



**Module 03 – Subcontract Management**

**Chapter 3**

**PROGRESS PAYMENT**

| <b>Date</b>      | <b>Version</b> | <b>ProjectPro Version</b> | <b>Author</b>   |
|------------------|----------------|---------------------------|-----------------|
| October 30, 2023 | 1.0            | Modified Version          | Functional Team |

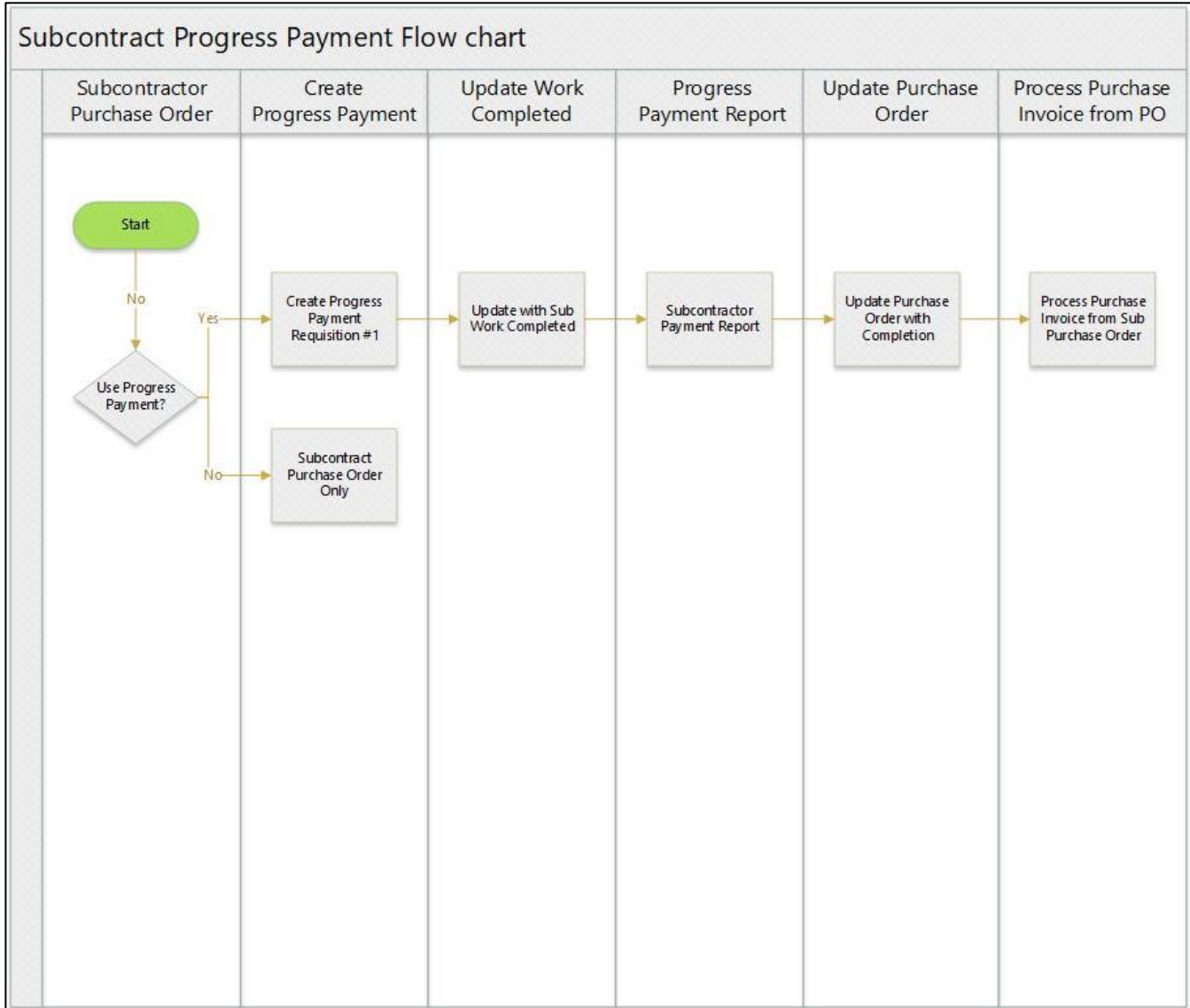
## Contents

|   |          |
|---|----------|
| <b>INTRODUCTION .....</b>                   | <b>3</b> |
| <b>PROGRESS PAYMENT .....</b>               | <b>3</b> |
| <b>1. Creating a Progress Payment .....</b> | <b>3</b> |
| <b>2. Reports.....</b>                      | <b>5</b> |
| <b>3. Send to PO .....</b>                  | <b>6</b> |
| <b>4. Subcontract PO .....</b>              | <b>7</b> |

## Subcontract Management – Progress Payment

### INTRODUCTION

Progress Payments for your subcontractors is a method for tracking and approving what portion has been completed and a progress report for internal purposes or to send to your subcontractor showing what has been approved for processing as a vendor invoice from the Subcontract Purchase Order.



### PROGRESS PAYMENT

#### 1. Creating a Progress Payment

The progress payments are created from the subcontract purchase order. From the Subcontract PO, click on Process → Progress Payments from the ribbon.

## Subcontract Management – Progress Payment

**Edit - Subcontract PO - PO-50140 · Wolf Contracting**

Manage **Process** Release Request Approval Print Actions Related Reports Fewer options

Post... Post and Print... Statistics Release **Progress Payments** Copy Document... Create Inven...away/Pick...

Buy-from Vendor No. 00001 Vendor Shipment No.   
 Vendor Wolf Contracting Job No. PR2024   
 Buy-from Job Name State University - Science Building   
 State NY Job Location   
 Contact Doug Kraft Subcontract No. SC20031   
 Document Date 10/6/2021 Draw No.   
 Expected Receipt Date Progress Payment Enable Yes   
 Vendor Invoice No. \* Status Open   
 Posting Description Order PO-50140

| Type       | No. | Description               | Job No. | Job Task No. | Segment Code | Gen. Bus. Posting Group | Gen. Prod. Posting Group | Depreciation Book Code | Job Cost Category | Quantity | Unit of Measure Code | Direct Unit Cost Excl. Tax | Line Amount Excl. Tax | Tax Area Code | Tax Group |
|------------|-----|---------------------------|---------|--------------|--------------|-------------------------|--------------------------|------------------------|-------------------|----------|----------------------|----------------------------|-----------------------|---------------|-----------|
| → Resource | SUB | Sub Concrete Conservation | PR2024  | 03-03        |              | PROJ                    | SUBCONT                  |                        | SUB               | 1        | EA                   | 111,845.00                 | 111,845.00            |               | *         |
| Resource   | SUB | Subcontract Concrete Work | PR2024  | 03-10        |              | PROJ                    | SUBCONT                  |                        | SUB               | 1        | EA                   | 140,000.00                 | 140,000.00            |               |           |

A Progress Payment List will open as below, click on “New” to create a new progress payment.

**View - Progress Payment List**

Search **+ New** Manage Open in Excel

| No. ↑                                   | Requisition No. ↑ | Version No. ↑ | Status | Requisition Date | No. | Description | Job No. |
|---|-------------------|---------------|--------|------------------|-----|-------------|---------|
| (There is nothing to show in this view) |                   |               |        |                  |     |             |         |

The General fast tab fields will get auto updated based on the information from your Subcontract PO. Enter the “Requisition Date” & “Period To” date to proceed.

Progress Payment Header SC20031 · 1 · 0

Process Reports More options

**General**

|  |  |
|--|--|
| No. SC20031                                  | Purchase Order No. PO-50140              |
| Requisition No. 1                            | Round Amounts <input type="checkbox"/>   |
| Version No. 0                                | Final <input type="checkbox"/>           |
| Subcontract No. SC20031                      | Owner Contact Type Owner                 |
| Subcontract Name Concrete Work               | Owner Contact Code                       |
| Job No. PR2024                               | Arch Eng Contact Type Architect/Engineer |
| Job Name State University - Science Building | Arch Eng Contact Code                    |
| Subcontract Draw No.                         | Status Open                              |
| Vendor No. 00001                             | <b>Requisition Date</b>                  |
| Vendor Name Wolf Contracting                 | <b>Period To</b>                         |

To populate the Progress Payment lines, click on Process → Get PO from the ribbon. The lines here will get updated from the Purchase Order

## Subcontract Management – Progress Payment

Progress Payment Header Saved

SC20031 · 1 · 0

Process Reports More options

[New Requisition](#)
[New Version](#)
[Send to PO](#)
[Cost Budget](#)
[Get PO](#)
[Copy Comments](#)
[Statistics](#)

Progress Payment Subform Manage

| Item No. | Type     | No. | No. Description           | Job Task No. | Task Description             | Cost Category | Payment Method | Contract Quantity | Base Amount | Base Quantity | Quantity | Total     | Work Previous Billings | Wk |
|----------|----------|-----|---------------------------|--------------|------------------------------|---------------|----------------|-------------------|-------------|---------------|----------|-----------|------------------------|----|
| 1        | Resource | SUB | Sub Concrete Conservation | 03-03        | Conservation Treatment fo... | SUB           | %              | 0.00              | 111,845.00  | 1.00          | 25.00    | 27,961.25 | 0.00                   |    |
| 2        | Resource | SUB | Subcontract Concrete Work | 03-10        | Concrete Forming and Acc...  | SUB           | %              | 0.00              | 140,000.00  | 1.00          | 10.00    | 14,000.00 | 0.00                   |    |
| →        |          |     |                           |              |                              |               | %              | 0.00              | 0.00        | 0.00          | 0.00     | 0.00      | 0.00                   |    |

Enter the percentage that you will be paying for each line under the field “Quantity”.

### 2. Reports

The Progress Payment report can be run from the Reports section on the ribbon of progress payment card. Once clicked, a request page will open with the information related to your Progress Payment Report. Select “Preview and Close” to view the report.

A two-page progress payment report will be generated that can be printed and sent along with the Vendor payment, if required.

**INVOICE**

ProjectPro Config. Co. Invoice Number: SC20031-1  
Invoice Date: 8/30/2021

Payment To: Wolf Contracting  
Doug Kraft  
123 Greenhill Terrace  
West Seneca, NY 14224

Job Addr:

A/E Addr:

Description: Concrete Work  
Period To: 08/30/21

Vendor ID:  
Vendor Job No.:  
Contract Date:

|    |  |            |
|----|--|------------|
| 1. | Original contract sum                  | 251,845.00 |
| 2. | Net changes                            | 0.00       |
| 3. | Contract sum to date                   | 251,845.00 |
| 4. | Total completed & stored to date       | 41,961.25  |
| 5. | Retention:                             |            |
| a. | 0.00% of completed work                |            |
| b. | 0.00% of stored material               |            |
|    | Total Retention                        | 0.00       |
| 6. | Total earned less retention            | 41,961.25  |
| 7. | Less previous invoices                 | 0.00       |
| 8. | Current payment due                    | 41,961.25  |
| 9. | Balance to finish, including retention | 209,883.75 |

Change order summary

|   | ADDITIONS | DEDUCTIONS |
|---|-----------|------------|
| Total changes approved in previous months |           |            |
| Total changes approved this month         |           |            |
| Totals                                    |           |            |
| Net Changes                               |           |            |

### Subcontract Management – Progress Payment

| Invoice Number: SC20031-1 |  |                 |                 |             |                            | Page:                      |       |                   |           |
|---------------------------|--|-----------------|-----------------|-------------|----------------------------|----------------------------|-------|-------------------|-----------|
| Invoice Date: 8/30/2021   |  |                 |                 |             |                            | Period To: 08/30/21        |       |                   |           |
| Item                      | Description                                | Scheduled Value | Previous Period | This Period | Materials Presently Stored | Total Completed and Stored | %     | Balance To Finish | Retention |
| 1                         | Conservation Treatment for Period Concrete | 111,845.00      | 0.00            | 27,961.25   | 0.00                       | 27,961.25                  | 25.00 | 83,883.75         | 0.00      |
| 2                         | Concrete Forming and Accessories           | 140,000.00      | 0.00            | 14,000.00   | 0.00                       | 14,000.00                  | 10.00 | 126,000.00        | 0.00      |
|                           |  | 251,845.00      | 0.00            | 41,961.25   | 0.00                       | 41,961.25                  |       | 209,883.75        | 0.00      |

### 3. Send to PO

When you have completed your progress payment, click on Process → Send to PO, to update the purchase order.

SC20031 · 1 · 0

Process | Reports | More options

You will be prompted for confirmation if you would like to update the Purchase Order. Select “Yes”.

Owner Contact Type

Are you certain you want to update the Purchase Order for this requisition?

Requisition Date

Period To

Once completed, you will receive confirmation of the update. Click on “OK”.

Owner Contact Type

The lines on the Purchase document have Qty. to Receive and Qty. to Invoice updated.

Requisition Date

## Subcontract Management – Progress Payment

### 4. Subcontract PO

On the Purchase Order Lines, the “Subcontract Payment Percentage” column will get updated with the percentage of each line that was paid from the progress payment. Along with this, the columns “Qty. to Receive” and “Qty. to Invoice” will also get filled in to reflect the same information.

**Edit - Subcontract PO - PO-50140 · Wolf Contracting**

Manage Process Release Request Approval Print Actions Related Reports Fewer options

City: West Seneca Vendor Shipment No.:

State: NY Order Address Code:

ZIP Code: 14224 Responsibility Center:

Contact No.: C10430 Assigned User ID:

Contact: Doug Kraft Job No.: PR2024

Document Date: 10/6/2021 Job Name: State University - Science Building

Expected Receipt Date:

Posting Date: 10/6/2021 Job Location:

Due Date: 10/6/2021 Subcontract No.: SC20031

Vendor Invoice No.: \*  Draw No.:

Purchaser Code:  Progress Payment Enable: Yes

Status: Open

---

Lines Manage More options

| Type     | Depreciation Book Code | Job Cost Category | Quantity | Unit of Measure Code | Direct Unit Cost Excl. Tax | Line Amount Excl. Tax | Tax Area Code | Tax Group Code | Amount Including Tax | Ret. App.                           | Subcontract Payment Percent | Subcontract Payment Value | Qty. to Receive | Quantity Received | Qty. to Invoice | Quantity Invoiced |
|----------|------------------------|-------------------|----------|----------------------|----------------------------|-----------------------|---------------|----------------|----------------------|-------------------------------------|-----------------------------|---------------------------|-----------------|-------------------|-----------------|-------------------|
| Resource |                        | SUB               | 1        | EA                   | 111,845.00                 | 111,845.00            |               | NONTAXABLE     | 111,845.00           | <input checked="" type="checkbox"/> | 25                          | 27,961.25                 | 0.25            |                   | 0.25            |                   |
| Resource |                        | SUB               | 1        | EA                   | 140,000.00                 | 140,000.00            |               | NONTAXABLE     | 140,000.00           | <input checked="" type="checkbox"/> | 10                          | 14,000.00                 | 0.1             |                   | 0.1             |                   |

Enter the Vendor Invoice No. and Posting Date and post the PO.

**Edit - Subcontract PO - PO-50140 · Wolf Contracting**

Manage **Process** Release Request Approval Print Actions Related Reports Fewer options

**Post...** Post and Print... Statistics Release Progress Payments Copy Document... Create Invento...-away/Pick...

State: NY Order Address C:

The columns “Qty. Received” and “Qty Invoiced” reflect on Subcontract Purchase Order.

**Edit - Subcontract PO - PO-50140 · Wolf Contracting**

Manage Process Release Request Approval Print Actions Related Reports Fewer options

Contact: Doug Kraft Job No.: PR2024

Document Date: 10/6/2021 Job Name: State University - Science Building

Expected Receipt Date:

Posting Date: 10/6/2021 Job Location:

Due Date: 10/6/2021 Subcontract No.: SC20031

Vendor Invoice No.: 6548 Draw No.:

Purchaser Code:  Progress Payment Enable: Yes

Status: Released

---

Lines Manage More options

| Type     | Direct Unit Cost Excl. Tax | Line Amount Excl. Tax | Tax Area Code | Tax Group Code | Amount Including Tax | Ret. App.                           | Subcontract Payment Percent | Subcontract Payment Value | Qty. to Receive | Quantity Received | Qty. to Invoice | Quantity Invoiced | Planned Receipt Date | Expected Receipt Date | Order Date | Work Unit of Measure |
|----------|----------------------------|-----------------------|---------------|----------------|----------------------|-------------------------------------|-----------------------------|---------------------------|-----------------|-------------------|-----------------|-------------------|----------------------|-----------------------|------------|----------------------|
| Resource | 111,845.00                 | 111,845.00            |               | NONTAXABLE     | 111,845.00           | <input checked="" type="checkbox"/> | 25                          | 27,961.25                 | 0.75            | 0.25              | 0.75            | 0.25              | 10/6/2021            |                       | 10/6/2021  |                      |
| Resource | 140,000.00                 | 140,000.00            |               | NONTAXABLE     | 140,000.00           | <input checked="" type="checkbox"/> | 10                          | 14,000.00                 | 0.9             | 0.1               | 0.9             | 0.1               | 10/6/2021            |                       | 10/6/2021  |                      |