

COSMO ADVANCE PAYMENT FOR CONSTRUCTION

Online Help PDF

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COSMO CONSULT Schöneberger Straße 15 10963 Berlin

Phone: +49 30 3438 15 - 0 **Fax**: +49 30 3438 15 - 111

Email: appsource@cosmoconsult.com **Website**: www.cosmoconsult.com

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COSMO Advance Payment for Construction

COSMO Advance Payment for Construction for Microsoft Dynamics 365 Business Central supports you in the creation and management of debit-side advance payments, considering all legal requirements.

Advance payment management enables the integrated management of all payments made, from the creation of individual advance payment plans to invoicing and the control of advance payments as well as partial and final invoices.

The application is fully integrated with financial accounting in Microsoft Dynamics 365 Business Central and integrates with the Construction Invoice Plans of COSMO Project Construction.

Key Features

- Creation of flexible and individual advance payment plans
- Seamless integration into the sales process
- Fast entry of advance payment plans using advance payment modalities
- Consideration of tax peculiarities in relation with advance payments
- Extension of the document layout to include advance payment clearing for partial and final invoices
- Invoicing based on measurement documents

Access COSMO Advance Payment for Construction functionality using the Tell Me feature in Microsoft Dynamics 365 Business Central. Choose the icon, enter the page name, and then choose the related link.

Only functionalities that are specific to COSMO Advance Payment for Construction are described in this content; therefore, an understanding of how to process Advance Payment requests and Project Construction invoices is assumed. For detailed setup, configuration, and usage information, see COSMO Advance Payment Help (DE only) and COSMO Project Construction Help (EN only).

Note

The content in COSMO Docs reflects the most current version of the COSMO Advance

Payment for Construction app. If your company is using a different version, you

may not have some of the described features.



Feedback



Getting Started

This section covers the app installation, licensing, registration and activation processes required to use COSMO Advance Payment for Construction.

The following table describes a sequence of tasks, with links to the topics that describe them.

То	See
Install COSMO Advance Payment for Construction in a SaaS or OnPremises environment.	App Installation
License and register COSMO Advance Payment for	App Licensing and
Construction.	Registration
Make pages and controls visible for the apps.	App Activation

Feedback



App Installation

This section covers the installation of the COSMO Advance Payment for Construction app. Typically an installation is only performed once by an administrator and is not executed by the user. The installation differs for <u>SaaS</u> and <u>On-Premises</u> (OnPrem) environments.

To install in SaaS environment

In SaaS environments, the app can be installed from Microsoft AppSource either from Business Central or directly from the Microsoft site. All dependencies are installed automatically.

Depending on the current Microsoft upgrade policy, you may not have the most current version of the app. To upgrade to the most current version, go to the Dynamics 365 Business Central admin center and perform the app upgrade for your environment.

Business Central

- 1. In Business Central, choose the licon, enter Microsoft AppSource apps, and then choose the related link.
- 2. If a message opens asking to allow the request to an external service, choose whether to Allow Always or Allow Once and then choose the OK button.
- 3. In the Microsoft AppSource apps page, search for and choose COSMO Advance Payment for Construction.
- 4. In the App overview page, choose the Install App action.



If you choose the View on AppSource action, you're taken to the <u>Microsoft</u> <u>AppSource Site</u>.

- 5. Follow the wizard instructions to complete the installation.
- 6. After installation, go to the Business Central home page and license/register the app.

Microsoft AppSource Site

- 1. Open the Microsoft AppSource site.
- 2. Choose the Free trial button.
- 3. You will be forwarded to a page where you must log in with your Business Central user credentials and select an environment to install the app to.
- 4. Follow the wizard instructions to complete the installation.



5. After installation, go to the Business Central home page and license/register the app.

To install in on-premises environment

To install the COSMO Advance Payment for Construction app and its requirements in an on-premises environment, you can find the app files in the App Versions (Download Area) of the COSMO CONSULT Solution Store. Check the technical specifications of each version to find the minimum dependent version of Business Central and the Base Application. For customer installations without a Business Central developer license, you must create and install a runtime package of the app (Microsoft Documentation).

Besides the Business Central Base Application, the app depends on additional apps that must be installed in the correct order first.

- 1. COSMO Licensing app
- 2. COSMO Graphical Extension app
- 3. COSMO Advanced Manufacturing Pack app
- 4. COSMO Project Construction Integration Library app
- 5. COSMO Project Construction app
- 6. COSMO Advance Payment app
- 7. COSMO Advance Payment for Construction app

See Also

App Activation

Feedback



App Licensing and Registration

This section covers the licensing, registration, and license check of the COSMO Advance Payment for Construction app. When installing the app, the following apps are automatically installed:

- COSMO Advance Payment
- COSMO Advanced Manufacturing Pack
- COSMO Graphical Extension
- COSMO Project Construction
- COSMO Licensing

After installation, you need to register all apps either with a license activation code or a trial license.

Note

App registration by activation code is available if COSMO Licensing version 2.2 or higher is installed. Customers who purchase new COSMO product subscriptions through our Marketplace will receive an activation code.

If you do not have the option to enter an activation code or have not received an activation code, follow the steps in the <u>Register the app with a trial license</u> section.

After you have registered, you can contact <u>appsource@cosmoconsult.com</u> to convert your 30-day trial license to a full license.

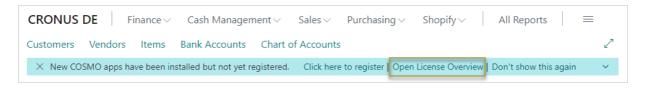
To assign licensing permission set

The COSMO Licensing app provides an extension permission set with Role ID = CCS LIC ALL. This permission set must be assigned to all users in the database to allow access to the COSMO License Overview page and, more importantly, to the licensed COSMO CONSULT apps. App-specific permission set(s) must be assigned to users in the database to allow access to the licensed functionality.

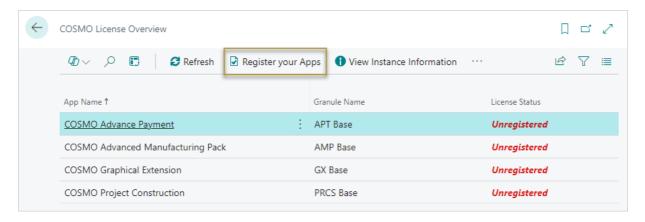
To open the COSMO License Overview

1. If the registration notification does not show in the notification bar, refresh the environment.





On the notification line, choose Open License Overview.
 The apps are listed in the COSMO License Overview page with Status = Unregistered.



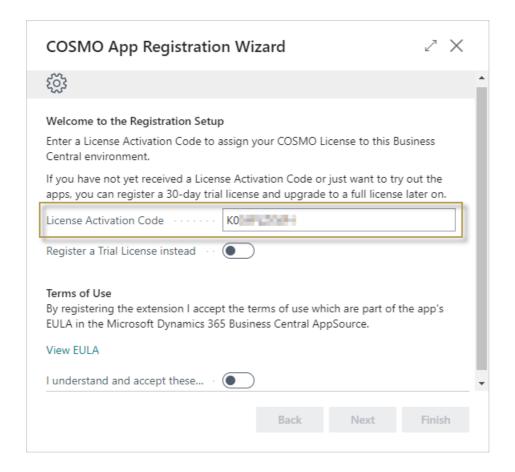
Choose the Register your Apps action.
 The COSMO App Registration Wizard opens with the registration options.

To register the app with license activation code

1. If you purchased the Business Central app through our Marketplace, you will have received an activation code by email.

Enter this activation code in the License Activation Code field on the first page of the COSMO App Registration Wizard.



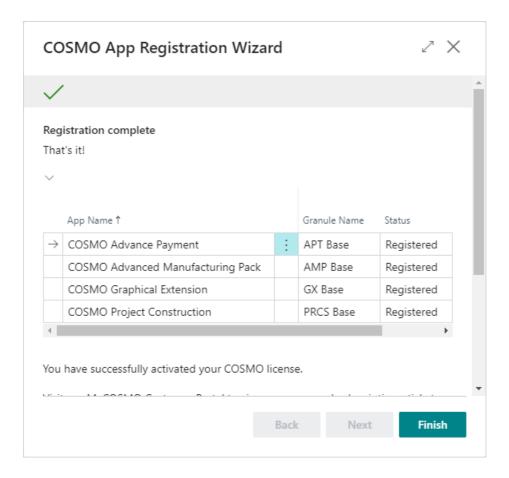


Note

In SaaS environments, an activation code can be used for exactly one production system. The same activation code can additionally be used in multiple SaaS environments (sandbox environments, e.g., test/demo/development environments). For On-premises, there is no technical distinction between *Production* and *Sandbox*, so the activation code is instead connected to the serial number of the Business Central license (.flf / .bclicense) with which it was first activated. Therefore, it is possible to use it On-premises multiple times with the same Business Central license (to allow use in test/demo/development environments). Once it has been redeemed, it cannot be used in BC environments with another BC license.

- 2. In order to agree to the Terms of Use, scroll down, turn on the I understand and accept these terms toggle, and then choose the Next button.
- 3. You have successfully registered your apps. Choose the Finish button to close the wizard.
 - All licenses connected to the entered activation code will then be automatically retrieved.

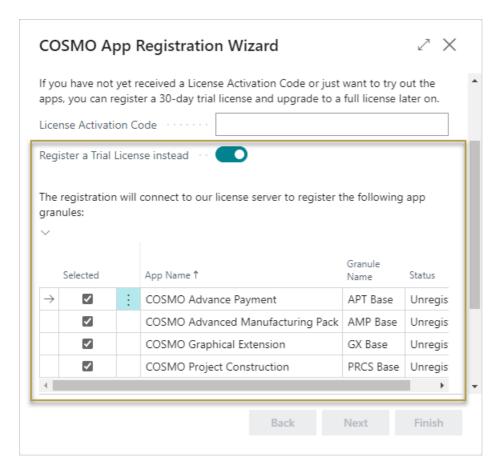




To register the app with a trial license

 If you turn on the Register a Trial License instead toggle on the first page of the COSMO App Registration Wizard, the app granules to be registered are displayed.



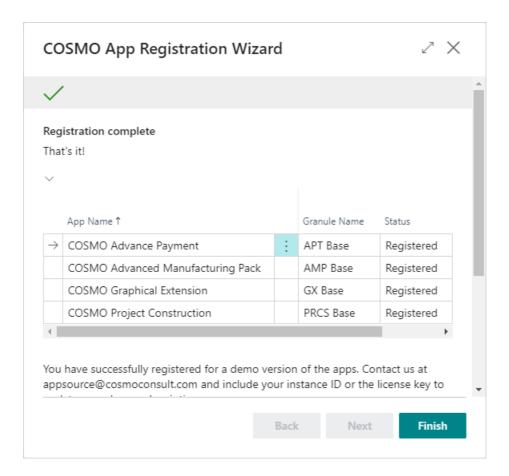


- 2. Clear the Selected checkbox for any of the apps that you do not want to register.
- 3. In order to agree to the Terms of Use, scroll down, turn on the I understand and accept these terms toggle, and then choose the Next button.
- 4. Enter your customer name. The name is used to identify the company. For test purposes, enter any Cronus-related name.
- 5. Choose the Next button to sign into the COSMO Platform to link the registration with your account. The COSMO Platform opens in a new browser tab. After signing in you can close this tab and return to the final page of the COSMO App Registration Wizard.

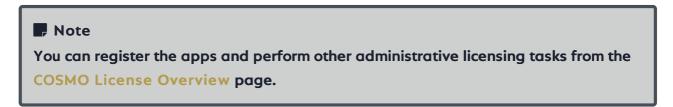
To skip this step, choose the Skip Login button.

- 6. You have successfully registered for a 30-day trial version of the app. Contact appsource@cosmoconsult.com and use the displayed license keys to update your trial subscription.
- 7. The apps have Status = Registered. Choose the Finish button to close the wizard.





8. The status for each app is updated in the COSMO License Overview page. Leave the COSMO License Overview page to return to the Role Center.



To check the licenses

The COSMO License Overview page lists the license status of the COSMO apps and is accessed using the Tell Me feature.

- Choose the ☐ icon, enter COSMO License Overview, and then choose the related link.
 This page can also be opened from the Advance Payment Setup, Project
 Construction Setup, and AMP Setup pages (Actions > App Licensing) and from the last page of the COSMO App Registration Wizard by choosing Open License Overview.
- 2. In the COSMO License Overview page, the apps can be registered if not done on the Role Center notification bar. Other administrative tools are available as well.



3. Hover over an action on the COSMO License Overview page to read a short description.

See Also

App Installation

App Activation

Advance Payment Setup

Project Construction Setup

AMP Setup

Feedback



App Activation

Products in COSMO Advance Payment for Construction have an activation toggle in the respective setup pages which makes pages and controls visible for the products. The setting in this field, in combination with the settings in the Product Configuration Management tool, control the Application Areas in standard Microsoft Dynamics 365 Business Central.

Note

Turning on the toggle in the setup pages will require logged in users to restart the application.

For more information, see Product Configuration Management Tool.

To activate COSMO Advance Payment

- 1. Choose the licon, enter Advance Payment Setup, and then choose the related link.
- 2. On the General FastTab, turn on the Enable Application Area toggle.
- 3. Close the page or continue with further setup (see <u>Advance Payment Setup</u>).

To activate COSMO Project Manufacturing

- 1. Choose the licon, enter COSMO Project Setup, and then choose the related link.
- 2. On the General FastTab, turn on the Activate Appl. Area toggle.
- 3. Close the page or continue with further setup (see <u>Jobs Setup</u>).

See Also

App Installation

App Licensing and Registration

Feedback



Setup

The settings needed for creating unposted invoices, correct modalities, and deduction templates for use with COSMO Advance Payment for Construction are described in this section.

Advance Payment Setup

In the Advance Payment Setup page, turn off the Direct Posting toggle to ensure that unposted invoices are created from the Advance Payment Plan and Construction Invoice Plan.

Modalities

Advance Payment requests using the Advance Payment Plan in COSMO Advance

Payment for Construction can be processed with or without modalities. If the advance payment request uses cumulative invoicing, you can only use modalities set as Type =
Absolute with a Value = 0.

Deduction Templates

Deduction templates for down payments and final invoices are used when processing advance payments in the Construction Invoice Plan:

- Down Payment with at least a row with Totaling Type = Minus Net Amount (is reduced with previously invoiced advance payment requests).
- Final Invoice with only deduction amounts (is not reduced with previously invoiced/paid advance payment requests).

For more information, see **Deductions**.

Feedback



Page Integrations

The integration of COSMO Advance Payment and COSMO Project Construction adds fields and actions to the Advance Payment Plan Sale and Construction Invoice Plan Sale pages.

The following table lists the page integrations with links to the topics that describe them.

То	See
Learn about the COSMO Project Construction fields/actions on	Advance Payment
the Advance Payment Plan Sale page.	<u>Plan Sales Page</u>
Learn about the COSMO Advance Payment field/action on the	Construction Invoice
Construction Invoice Plan Sales page.	<u>Plan Sales Page</u>

Feedback



Advance Payment Plan Sale Page

The Advance Payment Plan Sale page includes fields/actions from COSMO Project Construction on the Lines FastTab.

The fields on the Lines FastTab are described in the following table.

Field	Description	
Net Amount	Indicates the net amount for the invoice line.	
Net Deductions	Indicates the calculated invoice amount of all previous Advance Payment Plan Sale lines. If the previously selected line has not been invoiced, then the Net Amount from that line is used. NOTE: The deduction function available in the Construction Invoice Plan is not applicable in the advance payment request line.	
Posting Date	Indicates the date the sales invoice was created for the Construction Invoice Plan line.	
Measurement Summary Code	Indicates the measurement summary code created after the Calculate Measurements function is run.	
Invoice Plan No.	Indicates the number of the related Construction Invoice Plan Sales if the Advance Payment Plan was created from a Construction Invoice Plan.	
Invoice Plan Line No.	Indicates the line number of the related Construction Invoice Plan Sales if the Advance Payment Plan was created from a Construction Invoice Plan.	

The actions on the Lines FastTab are described in the following table.

Menu	Action	Description
Manage Calculate Measurement		Calculates the registered measurements until the Planning Date on the line and transfers the values to the Net
	Measurement	Amount (LCY) field.



Menu	Action	Description
Measurement	Measurement Lines	Opens the Measurement Document page related to the selected line, which shows all lines for the measurement. Any measurement lines that need to be reset for new invoicing can be managed using the Reset Accounting Status function. NOTE: The Reset Accounting Status function is run automatically if the Measurement Summary (which is connected the Advance Payment Plan Line but is not related to an Invoicing Plan Line Sales) is deleted.
	Measurement Summary	Opens the Measurement Summary page for lines with a Measurement Summary Code.

Feedback



Construction Invoice Plan Sales Page

The Construction Invoice Plan Sales page includes a field/action from COSMO Advance Payment on the Lines FastTab. Both are described in the following table.

Field	Menu / Action	Description
Advance Payment No.		Indicates the number of the related advance payment plan.
	Process > Release Line (Advance	Sets the line status to <i>Released</i> and creates an Advance Payment Plan Line or updates the Sales
	Payment)	Order.

Feedback



Basic Advance Payments in Project Construction

Requesting a basic Advance Payment in Project Construction means that no measurements are needed to complete the process using either the:

- Advance Payment Plan
- Construction Invoice Plan Sales

The following table lists the general and individual processes with links to the topics that describe them.

То	See
Learn the general processes for creating basic advance payment requests from each page.	General Processes
Process a basic advance payment in COSMO	Process Basic Advance Payment
Project Construction using the Advance Payment	Requests from Advance Payment
Plan Sale page.	Plan
Process a basic advance payment in COSMO	Process Basic Advance Payment
Project Construction using the Construction	Requests from Construction
Invoice Plan Sales page.	<u>Invoice Plan Sales</u>

Feedback



General Processes

The general processes for creating advance payment requests using the different pages are described in this section to provide a quick reference. Detailed steps are provided in the following sections.

General process for Advance Payment Requests using Advance Payment Plan

The general process for creating advance payment requests using the Advance Payment Plan is described below.

- 1. Create Sales Order:
 - Invoice Base: Sales Line
 - Invoice Model: Cumulative
- 2. Create Advance Payment Plan.
- 3. Create Advance Payment Plan Line with Modality of Type = Absolute or without Modality of Type = Absolute.
- 4. Enter or select Net Deductions (for cumulative invoicing Net Amount of the previous Payment Plan Line).
- 5. Create unposted Sales Invoice from Advance Payment Plan.
- 6. Repeat steps 2-5 to create and process additional advance payments.

The final invoice is processed by posting the Sales Order.

For detailed processing steps, see <u>Process Advance Payment Request from Advance</u> Payment Plan.

General process for Advance Payment Requests using Construction Invoicing Plan

The general process for creating advance payment requests using the Construction Invoice Plan is described below.

- 1. Create Sales Order:
 - Invoice Base: Sales Line
 - Invoice Model: Cumulative
- 2. Create Connection to Advance Payment Plan.
- 3. Create Construction Invoice Plan Sales.
- 4. Create Construction Invoice Plan Line with Down Payment type.



- 5. Calculate and apply Net Deductions.
- 6. Release Advance Payment.
- 7. Create unposted Sales Invoice from Advance Payment Plan.
- 8. Repeat steps 3-7 to create and process additional down payments and advance payments.

The final invoice is initialized using the Final Invoice type in Construction Invoice Plan but finally processed by posting the Sales Order.

For detailed processing steps, see <u>Process Advance Payment Request from Construction Invoice Plan Sales</u>.

Feedback



Process Basic Advance Payment Requests from Advance Payment Plan

When processing an Advance Payment request from the Advance Payment Plan, a sales order is created using the Cumulative Invoicing model. To create the cumulative invoices, the Net Deduction (LCY) field is used to enter the amounts manually or you can choose the ellipsis button to select the previous line.

After all advance payments are posted, the final invoice is created by posting the sales order.

Prerequisites

Before creating the Advance Payment Plan, the following settings must be done:

- Job Card, Invoice Model = Cumulative Invoicing
- BoQ Budget Calculation
 - Sales Code must have Posting by = Sales Order
 - BoO lines are calculated
- Sales Order created from Job Budget Calculation or BoQ Position List
 - Created using Bill of Quantities option in request page to get only BoQ applicable lines from the job
 - Invoice Base = *Sales Line*
- Report Selections Sales
 - *Draft Invoice* = 5292688
 - *Invoice* = 5013500
- Modality = Type = Absolute with Value = 0

Create First Advance Payment Request

Once the prerequisites are done, you can create the first advance payment plan, which includes creating the Advance Payment from the sales order and posting the Advance Payment Request and Sales Invoice.

Create First Advance Payment Plan

- 1. On the Sales Order, choose the Advance Payment action on the Posting menu.
- 2. Choose the Yes button to create the advance payment plan.
- 3. If using a modality, choose the one specified in the <u>prerequisites</u> in the <u>Modality</u> field.
- 4. In the Description field, enter the description for the advance payment, such as "1. AP"



for the first advance payment.

5. In the Net Amount field, enter the amount of the first advance payment.

Post the Advance Payment Request

- 1. Select the To Invoice checkbox on the line.
- 2. On the Process menu, choose the Post action.
- 3. Choose the Yes button to post the Advance Payment Request.
 The advance payment sales invoice is created with the proper G/L Account using the description and amount from the Advance Payment Request line.
- 4. On the Posting menu, choose the Post action.
- 5. Choose the Yes button to post the sales invoice.
- 6. Choose the No button and then go back to the sales order.

Create Second Advance Payment Request

After processing the first advance payment, you can begin the process for the second one, which includes creating another Advance Payment from the sales order, and posting the Advance Payment Request and Sales Invoice.

Create Second Advance Payment Plan

- On the Sales Order, choose the Advance Payment action on the Posting menu to open the existing Advance Payment Plan Sale page.
- 2. In the Lines FastTab, go to the next open line.
- 3. If using a modality, choose the one specified in the <u>prerequisites</u> in the <u>Modality</u> field.
- 4. In the Description field, enter the description for the advance payment, such as "2. AP" for the second advance payment.
- 5. In the Net Amount field, enter the amount of the second advance payment as well as the amount of the previous advance payment.
- 6. In the Net Deductions field, create the cumulative invoice by either:
 - entering the invoice amount of the previous advance payment.
 - choosing the ellipsis button to select the previous line.

The Value and Amount fields are updated with the amount minus the deduction.

Post the Second Advance Payment Request

1. Select the To Invoice checkbox on the second line.



- 2. On the Process menu, choose the Post action.
- 3. Choose the Yes button to post the Advance Payment Request.

The advance payment sales invoice is created with two lines:

- Both with the proper G/L Account.
- First line with the description and cumulative amount from the second Advance Payment Request line.
- Second line for the net deduction from the second Advance Payment Request line.

Print/View Draft Invoice (Optional)

- 1. On the Print/Send menu, choose the Draft Invoice action.
- 2. On the request page, choose to show invoicing information.
- 3. Choose the Print or Preview button.

Post the Second Advance Payment Sales Invoice

- 1. On the Posting menu, choose the Post action.
- 2. Choose the Yes button to post the sales invoice.
- 3. Choose the No button and then go back to the Sales Order.

Create the Final Invoice

Before you can process the final invoice, you must create and process all advance payments. Then you can create the final invoice by posting the sales order.

Create Additional Advance Payment Requests

Follow the previous steps for creating and posting advance payment requests to complete all processing prior to final invoicing.

Post Sales Order and Print Document

- 1. On the General FastTab, update the Posting Date field.
- 2. On the Posting menu, choose the Post action to ship and invoice the sales order. After posting, choose the Yes button to open the Posted Sales Invoice. On the Advance Payment FastTab, the Advance Payment Type field is set to Closing Invoice.
- 3. On the Print/Send menu, choose the Print action to open the Sales Invoice report request page.
- 4. Choose the **Print** button to generate a document or the **Preview** button to view the document. The Sales Invoice document contains advance payment information.

The Sales Order was deleted because it has been completely processed.



Feedback



Process Basic Advance Payment Requests from Construction Invoice Plan Sales

When processing an Advance Payment request from the Construction Invoice Plan, a sales order is created using the Cumulative Invoicing model.

After creating the connection to the Advance Payment Plan, the construction invoices are created and the advance payments are posted. To create the cumulative invoices, deduction templates must be used. After all advance payment requests are posted from the construction invoice plan, you can post the final invoice in the Construction Invoice Plan and then complete the process by posting the Sales Order.

Prerequisites

Before creating the Construction Invoice Plan, the following settings must be done:

- Job Card, Invoice Model = *Cumulative Invoicing*
- BoQ Budget Calculation
 - Sales Code must have Posting by = Sales Order
 - BoQ lines are calculated
 - BoQ job line to connect the invoice plan to (in WBS field) with Sales Code Posting by = Sales Order
- Sales Order created from Job Budget Calculation or BoQ Position List
 - Created using Bill of Quantities option in request page to get only BoQ applicable lines from the job
 - Invoice Base = Sales Line
- Report Selections Sales
 - *Draft Invoice* = 5292688
 - *Invoice* = 5013500
- Deduction Templates
 - Down Payment with at least a row with Totaling Type = Minus Net Amount (is reduced with previously invoiced advance payment requests)
 - Final Invoice with only deduction amounts (is not reduced with previously invoiced/paid advance payment requests)

Create Connection to Advance Payment Plan

- 1. On the Sales Order, choose the Advance Payment action on the Posting menu.
- 2. Choose the Yes button to create the advance payment plan.



- 3. Go back to the Sales Order.
- Expand the Advance Payment FastTab to view the connection to the Advance Payment Plan.

Create First Construction Invoice and Advance Payment Plans

Once the prerequisites are done, you can create the first construction invoice and advance payment plans, which includes creating the Construction Invoice Plan and posting the Advance Payment Request and Sales Invoice.

Create Construction Invoice Plan

- 1. On the Related menu, choose Construction Invoicing > Construction Invoice Plan.
- 2. Click the Yes button to create a new Invoice Plan for the sales order.
- 3. In the WBS field, choose the BoQ job line to connect the invoice plan to.
- 4. In the Contract Type field, choose the *Lump-sum Contract* option.
- 5. Choose Show more and then enter the deduction templates in the Deduction Template Down Payment and Deduction Template Final Invoice fields.
- 6. In the Status field, choose the Released option.

Add First Down Payment Line

- 1. In the Invoice Plan Lines FastTab, choose the *Down Payment* option in the Type field.
- 2. In the No. field, enter the identifier for the down payment, such as "01" for the first down payment.
 - Notice that the Advance Payment No. field is updated with the advance payment plan assigned to the sales order.
- 3. In the Description enter a description for the down payment, such as "1. AP" for the first down payment.
- 4. In the Planning Date field, enter the date the invoice process is planned.
- 5. Enter the advance payment amount in either:
 - the Payment % field by entering the percentage of the order value to be calculated as the Net Amount (LCY).
 - the Net Amount (LCY) field by entering the full amount to be invoiced.
- Choose the empty Net Deductions (LCY) field or choose Line > Deduction
 Calculation on the Invoice Plan Lines FastTab to open the Deduction Calculation page.
- 7. Update the deduction calculations as needed and then choose the Calculate action.
- 8. Choose the Transfer Value action to transfer the calculated deduction values back to



the Construction Invoice Plan.

- 9. Choose the OK button to close the transfer confirmation message.
- 10. Choose the Close button.
 - The Net Deductions (LCY) and Net Total Amount (LCY) fields are updated in the lines to reflect the deduction and reduced invoice amount.
- 11. In the Posting Date field, enter the posting date for the invoice.

Create and Post First Advance Payment Request

- 1. On the Process menu, choose the Release Line (Advance Payment) action.
- Choose the Yes button to release the invoice plan line.
 The Advance Payment Plan Sale page opens with the construction invoice plan information in the line. In addition to calculated values, the line has the Invoice Plan No. and Invoice Plan Line No. to connect the advance payment request to the construction invoice plan.
- 3. Select the To Invoice checkbox on the line.
- 4. On the Process menu, choose the Post action.
- 5. Choose the Yes button to post the Advance Payment Request.

The advance payment sales invoice is created with two lines:

- Both with the proper G/L Account.
- First line with the description and cumulated amount from the Advance Payment Request line.
- Second line for the net deduction from the Advance Payment Request line.

The Construction Invoicing FastTab contains the invoicing information.

- 6. On the Posting menu, choose the Post action.
- 7. Choose the Yes button to post the invoice and then choose the No button to close the posted invoice message.
- 8. Go back to the Construction Invoice Plan Sales page.

Create Second Construction Invoice and Advance Payment Plans

After processing the first down payment, you can begin the process for the second one, which includes adding a second construction invoice plan line and posting the Advance Payment Request and Sales Invoice.

Add Second Down Payment Line



- 1. In the lines of the Construction Invoice Plan Sales page, go to the next open line.
- 2. Choose the *Down Payment* option in the Type field.
- 3. In the No. field, enter the identifier for the down payment, such as "02" for the second down payment.
- 4. In the Description enter a description for the down payment, such as "2. AP" for the second down payment.
- 5. In the Planning Date field, enter the date the invoice process is planned.
- 6. In the <u>Predecessor Down Payment No.</u> field, enter the No. of the previous down payment line.
- 7. Enter the advance payment amount in either:
 - the Payment % field by entering the percentage of the order value to be calculated as the net amount. The Net Amount (LCY) field is updated with the calculated percentage plus the net amount from the previous line.
 - the Net Amount (LCY) field by entering the full amount to be invoiced plus the net amount from the previous line.
- 8. Choose the value in the Net Deductions (LCY) field to open the Deduction Calculation page.
- 9. Update the deduction calculations as needed and then choose the Calculate action.
- 10. Choose the Transfer Value action to transfer the calculated deduction values back to the Construction Invoice Plan.
- 11. Choose the OK button to close the transfer confirmation message.
- 12. Choose the Close button.
 - The Net Deductions (LCY) and Net Total Amount (LCY) fields are updated in the lines to reflect the deduction (including the previous net amount) and reduced invoice amount.
- 13. In the Posting Date field, enter the posting date for the invoice.

Create and Post Second Advance Payment Line

- 1. On the Process menu, choose the Release Line (Advance Payment) action.
- 2. Choose the Yes button to release the invoice plan line.
 - The Advance Payment Plan Sale page opens with the new construction invoice plan information in the second line. In addition to calculated values, the line has the Invoice Plan No. and Invoice Plan Line No. to connect the advance payment request to the construction invoice plan.
- 3. Select the To Invoice checkbox on the line.
- 4. On the Process menu, choose the Post action.
- 5. Choose the Yes button to post the Advance Payment Request.



The advance payment sales invoice is created with two lines:

- Both with the proper G/L Account.
- First line with the description and cumulative amount from the second Advance Payment Request line.
- Second line for the net deduction from the Advance Payment Request line.

The Construction Invoicing FastTab contains the invoicing information.

Print/View Draft Invoice (Optional)

- 1. On the Print/Send menu, choose the Draft Invoice action.
- 2. On the request page, choose to show invoicing information.
- 3. Choose the Print or Preview button.

Post the Second Advance Payment Sales Invoice

- 1. On the Posting menu, choose the Post action.
- 2. Choose the Yes button to post the sales invoice and then choose the No button to close the confirmation message.

Create Additional Down Payments

Follow the previous steps for creating down payments and posting advance payment requests to complete all processing prior to final invoicing.

Add Final Invoice Line



Previously invoiced/paid Advance Payment Requests must not be reduced for Final Invoices in the deduction calculation.

- 1. Go back to the Construction Invoice Plan Sales page.
- 2. In the Invoice Plan Lines FastTab, choose the *Final Invoice* option in the Type field.
- 3. In the No. field, enter the identifier for the final invoice, such as "10".
- 4. In the Description enter a description for the final invoice.
- 5. In the Planning Date field, enter the date the invoice process is planned.
- 6. In the Predecessor Down Payment No. field, enter the number of the previous down payment line.
- 7. Enter the final invoice amount in either:
 - the Payment % field by entering the remaining percentage of the order value to



be calculated as the net amount to reach 100. For example, if the down payment lines total 60, then enter 40 in the Payment % field. The Net Amount (LCY) field is updated with the calculated percentage.

- the Net Amount (LCY) field by entering the value from the Order Value (LCY) field in the General FastTab.
- 8. Choose the value in the **Net Deductions** (LCY) field to open the **Deduction** Calculation page.
- 9. Update the deduction calculations as needed and then choose the Calculate action.
- 10. Choose the **Transfer Value** action to transfer the calculated deduction values back to the Construction Invoice Plan.
- 11. Choose the Close button.
 The Net Deductions (LCY) and Net Total Amount (LCY) fields are updated in the lines to reflect the deduction and reduced invoice amount.
- 12. In the Posting Date field, enter the posting date for the invoice.

Create and Post Final Advance Payment Line

- 1. On the Process menu, choose the Release Line (Advance Payment) action.
- 2. Choose the Yes button to release the invoice plan line.

The Sales Order page opens with all related BoQ positions and a final line with the net deduction from the final invoice line in the construction invoice plan information.

Post Sales Order and Print Document

- 1. On the Posting menu, choose the Post action to ship and invoice the sales order.
- 2. Choose the Yes button to post the sales invoice and then choose the Yes button to open the Posted Sales Invoice.
 - On the Advance Payment FastTab, the Advance Payment Type field is set to Closing Invoice.
 - On the Construction Invoicing FastTab, the construction invoice plan information is shown.
- 3. On the Print/Send menu, choose the Print action to open the Sales Invoice report request page.
- 4. Choose the Print button to generate a document or the Preview button to view the document. The Sales Invoice document contains advance payment information.

The Sales Order was deleted because it has been completely processed.

Feedback



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Advance Payment Request with Measurements in Project Construction

There are two ways to process an Advance Payment Request with measurements in COSMO Project Construction:

- from the Advance Payment Plan
- from the Construction Invoice Plan Sales

The following table lists the general and individual processes with links to the topics that describe them.

То	See
Learn the general processes for creating advance payment requests with measurements from each page.	General Processes
Process an advance payment request with measurements in COSMO Project Construction using the Advance Payment Plan Sale page.	Process Basic Advance Payment Requests from Advance Payment Plan
Process an advance payment request with measurements in COSMO Project Construction using the Construction Invoice Plan Sales page.	Process Basic Advance Payment Requests from Construction Invoice Plan Sales

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General Processes

The general processes for creating advance payment requests with measurements using the different pages are described in this section to provide a quick reference. Detailed steps are provided in the following sections.

General process for Advance Payment Requests using Advance Payment Plan with measurements

The general process for creating advance payment requests using the Advance Payment Plan with measurements is described below.

- 1. Create Sales Order:
 - Invoice Base: Measurement
 - Invoice Model: Cumulative
- 2. Create/register Measurement Document.
- 3. Create Advance Payment Plan.
- 4. Create Advance Payment Plan Line with Modality of Type = Absolute or without Modality of Type = Absolute.
- 5. Run Calculate Measurement action and filter Measurement Lines as needed.
- 6. Enter or select Net Deductions (for cumulative invoicing Net Amount of the previous Payment Plan Line).
- 7. Create unposted Sales Invoice from Advance Payment Plan.

The Final Invoice is processed as in COSMO Project Construction by using the Take over Measurements function in the Sales Order.

For detailed processing steps, see <u>Process Advance Payment Request from Advance</u> Payment Plan with Measurements.

General process for Advance Payment Requests using Construction Invoicing Plan with measurements

The general process for creating advance payment requests using the Construction Invoice Plan with measurements is described below.

- 1. Create Sales Order:
 - Invoice Base: Measurement
 - Invoice Model: Cumulative
- 2. Create Advance Payment Plan.



- 3. Create Measurement Document and Register.
- 4. Create Construction Invoice Plan Sales.
- 5. Create Construction Invoice Plan Line with Down Payment type:
 - Run action Calculate Measurement.
 - Filter Measurement Lines (optional).
 - Calculate and apply Net Deductions.
- 6. Release Advance Payment.
- 7. Create unposted Sales Invoice from Advance Payment Plan.

The Final Invoice is initialized using the Final Invoice type in Construction Invoice Plan but finally processed by posting the Sales Order.

For detailed processing steps, see <u>Process Advance Payment Request from Construction</u> Invoice Plan Sales with Measurements.

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Process Advance Payment Requests from Advance Payment Plan with Measurements

When processing an Advance Payment request from the Advance Payment Plan when measurements are used, a sales order is created using the Cumulative Invoicing model.

In the Advance Payment Plan, the requests are created by calculating the measurements and then the requests are posted. Before you can process the final invoice, you must create and process all measurements and advance payments. In the final steps, measurements are taken over to the sales orders and then the the sales order is posted to create the final advance payment invoice.

Prerequisites

Before creating the Advance Payment Plan, the following settings must be done:

- Job Card, Invoice Model = *Cumulative Invoicing*
- BoQ Budget Calculation
 - Sales Code must have Posting by = Sales Order
 - BoQ lines are calculated
- Sales Order created from Job Budget Calculation or BoQ Position List
 - Created using *Bill of Quantities* option in request page to get only BoQ applicable lines from the job
 - Invoice Base = *Measurement*
- Registered Measurement has been created
- Report Selections Sales
 - Draft Invoice = 5292688
 - *Invoice* = 5292689
- Modality = Type = Absolute with Value = 0

Create First Advance Payment Request

Once the prerequisites are done, you can create the first advance payment plan, which includes creating the Advance Payment from the sales order, calculating measurements, and posting the Advance Payment Request and Sales Invoice.

Create First Advance Payment Plan

- 1. On the Sales Order, choose the Advance Payment action on the Posting menu.
- 2. Choose the Yes button to create the advance payment plan.



- 3. If using a modality, choose the one specified for measurements in the Modality field.
- 4. In the Description field, enter the description for the advance payment, such as "1. AP" for the first advance payment.

Calculate Measurements in Advance Payment Plan

- 1. On the Lines FastTab, choose the Calculate Measurement action on the Manage menu.
- 2. Choose the Yes button to calculate the measurement value.
- 3. In the Filter Measurements page, set filters as needed and then choose the OK button.

The Net Amount, Value, and Amount fields are updated in the lines based on the calculated measurements. Additionally, the Measurement Summary Code field is populated with the measurement information.

Post the Advance Payment Request

- 1. Select the To Invoice checkbox on the line.
- 2. On the Process menu, choose the Post action.
- 3. Choose the Yes button to post the Advance Payment Request.

The advance payment sales invoice is created with the proper G/L Account using the description and amount from the Advance Payment Request line.

The Construction Invoicing FastTab contains the measurement and invoicing information. Choosing the value in the Measurement Amount field opens the Measurement Summary page, which shows all the measurement lines that were included.

- 4. On the Posting menu, choose the Post action.
- 5. Choose the Yes button to post sales invoice and then choose the No button to close the posting confirmation message.
- 6. Go back to the Sales Order.

Create Second Advance Payment Request

After processing the first advance payment, you can begin the process for the second one, which includes creating a measurement and Advance Payment from the sales order, calculating measurements, and posting the Advance Payment Request and Sales Invoice.

Create Measurement for Second Advance Payment Request



- 1. On the Sales Order, choose the Create Measurement Document action on the Process menu.
- 2. Choose the Yes button to transfer all BoQ positions or the No button to manually enter the BoQ positions.
- 3. In the General FastTab, fill in the Measurement Date and Measurement Location fields.
- 4. If the complete BoQ was not inserted in the Lines FastTab, choose the button in the BoQ Position No. field and then choose the line(s) to include in the measurement.
- 5. Update the Quantity field with the correct measurement values.
- 6. On the Process menu, choose the Register action.
- 7. Choose the Yes button to register the measurement document and then choose the OK button to close the message.

Create Second Advance Payment Plan

- 1. On the Posting menu, choose the Advance Payment action.
- 2. If using a modality, choose the one specified for measurements in the Modality field.
- 3. In the Description field, enter the description for the advance payment, such as "2. AP" for the second advance payment.

Calculate Measurements in Second Advance Payment Plan

- 1. On the Lines FastTab, choose the Calculate Measurement action on the Manage menu.
- 2. Choose the Yes button to calculate the measurement value.
- 3. In the Filter Measurements page, set filters as needed and then choose the OK button.

The Net Amount field is updated in the lines based on the calculated measurements.

- 4. In the Net Deductions field, create the cumulative invoice by either:
 - entering the invoice amount of the previous advance payment.
 - choosing the ellipsis button to select the previous line.

The Value and Amount fields are updated with the amount minus the deduction.

Post the Second Advance Payment Request

- 1. Select the To Invoice checkbox on the second line.
- 2. On the Process menu, choose the Post action.
- 3. Choose the Yes button to post the Advance Payment Request.



The advance payment sales invoice is created with two lines:

- Both with the proper G/L Account.
- First line with the description and cumulative amount from the second Advance Payment Request line.
- Second line for the net deduction from the second Advance Payment Request line.

The Construction Invoicing FastTab contains the measurement and invoicing information. Choosing the value in the Measurement Amount field opens the Measurement Summary page, which shows all the measurement lines that were included.

Print/View Draft Invoice with Measurements

- 1. On the Print/Send menu, choose the Draft Invoice action.
- 2. On the request page, choose to show measurements and invoicing information.
- 3. Choose the Print or Preview button.
- 4. Go back to the Sales Invoice.

Post the Second Advance Payment Sales Invoice

- 1. On the Posting menu, choose the Post action.
- 2. Choose the Yes button to post sales invoice and then choose the No button to close the posting confirmation message.
- 3. Go back to the Sales Order.

Create the Final Invoice

Before you can process the final invoice, you must create and process all measurements and advance payments. Then you can create the final advance payment invoice by posting the sales order.

Create Additional Measurements and Advance Payment Requests

Follow the previous steps for creating measurements and posting advance payment requests to complete all processing prior to final invoicing.

Create the Final Advance Payment Invoice

- 1. In the Sales Order, choose the Take over Measurements action on the Process menu.
- 2. Choose the Yes button to update the order quantity from the measurement quantity.
- 3. Choose the Final Invoice (Update Order Quantity) option and then choose the OK button. The Oty. to Ship field is cleared on all lines except those with measurement values and contains the Measurement Quantity except for positions, which are empty



because the order quantity was changed to match the completely shipped measurement quantity.

Post Sales Order and Print Document

- 1. On the General FastTab, update the Posting Date field.
- 2. On the Posting menu, choose the Post action to ship and invoice the sales order. After posting, choose the Yes button to open the Posted Sales Invoice. The Construction Invoicing FastTab displays related construction information.
- 3. On the Print/Send menu, choose the Print action to open the Sales Invoice report request page. Choose to show measurements and invoicing information.
- 4. Choose the Print button to generate a document or the Preview button to view the document. The Sales Invoice document contains measurement information.

The Sales Order was deleted because it has been completely processed.

Feedback

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Process Advance Payment Request from Construction Invoice Plan Sales with Measurements

When processing an Advance Payment request from the Construction Invoice Plan when measurements are used, a sales order is created using the Cumulative Invoicing model.

After creating the connection to the Advance Payment Plan, the construction invoices are created by calculating the measurements and then advance payments are posted. To create the cumulative invoices, deduction templates must be used. After all advance payment requests are posted from the construction invoice plan, you must create and calculate all measurements to be included in the invoice and update the sales order to include relevant positions. Then you can release the final construction invoice/advance payment lines and post the sales order to create the final invoice with all measurement quantities replacing sales order quantities.

Prerequisites

Before creating the Construction Invoice Plan, the following settings must be done:

- Job Card, Invoice Model = Cumulative Invoicing
- BoQ Budget Calculation
 - Sales Code must have Posting by = Sales Order
 - BoQ lines are calculated
 - BoQ job line to connect the invoice plan to (in WBS field)
- Sales Order created from Job Budget Calculation or BoQ Position List
 - Created using Bill of Quantities option in request page to get only BoQ applicable lines from the job
 - Invoice Base = *Measurement*
- Registered Measurement has been created from the sales order
- Report Selections Sales
 - *Draft Invoice* = 5292688
 - *Invoice* = 5292689
- Deduction Templates
 - Down Payment with at least a row with Totaling Type = Minus Net Amount (is reduced with previously invoiced advance payment requests)
 - Final Invoice with only deduction amounts (is not reduced with previously invoiced/paid advance payment requests)



Create Connection to Advance Payment Plan

- 1. On the Sales Order, choose the Advance Payment action on the Posting menu.
- 2. Choose the Yes button to create the advance payment plan.
- 3. Go back to the Sales Order.
- 4. Expand the Advance Payment FastTab to view the connection to the Advance Payment Plan.

Create First Construction Invoice and Advance Payment Plans

Once the prerequisites are done, you can create the first construction invoice and advance payment plans, which includes creating the Construction Invoice Plan, calculating measurements, and posting the Advance Payment Request and Sales Invoice.

Create Construction Invoice Plan

- 1. On the Related menu, choose Construction Invoicing > Construction Invoice Plan.
- 2. Click the Yes button to create a new Invoice Plan for the sales order.
- 3. In the WBS field, choose the BoQ job line to connect the invoice plan to.
- 4. Ensure that the Contract Type field is set to *Unit Price Contract*.
- 5. Choose Show more and then enter the deduction templates in the Deduction Template Down Payment and Deduction Template Final Invoice fields.
- 6. In the Status field, choose the Released option.

Add First Down Payment Line

- 1. In the Invoice Plan Lines FastTab, choose the *Down Payment* option in the Type field.
- 2. In the No. field, enter the identifier for the down payment, such as "01" for the first down payment.
 - Notice that the Advance Payment No. field is updated with the advance payment plan assigned to the sales order.
- 3. In the Description enter a description for the down payment, such as "1. AP" for the first down payment.
- 4. In the Planning Date field, enter the date the invoice process is planned.
- 5. On the Process menu, choose the Calculate Measurement action.
- 6. Choose the Yes button to calculate the measurement value.
- 7. In the Filter Measurements page, set filters as needed and then choose the OK button.
 - The Net Amount (LCY) and Net Total Amount (LCY) fields are updated in the line



based on the calculated measurement.

- 8. Choose the value in the Net Deductions (LCY) field to open the Deduction Calculation page.
- 9. Update the deduction calculations as needed and then choose the Calculate action.
- 10. Choose the Transfer Value action to transfer the calculated deduction values back to the Construction Invoice Plan.
- 11. Choose the Close button. The Net Deductions (LCY) and Net Total Amount (LCY) fields are updated in the lines to reflect the deduction and reduced invoice amount.
- 12. In the Posting Date field, enter the posting date for the invoice.

Create and Post First Advance Payment Line

- 1. On the Process menu, choose the Release Line (Advance Payment) action.
- 2. Choose the Yes button to release the invoice plan line. The Advance Payment Plan Sale page opens with the construction invoice plan information in the line. In addition to calculated values, the line has the Invoice Plan No. and Invoice Plan Line No. to connect the advance payment request to the construction invoice plan as well as the Measurement Summary Code field with the measurement information.
- 3. Select the To Invoice checkbox on the line.
- 4. On the Process menu, choose the Post action.
- 5. Choose the Yes button to post the Advance Payment Request.

The advance payment sales invoice is created with two lines:

- Both with the proper G/L Account.
- First line with the description and amount from the Advance Payment Request line.
- Second line for the net deduction from the Advance Payment Request line.

The Construction Invoicing FastTab contains the measurement and invoicing information. Choosing the value in the Measurement Amount field opens the Measurement Summary page, which shows all the measurement lines that were included.

6. On the Posting menu, choose the Post action.

Create Second Construction Invoice and Advance Payment Plans

After processing the first advance payment, you can begin the process for the second one,



which includes creating a measurement and construction invoice plan, calculating measurements, and posting the Advance Payment Request and Sales Invoice.

Create Measurement for Second Down Payment

- 1. Go back to the Sales Order.
- 2. On the Process menu, choose the Create Measurement Document action.
- 3. Choose the Yes button to transfer all BoQ positions or the No button to manually enter the BoQ positions.
- 4. In the General FastTab, fill in the Measurement Date and Measurement Location fields.
- 5. If the complete BoQ was not inserted in the Lines FastTab, choose the button in the BoQ Position No. field and then choose the line(s) to include in the measurement.
- 6. Update the Quantity field with the correct measurement values.
- 7. On the Process menu, choose the Register action.
- 8. Choose the Yes button to register the measurement document and then choose the OK button to close the message.

Add Second Down Payment Line

- 1. On the Related menu, choose Construction Invoicing > Construction Invoice Plan to open the invoice plan.
- 2. In the Invoice Plan Lines FastTab, go to the next line and then choose the *Down Payment* option in the Type field.
- 3. In the No. field, enter the identifier for the down payment, such as "02" for the second down payment.
- 4. In the Description enter a description for the down payment, such as "2. AP" for the second down payment.
- 5. In the Planning Date field, enter the date the invoice process is planned.
- 6. In the <u>Predecessor Down Payment No.</u> field, enter the number of the previous down payment line.
- 7. On the Process menu, choose the Calculate Measurement action.
- 8. Choose the Yes button to calculate the measurement value.
- 9. In the Filter Measurements page, set filters as needed and then choose the OK button.
 - The Net Amount (LCY) and Net Total Amount (LCY) fields are updated in the line based on the calculated measurement and net amount from the previous line.
- Choose the value in the Net Deductions (LCY) field to open the Deduction Calculation page.
- 11. Update the deduction calculations as needed and then choose the Calculate action.



- 12. Choose the **Transfer Value** action to transfer the calculated deduction values back to the Construction Invoice Plan.
- 13. Choose the Close button.
 - The Net Deductions (LCY) and Net Total Amount (LCY) fields are updated in the lines to reflect the deduction (including the previous net amount) and reduced invoice amount.
- 14. In the Posting Date field, enter the posting date for the invoice.

Create and Post Second Advance Payment Line

- 1. On the Process menu, choose the Release Line (Advance Payment) action.
- 2. Choose the Yes button to release the invoice plan line.

The Advance Payment Plan Sale page opens with the new construction invoice plan information in the second line. In addition to calculated values, the line has the Invoice Plan No. and Invoice Plan Line No. to connect the advance payment request to the construction invoice plan as well as the Measurement Summary Code field with the measurement information.

- 3. Select the To Invoice checkbox on the line.
- 4. On the Process menu, choose the Post action.
- 5. Choose the Yes button to post the Advance Payment Request.

The advance payment sales invoice is created with two lines:

- Both with the proper G/L Account.
- First line with the description and cumulated amount from the Advance Payment Request line.
- Second line for the net deduction from the Advance Payment Request line.

The Construction Invoicing FastTab contains the measurement and invoicing information. Choosing the value in the Measurement Amount field opens the Measurement Summary page, which shows all the measurement lines that were included.

6. On the Posting menu, choose the Post action.

Create the Final Invoice

Before you can process the final invoice, you must create and calculate all measurements to be included in the invoice and update the sales order to include relevant positions. Then you can release the final construction invoice/advance payment lines and post the final invoice by posting the sales order.



Note

Previously invoiced/paid Advance Payment Requests must not be reduced for Final Invoices in the deduction calculation.

Create Final Measurement

- 1. Go back to the Sales Order.
- 2. On the Process menu, choose the Create Measurement Document action.
- 3. Choose the Yes button to transfer all BoQ positions.
- 4. In the General FastTab, fill in the Measurement Date and Measurement Location fields.
- 5. Update the Quantity field with the correct measurement values.
- 6. Delete any positions that have 0 quantity or have not been processed/executed.
- 7. On the Process menu, choose the Register action.
- 8. Choose the Yes button to register the measurement document and then choose the OK button to close the message.

Add Final Invoice Line

- On the Related menu, choose Construction Invoicing > Construction Invoice Plan page.
- 2. In the Invoice Plan Lines FastTab, go to the next line and choose the *Final Invoice* option in the Type field.
- 3. In the No. field, enter the identifier for the final invoice, such as "10".
- 4. In the Description enter a description for the final invoice.
- 5. In the Planning Date field, enter the date the invoice process is planned.
- 6. In the <u>Predecessor Down Payment No.</u> field, enter the number of the previous down payment line.
- 7. On the Process menu, choose the Calculate Measurement action.
- 8. Choose the Yes button to calculate the measurement value.
- 9. In the Filter Measurements page, set filters as needed and then choose the OK button.
 - The Net Amount (LCY) and Net Total Amount (LCY) fields are updated in the line based on the calculated measurement and net amount from the previous line.
- Choose the value in the Net Deductions (LCY) field to open the Deduction Calculation page.
- 11. Update the deduction calculations as needed and then choose the Calculate action.
- 12. Choose the **Transfer Value** action to transfer the calculated deduction values back to the Construction Invoice Plan.



- 13. Choose the Close button.
 - The Net Deductions (LCY) and Net Total Amount (LCY) fields are updated in the lines to reflect the deduction and reduced invoice amount.
- 14. In the Posting Date field, enter the posting date for the invoice.

Update Sales Order

The Sales Order must be updated before initializing the final invoice to include all relevant positions for which Measurements have been registered, e.g., supplement positions.

If you release the Final Invoice line in the Construction Invoice Plan before the Sales Order is updated, a message will open stating that the values are different.

- 1. On the Invoice Plan Lines FastTab, choose Line > Sales Order.
- 2. Add any relevant positions that are missing.

Release Final Invoice Line

- 1. Go back to the Construction Invoice Plan Sales page.
- 2. Select the final invoice line.
- 3. On the Process menu, choose the Release Line (Advance Payment) action.
- 4. Choose the Yes button to release the invoice plan line.

The Sales Order page opens with all related BoQ positions and a final line with the net deduction from the final invoice line in the construction invoice plan information.

Post Sales Order and Print Document

- 1. On the General FastTab, update the Posting Date field.
- 2. On the Posting menu, choose the Post action to ship and invoice the sales order. After posting, choose the Yes button to open the Posted Sales Invoice. The Construction Invoicing FastTab displays related construction information.
- 3. On the Print/Send menu, choose the Print action to open the Sales Invoice report request page. Choose to show measurements and invoicing information.
- 4. Choose the **Print** button to generate a document or the **Preview** button to view the document. The Sales Invoice document contains measurement information.

The Sales Order was deleted because it has been completely processed.

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