Project Invoice

Module Guide: Project Invoice

Module Location

Project > Project Invoice

Module Objective

The **Project Invoice** module is used to create a billing document or invoice for a customer based on the progress or stages of a project that have been completed. This module is the bridge between the completion of project work and the accounts receivable billing cycle.

1. Main View (Project Invoice List)

The main page of this module displays a list of all project invoices that have been created.

View Explanation

- **View**: This page is a history of all project invoices. You can see the **Invoice No.,** the related **Sales Order Number,** the **Customer Name,** and the payment **Status**.
- **Action Buttons**:
  - **[New]** or **[New Direct]**: The primary button to create a new project invoice.

2. Steps to Create a Project Invoice

Step 1: Create a New Invoice

From the Main View, click the **[New]** or **[New Direct]** button to open the **Add Project Invoice** form.

Step 2: Select the Project Sales Order

On the form that appears, the first and most important step is to select the **Project Sales Order Number** to be billed. After you select the Project SO, the system will automatically load the customer details and the project stages contained within that SO.

Step 3: Select the Stage to be Billed

In the table at the bottom, a list of project stages will appear. Select the stage (milestone) that is complete and that you will be billing the customer for at this time.

Step 4: Fill in Invoice Details

Fill in other necessary information, such as the **Invoice Date** and the **Due Date**.

Step 5: Confirm the Invoice

After all details are filled in and the stage to be billed has been selected, click the **Confirm** button. This action will officially create the invoice document and record a receivable in the accounting system.

Tips & Important Notes

- This module ensures that billing to the customer aligns with the progress and contract value that was agreed upon in the **Project Sales Order**.

- An invoice created here will appear in the accounts receivable reports and will be settled via the payment receipt modules in Finance.

- This is an important module for **Project Administration and the Finance Department (AR)**.

Revision #1
Created 16 October 2025 14:57:47 by Sayu
Updated 16 October 2025 14:59:04 by Sayu