



# Getting Started Manual For Progress Invoicing

Last Update: Dec 2019



For information about customer support, please visit our homepage at <http://www.express365.com.my> on the World Wide Web.

Copyright © 2019 Express365.com.my. All rights reserved. Express365 and the Express365 logo are trademarks or registered trademarks of Express365.com.my. Other company and products mentioned herein are trademarks or registered trademarks of their respective companies.

The content in this user guide is believed to be accurate and reliable. This user guide is provided for informational purposes only, is subject to change without notice, and cannot be construed as a commitment by Express365.com.my.

Express365.com.my assumes no responsibility or liability for any errors or inaccuracies that may appear in this user guide, and for any damages, direct or indirect, resulting from or related to its use.

## Table of Contents

1. How to Activate Progress Invoicing? .....	4
2. Create Sales Quotation .....	5
2.1. Print Sales Quotation: .....	7
3. Create Progress Invoice .....	8
3.1. Print Sales Invoice: .....	10
4. Change Quoted Amount due to Original Work Scope Changed .....	11
4.1. If No Invoice been Issued Yet .....	11
4.2. If Invoice been Issued, New Amount Higher than Quoted Amount .....	11
4.3. If Invoice been Issued, New Amount Lower than Quoted Amount.....	11
5. Revise Work Progress (%) Which Has Been Invoiced .....	12
5.1. If Customer Not Request for Credit Note and Agree to Revise the Issued Invoice .....	12
5.2. If Customer Request for Credit Note .....	12

## 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 contact our support to subscribe Progress Invoicing before perform this step, otherwise you might unable to activate it.

**1** Preferences

**Account Defaults**

**Receivable Account**  
Default control account for Customers  
3000/000

**Payable Account**  
Default control account for Suppliers  
4000/000

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

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

**Stock Defaults**

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

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

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

**Units of Measurement**  
unit

**Quantity Decimal Places**  
3

**Unit Price Decimal Places**  
3

**Financial Settings**

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

**Date Format**  
Determine how dates will be shown/entered in screens  
02/12/2019

**Financial Year End**  
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  
December

**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  
25/08/2019

Enable rounding adjustment in new cash sales  
Default account for rounding adjustment in cash sales.

Enable Progress Invoicing

**2**

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

**Note:** Please contact support if you are unable to save.

## 2. Create Sales Quotation

### Sales Quotation

1

Customer\* C0015 CBC Sdn Bhd

Address Taman Teknologi Puchong Puchong 47000 Selangor Malaysia

Date\* 04/10/2019

Payment Terms Net 30 days

Location Hq

Quotation No.\* SQ0003

Tags

Salesperson

Remark

Contact Jessie +6012785153

Currency\* MYR 1 [Get rate](#)

[More Info](#)

Enter Barcode

Click on the button next to the price to view Item Info.  Discount by % Amount is: Tax Exclusive

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Code	%	Amount (RM)*	
D0001	Design & Submission	1.000	unit	5,000.000	\$	SV_6	6.00	5,000.00	N/A ✕
S00015	Submission & Approval	1.000	unit	3,000.000	\$	SV_6	6.00	3,000.00	N/A ✕
T0001	Tender	1.000	unit	500.000	\$	SV_6	6.00	500.00	N/A ✕
C00045	Construction	1.000	unit	500,000.0...	\$	SV_6	6.00	500,000.00	N/A ✕

[Add line](#)

**Subtotal** 508,500.00

**SV\_6 (6%)** 30,510.00

**Grand Total RM** 539,010.00

[Actions](#) [Print / Email](#) [Show Transferred Doc](#) [Copy to New](#) [New](#) [Save](#) [Go to list](#)

2

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

**Sales Quotation**

Customer\* C0015 CBC Sdn Bhd

Address Taman Teknologi Puchong Puchong 47000 Selangor Date\* 04/10/2019 Quotation No.\* SQ0003

**More Info**

Up to 6 user defined field is allowed.

Example 1: Label = "Project Title", Value = "Room Renovation".  
 Example 2: Label = "Loan Amount", Value = "RM 10000".

Label	Value
Project Title	Room Renovation
Loan Amount	RM 10000
Ref	HG02115615616

Add line

Note:  
 When transfer from multiple documents, system will pick up the "More Info" from last transferred document, and merge with existing saved "More Info". Only last 6 Labels will be included.  
 User defined field would be printed out except for simplified tax invoice and those been customized.

More Info

Amount is: Tax Exclusive

%	Amount (RM)*	%
6.00	5,000.00	%
6.00	3,000.00	%
6.00	500.00	%
6.00	500,000.00	%

Subtotal 508,500.00  
 SV\_6 (6%) 30,510.00  
 Grand Total RM 539,010.00

Ok Save Go to list

- 3 Click **More Info** to bring out a pop up.
- 4 Add additional info such as project title by click on **Add Line**.
- 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.



## 2.1. Print Sales Quotation:

**EXPRESS 365 Support Company (B-569874)**  
 No. 1, Jalan Support, Taman Support Support City 11111 Support State Malaysia  
 Phone No. 11111  
 (Sales Tax Reg. No : SLT-111) | (Service Tax Reg. No : SVT-312)

### Sales Quotation

No. : SQ0003

**CBC Sdn Bhd**  
 Taman Teknologi Puchong  
 Puchong 47000 Selangor  
 Malaysia  
 Jassik Phone No. +60127851538

Payment Terms : Net 30 days  
 Date : 04/10/2019  
 Page : 1 of 2

**Project Title :** Room Renovation

**Ref :** HG02115615616

**Loan Amount :** RM 10000

Item.	Description	Qty	UOM	Unit Price MYR	Disc. MYR	Tax Code	Amount MYR
1	Design & Submission	1.000	unit	5,000.000	0.00	SV_8	5,000.00
2	Submission & Approval	1.000	unit	3,000.000	0.00	SV_8	3,000.00
3	Tender	1.000	unit	500.000	0.00	SV_8	500.00
4	Construction	1.000	unit	500,000.000	0.00	SV_8	500,000.00

Ringgit Malaysia: Five Hundred Thirty Nine Thousand Ten Only

Note:

<b>Sub Total</b>	<b>508,500.00</b>
<b>Service Tax</b>	<b>30,510.00</b>
<b>Grand Total</b>	<b>539,010.00</b>

Tax Code	Amount	Tax
SV @ 6%	508,500.00	30,510.00

Authorized Signature

## 3. Create Progress Invoice

**Sales Invoice** 1

Enter Invoice By: Stock Item Ship To

Customer\*: C0015 CBC Sdn Bhd Transfer Document From: Sales Quotation 2 **Transfer**

Address: Taman Teknologi Puchong, Puchong 47000 Selangor, Malaysia Date\*: 02/12/2019 Invoice No.\*: Auto-generated

Contact: Jessie +6012785153 Payment Terms: Net 30 days Tags: Malaysia

P.O No. Location: B1 Salesperson: Jude

Currency\*: MYR 1 Delivery Method: Remark:

Processing your request. Please wait... 5 More Info

Apply Progress Invoicing 5  Apply Flat Rate Scheme

**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 type="checkbox"/>	04/10/2019	SQ0003	Net 30 days	MYR	539,010.00
<input type="checkbox"/>	02/12/2019	SQ0005	Net 30 days	MYR	508,500.00

3 4

**OK** **Cancel**

Journal Entry

Actions | Print / Email | Show Related Doc | Copy to New | New | Save | Go to list

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

## Sales Invoice (Printed)

Enter Invoice By: Stock Item
Ship To: \_\_\_\_\_

Customer\*: C0015 CBC Sdn Bhd

Address: Taman Teknologi Puchong, Puchong 47000 Selangor, Malaysia

Contact: Jessie +60127851531

P.O No. \_\_\_\_\_

Currency\*: MYR 1

Transfer Document From: \_\_\_\_\_ **Transfer**

Date\*: 31/10/2019

Payment Terms: Net 30 days

Location: Hq

Delivery Method: \_\_\_\_\_

Delivery Terms: \_\_\_\_\_

Apply Margin Scheme

Apply Progress Invoicing

Apply Flat Rate Scheme

Invoice No.\*: IV0022

Tags: \_\_\_\_\_

Salesperson: Kris

Remark: \_\_\_\_\_

**More Info**

Enter Barcode: \_\_\_\_\_

Click on **%** next to the price to view Item Info.  Discount by %

Item Code*	Description	Image	Ref Doc No.	Quantity	UOM	Unit Price	Discount	Tax Code	%	Tag	Amount (RM)*
D0001	Design & Submission		SQ0003	0.200	unit	5,000.000	\$	SV_6	6.00		1,000.00
S00015	Submission & Approval		SQ0003	0.150	unit	3,000.000	\$	SV_6	6.00		450.00
T0001											50.00
C00045											125,000.00

**Subtotal** 126,500.00

**SV\_6 (6%)** 7,590.00

**Grand Total RM** 134,090.00

[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 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 lines are not applicable for progress invoicing, instead, full amount would be billed.



3.1. Print Sales Invoice:



**Support Company (B-569874)**

No. 1, Jalan Support, Taman Support Support City 11111 Support State Malaysia  
Phone No. : 11111 support@support.com  
(Sales Tax Reg. No : SLT-111) | (Service Tax Reg. No : SVT-312)

**Invoice**

**No. : IV0022**

**CBC Sdn Bhd**  
Taman Tecknologi Puchong  
Puchong 47000 Selangor  
Malaysia  
Jessie Phone No. : +60127851538

Payment Terms : Net 30 days  
Date : 31/10/2019  
Due Date : 30/11/2019  
Page : 1 of 2

**Project Title :** Room Renovation

**Ref :** HG02115615616

**Loan Amount :** RM 10000

No.	Description	Ref. Amount MYR	Prior %	Curr %	Tax Code	Amount MYR
1	Design & Submission	5,000.00	0.00	20.00	SV,6	1,000.00
2	Submission & Approval	3,000.00	0.00	15.00	SV,6	450.00
3	Tender	500.00	0.00	10.00	SV,6	50.00
4	Construction	500,000.00	0.00	25.00	SV,6	125,000.00

**Ringgit Malaysia :** One  
Hundred Thirty Four Thousand  
Ninety Only

<b>Sub Total</b>	<b>126,500.00</b>	
<b>Service Tax</b>	<b>7,590.00</b>	
<b>Grand Total MYR</b>	<b>134,090.00</b>	
<b>Tax Code</b>	<b>Amount</b>	<b>Tax</b>
SV @ 6%	126,500.00	7,590.00

**Note :**

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

## 4. Change Quoted Amount due to Original Work Scope Changed

*If the change of scope incurred change of quoted amount, you may perform the following based on the situation.*

### 4.1. If No Invoice been Issued Yet

- a. Just need to find back the sales quotation and amend it.

### 4.2. If Invoice been Issued, New Amount Higher than Quoted Amount

- a. Raise a new sales quotation for the additional amount to be charged.
- b. Then, issue new invoice based on this new sales quotation for the additional amount.

### 4.3. If Invoice been Issued, New Amount Lower than Quoted Amount

- a. If original quoted amount is fully invoiced, raise credit note or sales return.
- b. If original quoted amount is party invoiced, may treat the reduction amount as “discount” in next invoice.

## 5. Revise Work Progress (%) Which Has Been Invoiced

There might be a situation where you have billed your customer for a certain % work done. However, customer not agrees with it and request to revise the % work done together with billed amount.

So, you may perform the following based on the situation.

### 5.1. If Customer Not Request for Credit Note and Agree to Revise the Issued Invoice

- a. Just amend the % on the issued invoice and reprint.

### 5.2. If Customer Request for Credit Note

- 1 First, raise a credit note or sales return to contra-off the billed amount which disagreed by customer.
- 2 Then, find back the sales quotation.

**Sales Quotation**

Customer\*

Address ▾

Contact

Currency\*

Enter Barcode

Item Code\*

- D0001
- S00015
- T0001
- C00045

Add line

**Prior Billed**

Prior Billed %: 20.00      Prior Billed Amount: 1,000.00 **4**

Revise Prior Billed % to:       Remark:

**Reminder:**  
- By revise prior billed %, the new % would be reflected in your next progress invoice.  
- Existing progress invoice and accountbook won't be affected by this revise. If would like to contra off invoiced amount from accountbook, please raise credit note or sales return.

**Revised History:**

Date	From Prior Billed %	To Prior Billed %	Remark
------	---------------------	-------------------	--------

**5**

ax Exclusive ▾ **3**

Rate (RM)\* **3**

- 5,000.00 %
- 3,000.00 %
- 500.00 %
- 500,000.00 %

508,500.00  
30,510.00  
539,010.00

Actions ▾   Print / Email ▾   Show Transferred Doc   Copy to New   New   Save   Go to list

- 3 Click on the “%” for the item you would like to amend.
- 4 Fill in **Revise Prior Billed % To** and **Remark**.
- 5 Click **OK** and **Save** the sales quotation.
- 6 After saved, your next invoice will be calculated based on revised %.