



Module 02 – Progress Billing
Chapter 01
PROGRESS BILLING PROCESS

Date	Version	ProjectPro Version	Author
October 20, 2023	1.0	Modified Version	Functional Team

Contents

INTRODUCTION	3
PROGRESS BILLING	3
Get Billings Function	7
New Version Function	9
Make Sales Document Function	11
New Requisition Function– Creating A Subsequent Requisition	16
100% Billing	17
Final Retention Billing	17

Progress Billings – Progress Billing Process

INTRODUCTION

A progress billing is an invoice that is intended to obtain payment from a customer for that portion of a project that has been completed to date. These billings are commonly issued when a project has a long duration, so that the contractor can obtain sufficient funding to support its operations. Before starting a progress billing, user must check that the Job has been set up with the appropriate Planning Lines.

PROGRESS BILLING

To create a progress billing, you must have a job with “Billable” or “Both Budget and Billable” planning lines. You must also indicate the Progress Billing Method as Unit Billing, Percentage Billing, and Lump Sum Billing (Unit, %, and L/S).

Note: If you are using either Percentage or Lump Sum Billing methods the quantity is always “1”. Variable quantities can only be used when you are using Unit Billing Methods.

You can also define the Revenue Category for the planning lines, if required.

Job Task No. ↑	Line Type	Planning Date	Planned Delivery Date	Document No.	Type	No.	Description	Use Tax Amount	Unit of Measure Code	Cost Category	Progress Billing Method	Quantity	Unit Cost	Total Cost	Unit Price	Line Amount
→ 01-45	Budget	6/1/2021	6/1/2021		Resource	L-SUPER	Supervisor	0.00	EA	LAB		90	46.00	4,140.00	0.00	0.00
03-01	Budget	6/1/2021	6/1/2021		Resource	L-PM	Project Management	0.00	HR	LAB		185	30.00	5,550.00	0.00	0.00
03-01	Budget	6/1/2021	6/1/2021		Item	CT004004	20 lb. Vinyl Concrete Patcher	0.00	EA	EQP		700	7.05	4,935.00	0.00	0.00
03-03	Budget	6/1/2021	6/1/2021		Resource	SUB	Sub Concrete Conservation	0.00	EA	SUB		1	111,845.00	111,845.00	0.00	0.00
03-10	Budget	6/1/2021	6/1/2021		Resource	SUB	Subcontract Concrete Work	0.00	EA	SUB		1	140,000.00	140,000.00	0.00	0.00
03-10	Budget	6/1/2021	6/1/2021		Item	CT003003	95 cu. ft. BHP Concrete Mixer	0.00	EA	EQP		10	423.00	4,230.00	0.00	0.00
03-10	Budget	6/1/2021	6/1/2021		Item	CT008205	4000 PSI Concrete	0.00	CYD	MAT		700	87.00	60,900.00	0.00	0.00
03-10	Budget	6/1/2021	6/1/2021		Resource	L-OPERATOR	Operator	0.00	HR	LAB		300	28.00	8,400.00	0.00	0.00
CONTRACTS	Billable	6/1/2021	6/1/2021		G/L Account	40100	Concrete Subcontract Work	0.00			%	1	0.00	0.00	300,000.00	300,000.00
CONTRACTS	Billable	6/1/2021	6/1/2021		G/L Account	40100	Concrete Work	0.00			%	1	0.00	0.00	100,000.00	100,000.00

If retention is applicable to your Job, enter it on the job card in the “Default Job Retention” field. Make sure you have entered the “Contract Date” for this job as well, see below screenshot.

Note: The Contract Date is mandatory and used to indicate whether this Job card and billing items represent a current month change order or a previous month’s billing item on the AIA G702. The Contract Date should always be prior to your first Progress Billings Requisition Date.

Progress Billings – Progress Billing Process

PR2024 · State University - Science Building

Process Report Prices WIP Navigate Job Actions Related Fewer options

Contract No. []

Contract Date 6/1/2021

Contract For State University - Science Building

Contract Type Contract Fixed

Contract Sell Price 400,000.00

Use Job Material Planning

Job Est. Start Date []

Job Est. Completion Date []

Job Contact []

Job Class Master Job

Sub-Level to Job No. []

Exclude from Job Forecast

Manager L-1009

Manager Name John Roberts

Estimator L-1001

Estimator Name David Gordon

Default Job Retention 10.00

Resp. Name Bill Avery

Blocked []

Last Date Modified 9/29/2021

Cust. PO No. []

Cust. Job No. []

Ship-to Code []

Description State University - Science Building

Job Address 1 []

Job Address 2 []

Job City []

Job State []

Job Zip Code []

Job Country []

Job Type COM

Gen. Prod. Posting Group BILLINGS

Gen. Bus. Posting Group PROJ

Locked Planning Lines Exist

Create a progress billing by clicking on Process → Progress Billings.

Job Card

PR2024 · State University - Science Building

Home Prices & Discounts WIP Job Navigate Report Analytics Actions Related Fewer options

Job Planning Lines Job Task Lines **Progress Billings** Create Warehouse Pick Crews Links Job

Next Job Material Planning Custom Reports Draws Job Task Line Worksheet APO Links Po

Previous Subcontracts Create Inventory Pick Job Forecast Worksheet Job Task Totals Job Contacts Po

For first requisition, click on “New” from the Job Progress Billing List page.

Job Progress Billing List

Search **+ New** Manage Show Requisition More options

No. ↑	Requisition No. ↑	Version No. ↑	Requisition Date	Period To	Status	Sales Document No.	Manager	Person Responsible
(There is nothing to show in this view)								

Depending on your Jobs Setup, you may find that once created, ProjectPro will automatically assign a No. to your Progress Bill. In most cases this No. will match your Job No. However, depending on your setup, you may be required to enter a No. in this field.

Progress Billings – Progress Billing Process

In this example, the No. has been filled in to match the Job No. You will also see that Requisition No. has automatically been filled in as “1” since this is first billing.

Progress Billing

✓ Saved

PR2024 · 1 · 0

Home | Reports | More options

General

<p>No. <input type="text" value="PR2024"/></p> <p>Requisition No. <input type="text" value="1"/></p> <p>Version No. <input type="text" value="0"/></p> <p>Job No. <input type="text" value="PR2024"/></p> <p>Job Name <input type="text" value="State University - Science Building"/></p> <p>Draw No. <input type="text"/></p> <p>Customer No. <input type="text" value="10003"/></p> <p>Customer Name <input type="text" value="Nesbitts Construction"/></p> <p>Manager <input type="text" value="L-1009"/></p> <p>Manager Name <input type="text" value="John Roberts"/></p> <p>Person Responsible <input type="text" value="L-1005"/></p> <p>Person Responsible Name <input type="text" value="Bill Avery"/></p> <p>Round Amounts <input type="checkbox"/></p>	<p>Final <input checked="" type="checkbox"/></p> <p>Multiple Retention % on Lines <input checked="" type="checkbox"/></p> <p>Owner Contact <input type="text" value="Owner"/></p> <p>Owner Contact Code <input type="text"/></p> <p>Arch/Eng Contact <input type="text" value="Architect/Engineer"/></p> <p>Arch Eng Contact Code <input type="text"/></p> <p>Status <input type="text" value="Open"/></p> <p>Document No. <input type="text"/></p> <p>Posted Sales Invoice No. <input type="text"/></p> <p>Requisition Date <input type="text" value="6/30/2021"/></p> <p>Period To <input type="text" value="6/30/2021"/></p> <p>Retention Reduction & Invoicing <input checked="" type="checkbox"/></p> <p>Invoiced Currency Code <input type="text"/></p>
--	---

General Fast Tab

To complete the General tab of the Progress Billings you will need to fill in each of the fields detailed below.

FIELDS	DESCRIPTION
No.	Enter a progress billing number or enter the Job number as a reference. To auto-populate the Progress Billing no. as the Job No., turn ON the option “First No. for job to default as Job No.” on the Progress Billing fast tab of the Jobs Setup.
Requisition No.	The requisition number automatically becomes ‘1’ for the first requisition billing and will increase by one with each new requisition.
Version No.	The version number starts as ‘0’ for the first version. The purpose of the version number is to track changes that have been made because of the job owner, architect, or engineers’ requirements prior to acceptance.
Job No.	The Job No. will automatically fill in from the Job Card.
Job Name	The Job Name will automatically fill in from the Job Card from the “Description” field.
Draw No.	The “Pay when Paid” number that gets assigned to the Customer Sales Invoice and Vendor Purchase Invoice. If you are not using Draw No., you can leave this field blank.

Progress Billings – Progress Billing Process

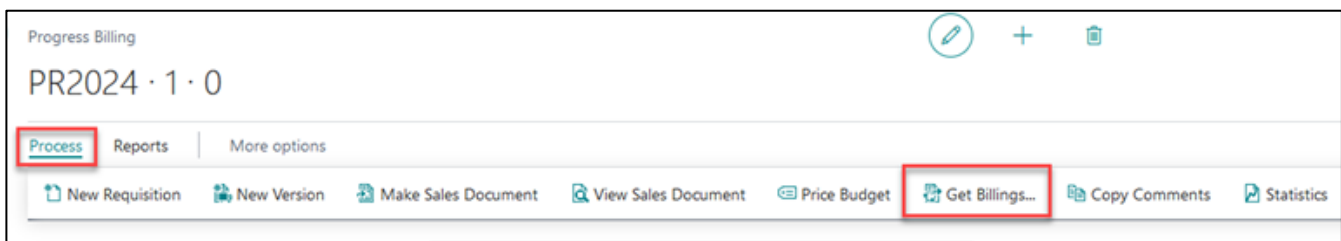
Customer No.	The Customer No. will automatically fill in from the Job Card.
Customer Name	The Customer Name. will automatically fill in from the Job Card.
Manager	The Manager ID No. will automatically fill in from the Job Card.
Manager Name	The Manager Name will automatically fill in from the Job Card.
Person Responsible	The Person Responsible ID No. will automatically fill in from the Job Card.
Person Responsible Name	The Person Responsible Name will automatically fill in from the Job Card.
Round Amounts	Toggling this ON will result in billing values being rounded to the neared whole dollar.
Final	This can be used to indicate that the requisition has been accepted by the Job owner or representative. Once a progress billing is set as Final, you cannot create anymore Revisions of that requisition.
Multiple Retention % on Lines	If this is True then, it will allow you to put in different Retention % or values at the Progress Billing Line level.
Owner Contact	If you have indicated an Owner Contact for Billings, their name will appear here.
Owner Contact Code	Owner Contact ID will automatically fill in.
Arch/Eng. Contact	If you have indicated an Architect or Engineering Contact, their name will appear here.
Arch/Eng. Contact Code	Architect or Engineer Contact ID will automatically fill in.
Status	Each requisition has a status which indicates whether the billing is 'Open, Invoiced, Accepted, Paid, or Void.' Status is automatically updated to invoiced when sales invoice is created or if a new version is created it automatically voids.
Document No.	Once the progress billing is invoiced through a Sales invoice, the document number will indicate the Sales Invoice or Sales Order No. created.
Posted Sales Invoice No.	Specifies the posted document no. of the invoice posted against the requisition.
Requisition Date	This field is for the date this requisition is being prepared.
Period To	This field is for the date in which is to indicate the work through period. Such as, work performed through the period ending 6/30/21.

Progress Billings – Progress Billing Process

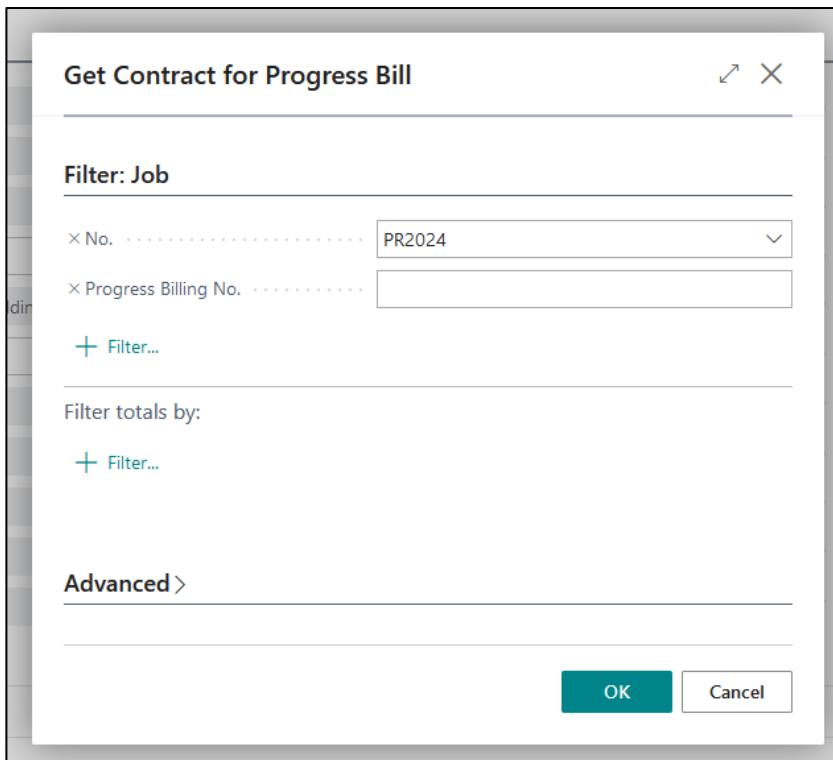
Retention Reduction and Invoicing	Enable this Boolean if the Retention% is reduced and further billing is to be done on same requisition.
Invoiced Currency Code	This field presents the FCY Currency Code from the Job card's "Invoiced Currency Code". This will create your sales invoice in FCY.

Get Billings Function

Once you have filled in the necessary fields above, the next step is to pull in your billing lines from the Job Planning Lines via "Get Billings" function.



The "Get Contract for Progress Bill" window will pop up, as below where the job no. gets pre-populated, and you just need to click on OK to bring in the billing lines.



This will update the progress billing sub form with the billable (including Both Budget and Billable) planning lines available for a job.

Progress Billings – Progress Billing Process

PR2024 · 1 · 0

Process Reports More options

General

No. PR2024	Person Responsible Name Bill Avery
Requisition No. 1	Round Amounts <input type="checkbox"/>
Version No. 0	Final <input type="checkbox"/>
Job No. PR2024	Owner Contact Owner
Job Name State University - Science Building	Owner Contact Code
Draw No.	Arch/Eng Contact Architect/Engineer
Customer No. 10003	Arch Eng Contact Code
Customer Name Nesbitts Construction	Status Open
Manager L-1009	Document No.
Manager Name John Roberts	Requisition Date 6/30/2021
Person Responsible L-1005	Period To 6/30/2021

Progress Billing Subform Manage

Item No.	Job No.	Revenue Cat.	Description	Job Task No.	Segment Code	Billing Method	Base Amount	Quantity	Unit of Measure Code	Total	Work Previous Billings	Work Amount	Stored Mater. Amou.
→ 1	PR2024		Concrete Subcontract Work	CONTRACTS		%	300,000.00	0.00		0.00	0.00	0.00	0.00
2	PR2024		Concrete Work	CONTRACTS		%	100,000.00	0.00		0.00	0.00	0.00	0.00

Here, you can enter the percentage of each line you would like to bill for this requisition under “Quantity” column which will auto calculate billable amount under “Work amount” column.

Since this is the first requisition, there will be no value in “Work Previous Billing” column.

Progress Billing Subform Manage

Item No.	Job No.	Revenue Cat.	Description	Job Task No.	Description	Billing Method	Base Amount	Quantity	Total	Work Previous Billings	Work Amount	Stored Materials Amount	Previous Work Unit	Work Retention Percent	Work Retention Amount
→ 1	PR2024		Concrete Subcontract Work	CONTRACTS	Concrete Subcontract Work	%	300,000.00	10.00	30,000.00	0.00	30,000.00	0.00	0.00	10.00	3,000.00
2	PR2024		Concrete Work	CONTRACTS	Concrete Work	%	100,000.00	25.00	25,000.00	0.00	25,000.00	0.00	0.00	10.00	2,500.00

Note: If you are billing in units, you will enter the number of units to be billed in the Quantity column.

If you have identified a retention percentage for your job on the Job card, you will see that each line automatically reflects the percentage that has been entered and the appropriate retention has been calculated.

Progress Billing Subform Manage

Item No.	Job No.	Revenue Cat.	Description	Job Task No.	Description	Billing Method	Base Amount	Quantity	Total	Work Previous Billings	Work Amount	Stored Materials Amount	Previous Work Unit	Work Retention Percent	Work Retention Amount
→ 1	PR2024		Concrete Subcontract Work	CONTRACTS	Concrete Subcontract Work	%	300,000.00	10.00	30,000.00	0.00	30,000.00	0.00	0.00	10.00	3,000.00
2	PR2024		Concrete Work	CONTRACTS	Concrete Work	%	100,000.00	25.00	25,000.00	0.00	25,000.00	0.00	0.00	10.00	2,500.00

Alternatively, if you did not enter retention on the Job Card, you can enter the percentage in the “Retention” fast tab located below the Progress Billing Sub form, or you can enter the percentage for each line individually, if it varies.

Retention Fast Tab

The fields under this fast tab are used for entering the percentage of retention for both “Work Retention” and “Stored Materials Retention”. If the Default Retention % is defined on the Job card, then these fields will get updated automatically.

If you wish to apply retention percentages for each line item individually, then leave the Retention Fast Tab fields blank and apply percentages on each billing line item.

Note: The individual retention percentage does not apply if you are using “Taxable” progress billings. In that case, only one retention percentage can be applied.

PR2024 · 1 · 0	
Home Reports More options	
General >	
Progress Billing Subform >	
Retention	
Work Retention Percent	10.00
Material Retention Percent	10.00
Manual Work Retention Amount	0.00
Manual Stored Material Retention Amount	0.00
Work Retention Amount	0.00
Stored Material Retention Amount	0.00
Total Retention Amount	0.00

If you are satisfied with your progress billing at this point, you can create your Sales Invoice (We will explain this process below).

New Version Function

Many a time, companies create their progress billings and submit them to the owner or general contractor for review before invoicing. This is commonly known as “pencil copies”. If your company is also following this method and you receive requests for changes before you can submit your final invoice, then you perform this in progress billings via “New Version” function for that requisition.

From the Progress Billing Ribbon, click on Process → New Version.

PR2024 · 1 · 0				
Home Reports More options				
New Requisition	Make Sales Document	Price Budget	Copy Comments	Get Job Planning Lines
New Version	View Sales Document	Get Billings...	Statistics	

The purpose of creating a new version is to maintain an audit trail of the changes you have made to progress billing.

Once you select “New Version” you will receive a message stating “a new version has been created. The status of your original version has also been marked Void”.

Progress Billings – Progress Billing Process

PR2024 · 1 · 0

Process Reports More options

General

No.	PR2024	Person Responsible Name	Bill Avery
Requisition No.	1	Round Amounts	<input type="checkbox"/>
Version No.	0	Final	<input checked="" type="checkbox"/>
Job No.	PR2024	Owner Contact	Owner
Job Name	State University - Science Building	Owner Contact Code	
Draw No.		Arch/Eng Contact	Architect/Engineer
Customer No.	10003	Arch Eng Contact Code	
Customer Name	Nesbitts Construction	Status	Void
Manager	L-1009	Document No.	
Manager Name	John Roberts	Requisition Date	6/30/2021
Person Responsible	L-1005	Period To	6/30/2021

Now you will see you are working on Requisition 1, Version 1.

PR2024 · 1 · 1

Process Reports More options

General

No.	PR2024	Person Responsible Name	Bill Avery
Requisition No.	1	Round Amounts	<input type="checkbox"/>
Version No.	1	Final	<input checked="" type="checkbox"/>
Job No.	PR2024	Owner Contact	Owner
Job Name	State University - Science Building	Owner Contact Code	
Draw No.		Arch/Eng Contact	Architect/Engineer
Customer No.	10003	Arch Eng Contact Code	
Customer Name	Nesbitts Construction	Status	Open
Manager	L-1009	Document No.	
Manager Name	John Roberts	Requisition Date	6/30/2021
Person Responsible	L-1005	Period To	6/30/2021

Progress Billing Subform | Manage

Item No.	Job No.	Revenue Cat. Description	Job Task No.	Description	Billing Method	Base Amount	Quantity	Total	Work Previous Billings	Work Amount	Stored Materials Amount	Previous Work Unit	Work Retention Percent	Work Retention Amount
→ 1	PR2024		CONTRACTS	Concrete Subcontract Work	%	300,000.00	10.00	30,000.00	0.00	30,000.00	0.00	0.00	10.00	3,000.00
2	PR2024		CONTRACTS	Concrete Work	%	100,000.00	25.00	25,000.00	0.00	25,000.00	0.00	0.00	10.00	2,500.00

Initially the Progress Billing Subform remains unchanged. The billing percentages entered on Version 0 get carried over where you can make any necessary adjustments that are required. As an example, Line 1 billing has been reduced from 10% to 5% and Line 2 remains unchanged.

Progress Billing

PR2024 · 1 · 1

Process Reports More options

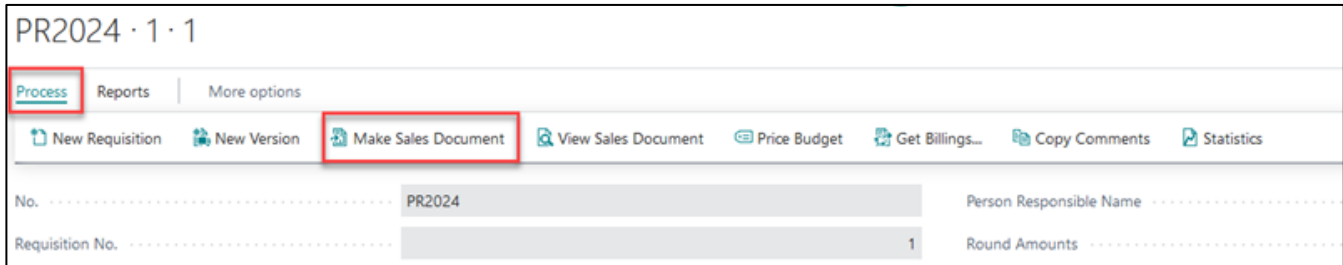
Progress Billing Subform | Manage

Item No.	Job No.	Revenue Cat. Description	Job Task No.	Description	Billing Method	Base Amount	Quantity	Total	Work Previous Billings	Work Amount	Stored Materials Amount	Previous Work Unit	Work Retention Percent	Work Retention Amount
→ 1	PR2024		CONTRACTS	Concrete Subcontract Work	%	300,000.00	5.00	15,000.00	0.00	15,000.00	0.00	0.00	10.00	1,500.00
2	PR2024		CONTRACTS	Concrete Work	%	100,000.00	25.00	25,000.00	0.00	25,000.00	0.00	0.00	10.00	2,500.00

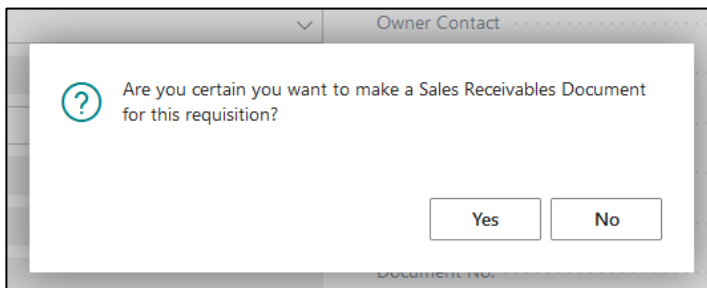
Once the required fields on Progress Billing have been entered, you can proceed to create a sales document.

Make Sales Document Function

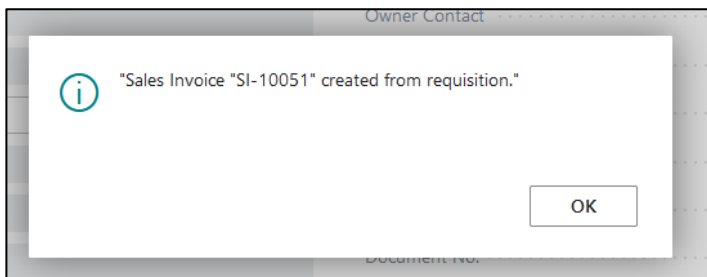
For creating Sales Invoice, Click on Process → “Make Sales Document”.



Select “Yes” when prompted for confirmation of document creation.



You will receive confirmation of the Sales documentation being created, and the assigned sales invoice number.



The Status of this progress billing will now get changed to “Invoiced” and you will notice the Sales Invoice number that was assigned above has now been filled in as Document No.

Progress Billings – Progress Billing Process

PR2024 · 1 · 1

Process Reports More options

General

No.	PR2024	Person Responsible Name	Bill Avery
Requisition No.	1	Round Amounts	<input type="checkbox"/>
Version No.	1	Final	<input checked="" type="checkbox"/>
Job No.	PR2024	Owner Contact	Owner
Job Name	State University - Science Building	Owner Contact Code	
Draw No.		Arch/Eng Contact	Architect/Engineer
Customer No.	10003	Arch Eng Contact Code	
Customer Name	Nesbitts Construction	Status	Invoiced
Manager	L-1009	Document No.	SI-10051
Manager Name	John Roberts	Requisition Date	6/30/2021
Person Responsible	L-1005	Period To	6/30/2021

Depending upon your internal process, you can continue to post your Sales Invoice from the progress bill, or you can visit the Sales Invoice page and post from there.

To post from the Progress Billings page, click on Process → “View Sales Document”.

PR2024 · 1 · 1

Process Reports More options

Process
 Reports
 More options

New Requisition
 New Version
 Make Sales Document
 View Sales Document
 Price Budget
 Get Billings...
 Copy Comments
 Statistics

No. PR2024 Person Responsible Name

Requisition No. 1 Round Amounts

You will be taken to the Sales Invoice.

Note: Before posting the sales invoice, verify if the correct information has been updated from the requisition.

On the General fast tab, you will see Posting Date has automatically been marked with the “Requisition Date”. This can be modified if you do not want to keep the posting date same as requisition date.

On the Lines fast tab, you will see each of your billable lines from the Progress Billing Subform and the corresponding total for each.

Edit - Sales Invoice - SI-10051 · Nesbitts Construction

Manage Posting Prepare Invoice Release Request Approval Navigate Page Actions Related Fewer options

General

Customer Name Nesbitts Construction Job No. PR2024

Contact Tom Nesbitt Retention Document

Posting Date 6/30/2021 Status Open

Due Date 7/30/2021 Use % Billing Format

Lines

Type	Job No.	Job Task No.	Segment Code	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Description	Job Revenue Category	Revenue Cat. Description	Quantity	Unit of Measure Code	Unit Price Excl. Tax	Line Discount %	Line Amount Excl. Tax	Tax Area Code	Tax Group Code	Includ
G/L Account	PR2024	CONTRACTS		PROJ	BILLINGS	1 - Concrete Subcontract Work			1		15,000.00		15,000.00	BUFFALO, NY	NT	15,
→ G/L Account	PR2024	CONTRACTS		PROJ	BILLINGS	2 - Concrete Work			1		25,000.00		25,000.00	BUFFALO, NY	NT	25,

Subtotal Excl. Tax (USD) 40,000.00 Total Tax (USD) 0.00

Inv. Discount Amount Excl. Tax (USD) 0.00 Total Incl. Tax (USD) 40,000.00

Progress Billings – Progress Billing Process

On the Retention fast tab, you will see 10% has been calculated and the retention due date is automatically filled in according to Jobs Setup for retention.

Edit - Sales Invoice - SI-10051 - Nesbitts Construction

Manage Posting Prepare Invoice Release Request Approval Navigate Page Actions Related Fewer options

Retention

Retention Base Amount	40,000.00	Retention Amount	4,000.00
Retention Percent	10.00	Retention Date	6/30/2022
Retention Amount (\$)	4,000.00		

Post the invoice using the appropriate option under the Posting section of the ribbon.

Edit - Sales Invoice - SI-10051 - Nesbitts Construction

Manage **Posting** Prepare Invoice Release Request Approval Navigate Page Actions Related Fewer options

Post Post and New... Post and Send... Preview Posting

Customer Name Nesbitts Construction Job No. PR2024

Contact Tom Nesbitt Retention Document

Posting Date 6/30/2021 Status **Open**

Due Date 7/30/2021 Use % Billing Format

Lines | Manage Line Fewer options

Type	Job No.	Job Task No.	Segment Code	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Description	Job Revenue Category	Revenue Cat. Descript...	Quantity	Unit of Measure Code	Unit Price Excl. Tax	Line Discount %	Line Amount Excl. Tax	Tax Area Code	Tax Group Code	Inclus
G/L Account	PR2024	CONTRACTS		PROJ	BILLINGS	1 - Concrete Subcontract Work			1		15,000.00		15,000.00	BUFFALO, NY	NT	15,
G/L Account	PR2024	CONTRACTS		PROJ	BILLINGS	2 - Concrete Work			1		25,000.00		25,000.00	BUFFALO, NY	NT	25,

Once the sales invoice is posted, you can go back to the progress billing requisition and run different reports and AIA documents.

Progress Billing Saved

PR2024 · 1 · 1

Process **Reports** More options

Progress Invoice Progress Invoice with Units Progress Invo...ev. Cat. Summ AIA G702 AIA G703 G703-Rev. Cat. Summ Combined AIA G702 and AIA G703

No. PR2024 Person Responsible Name Bill Avery

Requisition No. 1 Round Amounts

Version No. 1 Final

Job No. PR2024 Owner Contact Owner

Job Name State University - Science Building Owner Contact Code

Note: To use AIA documents, you need to fill in your AIA Form Code and Expiration date on the Jobs Setup page.

Two of the sample reports are shown as below:

Progress Billings – Progress Billing Process

1. Progress Invoice Report

ProjectPro Config. Co.		INVOICE	
		Invoice Number:	PR2024-1
		Invoice Date:	6/30/2021
Bill To: Nesbitts Construction Tom Nesbitt 3844 Coleman Creek Rd. Brockport		Job Addr: A/E Addr:	
Description: State University - Science Building Period To: 06/30/21		Customer ID: 10003 Customer Job No.: Contract Date: 06/01/21	
1.	Original contract sum		400,000.00
2.	Net changes		0.00
3.	Contract sum to date		400,000.00
4.	Total completed & stored to date		40,000.00
5.	Retention:		
a.	10.00% of completed work	4,000.00	
b.	10.00% of stored material		
	Total Retention		4,000.00
6.	Total earned less retention		36,000.00
7.	Less previous invoices		0.00
8.	Current payment due		36,000.00
9.	Balance to finish, including retention		364,000.00
Change order summary ADDITIONS DEDUCTIONS			
Total changes approved in previous months			
Total changes approved this month			
Totals			
Net Changes			

Invoice Number: PR2024-1		Page:							
Invoice Date: 6/30/2021		Period To: 06/30/21							
Item	Description	Scheduled Value	Previous Period	This Period	Materials Presently Stored	Total Completed and Stored	%	Balance To Finish	Retention
1	Concrete Subcontract Work	300,000.00	0.00	15,000.00	0.00	15,000.00	5.00	285,000.00	1,500.00
2	Concrete Work	100,000.00	0.00	25,000.00	0.00	25,000.00	25.00	75,000.00	2,500.00
		400,000.00	0.00	40,000.00	0.00	40,000.00		360,000.00	4,000.00

Progress Billings – Progress Billing Process

2. AIA G702 Report

APPLICATION AND CERTIFICATE FOR PAYMENT		AIA DOCUMENT G702																
TO OWNER:	PROJECT: State University - Science Building	APPLICATION NO: PR2024-1	Distribution to:															
		PERIOD TO: 6/30/2021	<input type="checkbox"/> OWNER															
		PROJECT NOS.:	<input type="checkbox"/> ARCHITECT															
FROM CONTRACTOR: ProjectPro Config. Co.	VIA ARCHITECT:	CONTRACT DATE: 6/1/2021	<input type="checkbox"/> CONTRACTOR															
			<input type="checkbox"/>															
			<input type="checkbox"/>															
CONTRACT FOR: State University - Science Building																		
CONTRACTOR'S APPLICATION FOR PAYMENT																		
Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.		The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed																
1. ORIGINAL CONTRACT SUM 400,000.00		in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.																
2. Net change by Change Orders 0.00		CONTRACTOR: ProjectPro Config. Co.																
3. CONTRACT SUM TO DATE 400,000.00		By: _____ Date: _____																
4. TOTAL COMPLETED & STORED TO DATE 40,000.00		State of: _____																
5. RETAINAGE:		County of: _____																
a. 10% of Completed Work 4,000.00		Subscribed and sworn to before																
b. 10% of Stored Material		me this _____ day of _____																
Total Retainage 4,000.00		Notary Public:																
6. TOTAL EARNED LESS RETAINAGE 36,000.00		My Commission expires: _____																
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT 0.00		ARCHITECT'S CERTIFICATE FOR PAYMENT																
8. CURRENT PAYMENT DUE 36,000.00		In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.																
9. BALANCE TO FINISH, INCLUDING RETAINAGE 364,000.00		AMOUNT CERTIFIED 36,000.00																
		<i>(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)</i>																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">CHANGE ORDER SUMMARY</th> <th style="width: 25%;">ADDITIONS</th> <th style="width: 25%;">DEDUCTIONS</th> </tr> </thead> <tbody> <tr> <td>Total changes approved in previous months by owner</td> <td></td> <td></td> </tr> <tr> <td>Total approved this month</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">TOTALS</td> <td></td> <td></td> </tr> <tr> <td>NET CHANGES by Change Order</td> <td></td> <td></td> </tr> </tbody> </table>		CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS	Total changes approved in previous months by owner			Total approved this month			TOTALS			NET CHANGES by Change Order			ARCHITECT _____	
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS																
Total changes approved in previous months by owner																		
Total approved this month																		
TOTALS																		
NET CHANGES by Change Order																		
		By: _____ Date: _____																
		This Certificate is non negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.																

3. AIA G703 Report

CONTINUATION SHEET		AIA DOCUMENT G703		PAGE 2					
AIA Document G703, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.		APPLICATION NO.: PR2024-1		APPLICATION DATE: 6/30/2021					
In tabulations below, amounts are stated to the nearest dollar.		PERIOD TO: 6/30/2021		ARCHITECT'S PROJECT NO.:					
Use Column I on Contacts where variable retainage for line items may apply.									
A	B	C	D WORK COMPLETED		E	F	G	H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION	THIS PERIOD	MATERIALS PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	%	BALANCE TO FINISH	RETAINAGE
1	Concrete Subcontract Work	300,000.00	0.00	15,000.00	0.00	15,000.00	5	285,000.00	1,500.00
2	Concrete Work	100,000.00	0.00	25,000.00	0.00	25,000.00	25	75,000.00	2,500.00
		400,000.00	0.00	40,000.00	0.00	40,000.00		360,000.00	4,000.00

Progress Billings – Progress Billing Process

New Requisition Function– Creating A Subsequent Requisition

The next requisition can be created from the last requisition that you have created. The Progress Billings List page shows all the prior requisitions, including any voided versions.

Open your last invoiced requisition from the list. Here, the last requisition is Requisition 1, Version 1.

No. ↑	Requisition No. ↑	Version No. ↑	Requisition Date	Period To	Status	Sales Document No.	Manager	Person Responsible
PR2024	1	0	6/30/2021	6/30/2021	Void	SI-10046	L-1009	L-1005
PR2024	1	1	6/30/2021	6/30/2021	Invoiced	SI-10051	L-1009	L-1005

From the Progress Billing ribbon click on Process → New Requisition.

The “Requisition No.” will get increased to 2 where Version No. is 0. You are now working on Requisition 2.0

PR2024 · 2 · 0

Process Reports More options

General

No.	PR2024	Person Responsible Name	Bill Avery
Requisition No.	2	Round Amounts	<input type="checkbox"/>
Version No.	0	Final	<input type="checkbox"/>
Job No.	PR2024	Owner Contact	Owner
Job Name	State University - Science Building	Owner Contact Code	
Draw No.		Arch/Eng Contact	Architect/Engineer
Customer No.	10003	Arch Eng Contact Code	
Customer Name	Nesbitts Construction	Status	Open
Manager	L-1009	Document No.	
Manager Name	John Roberts	Requisition Date	9/29/2021
Person Responsible	L-1005	Period To	

Enter the new Requisition and Period to Dates. Notice your Progress Billing Subform reflects your invoiced amounts from Requisition 1 in the “Work Previous Billings” column.

PR2024 · 2 · 0

Process Reports More options

Progress Billing Subform Manage

Item No.	Job No.	Revenue Cat.	Description	Billing Method	Base Amount	Quantity	Total	Work Previous Billings	Work Amount	Stored Materials Amount	Previous Work Unit	Work Retention Percent	Work Retention Amount
→ 1	PR2024		CONTRACTS Concrete Subcontract Work	%	300,000.00	5.00	15,000.00	15,000.00	0.00	0.00	5.00	10.00	1,500.00
2	PR2024		CONTRACTS Concrete Work	%	100,000.00	25.00	25,000.00	25,000.00	0.00	0.00	25.00	10.00	2,500.00

Enter the percentages that you would like to bill for this Requisition in the Quantity column. The “Total” column will

Progress Billings – Progress Billing Process

now reflect the total amount to be billed to date on this job (**Work Previous Billings + Work Amount = Total**).

From here you will follow the same process as above to create and post your Sales Invoice.

100% Billing

On completion of the contract including utilization of Store Materials (if any, the complete concept explained in next chapter), you need to bill 100% on all the lines.

On the last requisition, enter 100 in the Quantity column to bill the full value excluding the retention. Also, if stored materials are included then you need to change the “Stored Materials Amount” to 0 since the complete utilization has been done, see example below.

J04630 · 4 · 0									
Process		Reports	Actions	Related	Fewer options				
Progress Billing Subform			Manage	More options					
Item No.	Job No.	Quantity	Total	Work Amount	Work Previous Billings	Stored Materials Amount	Store Previous Billings	Previous Work Unit	
→ 1	J04630	100.00	90,000.00	45,000.00	45,000.00	0.00	0.00	50.00	
1	J04630.001	100.00	60,000.00	30,000.00	30,000.00	0.00	0.00	50.00	
1	J04630.001.001	100.00	-5,000.00	-2,500.00	-2,500.00	0.00	0.00	50.00	
1	J04630.001.002	100.00	30,000.00	15,000.00	15,000.00	0.00	1,000.00	50.00	
1	J04630.001.002.001	100.00	-10,000.00	-5,000.00	-5,000.00	0.00	0.00	50.00	
1	J04630.001.003	100.00	4,000.00	2,000.00	2,000.00	0.00	0.00	50.00	

Once the details are entered, the sales invoice can be generated and posted.

Final Retention Billing

Once the whole project is approved the remaining Retention% on all the lines can be billed to the customer.

From the last requisition where everything is billed to complete 100%, create a New Requisition. Remove the value from “Work Retention Percent” field on the Retention fast tab or if multiple retention is used then remove the same from for all the lines and then create a sales invoice.

The system creates a sales invoice marked as “Retention Document”.

Progress Billings – Progress Billing Process

Posted Sales Invoice ✓ Saved

PSI-20330 · Palmer & Sons

Process Report Invoice Correct Print/Send Navigate Electronic Document | Actions Related Fewer options

Country/Region		Corrective	No
Contact No.	C10561	Closed	<input type="checkbox"/>
Phone No.	914-998-7732	Work Description	
Mobile Phone No.			
Email			
Contact	Jonathan Palmer	Use % Billing Format	<input type="checkbox"/>
Your Reference		Draw No.	
Document Date	5/31/2022	Job No.	J04630
Posting Date	5/31/2022	Retention Document	<input type="checkbox"/>
Due Date	5/31/2022	Multiple Retention on Lines	<input type="checkbox"/>