  
5000/000 Default Sales account for Item/Service

Sales Return Account  
5010/000 Default Sales Return account for Item/Service

Purchase Account  
6010/000 Default Purchase account for Item/Service

Purchase Return Account  
6015/000 Default Purchase Return account for Item/Service

Units of Measurement  
unit Default Units of Measurement

Quantity Decimal Places  
Default number of decimal places for Quantity

**Financial Settings**

Base Currency  
MYR Base currency used in the company's financials, Base currency cannot be changed, once you record any transaction

Date Format  
16/11/2015 Determine how dates will be shown/entered in screens

Financial Year End  
December Set the closing month of every financial year. System will always pick the last day of the specified month as the Financial Year End Date

Lock Date  
Once you set the Transaction Lock date, all transactions before or on the specified date cannot be created, edited or deleted. Suitable for an Accountant to prevent further modification or adjustment for periods which were audited

Enter Invoice By  
Stock Item Enter invoices by Items and/or by Accounts

Credit Limit  
30,000 Default credit limit when creating new customers and suppliers

Enable rounding adjustment in cash sales

Default account for rounding adjustment in cash sales.

Show both currency in sales invoice (non-CST mode)

Enable Progress Invoicing 2

3 Save

1. Go to **Preferences** (under **Company** module).
2. Tick on **Enable Progress Invoicing**.
3. **Save**.
4. After done, you may start record your transaction via progress invoicing feature.

*Note: To subscribe, go to Billing > My Subscription screen, then look for “Progress Invoicing” add-on.*

## Step 2: Create Sales Quotation

**Sales Quotation** GST Mode

**Customer\*** S0001 Sky9 Group Sdn Bhd

**Address** No. 31, Jalan Raja 1/9, Taman Century, Ayer Keroh 99888 Melaka Malaysia

**Date\*** 16/11/2015

**Quotation No.\*** SQ0004

**Payment Terms** Net 30 days

**Tags**

**Contact**

**Location** Hq

**Salesperson**

**Currency\*** MYR 1 **Get rate**

**Remark**

**More Info**

Enter Barcode Click on the button next to the price to view Price history. Amount is: Tax Exclusive

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Rate	Amount (RM)*
DS	Design & Submission	1.00	unit	10,000.00	\$	GST 6% (SR_S)	10,000.00 ✖
Construction	Construction	1.00	unit	4,500,00...	\$	GST 6% (SR_S)	4,500,000.00 ✖

**Add line**

**Subtotal** 4,510,000.00  
**GST 6% (SR\_S)** 270,600.00  
**Grand Total RM** 4,780,600.00

**Delete** **Cancel** **Print** **Show Transferred Doc** **New** **Save** **Go to list**

1. Go to **Sales Quotation** (under **Customer** module).
2. Fill in all product/service.

**Sales Quotation** GST Mode

Customer\* S0001 Sky9 Group Sdn Bhd

Address No. 31, Jalan Raja 1/9, Taman Century, Ayer Keroh 99888 Melaka Malaysia

Date\* 16/11/2015 Quotation No.\* SQ0004

Payment Terms Net 30 days Tags

Contact Location Hq Salesperson

Currency\* MYR 1  Remark

**3**

**More Info**

You may D.I.Y. up to **5** additional fields for this document and these fields would be displayed in the print out. (Label could be e.g. "Project Title", and Value could be e.g. "Room Renovation for A&A Sdn. Bhd.")

Label	Value	
Project Title	Build a 3 star hotel with 12 level, which consist of 288 of rooms and 3 level of car park.	✘
Project Ref	KJHYU-009-0988	✘
Project Date	01 Jan 2015	✘
Project Duration	2 years	✘

**4**

**5**

3. Click **More Info** to bring out a pop up.
4. Add additional info such as project title.
5. Click **OK**.
6. **Save**.

*Note: You may provide any info you needs (limited to 5) in **More Info** pop up. These info would be printed out in your quotation and invoice later.*



**Print Sales Quotation:**

**3A Architect Sdn Bhd (A-96878-98695)**

3A Building, Jalan Tun Ismail, Cyberjaya 99999 Selangor Malaysia

Phone No. 07-3698569

(GST ID No. : 0009876500987)

**Sales Quotation**

**No. : SQ0004**

**Sky9 Group Sdn Bhd**

No. 31, Jalan Raja 1/9,  
Taman Century,  
Ayer Keroh 99888 Melaka  
Malaysia  
Phone No.

Payment Terms : Net 30 days

Date : 16/11/2015

Page : 1 of 1

**Project Title** : Build a 3 star hotel with 12 level, which consist of 288 of rooms and 3 level of car park.

**Project Date** : 01 Jan 2015

**Project Duration** : 2 years

**Project Ref** : KJHYU-009-0988

Item.	Description	Qty	UOM	Unit Price MYR	Disc.	Tax Rate	Amount MYR	
1	Design & Submission	1.00	unit	10,000.00	0.00	6.00	10,000.00	SR_S
2	Construction	1.00	unit	4,500,000.00	0.00	6.00	4,500,000.00	SR_S

Ringgit Malaysia: Four Million Seven  
Hundred Eighty Thousand Six  
Hundred Only

<b>Sub Total</b>	<b>4,510,000.00</b>
<b>GST 6.00%</b>	<b>270,600.00</b>
<b>Grand Total</b>	<b>4,780,600.00</b>

**Note :**

\_\_\_\_\_  
**Authorised Signature**

## Step 3: Create Progress Invoice

**Sales Invoice** GST Mode

Enter Invoice By: Stock Item 1

Customer\*: S0001 Sky9 Group Sdn Bhd Transfer Document From: Sales Quotation **Transfer** 2

Address: No. 31, Jalan Raja 1/9, Taman Century, Ayer Keroh 99888 Melaka Malaysia Date\*: 16/11/2015 Invoice No.\*: Auto-generated

Contact: Payment Terms: Net 30 days Tags:

P.O No. Location: Hq Salesperson:

Currency\*: MYR 1 Get rate  Apply Margin Scheme  **Apply Progress Invoicing** 5 Remark:

**Transfer From Sales Quotation**

Tick the box to transfer document to the Sales Invoice.

<input type="checkbox"/>	Date	Document No	Payment Term	Currency	Amount
<input checked="" type="checkbox"/> <span style="margin-left: 10px;">3</span>	16/11/2015	SQ0004	Net 30 days	MYR	4,780,600.00

**OK** Cancel 4

Amount (RM)\*: 0.00

[Journal Entry](#)

Delete Void Print Show Related Doc Defer GST To New Save Go to list

1. Go to **Sales Invoice** (under **Customer** module).
2. Transfer document from **Sales Quotation**.
3. Select desired sales quotation.
4. Click **OK**.
5. Tick on **Apply Progress Invoicing**.

**Sales Invoice** GST Mode

Enter Invoice By: Stock Item

Customer\*: S0001 Sky9 Group Sdn Bhd      Transfer Document From: Sales Quotation **Transfer**

Address: No. 31, Jalan Raja 1/9, Taman Century, Ayer Keroh 99888 Melaka Malaysia      Date\*: 16/11/2015      Invoice No. \*: Auto-generated

Contact:      Payment Terms: Net 30 days      Tags:      Location: Hq      Salesperson:      Remark:      **More Info**

P.O No.       Apply Margin Scheme       Apply Progress Invoicing

Currency\*: MYR 1 **Get rate**

---

Enter Barcode:      Amount is: Tax Exclusive

Item Code*	Description	Ref Doc No.	Quantity	UOM	Unit Price	Discount	Tax Rate	Amount (RM)*
DS	Design & Submission	SQ0004	0.50	unit	10,000.00	\$	GST 6% (SR_S)	5,000.00
Construction	Construction	SQ0004	0.10	unit	4,500,00...	\$	GST 6% (SR_S)	450,000.00

**Progress Invoicing**

Ref Doc No: SQ0004

Description: Design & Submission

Ref Amount (RM) (100%): 10000.00

Prior Billed %: 0      Prior Billed Amount: 0.00

Current % \*:  **7**

Total %:

**8** **Ok**

Subtotal: 455,000.00

GST 6% (SR\_S): 27,300.00

**Grand Total RM**: 482,300.00

**9** [Journal Entry](#) **Save** **Go to list**

6. Now, all items from selected sales quotation have been transferred. To determine the % to be billed, click on %.
7. Observe all the information such Ref Amount, Prior Billed %, Prior Billed Amount, and then fill in the % to be billed at **Current %** field. (Ref Amount = 100% quoted amount, Prior Billed % = % been billed before, Total % = Prior Billed % + Current %)
8. Click **OK**. (repeat step 6 to step 8 for the rest of item)
9. Lastly, **Save**.

**Note:**

Once the **Current %** been filled up, the **Quantity** and **Amount** in main screen would be re-populated based on the % been inserted.

If you have any extra item, service or overhead to be charged to your client, just **Add Line** will do. However, these item line is not applicable for progress invoicing, instead, full amount would be billed.



**Print Sales Invoice:**

**3A Architect Sdn Bhd (A-96878-98695)**

3A Building, Jalan Tun Ismail, Cyberjaya 99999 Selangor Malaysia  
Phone No. 07-3698569  
(GST ID No. : 0009876500987)

**Tax Invoice**

**No. : TI-00004**

**Sky9 Group Sdn Bhd**

No. 31, Jalan Raja 1/9,  
Taman Century,  
Ayer Keroh 99888 Melaka  
Malaysia  
Phone No.

Payment Terms : Net 30 days  
Date : 16/11/2015  
Due Date : 16/12/2015  
Page : 1 of 1

**Project Title** : Build a 3 star hotel with 12 level, which consist of 288 of rooms and 3 level of car park.

**Project Date** : 01 Jan 2015

**Project Ref** : KJHYU-009-0988

**Project Duration** : 2 years

Item.	Description	Ref. Amount MYR	Prior %	Curr %	Tax Rate	Amount MYR	
1	Design & Submission	10,000.00	0.00	50.00	6.00	5,000.00	SR_S
2	Construction	4,500,000.00	0.00	10.00	6.00	450,000.00	SR_S

**Ringgit Malaysia** : Four Hundred Eighty Two Thousand Three Hundred Only

<b>Sub Total</b>	<b>455,000.00</b>
<b>GST 6.00%</b>	<b>27,300.00</b>
<b>Grand Total MYR</b>	<b>482,300.00</b>

**Note :**

\_\_\_\_\_  
**Authorised Signature**