



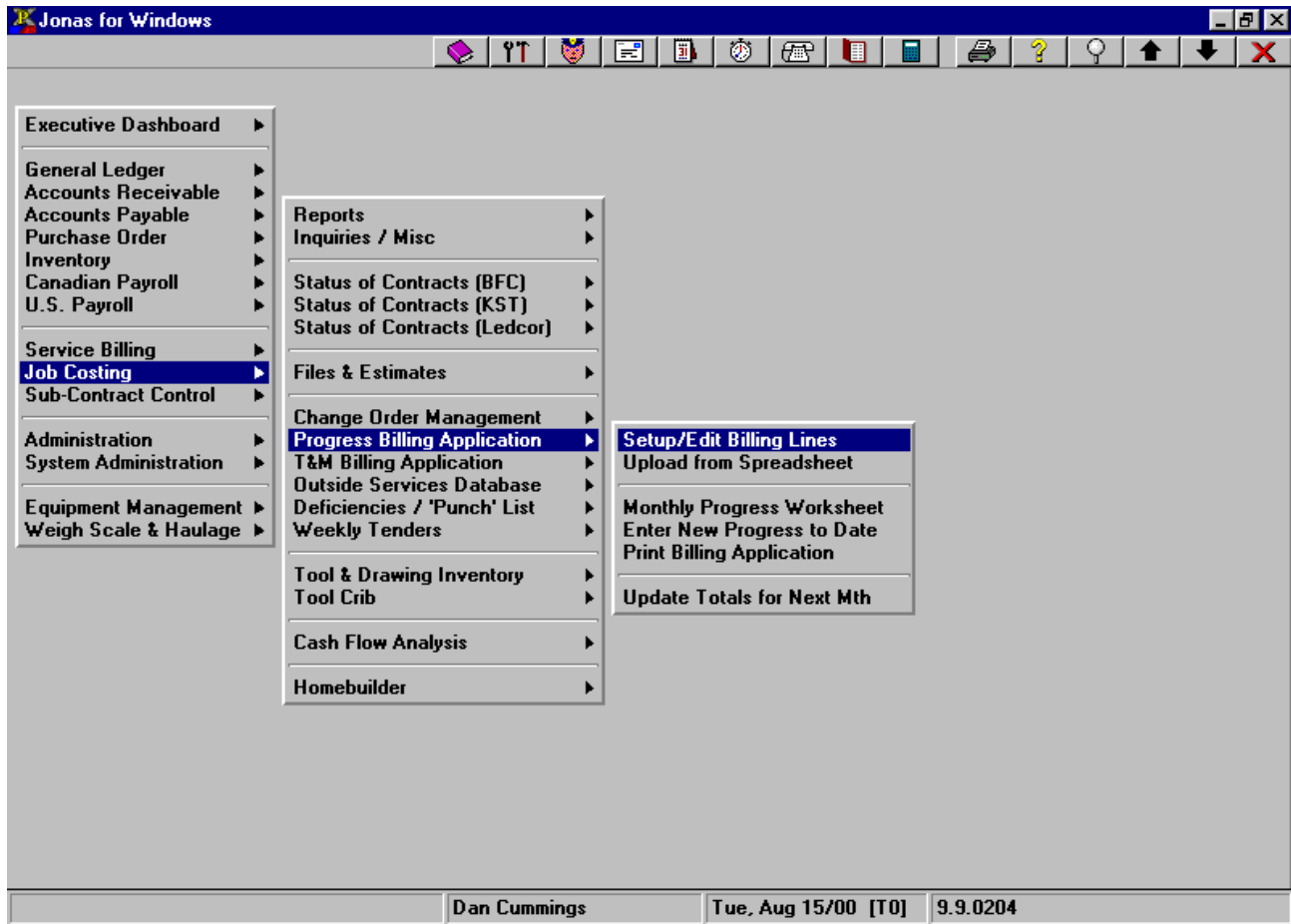
## New Century Software Inc.

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# 12th Year in Business!

Visit our Web Site at:  
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### Progress Billing – General and Subcontractors



### Features and Benefits of the Progress Billing System

- Allows tracking of contract price by job item phase and progress to date in dollars, percentage, or units.
- Full integration to Accounts Receivable invoice and Job Cost.
- Ability to modify the Progress Billing items before the invoice and accounting postings have been made.
- Invoice option to print all billing items in detail or summary is available.
- Ability to separate holdback release and contract additions on the progress billing and invoicing.

**This screen allows you to set up the Billing Lines for the Project.**

**This screen allows you to enter the percent, dollar to date or units to date completed for each billing item.**

Line	Type	Description	Last Mth Value	New Value
00010	C	General Conditions	60.00	75

**Progress Billing Set up and Entry**

*The screen at the top of the page allows you to set up the progress billing lines. Once the project is set up for progress billing, you may print out a worksheet for the project manager to fill in the level of completion for each item. Once you receive the worksheet you may then enter the progress to date for each item in the second screen above.*

60 - New Century General Cont. Ltd  
Billing Application  
94-020- Eaton Centre  
Application Number - 3 Date - Aug 15/00  
Restoration Cust.Ref# C0001

Line# Description	Contract Value	Pct-----To Date	Pct---Prev Billed	Pct--This Billing	Balance to Complete
Contract					
=====					
00010 General Conditions	3000.00	75%	2,250.00	60%	1,800.00 15% 450.00 750.00*
00030 Concrete Placing	1350.00	70%	945.00	62%	837.00 8% 108.00 405.00*
00040 Waterproof	4500.00	50%	2,250.00	20%	900.00 30% 1,350.00 2,250.00*
00050 Flashing	3000.00	40%	1,200.00	15%	450.00 25% 750.00 1,800.00*
00060 Bricks	2000.00	45%	900.00	20%	400.00 25% 500.00 1,100.00*
00070 Thru Slab	50000.00	100%	50,000.00	75%	37,500.00 25% 12,500.00 0.00*
Subtotal	----- 63850.00	----- 90%	----- 57,545.00	----- 66%	----- 41,887.00 25% 15,658.00 6,305.00
Additions to Contract					
=====					
00100 Additional Flashing	1500.00	25%	375.00	0%	0.00 25% 375.00 1,125.00*
Subtotal	----- 1500.00	----- 25%	----- 375.00	----- 0%	----- 0.00 25% 375.00 1,125.00
Total Contract	----- 65350.00	----- 89%	----- 57,920.00	----- 64%	----- 41,887.00 25% 16,033.00 7,430.00
Less Holdback on lines noted (*)			5,792.00	4,188.70	1,603.30
Subtotal			----- 52,128.00	----- 37,698.30	----- 14,429.70
Plus GST on		14,429.70	132866514		1,010.08
					----- Total this Billing 15,439.78 -----

Approved by \_\_\_\_\_

Approved by \_\_\_\_\_

**Sample Of a Detailed Progress Billing Report**

*This is a sample of a detailed progress billing report. The report may be printed and sent to the owner for approval. If any adjustments are required they may be made before an invoice is printed. This reduces the number of adjustments and credit notes that have to be entered in the accounts receivable system. Once approved, this may be attached to the invoice that is sent to the owner.*



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## APPLICATION FOR PAYMENT

Cadillac Fairview Corp  
 100 Queen Stree West  
 Toronto, Ontario M3E 4G7

Project: 94-020  
 Eaton Centre  
 Restoration  
 Date: Aug 15/00  
 Cust.Ref C0001  
 Appl #: 3

Total

1. Original Contract Sum	\$63,850.00	
2. Authorized Changes to Date	\$1,500.00	
	-----	
3. Contract Amount to Date	\$65,350.00	\$65,350.00
	=====	
4. Total Progress	\$57,920.00	
5. Holdback		\$5,792.00
6. Holdback Released		\$0.00
7. Current Holdback (5-6)	\$5,792.00	
	-----	
8. Total Progress Less Curr.Holdback (4-7)	\$52,128.00	\$52,128.00
	-----	
9. Less line 8 from previous application	\$37,698.30	
	-----	
10. NET AMOUNT PAYABLE THIS APPLICATION (8-9)	\$14,429.70	
	=====	
11. Balance Unpaid Under Contract (3-8)		\$13,222.00
		=====
12. GST/BN # 132866514	\$1,010.08	
	-----	
13. TOTAL AMOUNT PAYABLE THIS APPLICATION (10+12)	\$15,439.78	
	=====	

### Summary Cover Sheet

*This is a sample summary cover sheet for the progress billing.*

**This screen allows you to create the actual accounts receivable invoice and merge the progress billing created earlier.**

The screenshot shows the 'Job Invoices' window with the following fields and buttons:

- Company: 60 New Century General Cont. Ltd
- Sub-Ledger: A/R Accounts Receivable
- Job No.: 94-020 Eaton Centre
- Customer: CADI01 Cadillac Fairview Corp, 100 Queen Stree West, Toronto, Ontario M3E 4G7
- Ship to: SAME
- Attention: [Empty]
- Terms: Net 30
- Tax extra:
- Customer Ref#1: C0001
- Customer Ref#2: [Empty]
- es Category: JIM
- Aug 15, 2000
- oice Date: 20000815
- lay Holdback: Y
- /Sales Rep: HSE

Buttons: OK, Job Status, Exit, GST Date, Yes, No.

Dialog Box: A progress billing is available. Merge it? Yes No

**This screen appears after clicking “Yes” to merge the progress billing. It lets you choose which format your invoice will be printed with.**

The 'Layout' dialog box contains the following options:

- Detailed - Similar to Prog.Applic. Detailed Breakdown
- Recap - Similar to Prog.Applic. Recap Page
- Combo - Shows Orig Contract, C/O's, Then Recap
- Combo2 - Recap, Followed by Detailed Breakdown

#### **Accounts Receivable Invoice Creation**

*The above screens allow you to create an accounts receivable invoice and merge the details of the progress billing information when creating the invoice. You may choose how detailed you want the information to appear on the invoice. This eliminates the need to retype the information that was already entered in the progress billing.*



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Inv No. J000048  
 Inv Date Aug 15/00

Cadillac Fairview Corp  
 100 Queen Stree West

Terms Net 30  
 PST Extra Yes  
 Reference #1 C0001

Toronto, Ontario M3E 4G7

Sls Cat / Slsm JIM/HSE

Job Number 94-020  
 Eaton Centre

Our GST/BN No. 132866514

Description	Amount
-------------	--------

PROGRESS APPLICATION NO. 3

CONTRACT:	63,850.00
EXTRAS:	1,500.00

TOTAL REVISED CONTRACT:	65,350.00
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CONTRACT COMPLETED TO DATE:	57,545.00
EXTRAS COMPLETED TO DATE:	375.00

COMPLETED TO DATE SUB-TOTAL	57,920.00
-----------------------------	-----------

LESS PREVIOUS BILLINGS:	41,887.00
-------------------------	-----------

GROSS INVOICE AMOUNT	16,033.00
----------------------	-----------

(BALANCE TO INVOICE: 7,430.00)

Interest of 1%/month charged on overdue accounts.	Subtotal	16,033.00
	Less Holdback	1,603.30
	PST	1,154.38
	GST	1,010.08
	Total	16,594.16

Customer Invoice Audit Trail  
 60 - New Century General Cont. Ltd  
 A/R - Accounts Receivable  
 Date of Record Aug 16, 2000 - Audit # SJ0053

Job Number	Reference	Account	Description	Quantity	Unit Price	PST	GST	Amount
J000048 - CADI01 - Cadillac Fairview Corp								
94-020	C0001		GROSS INVOICE AMOUNT	1.00	16033.00	Yes	Yes	16,033.00
			94-020-099990-9					-16,033.00
						PST		1,154.38
						Holdback		-1,603.30
						GST		1,010.08
								-----
						Invoice Total		16,594.16
								=====
						Total Run		16,594.16

Summary of Entries to G/L:

60-0100-00	SJ0053	Accounts Receivable	16,594.16
60-0120-00	SJ0053	Accounts Receivable Holdback	1,603.30
60-0810-00	SJ0053	Provincial Sales Tax Liability	-1,154.38
60-0840-00	SJ0053	GST Billed	-1,010.08
60-94-020-099990-9	J000048	Cadillac Fairview Corp	-16,033.00
			-----
			0.00

Control Postings to G/L:

60-2000-10	SJ0053	Job Cost Control	-16,033.00
------------	--------	------------------	------------

==== End of Report =====

**Accounts Receivable Invoice and Register**

*The two pages above show a sample Accounts Receivable invoice (printed in summary form), and the invoice register showing the update to the accounts receivable, job cost, and the general ledger.*