

COMMERCIAL CONSTRUCTION APPLICATION



USER GUIDE FOR COMPLETE CONSTRUCTION APPLICATION



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Overview

Managing a construction business involves handling many moving parts—from properties and projects to labour, materials, and finances. With the help of an ERP system, this process becomes much easier and more organised. The Construction Management System built in ERP works like a smart assistant for construction companies, helping them manage projects, track progress, control costs, and handle day-to-day operations smoothly.

The system allows users to create and manage construction projects and link them to specific properties and units. Each property can have its own scope of work, and based on that scope, the system supports creating progressive invoices. These invoices can be generated step-by-step as the work progresses, making it easier to track payments and cash flow.

In addition to project and invoice management, the system also includes a powerful asset management module. This feature helps track tools, machinery, and other valuable equipment used on-site. Users can monitor asset status, usage, and availability, ensuring that everything is properly maintained and accounted for.

The system also covers labour and expense management. Workers can be added as labourers in the system, and their attendance is recorded regularly. Based on this attendance, the system automatically calculates expenses and wages.

Overall, this Construction Management System in ERP makes it easier for companies to manage their projects, finances, equipment, and workforce all in one place. It helps improve productivity, reduce errors, and keep everything running smoothly—from the first brick to the final handover.

Features

Construction Menu Management

Our Construction Management System in ERP makes building operations smooth and efficient. User can easily create property and the project and after based on it sell they can see the particular property in that Customer so from there user can create progressive invoices for that particular property. From handling Project and property to manage scope and contact wise progressive invoices, Labour, Expenses and assets, this system ensures a seamless experience for Construction Company.

1. Handles Project and Property :

Streamline front desk activities with a user-friendly interface. Handle user can create project efficiently. also they can manage unit wise property in the particular project. after they can sell it and after make progressive invoices also of that property.

2. Handles Property :

The Menu which helps to create property with name, amount, floor and square feet area also we can connect it in the Project also.

3. Property Floor :

The Menu which helps to create different floor for the property after creation Floor we can use them in the particular property.

4. Project Scope :

The Menu which helps to create the project scope after you can use it in the projects so it can manage the scope wise progressive invoices.

4. Labour :

This menu is handling the Labour and Labour's Expense both we can create the labour and from the attendance we can notice the attendance so we can manage the wage of that labour so expense should manage properly.

- **Labour Menu** : From this menu we can create the Labours so all the labours are showing in this menu only.
- **Labour Expenses Menu** : From this menu we can add labour in attendance and from the start date and end date we can manage the labour's wage also total expense if one or more labour present.

Assets Menu Management

This menu allows users to monitor and manage individual assets used in construction projects. Each asset record displays basic asset details and includes two tabs:

- **Asset Allocation** : Shows where and for how long the asset has been assigned to different projects. It also calculates the cost and depreciation percentage for each allocation based on usage dates.
- **Depreciation Lines** : Displays the yearly depreciation schedule for the asset, helping track its value over time.

This feature ensures accurate cost tracking and prevents overuse of asset depreciation across projects.

Contact's Progressive Invoice

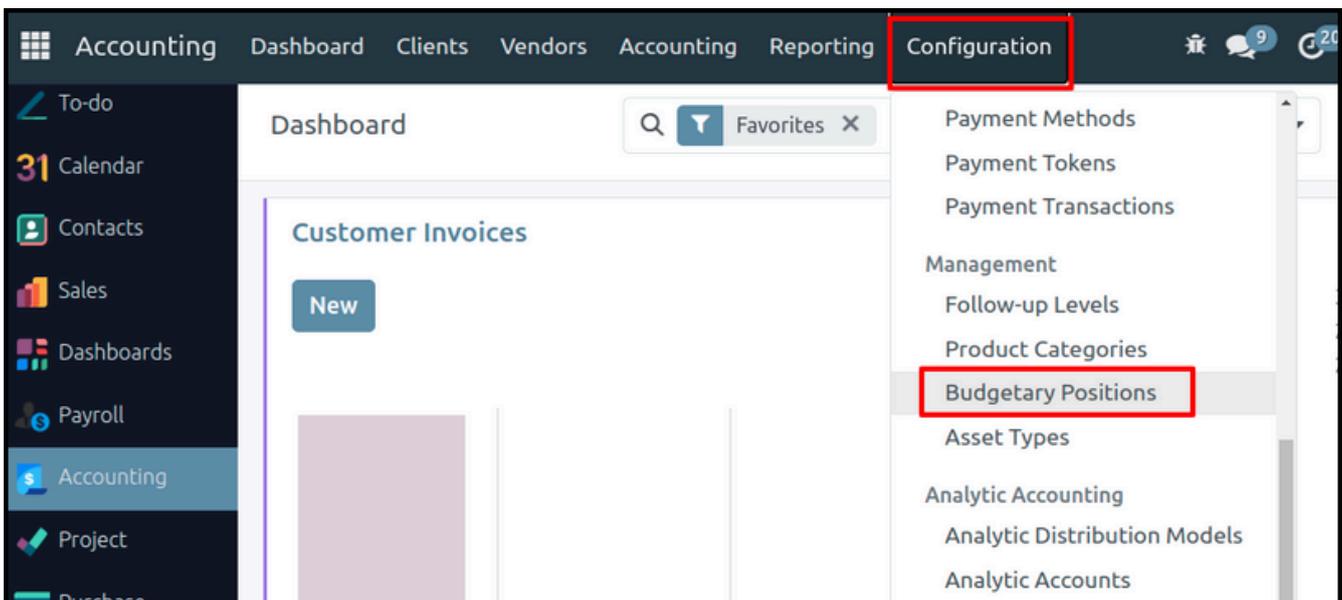
This menu shows the scope wise property's line for that particular customer, also we can create the scope wise progressive invoices also which is linked with that particular main sale order.

Workflow :

1.Creating a Budgetary Position

Step 1: Navigate to Budgetary Positions

- Go to the **Accounting** module.
- Click on Configuration in the top menu.
- From the dropdown, under the management sub-menu select Budgetary Positions.



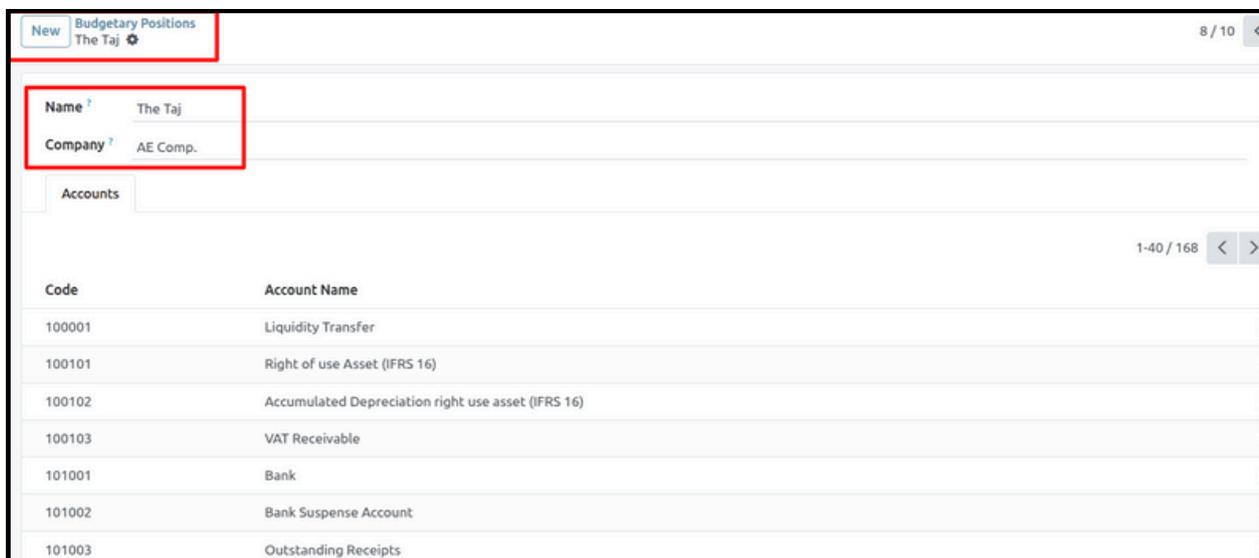
Step 2: Create a New Budgetary Position

- Click on the **New** button.
- Enter a suitable Name for the position (e.g., "The Taj" or "Project Budget").
- Select the Company from the dropdown list.

Step 3: Define Relevant Accounts

- Under the Accounts section, add all accounts that will impact the project's budget.
- Common accounts include:
 - Liquidity Transfer
 - Right of Use Asset (IFRS 16)
 - Accumulated Depreciation (Right Use Asset)
 - Bank and Cash Accounts
 - Outstanding Receipts
- Expense Accounts (such as Material, Labor, or Subcontracting)

Tip: Budgetary Positions act as filters that group accounts affecting the budget. These help in tracking and analyzing budget usage and variance effectively.



The screenshot shows a software interface for defining budgetary positions. At the top, there is a header 'New Budgetary Positions The Taj' with a gear icon. Below this, there are two input fields: 'Name' with the value 'The Taj' and 'Company' with the value 'AE Comp.'. Below these fields is a section titled 'Accounts' which contains a table of accounts. The table has two columns: 'Code' and 'Account Name'. The accounts listed are: 100001 Liquidity Transfer, 100101 Right of use Asset (IFRS 16), 100102 Accumulated Depreciation right use asset (IFRS 16), 100103 VAT Receivable, 101001 Bank, 101002 Bank Suspense Account, and 101003 Outstanding Receipts. The interface also shows pagination information '8 / 10' and '1-40 / 168'.

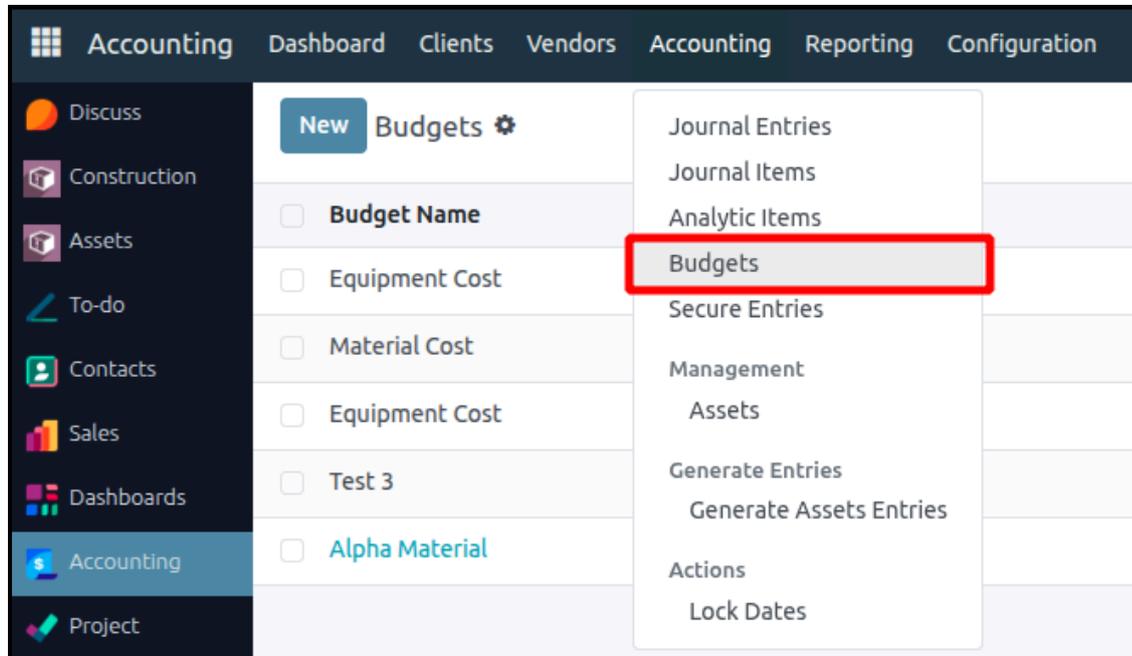
Code	Account Name
100001	Liquidity Transfer
100101	Right of use Asset (IFRS 16)
100102	Accumulated Depreciation right use asset (IFRS 16)
100103	VAT Receivable
101001	Bank
101002	Bank Suspense Account
101003	Outstanding Receipts

- In this example, a budgetary position named "The Taj" has been created, with all relevant accounts added under it.
- These accounts – including Materials, Current Assets, Receivables, and Bank Accounts – are included because each of them directly influences the project's overall financial performance.

2. Creating a Budget

Step 1: Navigate to Budgets

- Go to the Accounting module.
- Click on Budgets under the Configuration menu.



Step 2: Create a New Budget

The screenshot shows the 'New Budget' form for 'Material Cost (The Taj)'. The form is in 'Draft' status. The 'Budget Name' field is highlighted with a red box and contains 'Material Cost (The Taj)'. The 'Responsible' field is 'Mitchell Admin'. The 'Period' field is highlighted with a red box and contains '01/01/2025' and '12/31/2025'. The 'Company' field is 'AE Comp.'. Below the form is a table of 'Budget Lines'.

Budgetary Position	Analytic Acco...	Start Date	End Date	Paid Date	Planned Amo...	Practical Amo...	Theoretical A...	Achievement
The Taj	The Taj	01/01/2025	12/31/2025		100,000.00	0.00	81,095.89	0.00

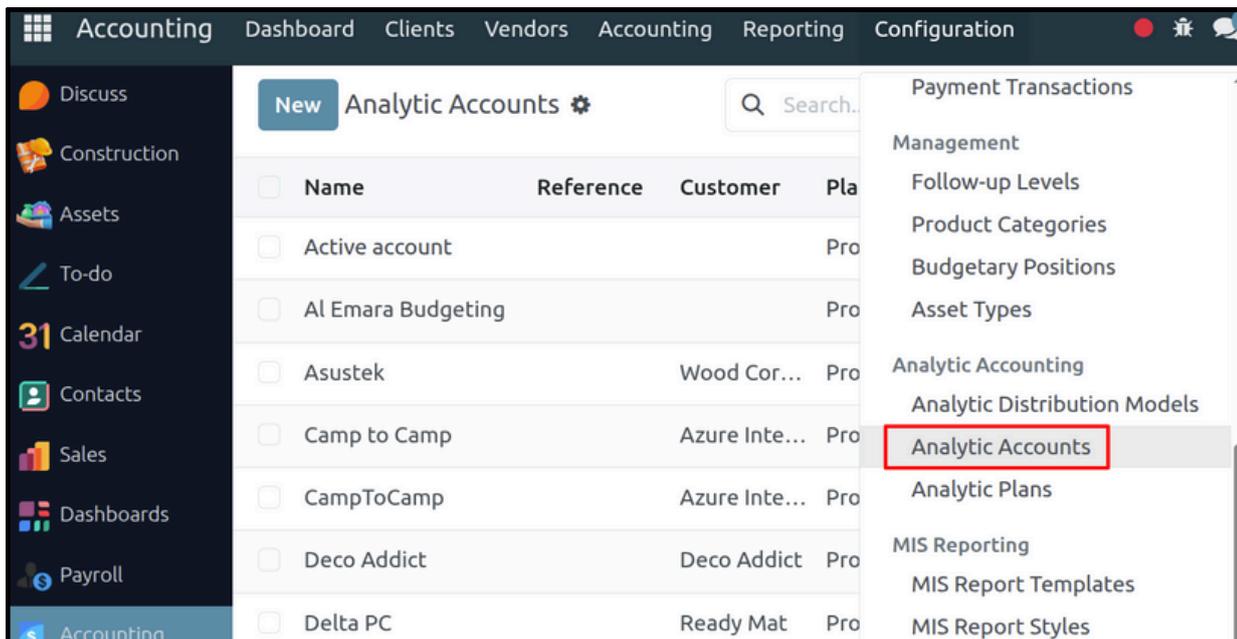
Below the table is an 'Add a line' button.

- Click on the New button.
- Enter a suitable Name for the position (e.g., “The Taj” or “Project Budget”).
- Enter the Budget Name (e.g., “The Taj”).
- Select the Responsible person who will manage the budget.
- Choose the Period by entering the Start Date and End Date of the budget duration.
- Select the Company associated with the budget.

3.Creating Analytic Account :

Step 1: Navigate to Analytic Accounts

- Go to the Accounting module.
- Click on Configuration in the top menu.
- From the dropdown list, select Analytic Accounts.



Step 2: Create a New Analytic Account

- Click on the New button.
- In the Analytic Account field, enter a suitable name for the account (e.g., The Taj).
- In the Plan field, select Project from the dropdown.

- Choose the appropriate Company from the list (e.g., AE Comp.).
- The Currency field will automatically populate based on the company's currency (e.g., AED).

The screenshot shows the 'Analytic Accounts' form for 'The Taj'. The 'Analytic Account' field is set to 'The Taj'. The 'Customer' field is empty. The 'Reference' field is empty. The 'Plan' field is set to 'Project'. The 'Company' field is set to 'AE Comp.'. The 'Currency' field is set to 'AED'. The 'Gross Margin' is 0.00 AED. The 'Budget Items' table is visible below the form.

Budget	Budgetary...	Start Date	End Date	Paid Date	Planned Amo...	Practical Amo...	Theoretical A...	A
Material C...	The Taj	01/01/2025	12/31/2025		100,000.00	0.00	81,095.89	

Buttons: Add a line

Step 3: Add Budget Information

- Scroll down to the Budget Items tab.
- Click on Add a line to create a new budget entry.
- Fill in the following details:
- Budget: Select the relevant budget to which this analytic account belongs.
- Budgetary Position: Choose the appropriate budgetary position linked to this project.
- Start Date: Enter the project start date (e.g., 01/01/2025).
- End Date: Enter the project end date (e.g., 12/31/2025).
- Planned Amount: Input the planned budget amount (e.g., 100,000.00 AED).

Step 4: Save the Analytic Account

- Save the Analytic Account
- Once all fields are filled in, click Save to create and store the analytic account.

Tip: Analytic Accounts help track costs and revenues by project, department, or activity. Linking them with budgets enables effective financial analysis and performance monitoring.

4. Creating an Project :

Step 1: Navigate to the Project Module

- Go to the Project module from the main dashboard or app menu.
- Click on the Projects tab to view all existing projects.

Step 2: Create a New Project

- Click on the New button to create a new project.
- In the Name field, enter the project name (e.g., The Taj).
- Tick the checkbox Billable to make the project invoiceable for time and materials.
- This option allows you to bill customers based on the time spent and materials used.

Step 3: Save the Project

- Once all the required fields are filled, click Create Project to save your new project.

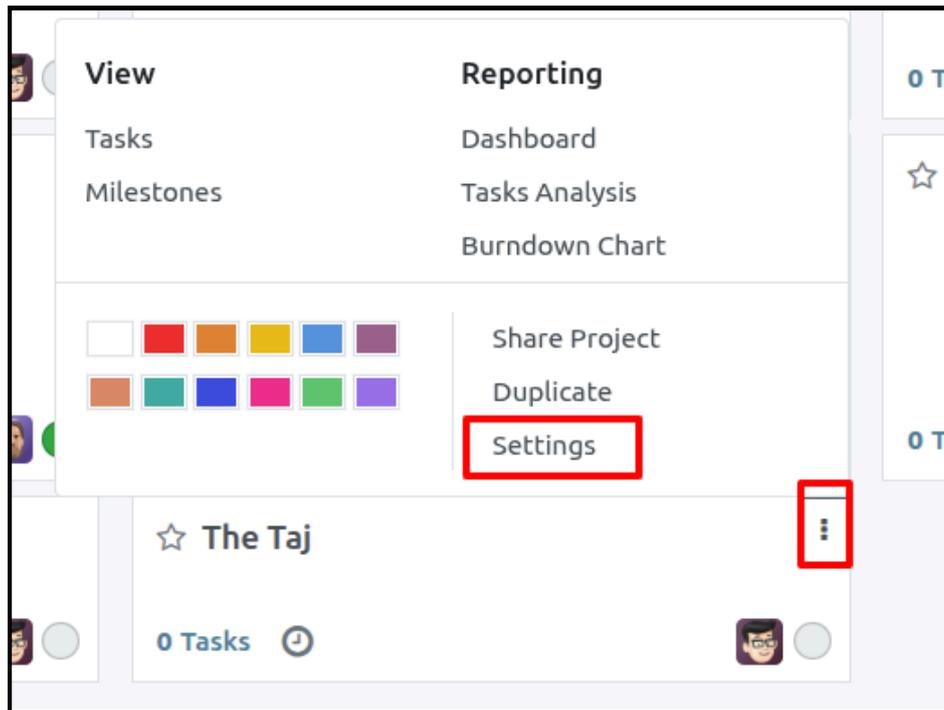
The screenshot shows a web application interface for creating a new project. The form is titled "Create a Project" and is part of a "New Projects" section. It contains the following fields and controls:

- Name:** A text input field containing "The Taj".
- Billable:** A checkbox labeled "Billable" with the subtext "Invoice your time and material to customers". The checkbox is currently unchecked.
- Email:** A text input field for "Create tasks by sending an email to" with the placeholder "e.g. office-party" and an "@ e.g. mycompany.com" label.
- Buttons:** Two buttons at the bottom: "Create project" (highlighted with a red box) and "Discard".

The bottom of the interface shows a date range filter: "Expenses" and "01/01/2025 -> 01/31/2026".

Step 4: Access Project Settings

- Navigate to the Project you have created (e.g., The Taj).
- On the project card, click the three vertical dots (⋮) located in the top-right corner.
- From the dropdown menu that appears, select Settings.



Step 5: Link an Analytic Account to the Project

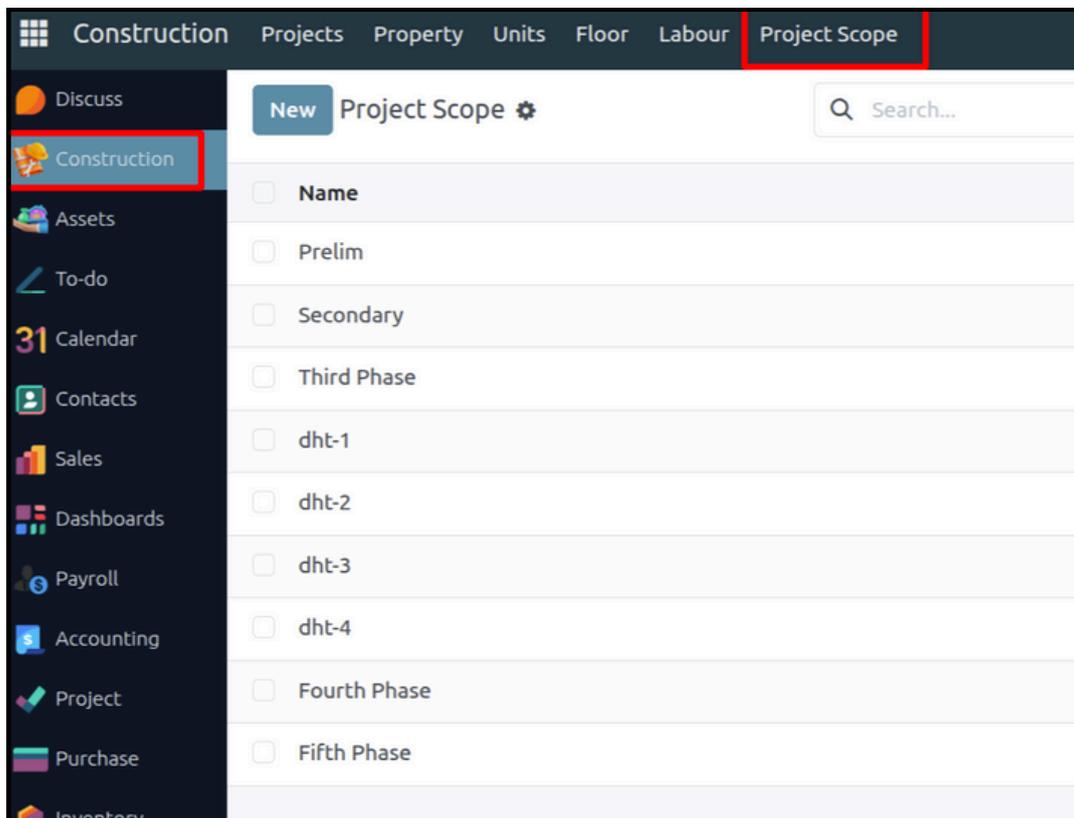
- After opening the Project Settings (as shown in Step 4), navigate to the Analytic tab.
- In the Project field, confirm that the correct project name (e.g., The Taj) is displayed.
- Under the Analytic section, select or add the Analytic Account that you created earlier.
- Once linked, your project's financial data will be tracked under this analytic account for better reporting and analysis.

The screenshot displays the 'Project Settings' interface for a project named 'The Taj'. At the top, there are navigation options: 'New Projects' and 'The Taj' with a gear icon. On the right, there are status indicators: 'Tasks 0 / 0 (0%)', 'Dashboard 0 Status', and '0.00 Asset Cost'. Below this is a 'Share Project' button. The main heading is 'The Taj' with a star icon. The settings are organized into two columns. The left column includes: 'Name of the Tasks' (Tasks), 'Customer', 'Tags', and 'Company' (AE Comp.). The right column includes: 'Project Manager' (Mitchell Admin), 'Planned Date', and 'Project Scopes'. Below these are tabs for 'Description', 'Settings', and 'Analytic', with 'Analytic' being the active tab. Under the 'Analytic' tab, the 'Project' field is highlighted with a red box and contains the text 'The Taj'. Other fields like 'Departments' and 'Internal' are visible at the bottom.

5. Construction Management

Step 1: Create a Project Scope

- Go to the Construction app from the main menu on the left sidebar.
- At the top of the screen, click on the Project Scope tab.
- Click on the New button to create a new project scope.
- Enter the Project Scope Name (for example, Prelim, Secondary, or Third Phase).
- Fill in any other required details as needed for your project setup.
- Click Save to add your new Project Scope.



Step 2: Add the Project Scope to the Project

- After creating the Project Scope in the Construction app, navigate back to the Project app from the main menu.
- Open the specific project (for example, The Taj) to which you want to assign the scope.
- Click on the three vertical dots (:.) on the project card and select Settings.
- In the Settings tab, locate the Project Scope field.
- From the dropdown list, select the Project Scope you created earlier in the Construction app.
- Click Save to update the project with the assigned scope.

The screenshot shows the 'The Taj' project settings page. The 'Project Scopes' field is highlighted with a red box and contains three tags: 'Prelim', 'Secondary', and 'Third Phase'. The page also shows other fields like 'Name of the Tasks', 'Project Manager', 'Planned Date', 'Tags', and 'Company'.

Projects
The Taj

Tasks 0 / 0 (0%) Dashboard 0 Status 0.00Asset Cost 14 / 14

Share Project

☆ The Taj

Name of the Tasks? Tasks Project Manager? Mitchell Admin

Customer? Planned Date? →

Tags? Project Scopes? Prelim × Secondary × Third Phase ×

Company? AE Comp.

Step 3: Create a Property for Sale

- Navigate to the Construction app from the main menu.
- Click on the Project Property section and then click New to create a new property record.
- Fill in the following details as shown:
 - Customer - Select the customer name (e.g., Umair).
 - Analytic Account - Choose the related analytic account (e.g., The Taj).
 - Project - Select the project associated with this property (e.g., The Taj).
 - Price - Enter the total selling price of the property (e.g., 1,000,000.00).
 - Scope - Choose the project scope linked to this property (e.g., Prelim).
 - Percentage (%) - Define the completion percentage (e.g., 100%).
- Once all fields are completed, click Sell to confirm and list the property for sale.

The screenshot shows the 'New Project property' form in the Construction app. The form is titled 'New Project property' and 'Unnamed'. It contains several fields: Customer (Umair), Architect, Contractor, Analytic Account (The Taj), Project (The Taj), Now Amount (0.00), Price (1,000,000.00), Scope (Prelim), Status (Available), and Percentage (%) (100.00). A 'Sell' button is located at the bottom right. The form is divided into 'Project Based' and 'Project Scope Omission' sections. The 'Project Based' section is active. The 'Sell' button is highlighted with a red box.

6. Generate and Share the Proforma Invoice

- Once you click Sell (as shown in Step 3), the system will automatically generate a Sale Order for the selected property.
- The generated Sale Order will open automatically, displaying the order number (e.g., S00039).
- Review the details such as:
 - Customer - The buyer's name (e.g., Umair)
 - Project - The related project (e.g., The Taj)
 - Property - The property being sold
 - Project Scope - The assigned project scope
 - Price - The total sale amount (e.g., 1,000,000.00 AED)
- To share the quotation or proforma invoice with the customer, click Send PRO-FORMA Invoice at the top of the page.
- You can also click Send by Email to directly email the quotation to the customer.

The screenshot displays a software interface for generating a Proforma Invoice. The interface includes a sidebar with navigation options such as 'Construction', 'Assets', 'To-do', 'Calendar', 'Contacts', 'Sales', 'Dashboards', 'Payroll', 'Accounting', 'Project', 'Purchase', 'Inventory', 'Employees', 'Attendances', 'Time Off', 'Expenses', and 'Link Tracker'. The main content area shows the order details for order number S00039. The details include: Customer (Umair), Project (The Taj), Expiration (11/22/2025), Quotation Date (10/23/2025 19:16:56), Pricelist (Default (AED)), and Payment Terms (Immediate). Below this is a table with one order line item: 'The Taj' with a quantity of 1.00, unit price of 1,000,000.00, and a total amount of 1,000,000.00 AED. The bottom right corner shows 'Untaxed Amount: 1,000,000.00 AED' and 'Total: 1,000,000.00 AED'.

Product	Quantity	UoM	Unit Price	Taxes	Amount
The Taj	1.00	Units	1,000,000.00		1,000,000.00 ...

Untaxed Amount: 1,000,000.00 AED
Total: 1,000,000.00 AED

7. Create a Progressive Invoice from the Project

- Navigate to the Project app and open the project you created (e.g., The Taj).
- From within the project view, locate the Project Scope section.
- Click the Start button next to the scope you wish to begin (e.g., Prelim).
- A pop-up window titled Create Invoice will appear.
- In this window, verify and fill in the following details:
 - Customer - The customer's name (e.g., Umair)
 - Project - The related project (e.g., The Taj)
 - Project Scope - The scope being invoiced (e.g., Prelim)
 - Price - The total price defined for the project
 - Percentage (%) - Enter the percentage of the total amount you want to invoice for this phase (e.g., 10%)
- Once all details are entered, click Create Scope to generate the progressive invoice for the selected scope.

The screenshot shows a 'Create Invoice' dialog box with the following fields and values:

Field	Value
Customer	Umair
Project	The Taj
Price	1,000,000.00
Project Scope	Prelim
Percentage	10.00

At the bottom of the dialog, there are two buttons: 'Create Scope' (highlighted with a red box) and 'Cancel'.

8.View the Progressive Invoice in the Customer Record

- After clicking the Start button in the project, the system will automatically create the first Project Scope (e.g., Prelim) and generate the related progressive invoice entry.
- Navigate to the Contacts module from the main menu.
- Search for the Customer for whom you created the property (e.g., Umair).
- Open the customer record and go to the Progressive Invoices tab.
- You will see a new line automatically generated for the first scope under the selected project (e.g., The Taj - Prelim).
- The line displays key details such as Project Name, Project Scope, Amount, and Due Amount for tracking billing progress.

The screenshot shows the 'Umair' customer record in the 'Progressive Invoices' tab. The record is for an individual. The contact information includes a job position of 'Sales Director'. The invoice table below shows one line item for 'The Taj' project with a 'Prelim' scope, an amount of 100,000.00, and a due amount of 100,000.00.

Project	Project Scope	Premises Location	Advance Pa...	Remaining ...	Retention A...	Total Reten...	Amount	Due Amount	Omission Ba...
The Taj	Prelim		0.00	0.00	0.00	0.00	100,000.00	100,000.00	

9. Initiate the Invoice for the Project Scope

- From the Contacts module, open the Customer record (e.g., Umair).
- Go to the Progressive Invoices tab where the first scope line (e.g., The Taj - Prelim) appears.
- On the right side of the line, click the Eye icon  to view and initiate the invoice process for this specific scope.
- This action will open the corresponding invoice details, allowing you to proceed with creating the customer invoice based on the defined percentage and scope amount.

Project	Project Scope	Premises Location	Advance Pa...	Remaining ...	Retention A...	Total Reten...	Amount	Due Amount	Omission Ba...
The Taj	Prelim		0.00	0.00	0.00	0.00	100,000.00	100,000.00	
Add a line									

Create the Draft Invoice for the First Project Scope

- Click on the New button to generate an invoice for the selected project scope.
- A Draft Invoice will automatically be created as shown in the image.
- The Project and Project Scope fields (e.g., The Taj and Prelim) will be auto-filled.
- Under the Invoice Lines, you will need to define the Analytic Distribution by selecting the appropriate analytic account related to the project (e.g., The Taj).
- Enter the Price corresponding to the percentage defined for the first progressive invoice (for example, 10,000.00 AED for the initial 10%).

New Contacts / Umair Draft Invoice Sale Orders 1/1

Confirm Cancel Draft Posted

Customer Invoice
Draft

Customer ? Umair Invoice Date ? Today

Project ? The Taj Due Date ? 10/24/2025 or Payment Terms

Project Scope ? Prelim Journal ? Customer Invoices in AED

Advance Payment ? 0.00

Current Advance Payment ? 0.00

Retention Amount ? 0.00

Current Retention Amount ? 0.00

Invoice Lines Invoice Omission Journal Items Other Info Process Billing Info

Product	Account	Analytic	Quantity	UoM	Price	Taxes	VAT Amount	Amount
The Taj 500039	500001 Sales Account	The Taj	1.00	Units	10,000.00		0.00 AED	10,000.00 AED

Add a line Add a section Add a note Catalog

10. Review the Progress Billing Information

- Within the same draft invoice, navigate to the Process Billing Info tab.
- This section provides a detailed view of the Progress Billing Information related to the project.
- You can review key financial fields such as:
- Total Progress Billing - The total value allocated for the current scope.
- Previous Invoiced - The total amount previously billed.
- Remaining Progress Billing - The balance amount yet to be billed.
- Currently Invoiced and Total Due Now - The amount being invoiced in the current progressive stage.

Invoice Lines	Invoice Omission	Journal Items	Other Info	Process Billing Info
Total Progress Billing ?	100,000.00			Previously Invoice Due ? 0.00
Previous Invoiced ?	0.00			Currently Invoiced ? 0.00
Invoice to Date ?	0.00			Total Due Now ? 0.00
Remaining Progress Billing ?	100,000.00			Omission Amount ? 0.00
Previous Advance Payment ?	0.00			Previous Retention Amount ? 0.00

11. Confirm and Register Payment for the Invoice

- Once you review all the invoice details, click on the Confirm button.
- After confirmation, the invoice status changes to Posted, and the action buttons – Send, Print, Pay, Preview, Credit Note, and Reset to Draft – become active.
- To record the payment for this invoice, click on the Pay button.
- This will open the payment registration window, allowing you to record the payment details for the customer.

The screenshot displays a software interface for a customer invoice. At the top, there is a navigation bar with 'New' and 'Contacts / Umair' on the left, and 'Sale Orders 1' on the right. Below this is a toolbar with buttons for 'Send', 'Print', 'Pay', 'Preview', 'Credit Note', and 'Reset to Draft'. The 'Pay' button is highlighted with a red rectangular box. To the right of the toolbar, there are status buttons for 'Draft' and 'Posted'. The main content area is titled 'Customer Invoice' and 'INV/2025/00026'. It contains several fields for invoice details: Customer (Umair), Project (The Taj), Project Scope (Prelim), Invoice Date (10/24/2025), Due Date (10/24/2025), Journal (Customer Invoices), and currency (in AED). Below these fields are sections for 'Advance Payment' and 'Retention Amount', both showing 0.00. At the bottom, there is a table with tabs for 'Invoice Lines', 'Invoice Omission', 'Journal Items', 'Other Info', and 'Process Billing Info'. The 'Invoice Lines' tab is active, showing a table with columns: Product, Account, Analytic, Quantity, UoM, Price, Taxes, VAT Amount, and Amount. The table contains one row for 'The Taj' with a quantity of 1.00 Units and a total amount of 10,000.00 AED.

Product	Account	Analytic	Quantity	UoM	Price	Taxes	VAT Amount	Amount
The Taj S00039	500001 Sales Account	The Taj	1.00	Units	10,000.00		0.00 AED	10,000.00 AED

Register the Payment

- Once you click on the Pay button, a Payment wizard will appear on your screen.
- In this window, you can manually enter the payment details for the invoice.
- Specify the following information:
 - Journal - Select the appropriate journal for recording the transaction.
 - Payment Method - Choose the method (e.g., Manual Payment).
 - Amount - Enter the amount you want to register for this invoice.
 - Payment Date - Confirm or update the date of payment.
- After filling in the details, click on Create Payment to register it.

The screenshot shows a 'Pay' window with the following details:

Journal ?	123456	Amount ?	10,000.00 AED	AED
Payment Method ?	Manual Payment	Payment Date ?	10/24/2025	
Recipient Bank Account ?	123456 - AL AHLI BANK OF KUWAIT (untrusted)	Effective Date ?		
		Bank Reference ?		
		Cheque Reference ?		
		Memo ?	INV/2025/00026	

Buttons: Create Payment, Discard

Navigation: Invoice Lines, Invoice Omission, Journal items, Other info, Process Billing info

Verify the Updated Due Amount

- After registering the payment, navigate back to the Contacts module.
- Open the customer record (in this case, Umair) and move to the Progressive Invoices tab.
- You can now see that the Due Amount has been automatically updated based on the payment made.

For example, in this case:

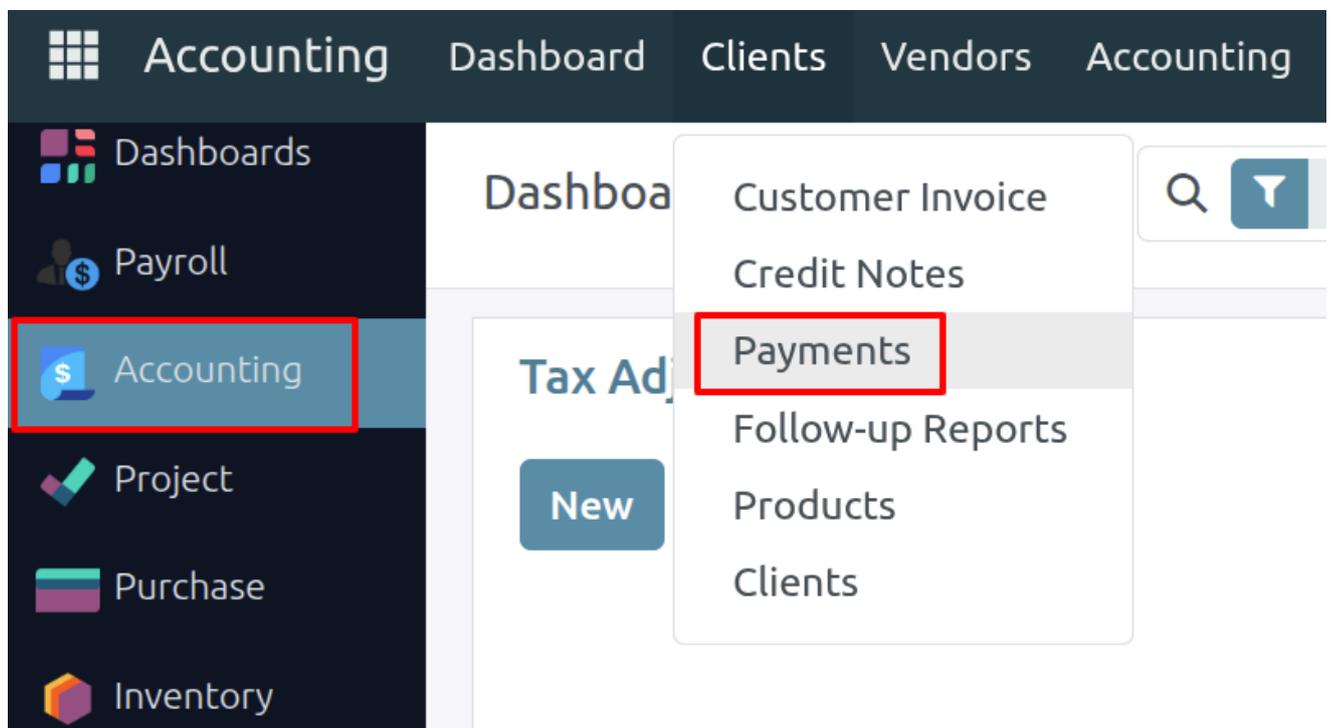
- The total amount for the scope was 100,000.00 AED.
- After a payment of 10,000.00 AED, the Due Amount has now updated to 90,000.00 AED.

Contacts & Addresses										Sales & Purchase	Invoicing	Internal Notes	Progressive Invoices
Project	Project Scope	Premises Location	Advance Pa...	Remaining ...	Retention A...	Total Reten...	Amount	Due Amount	Omission Ba...				
The Taj	Prelim		0.00	0.00	0.00	0.00	100,000.00	90,000.00					
Add a line													

12. Register Advance Payment for the Project

To register an advance payment for a project, follow these steps:

- Go to the Accounting module from the main dashboard.
- Under the Clients menu, select Payments.
- This section allows you to create and manage customer payments, including advance or prepayments related to specific projects.



- Click on New to create a new advance payment record.
- In the Draft Payment form, fill in the following details:
 - Payment Type: Choose whether you are Receiving or Sending a payment.
 - Customer: Select the client (for example, Umair).
 - Customer: Select the client (for example, Umair).

- Project: Select the relevant project (for example, The Taj).
- Amount: Enter the advance payment amount.
- Payment Method and Company Bank Account: Choose the appropriate payment method and account through which the payment is being made or received.
- Once all details are entered, click on Confirm to register the payment.
- The advance payment will then be linked to the selected project and will automatically reflect in the Process Billing Info and Progressive Invoices sections as part of the project's financial records.

The screenshot shows a 'New Customer Payments' form in a software application. The form is titled 'Draft Payment' and has a 'Draft' status. It includes fields for Payment Type (Send/Receive), Customer (Umair), Project (The Taj), Amount (10,000.00 AED), Date (10/24/2025), Journal (123456), Payment Method (Manual Payment), and Company Bank Account (123456 - AL AHLI BANK OF KUWAIT).

- Now in this step, you can enter the remaining advance payment amount that you want to include for the selected project scope.
- This value will be displayed under the "Remaining Advance Payment" column, indicating the portion of the advance that is still available or yet to be adjusted against future invoices.

Project	Project Sc...	Premises ...	Advance Pa...	Remaining ...	Retention A...	Total Reten...	Amount	Due Amount	O..
The Taj	Prelim		0.00	10,000.00	0.00	0.00	100,000.00	90,000.00	
Add a line									

- After entering the remaining advance amount in the project scope, create the next progressive invoice for the same project.
- In the invoice, you will see the Current Advance Payment field.
- Enter the amount of advance you want to apply to this invoice in that field.
- Once you enter the advance amount, it will automatically get reconciled in the invoice.
- The Amount Due will be reduced by the advance payment applied, as shown in the invoice summary at the bottom.
- er the “Remaining Advance Payment” column, indicating the portion of the advance that is still available or yet to be adjusted against future invoices.

New / Umair / Invoices For Project
INV/2025/00027

1 Sale Orders

1/1

Send Print Pay Preview Credit Note Reset to Draft Draft Posted

Warning: this document might be a duplicate of INV/2025/00026 (10,000.00 AED)

You have outstanding credits listed below for this customer.

Customer Invoice
INV/2025/00027

Customer [?] Umair Invoice Date [?] 10/24/2025

Project [?] The Taj Due Date [?] 10/24/2025

Project Scope [?] Prelim Journal [?] Customer Invoices in AED

Advance Payment [?] 10,000.00

Current Advance Payment [?] 2,000.00

Retention Amount [?] 0.00

Current Retention Amount [?] 0.00

Invoice Lines Invoice Omission Journal Items Other Info Process Billing Info

Product	Account	Analytic	Quantity	UoM	Price	Taxes	VAT Amount	Amount
The Taj S00039	500001 Sales Account		1.00	Units	10,000.00		0.00 AED	10,000.00 AED

Terms and Conditions

Untaxed Amount: 10,000.00 AED
Total: 10,000.00 AED

Paid on 10/24/2025 2,000.00 AED

Amount Due [?]: 8,000.00 AED

PARTIAL

- Go to the Retention Amount column.
- Enter the amount you want to keep as retention for this project scope.
- The entered amount will be held as retention and excluded from the current invoice total.

Project	Project Scope	Premises Location	Advance Pa...	Remaining ...	Retention A...	Total Reten...	Amount	Due Amount	Omission Ba...
The Taj	Prelim		0.00	10,000.00	10,000.00	0.00	100,000.00	90,000.00	

- Create a new invoice for the project.
- In the invoice form, enter the Current Advance Payment amount in the highlighted field.
- Then, enter the Current Retention Amount in the respective field.
- Once both values are added, you will notice the Amount Due automatically updates to reflect these adjustments.
- Finally, confirm and post the invoice.

New / Umair / Invoices For Project
Sale Orders 1
1/1 < >

Send Print Pay Preview Credit Note Reset to Draft
Draft > Posted

You have outstanding credits listed below for this customer.

Customer Invoice
INV/2025/00028

Customer ? Umair	Invoice Date ? 10/24/2025
Project ? The Taj	Due Date ? 10/24/2025
Project Scope ? Prelim	Journal ? Customer Invoices in AED
Advance Payment ? 10,000.00	
Current Advance Payment ? 2,000.00	
Retention Amount ? 10,000.00	
Current Retention Amount ? 2,000.00	

Invoice Lines Invoice Omission Journal Items Other Info Process Billing Info

Product	Account	Analytic	Quantity	UoM	Price	Taxes	VAT Amount	Amount
The Taj S00039	500001 Sales Account	The Taj	1.00	Units	15,000.00		0.00 AED	15,000.00 AED

Terms and Conditions:

Untaxed Amount: 15,000.00 AED
Total: **15,000.00 AED**

Paid on 10/24/2025 2,000.00 AED

Amount Due ? : 13,000.00 AED

- When you click on Pay, the payment window appears as shown in the image.
- Notice that the Amount field automatically shows 11,000.00 AED instead of 13,000.00 AED.
- This happens because 2,000.00 AED is marked as Retention, and the system excludes that portion from the payable amount.
- Therefore, you can only register payment for 11,000.00 AED at this stage – the retention amount will remain pending until it becomes due later.

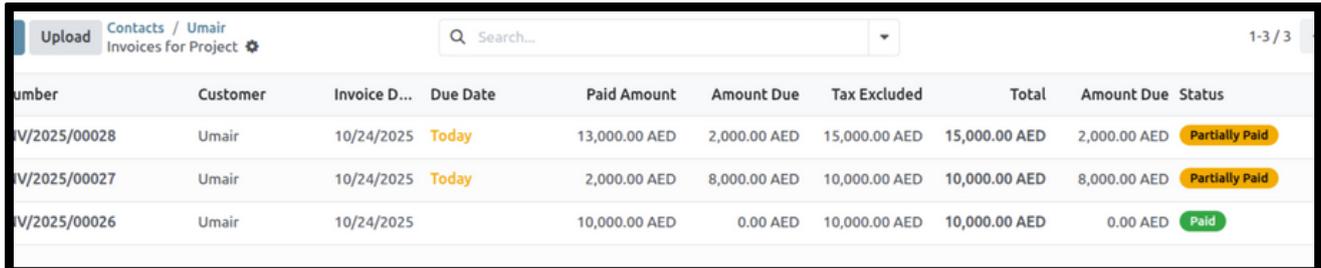
The screenshot shows a 'Pay' window with the following details:

Journal ?	123456	Amount ?	11,000.00 AED	AED
Payment Method ?	Manual Payment	Payment Date ?	10/24/2025	
Recipient Bank Account ?	123456 - AL AHLI BANK OF KUWAIT (untrusted)	Effective Date ?		
		Bank Reference ?		
		Cheque Reference ?		
		Memo ?	INV/2025/00028	

Buttons: Create Payment, Discard

- So this is how Advance Payment and Retention are managed in the system.
- You can include both these amounts while creating Progressive Billing Invoices.
- The system will automatically adjust the Advance Payment and hold back the Retention Amount, ensuring accurate billing and payment tracking for each project scope.

- After completing all the steps, you can view all your invoices in the Invoices for Project list.
- Here, you can easily see:
- The invoice numbers and related customers.
- The paid amount and amount due for each invoice.
- The payment status, such as Paid or Partially Paid.
- This gives you a clear overview of the project's billing progress and outstanding payments.



Invoice Number	Customer	Invoice Date	Due Date	Paid Amount	Amount Due	Tax Excluded	Total	Amount Due	Status
INV/2025/00028	Umair	10/24/2025	Today	13,000.00 AED	2,000.00 AED	15,000.00 AED	15,000.00 AED	2,000.00 AED	Partially Paid
INV/2025/00027	Umair	10/24/2025	Today	2,000.00 AED	8,000.00 AED	10,000.00 AED	10,000.00 AED	8,000.00 AED	Partially Paid
INV/2025/00026	Umair	10/24/2025		10,000.00 AED	0.00 AED	10,000.00 AED	10,000.00 AED	0.00 AED	Paid

13. Invoice Omission

- When there is any omission in the invoice, go to the Invoice Omission tab.
- Click on Add a line to add the omitted product.
- Enter the Product name and the Amount to be omitted

Invoice Lines	Invoice Omission	Journal Items	Other Info	Process Billing Info
Product				Amount
Omission				5,000.00
Add a line				

- When there is any omission in the invoice, go to the Invoice Omission tab.
- Click on Add a line to add the omitted product.
- Enter the Product name and the Amount to be omitted.
- Save the changes once the omission details are added.
- After confirming the invoice, go to the Process Billing Info tab.
- You will see that the Total Progress Billing amount is reduced (e.g., from 100,000 to 95,000).
- The Omission Amount field will display the amount entered in the omission tab.

Invoice Lines	Invoice Omission	Journal Items	Other Info	Process Billing Info
Total Progress Billing [?]	95,000.00			Previously Invoice Due [?] 10,000.00
Previous Invoiced [?]	15,000.00			Currently Invoiced [?] 15,000.00
Invoice to Date [?]	45,000.00			Total Due Now [?] 25,000.00
Remaining Progress Billing [?]	45,000.00			Omission Amount [?] 5,000.00
Previous Advance Payment [?]	2,000.00			Previous Retention Amount [?] 2,000.00

Viewing Project Omissions

- Go to the Construction module.
- Search and open the specific Project for which you want to view omissions.
- Inside the project form, navigate to the Project Scope Omission tab.
- Here, you can view all the omissions related to the selected project.
- The section will display details such as:
 - Customer Name
 - Project Name
 - Price / Scope
 - Percentage
 - Omission Amount
- The Now Amount field reflects the updated project total after applying the omission.

The screenshot shows the 'Project property' form for 'The Taj' project. The 'Project Scope Omission' tab is selected. The form displays the following details:

- Customer: Umair
- Name: The Taj
- Code: 0
- Architect: [Empty]
- Contractor: [Empty]
- Analytic Account: The Taj
- Project: The Taj
- Now Amount: 995,000.00

Below the form, a table displays the project-based omissions:

Customer	Project	Price	Scope	Percentage	Omission A...
Umair	The Taj	1,000,000.00	Prelim	10.00	5,000.00

An 'Add a line' button is located at the bottom of the table.

14. Record Project Expenses

- Go to the Expenses module.
- Click on New to create a new expense record.
- Enter the Expense Name and select the Category (expense type).
- Specify who Paid By – either Employee (to reimburse) or Company.
- Under Analytic Distribution, select the related Project (e.g., The Taj) so the expense links directly to that project.
- Save the record once all required details are filled in.
- This ensures that the expense is properly tracked and allocated to the correct project

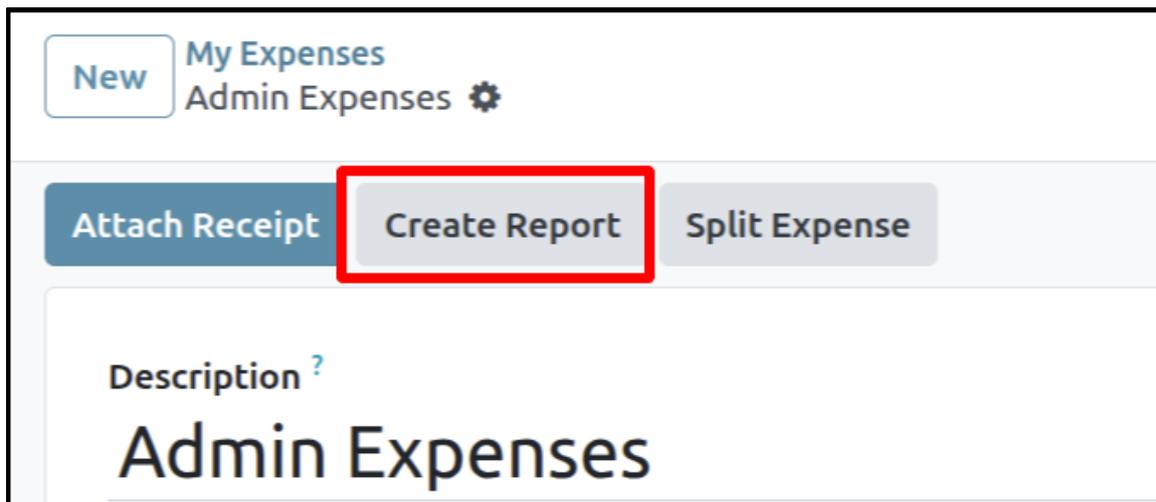
The screenshot displays the 'New My Expenses' form for 'Admin Expenses'. The form includes the following fields and values:

- Description:** Admin Expenses
- Category:** [EXP_GEN] Expenses
- Expense Date:** 10/24/2025
- Total:** 2,000.00 AED
- Included taxes:** 0.00 AED
- Employee:** Mitchell Admin
- Paid By:** Company
- Analytic Distribution:** The Taj
- Account:** 400001 Cost of Goods Sold in Trading
- Company:** AE Comp.

The form also features a sidebar with navigation options, a progress bar at the top, and action buttons at the bottom.

Submit Expense Report

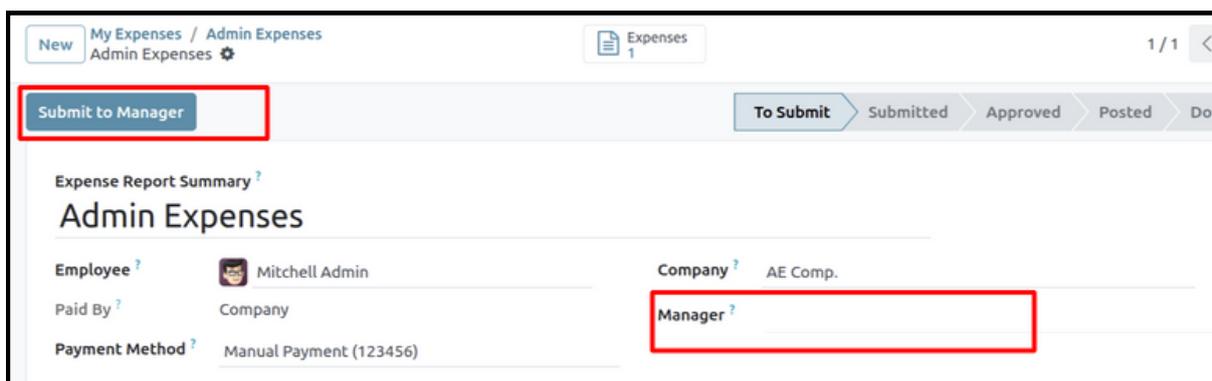
- After creating the expense entry, click on Create Report.
- Use Attach Receipt to upload any related bills, invoices, or vouchers received for that expense.
- Once attached, the expense report can be submitted for approval and processing.
- This ensures all expenses are properly documented with supporting evidence.



The screenshot shows the 'My Expenses' interface. At the top, there is a 'New' button and a gear icon next to 'Admin Expenses'. Below this, there are three buttons: 'Attach Receipt', 'Create Report', and 'Split Expense'. The 'Create Report' button is highlighted with a red border. Below the buttons, there is a 'Description?' field with the text 'Admin Expenses' entered.

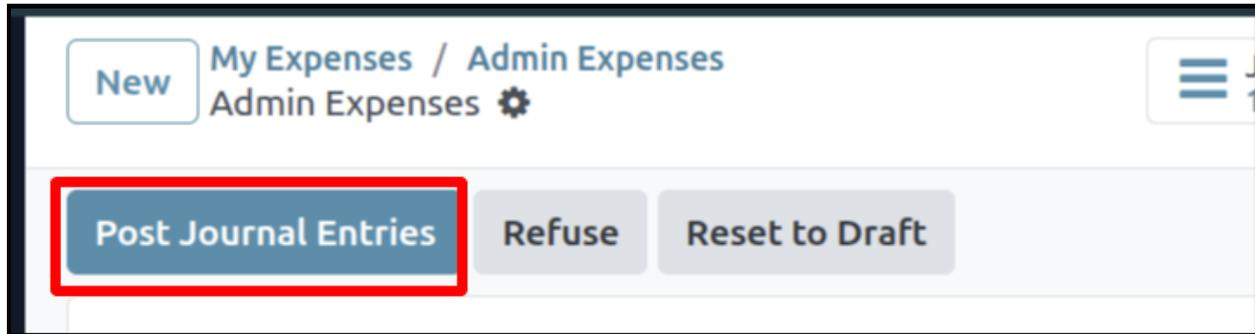
Submit Expense for Approval

- After creating the expense report, click on Submit to Manager.
- Select the Manager from the dropdown list to whom you want to submit the expense report.
- Once selected, the report will move to the Submitted stage for manager review and approval.



The screenshot shows the 'Expense Report Summary' interface. At the top, there is a 'New' button and a gear icon next to 'Admin Expenses'. Below this, there is a 'Submit to Manager' button highlighted with a red border. To the right of this button is a progress bar with stages: 'To Submit', 'Submitted', 'Approved', 'Posted', and 'Done'. Below the progress bar, there is a 'Expense Report Summary?' section with the title 'Admin Expenses'. Below the title, there are several fields: 'Employee?' with the value 'Mitchell Admin', 'Company?' with the value 'AE Comp.', 'Paid By?' with the value 'Company', and 'Payment Method?' with the value 'Manual Payment (123456)'. The 'Manager?' field is highlighted with a red border.

- Post the Expense in the System
- Once the expense report is approved, you will see the Post Journal Entries button.
- Click on Post Journal Entries to record the expense in the accounting system.
- This will finalize the transaction and reflect it in the project's financial records..



15. Creating a Purchase Order

- Creating a Request for Quotation (RFQ)
- Navigate to the Purchase module.
- Click on New to create a Request for Quotation (RFQ).
- Enter the Vendor details, Order Deadline, and Expected Arrival date.
- Add the required Product(s) along with the quantity and unit price.
- Under the Project and Analytic Account fields, select the project (e.g., The Taj) – this ensures the purchase order is linked to the specific project.
- Once all details are filled in, you can send the quotation to the vendor for confirmation.

The screenshot displays the 'Purchase' module interface for creating a Request for Quotation (RFQ). The main form is titled 'Request for Quotation P00040'. Key fields include:

- Vendor:** Audrey Peterson
- Order Deadline:** 10/24/2025 13:52:19
- Expected Arrival:** 10/24/2025 13:52:19 (90% On-Time Delivery)
- Currency:** AED
- Project:** The Taj

The 'Products' section contains a table with the following data:

Product	Analytic ...	Quantity	UoM	Unit Price	Taxes	Amount
Cement	The Taj	1.00	t	30,000.00		30,000.00 AED

At the bottom right, the summary shows:

- Untaxed Amount: 30,000.00 AED
- Total: 30,000.00 AED

Processing the Purchase Order and Goods Receipt

- After confirming the Request for Quotation (RFQ), it automatically converts into a Purchase Order.
- Once confirmed, the related Receipt (GRN - Goods Receipt Note) is generated.
- The action buttons such as Receive Products, Confirm Receipt Date, Create Bill, and Lock become active.
- To view or process the receipt, click on the Receipt smart button at the top – this will take you directly to the goods receipt page where you can record the received quantities.

New Requests for Quotation P00040

Bill Matching Receipt 1

1 / 1

Receive Products Send PO by Email Confirm Receipt Date Create Bill Cancel Lock

RFQ RFQ Sent Purchase Order

Purchase Order
☆ P00040

Vendor? Audrey Peterson Confirmation Date? 10/24/2025 13:57:29

Vendor Reference? Expected Arrival? 10/24/2025 13:52:19

Currency? AED Ask confirmation

Project? The Taj

Products Other Information

Product	Analytic ...	Quantity	Received	Billed	UoM	Unit Price
Cement	The Taj	1.00	0.00	0.00	t	30,000.00

Add a product Add a section Add a note Catalog

Validating the Goods Receipt

- Once you open the Receipt (GRN) from the purchase order, you can review the product details such as product name, quantity, and unit of measure.
- Enter or confirm the quantity of items being received.
- After verifying all the details, click on the Validate button to confirm that the products have been received.
- This action finalizes the goods receipt and updates the inventory accordingly.

The screenshot displays a software interface for managing a Goods Receipt Note (GRN). At the top, there is a navigation bar with a 'New' button, the text 'Requests for Quotation / P00040', and 'My Co/IN/00025'. A 'Moves' menu icon is also present. Below the navigation bar, there is a row of buttons: 'Validate', 'Print', 'Return', and 'Cancel', with the 'Validate' button highlighted by a red box. To the right of these buttons are 'Draft', 'Ready', and 'Done' buttons. The main content area shows a star icon and the text 'My Co/IN/00025'. Below this, there are several fields: 'Receive From' (Audrey Peterson), 'Operation Type' (My Company (Chicago): Receipts), 'Scheduled Date' (10/24/2025 13:52:19), 'Deadline' (10/24/2025 13:52:19), and 'Source Document' (P00040). Below the fields, there are three tabs: 'Operations', 'Additional Info', and 'Note'. The 'Operations' tab is selected. Below the tabs, there is a table with the following data:

Product	Demand	Quantity	Unit
Cement	1.00	1.00	t

The 'Quantity Unit' column in the table is highlighted by a red box. At the bottom of the table, there is an 'Add a line' button.

Partial Receipt Example

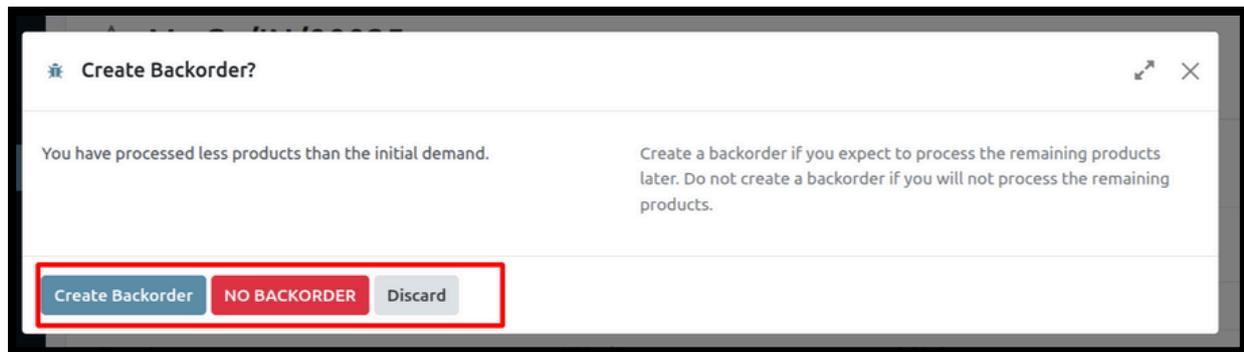
- In this case, only 0.5 tons of cement is being received instead of the full 1 ton ordered.
- Update the Quantity field to reflect the received amount (0.50 t).
- Then, click on Validate to confirm the partial receipt.
- The system will record this as a partial delivery, and the remaining quantity (0.5 t) will stay pending for future receipt.



Product	Demand	Quantity	Unit
Cement	1.00 	0.50	t
Add a line			

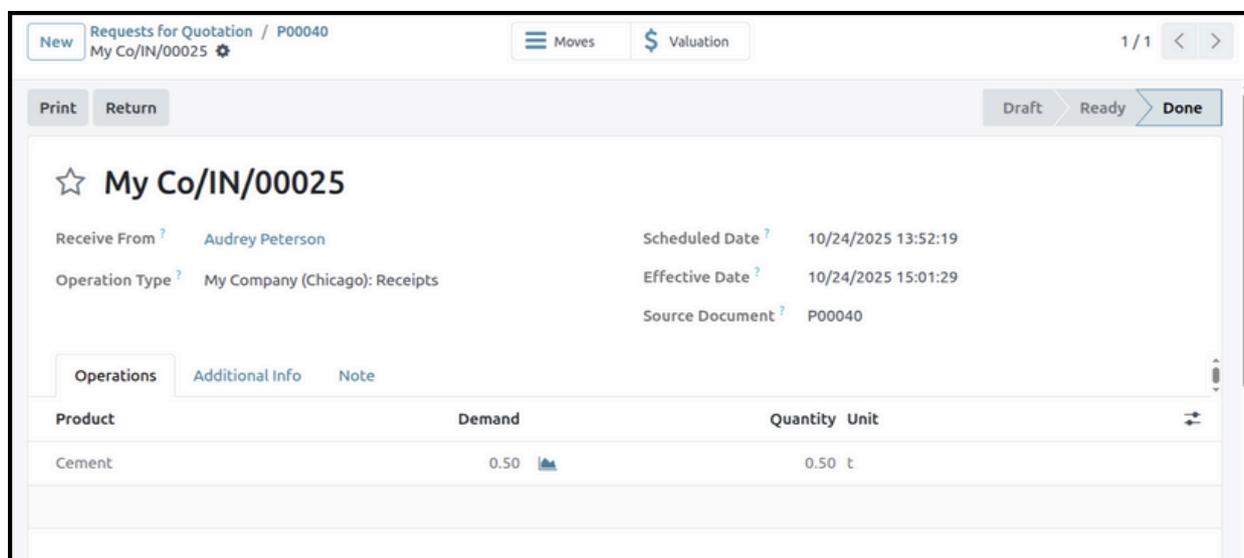
- After entering the received quantity (for example, 0.50 t) and clicking Validate, the system detects that you have received less than the ordered quantity (1.00 t).
- At this point, a “Create Backorder?” wizard appears with two options:
 - Create Backorder
 - Choose this option if you expect to receive the remaining quantity later.
 - The system will automatically create a new delivery order (backorder) for the remaining 0.50 t of cement.
 - This helps keep track of pending items that are yet to be received.

- No Backorder
 - Choose this option if you will not receive the remaining quantity.
 - The system will close the order, marking the transaction as complete for only the received amount (0.50 t).
 - The remaining unreceived quantity will be canceled.



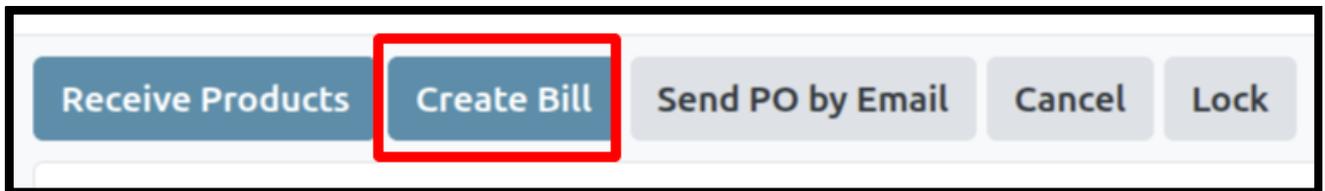
Backorder Processing (Partial Receipt)

- After entering 0.50 t and clicking Validate, you chose Create Backorder.
- The system automatically generated a new receipt for the remaining 0.50 t (pending quantity).
- The current receipt now shows the received quantity (0.50 t) and its status as Done.
- The new backorder receipt can later be validated once the remaining goods are received.



Creating a Vendor Bill

- Once the product receipt is validated, go back to the Purchase Order (PO) screen.
- You will see the “Create Bill” button appear (as shown in the image).
- Click on Create Bill to generate the Vendor Bill in the system for this Purchase Order.
- The bill will automatically fetch the received quantities and prices from the PO.
- You can then review, validate, and post the bill to complete the purchase process.



16. Creating a New Asset in Asset Management

- Go to the Accounting module from the main menu.
- In the top menu bar, click on Accounting → Assets.
- The system will display the list of existing assets.
- Click on the “New” button to create a new asset record.
- Fill in all the necessary details such as:
 - Asset Name (e.g., Tractor)
 - Category (e.g., Leased Assets)
 - Date of acquisition
 - Gross Value, Salvage Value, and Residual Value
 - Vendor and Invoice (if applicable)
- Once all details are entered, save the record.
- The asset will now appear in the system under the Running state, ready for depreciation tracking.

The screenshot displays the 'New Assets Tracker' form within the Accounting module. The 'Accounting' menu is highlighted, and the 'Assets' option is selected in the dropdown. The form fields are as follows:

Field	Value
Asset Name	Tractor
Category	Leased Asset
Date	06/12/2025
Currency	AED
Company	AE Comp.
Gross Value	10,000.00 AED
Salvage Value	0.00 AED
Residual Value	10,000.00 AED
Vendor	
Invoice	

The state of the asset is set to 'Running'. The interface also shows a 'Depreciation Board' and 'Depreciation Information' section at the bottom.

Adding Depreciation Information to the Asset

- After creating the asset record, go to the Depreciation Information tab.
- Here, you will define how the asset's value will be depreciated over time.
- Fill in the following key fields:
 - Computation Method:
 - Choose Linear if the asset depreciates evenly over its useful life.
 - Choose Degressive if the asset depreciates more in the earlier years.
 - Time Method Based On:
 - Select Ending Date to calculate depreciation until a specific date.
 - Number of Months in a Period:
 - Define how often depreciation is calculated (e.g., 12 months for annual depreciation).
 - Ending Date:
 - Set the final date until which depreciation will be calculated (e.g., 12/31/2027).
- Once these values are entered, the system will automatically calculate the depreciation schedule under the Depreciation Board tab.

Depreciation Board	Depreciation Information
Computation Method ?	<input checked="" type="radio"/> Linear <input type="radio"/> Degrressive
Time Method Based On ?	<input type="radio"/> Number of Entries <input checked="" type="radio"/> Ending Date
Number of Months in a Period ?	12
Ending Date ?	12/31/2027

Allocating Asset Costs to Projects

- Navigate to the Assets module from the main dashboard.
- Open the specific asset record (for example, Tractor) that you want to allocate.
- Go to the Asset Allocation tab.
- In this section, you can distribute or bifurcate the asset's depreciation cost project-wise – i.e., assign portions of the asset's usage cost to different projects.
- For each project, specify:
 - Project Name - e.g., Home Construction, Hadley Heights
 - Start Date and End Date - the duration for which the asset was used on that project
 - Percentage - the share of depreciation or usage cost allocated to that project
 - Cost - automatically computed based on percentage and total depreciation
- You can add multiple lines for different projects as needed.

The screenshot displays the 'Assets Allocations' section for a 'Tractor' asset. The 'Asset Allocation' tab is selected, showing a table of depreciation lines. The table has the following data:

Project	Start Date	End Date	Percentage	Cost
Home Construction	05/01/2025	06/10/2025	11.23	374.43
Hadley heights	10/17/2025	10/24/2025	2.19	73.06
Add a line				

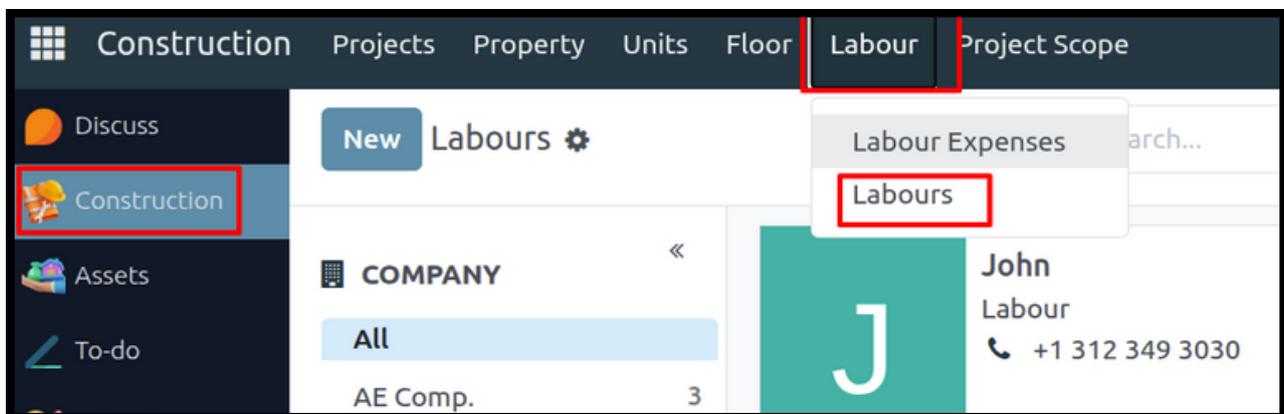
Reviewing Depreciation Lines

- Open the same asset record (e.g., Tractor).
- Go to the Depreciation Lines tab next to Asset Allocation.
- Here, you can see:
 - Depreciation Date - when each depreciation entry is scheduled.
 - Cumulative Depreciation - the total depreciation value up to that date.
 - Current Depreciation - the depreciation amount for that period.
 - Next Period Depreciation - the remaining amount for future periods.
 - Posted - whether the depreciation entry has been posted to accounting.
 - State of Asset - shows if the asset is Running, Paused, or Closed.
- These lines reflect the system's automatic calculation of depreciation as per the method and duration defined in the Depreciation Information tab.

Name ?	Tractor					
Assets ?	Tractor					
	Asset Allocation	Depreciation Lines				
Depreciat...	Cumulative ...	Current De...	Next Period...	Linked	Posted	State of Asset
01/01/2025	3,333.33	3,333.33	6,666.67	<input type="checkbox"/>	<input type="checkbox"/>	Running
01/01/2026	6,666.66	3,333.33	3,333.34	<input type="checkbox"/>	<input type="checkbox"/>	Running
01/01/2027	10,000.00	3,333.34	0.00	<input type="checkbox"/>	<input type="checkbox"/>	Running

17.Labour Management & Labour Expense

- Navigate to the Construction Module
 - From the main menu, click on Construction in the left sidebar.
- Access the Labour Menu
 - On the top menu bar, click on Labour.
 - From the dropdown, select Labours.
- Add a New Labour
 - Click the New button to create a new labour entry.
 - Enter the necessary details such as:
 - Name of Labour
 - Contact Information
 - Company
 - Designation or Type of Work
- Save the Labour Record
 - After entering the information, click Save to register the labour in the system.



Create a New Labour Record

- Click on the New button.
- Enter the Labour Name (e.g., Ben).
- Fill in details like:
 - Work Email / Phone / Department
 - Company (e.g., AE Comp.)
 - Job Position if applicable
- Specify Wage
- In the Wage field, enter the wage amount (e.g., 1,000.00 AED).

The screenshot shows a software interface for creating a new labour record. The top navigation bar includes a 'New' button, a search bar with 'Ben' entered, and several icons for 'Contracts' (0), 'Payslips' (0), 'Time Off', and 'Contacts' (1). The main content area is titled 'Launch Plan' and features a large header for 'Ben' with a profile picture placeholder (a red square with a white 'B'). Below the header, the record is categorized as 'Labor'. The form contains several fields: 'Work Email' (e.g. johndoe@example.com), 'Department' (Construction), 'Wage' (1,000.00, highlighted with a red box), 'Job Position' (e.g. Sales Manager), 'Work Phone' (+1 312 349 3030), 'Manager', 'Coach', 'Tags', and 'Company' (AE Comp.).

Work Email ?	e.g. johndoe@example.com	Department ?	Construction
Wage ?	1,000.00	Job Position ?	e.g. Sales Manager
Work Phone ?	+1 312 349 3030	Manager ?	
Work Mobile ?		Coach ?	
Tags ?	Tags		
Company ?	AE Comp.		

Record Labour Attendance

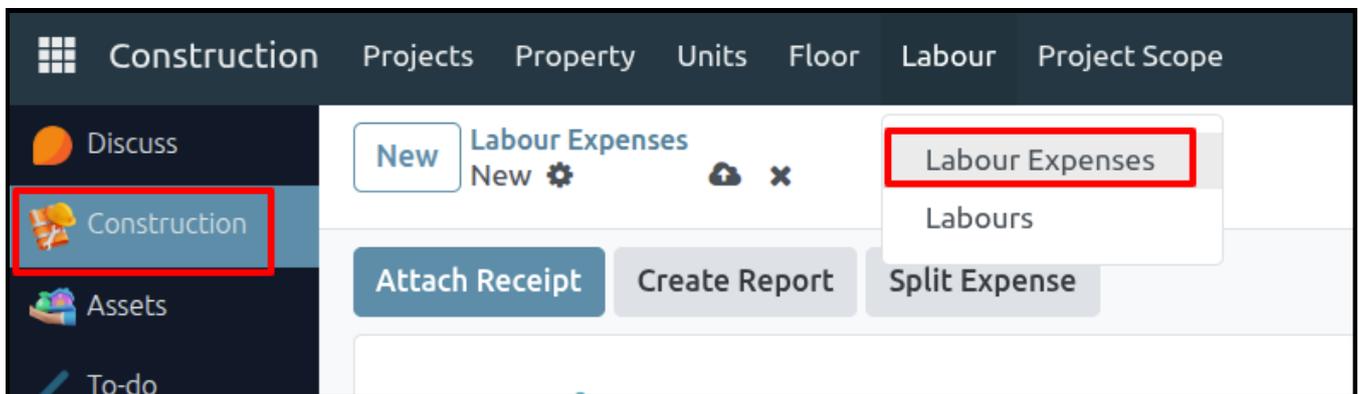
- Go to the Attendances Module
 - From the left-hand menu, select Attendances.
- Create a New Attendance Record
 - Click on the New button to add a new entry.
- Enter Attendance Details
 - Employee: Select the respective labour (e.g., Mitchell Admin).
 - Check In: Enter the date and time the employee started (e.g., 10/23/2025 09:29:32).
 - Check Out: Enter the date and time the employee finished (e.g., 10/23/2025 19:00:00).
 - Analytic Account: Select the related project or site (e.g., The Taj) to link attendance to a project for costing.
- Verify Work Duration
 - The system automatically calculates Worked Time and Extra Hours based on the check-in/out details.

The screenshot displays the 'New Attendance' form in a software application. The form is titled 'New Attendance' and shows a time range of '08:30 (09:29:32-19:00:00)'. The user 'Mitchell Admin' is logged in, and the system is 'skystruct'. The form contains the following fields:

Employee ?	Mitchell Admin	Worked Time ?	08:30
Check In ?	10/23/2025 09:29:32	Extra Hours ?	00:30 <input checked="" type="checkbox"/> Refuse
Check Out ?	10/23/2025 19:00:00	Analytic Account ?	The Taj

Below the main form, there are sections for 'CHECK IN' and 'CHECK OUT', both with a 'Mode ? Manual' option.

- Create Labour Expense / Salary Payment
- Go to the Construction Module
 - From the main dashboard, select Construction.
- Open the Labour Menu
 - Under the Labour menu, click on Labour Expenses.
- Create a New Labour Expense
 - Click the New button to record a new labour expense or salary entry.
- Enter the Details
 - Labour Name: Select the respective labour (e.g., Ben or John).
 - Project / Analytic Account: Choose the project where the labour worked (e.g., The Taj).
 - Date: Enter the payment or work date.
 - Wage Amount: Enter the wage amount as per the attendance and wage rate.
 - Description (optional): You can mention the type of work or pay period.



- Click New to create a new expense entry.
- In the form, fill in the following:
 - Description: Enter a title (e.g., Salary Exp).
 - Labours: Select the labourer (e.g., Ben).
 - Start Date / End Date: Specify the salary payment duration.
 - Expense Date, Account, and Company – as applicable.
- Once you select the labour and date range, the Attendance details will auto-populate below, project-wise.
- The system will automatically calculate the Total Hours, Wage, and Total Amount for the selected period.

New Labour Expenses salary exp
1/1 < >

Attach Receipt
Create Report
Split Expense

To Report
To Submit
Submitted
Approved
Done

Description [?]
salary exp

Category [?] [EXP_GEN] Expenses Expense Date [?] 10/24/2025

Total [?] 0.00 AED Account [?] 400001 Cost of Goods Sold in Trading

Included taxes [?] 0.00 AED Analytic Distribution [?]

Paid By [?] Employee (to reimburse) Company [?] AE Comp.

Company

Labours [?] Ben ×

Start Date [?] 10/23/2025 15:00:00

End Date [?] 10/23/2025 23:00:00

Notes...

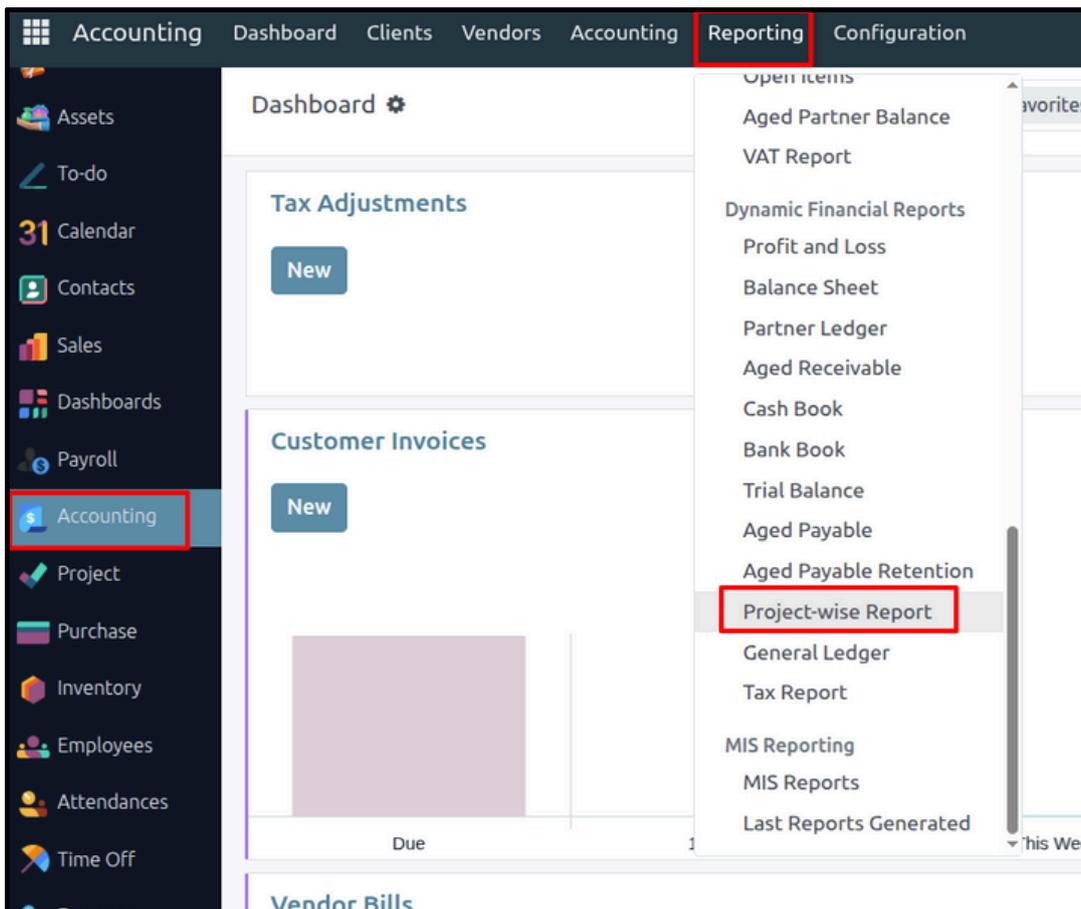
Attendance

Employee	Total Hours	Wage	Total Amount
Ben	00:00	1,000.00	0.00

18. Reportings

Project-wise Report

- Steps to View Project-wise Report:
- Navigate to the Accounting module.
- Go to the Reporting menu at the top.
- From the dropdown, select Project-wise Report.



- Filters on the right side - You can filter data by:
- Projects → View individual or multiple project reports.
- Vendors → Track supplier-related transactions per project.
- Status, Date Range, and Options → Refine the report for specific timelines or conditions.
- Report View - Displays:
- Project name
- Invoices (incoming revenue)
- Bills and expenses (outgoing payments)

- Project totals with debit, credit, and balance amounts
- Export & Print Options -
- Click Print (PDF) to generate a formatted project report.
- Or Export (XLSX) for Excel analysis.

Reference	Type	Date	Partner	Account	Debit	Credit	Balance	Currency
PROJECT-WISE REPORT								
Print (PDF) Export (XLSX)		Projects ▾ Vendors (75) ▾ Status ▾ Date Range ▾ Options ▾						
No Project								
>	Invoices (3)							
>	Bills (15)							
Project Total: No Project						AED 983000	AED 395047	
The Taj								
>	Invoices (3)							
>	Expenses (1)							
Project Total: The Taj						AED 35000	AED 30000	
Nova Habitat								
>	Invoices (2)							
Project Total: Nova Habitat						AED 300000	AED 300000	
Skyline Enclave								
>	Invoices (5)							
Project Total: Skyline Enclave						AED 450000	AED 450000	
R K World								

- In the Project-wise Report, you can apply the Projects filter to view data specific to a project.
- Click on the Projects filter located at the top of the report screen.
- In the Search Projects field, type the name of the project you want to view.
- Select the desired project from the list.
- The report will update automatically to display all invoices, bills, and expenses related to the selected project.

PROJECT-WISE REPORT

Print (PDF) Export (XLSX) Projects Vendors (75) Status Date Range Options

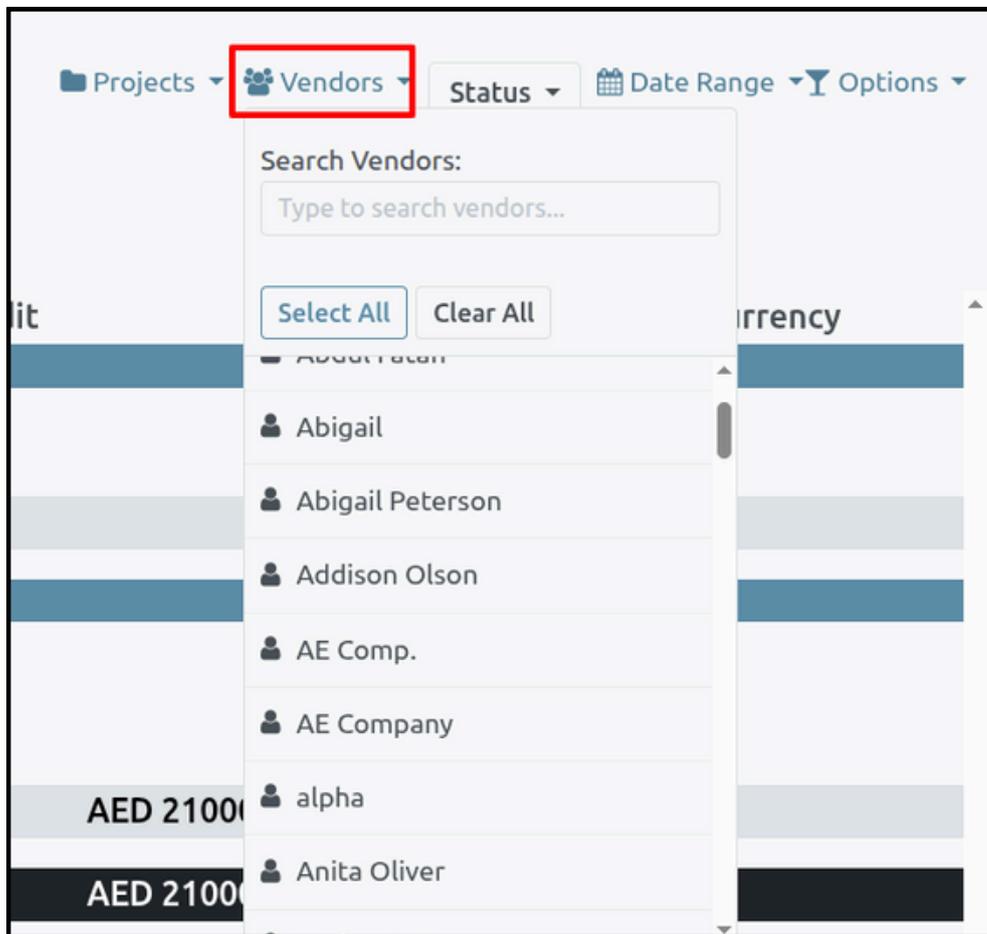
Search Projects: Type to search projects... Select All Clear All

Reference	Type	Date	Partner	Account	Debit	Credit	Currency
The Taj							
>	Invoices (3)						
>	Expenses (3)						
Project Total: The Taj						AED 35000	
Al Emara							
>	Invoices (2)						
>	Bills (1)						
Project Total: Al Emara						AED 150000	
GRAND TOTAL						AED 185000.00	

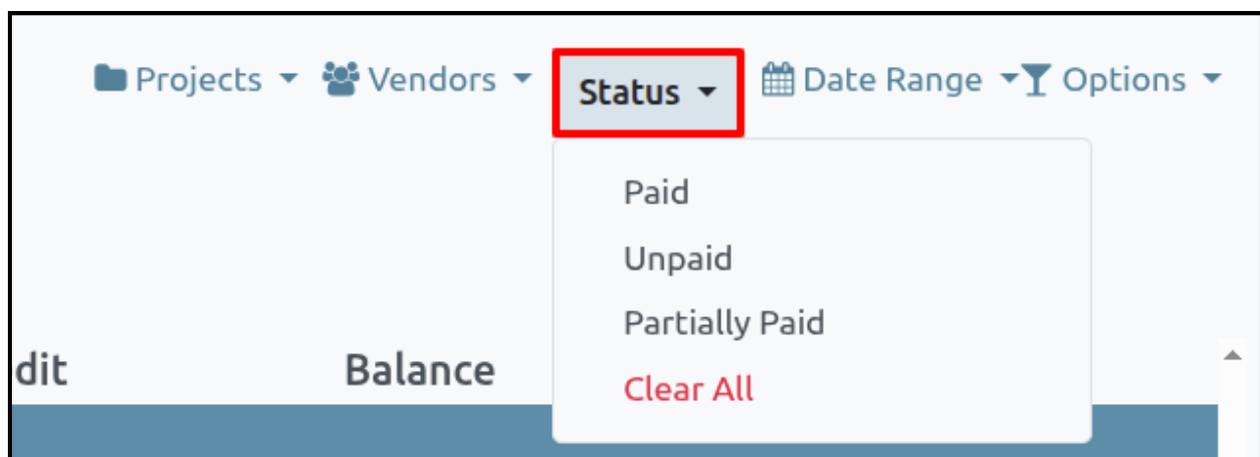
Al Emara
Disco high towers
Hadley heights
Home Construction
Home Construction (copy)
Home Construction (copy)
Nova Habitat
Office Design

AED 27000
AED 171000
AED 198000.00

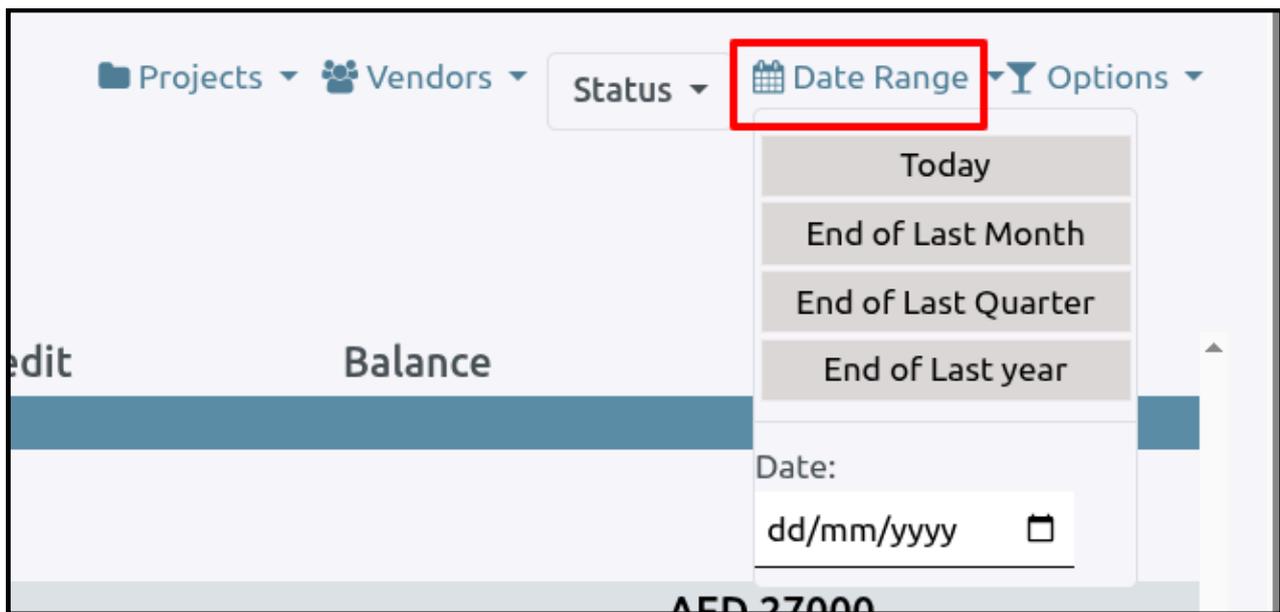
- Click on the Vendors filter at the top of the report screen.
- In the Search Vendors field, type the vendor's name to locate them quickly.
- Select the desired vendor from the list.
- The report will automatically update to display all project-wise invoices, bills, and expenses linked to the selected vendor.



- Click on the Status dropdown at the top of the report.
- Choose one of the available options:
- Paid - to view only fully paid entries.
- Unpaid - to view pending or outstanding entries.
- Partially Paid - to view entries that are partially settled.
- Select Clear All to remove the filter and view all records regardless of payment status.



- Click on the Date Range dropdown at the top of the report.
- You can choose from predefined options such as:
- Today
- End of Last Month
- End of Last Quarter
- End of Last Year
- Alternatively, you can manually select a custom date range by entering the start and end dates in the provided date fields.



Aged Payable Retention Report

- To access the Aged Payable Retention Report, follow these steps:
- Navigate to the Accounting module from the main menu.
- Click on the Reporting menu at the top.
- From the dropdown list, scroll down and select Aged Payable Retention.

The screenshot shows the Accounting software interface. The top navigation bar includes Accounting, Dashboard, Clients, Vendors, Accounting, Reporting, and Configuration. The left sidebar lists various modules like Assets, To-do, Calendar, Contacts, Sales, Dashboards, Payroll, Accounting, and Project. The main area displays a 'PROJECT-WISE REPORT' for 'The Taj' with options to 'Print (PDF)' and 'Export (XLSX)'. A dropdown menu is open, showing various report options, with 'Aged Payable Retention' highlighted in a red box. The report shows a total of AED 35000 for 'The Taj'.

AGED PAYABLE RETENTION													
		Date Range Options											
		Print (PDF)	Export (XLSX)									Date Range	Options
Invoice Date	Amount	Currency	Currency	Account	Expected Date	At Date	1-30	31-60	61-90	91-120	Older	Total	
▼Umair	Open					AED2000						AED2000	
▼AE Comp.	Open												
▼Ronnie Hart	Open												
▼Audrey Peterson	Open												
▼Deco Addict	Open												
▼Jayshree	Open							AED14000				AED14000	
▼Abigail Peterson	Open												
▼Sita	Open								AED500			AED500	
▼Abdul Fatah	Open												
▼Abigail	Open												
▼Azure Interior	Open												
▼Anita Oliver	Open												
Total						2000	0	14000	500	0	0	16500	

- In the Aged Payable Retention Report, you can:
- Set a custom date range using the Date Range filter at the top.
- View a detailed list of vendors and their corresponding retention amounts.
- The report categorizes the amounts based on aging periods such as At Date, 1-30 days, 31-60 days, 61-90 days, 91-120 days, and Older.

Profit and Loss Report:

- Go to the Accounting module.
- Open the Reporting menu.
- Under Dynamic Financial Reports, select Profit & Loss.
- The Profit and Loss Report displays:
 - Total Income and Total Expenses for the selected period.
 - Gross Profit, Operating Income, and Depreciation details.
 - The final Net Profit for the organization.

PROFIT AND LOSS	
Print (PDF)	Date Range ▾ Comparison ▾ Journals: ▾ Accounts: ▾ Analytic Accounts: ▾ Target Move: ▾
Export (XLSX)	
	2025 ^
	Balance
Net Profit	279157.00
Income	289,157.00
Gross Profit	1695158.00
▾ Operating Income	1,695,157.00
▾ Cost of Revenue	1,406,000.00
Other Income	
Total Income	289,157.00
Expenses	10,000.00
▾ Expenses	10,000.00
Depreciation	
Total Expenses	10,000.00

Balance Sheet Report:

- Go to the Accounting module.
- Open the Reporting menu.
- Under Dynamic Financial Reports, select Balance Sheet.
- The Balance Sheet displays:
 - Assets (Current and Non-current)
 - Liabilities (Current and Non-current)
 - Equity, including retained and current earnings
 - You can use the Date Range filter to view balances for a specific period.

BALANCE SHEET	
Print (PDF)	Date Range Comparison Journals: Accounts: Analytic Accounts: Target Move:
Export (XLSX)	
	2025 Balance
ASSETS	
Current Assets	
▼ Bank and Cash Accounts	92,000.00
▼ Receivables	847,162.50
▼ Current Assets	344,000.00
Prepayments	
Total Current Assets	1,283,162.50
Plus Fixed Assets	
Plus Non-current Assets	
Total ASSETS	1,283,162.50
LIABILITIES	
Current Liabilities	
▼ Current Liabilities	5.50
▼ Payables	1,004,000.00
Total Current Liabilities	1,004,005.50
Plus Non-current Liabilities	
Total LIABILITIES	1,004,005.50
EQUITY	
Unallocated Earnings	
Current Earnings	279,157.00
Current Allocated Earnings	
Total Unallocated Earnings	279,157.00
Retained Earnings	