



Getting Started Manual For Progress Invoicing

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Managed by **Agile Matrix Solutions Sdn Bhd**

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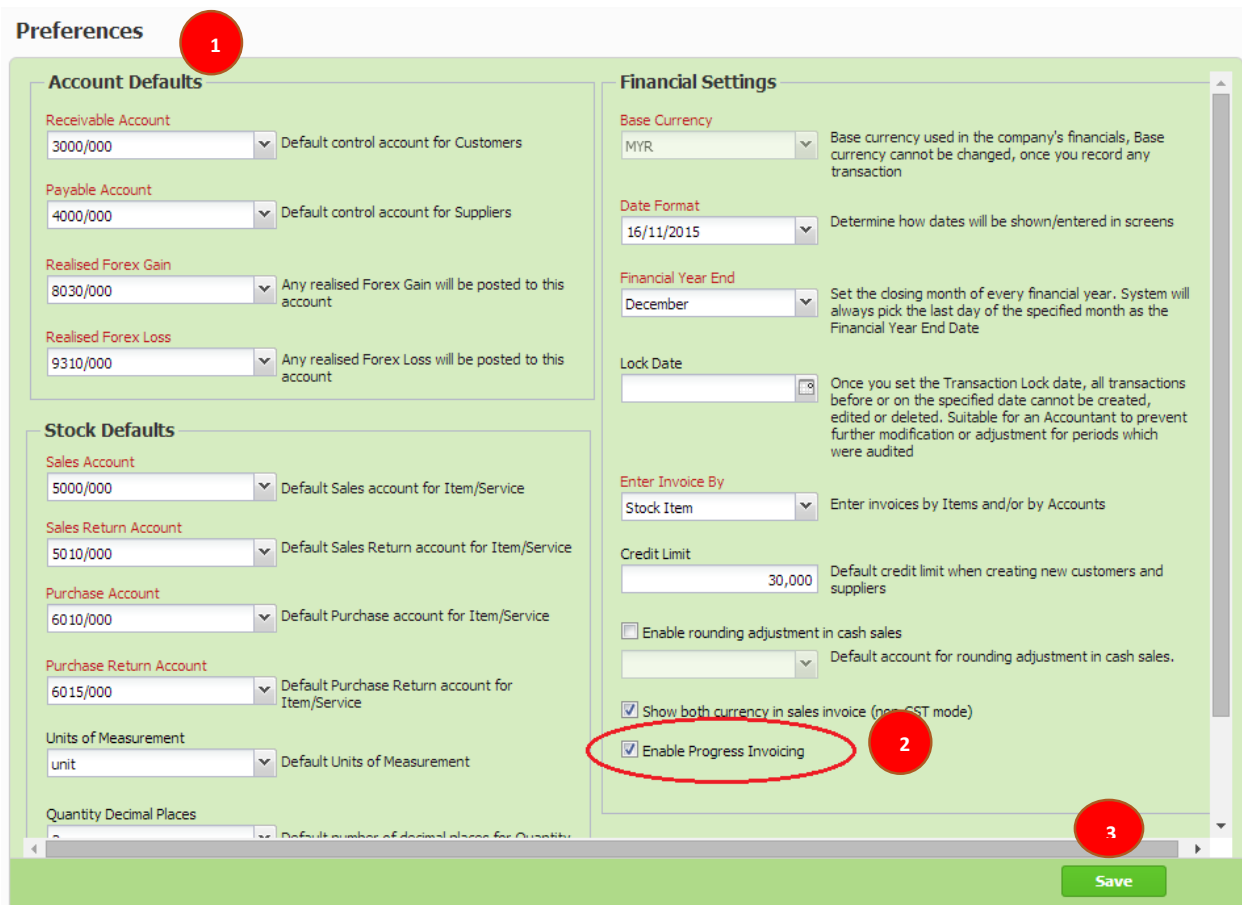
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Step 1: How to Activate Progress Invoicing?

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

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 GST mode)

☒ Enable Progress Invoicing

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**

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

Contact

Currency* MYR 1

Date* 16/11/2015

Payment Terms Net 30 days

Location Hq

Quotation No.* SQ0004

Tags

Salesperson

Remark

Get rate

More Info 3

Enter B

Item

DS

Constru

Add line

De

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	✗

Add line

Ok

Exclusive

st (RM)*

10,000.00 ✗

100,000.00 ✗

10,000.00

170,600.00

180,600.00

Go to list

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

Sub Total	4,510,000.00
GST 6.00%	270,600.00
Grand Total	4,780,600.00

Note :

Authorised Signature

Step 3: Create Progress Invoice

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:

P.O No.: Location: Hq Salesperson:

Currency*: MYR 1 Get rate ☐ Apply Margin Scheme ☒ Apply Progress Invoicing Remark:

Transfer From Sales Quotation

Tick the box to transfer document to the Sales Invoice.

<input checked="" type="checkbox"/>	Date	Document No	Payment Term	Currency	Amount
<input checked="" type="checkbox"/>	16/11/2015	SQ0004	Net 30 days	MYR	4,780,600.00

Add line

OK **Cancel**

is: Tax Exclusive Amount (RM)*

0.00
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

Payment Terms: Net 30 days Tags:

Location: Hq Salesperson:

☐ Apply Margin Scheme ☒ Apply Progress Invoicing Remark:

Currency*: MYR 1 **Get rate** **More Info**

Enter Barcode:

Click on the button next to the price to view Price history. 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 % *: 50 **7**

Total %: 50 **8**

Ok

Subtotal 455,000.00

GST 6% (SR_S) 27,300.00

Grand Total RM 482,300.00

[Journal Entry](#)

9 **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 Duration : 2 years

Project Ref : KJHYU-009-0988

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

Sub Total	455,000.00
GST 6.00%	27,300.00
Grand Total MYR	482,300.00

Note :

Authorised Signature