



**Module 02 – Progress Billing**  
**Chapter 04**  
**APO LINKS**

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## Contents

**APO Links**

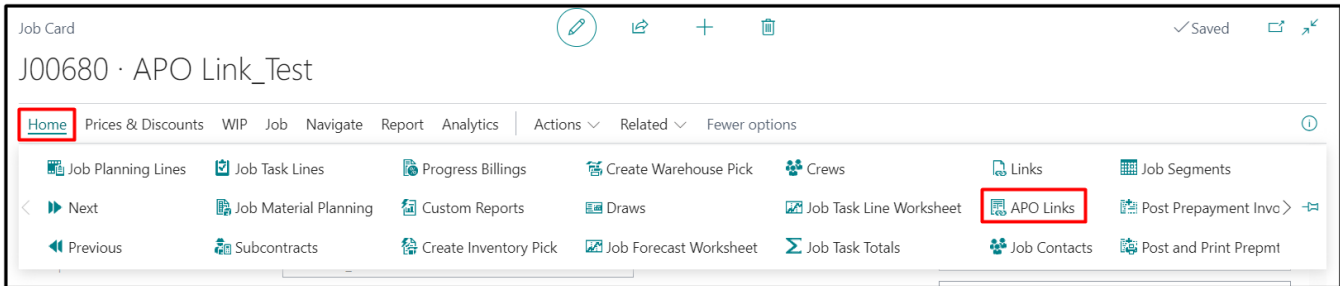
**3**

## Progress Billings – APO Links

### APO Links

The APO Link functionality enables a user to bill on a Progress Bill based on the ratio of Actual Cost incurred in comparison to the Budget Cost.

APO Link is a function available on the Job Card ribbon under Home tab, which is used to do the billings in proportion to the expenses incurred.



Open the APO Links page to set up the job tasks for costing against the billing tasks.

Select “Cost” under Source Type field and enter the APO against which costs were incurred.

Select “Revenue” under Matching Type field and enter the APO against which billings are to be done.

Source Type ↑	Activity Source ↑	Process Source ↑	Operation Source ↑	Source Category ↑	Matching Type ↑	Activity Matching ↑	Process Matching ↑	Operation Matching ↑	Matching Category ↑
Cost	03	03			Revenue	CONTRACTS			
Cost	05	05			Revenue	CONTRACTS			

Post the expenses against a task. In this case a cost of \$500 has been posted against the task “03-03”.

Job Task No.	Job Task Type	Work Units	Work Unit of Measure	For... By Tasks Total	Fore... Com... Cost Over-	Totaling	Budget (Total Cost)	Actual (Total Cost)	Billable (Total Price)	Invoiced (Total Price)	Remaining (Total Cost)
03-03	Posting	0.00		<input type="checkbox"/>			10,000.00	500.00	-	-	-
05-05	Posting	0.00		<input type="checkbox"/>			15,000.00	-	-	-	-
CONTRACTS	Posting	0.00		<input type="checkbox"/>			-	-	20,000.00	-	-
<b>TOTAL</b>	<b>Total</b>	0.00		<input type="checkbox"/>		..total	25,000.00	500.00	20,000.00	-	-

Create Progress Billing and get the lines from the job card. Go to **Actions**→**Functions**→**Suggest Billing by Task**.

### Progress Billings – APO Links

Progress Billing

J00680 · 1 · 0

Home Reports **Actions** Related Fewer options

New Requisition Dimensions Price Budget Copy Comments Get Job Planning Lines

New Version **Functions** **Suggest Billing By Task...** Statistics

Other Other

**General**

No. J00680 Final

By clicking “**Suggest Billing by Task**”, the system calculates the quantity based on usage.

In this example,

Total usage = \$500.

Total budget = \$25,000.

Therefore, quantity =  $(\$500 / \$25000) * 100 = 2\%$

Progress Billing

J00680 · 1 · 0

Home Reports Actions Related Fewer options

New Requisition Make Sales Document Price Budget Copy Comments Get Job Planning Lines

New Version View Sales Document Get Billings... Statistics

Progress Billing Subform **Manage** Line

New Line Delete Line

Item No.	Job Task No.	Segment Code	Description	Billing Method	Base Amount	Quantity	Unit of Measure Code	Total	Work Previous Billings	Work Ar
→ 1	:	CONTRACTS	Sales -Projects -Commercial	%	20,000.00	2.00		400.00	0.00	4

The further process is the same as the normal progress billing you follow.