

PROJECT PLUS

USER GUIDE

V - 27.1.2.3040

25/02/2026

Table of Contents

1 INTRODUCTION	4
2 PRE-PAYMENT CONFIGURATION	4
2.1 PROJECT SETUP	4
3 PROJECT LEVEL PRE-PAYMENT	5
3.1 PRE-PAYMENT CONFIGURATION	5
3.2 PRE-PAYMENT INVOICE	9
3.3 PRE-PAYMENT CHANGE POST-INVOICING.....	12
3.4 POSTED PRE-PAYMENT INVOICE CANCELLATION/REFUND	14
3.4.1 <i>Correct</i>	14
3.4.2 <i>Cancel</i>	17
3.4.3 <i>Corrective Credit Memo</i>	18
3.5 PRE-PAYMENT ADJUSTMENT	21
3.6 POSTED PRE-PAYMENT ADJUSTMENT CANCELLATION/REFUND	23
3.6.1 <i>Correct</i>	23
3.6.2 <i>Cancel</i>	27
3.6.3 <i>Corrective Credit Memo</i>	28
4 TASK LEVEL PRE-PAYMENT	30
4.1 PRE-PAYMENT CONFIGURATION	30
4.2 PRE-PAYMENT INVOICE	31
4.2.1 <i>Invoicing Flows</i>	31
4.3 PRE-PAYMENT CHANGE POST-INVOICING.....	38
4.4 MULTI-CUSTOMER PRE-PAYMENT INVOICING.....	38
4.5 POSTED PRE-PAYMENT INVOICE CANCELLATION/REFUND	41
4.6 PRE-PAYMENT ADJUSTMENT	41
4.6.1 <i>Adjustment Flows</i>	42
4.7 MULTI-CUSTOMER PRE-PAYMENT ADJUSTMENTS	47
4.8 POSTED PRE-PAYMENT ADJUSTMENT CANCELLATION/REFUND	49
5 LUMPSUM PRE-PAYMENT.....	50
5.1 PRE-PAYMENT CONFIGURATION	50
5.2 PRE-PAYMENT INVOICE	51
5.2.1 <i>Project Level</i>	51
5.2.2 <i>Task Level</i>	54

5.3	POSTED PRE-PAYMENT INVOICE CANCELLATION/REFUND	58
5.4	PRE-PAYMENT ADJUSTMENT	58
	5.4.1 <i>Project Level</i>	58
	5.4.2 <i>Task Level</i>	61
5.5	POSTED PRE-PAYMENT ADJUSTMENT CANCELLATION/REFUND	63

1 INTRODUCTION

Project Plus by MDC Nordic is a solution designed for Microsoft Dynamics 365 Business Central Online, that lets you manage advance payments for projects and project tasks directly within the Project module.

The solution is easy to set up and offers flexibility to manage prepayments at both the project and task levels.

Users can configure prepayment settings, create and adjust prepayments, and monitor all related payment details within the system, ensuring accurate and transparent billing.

Built directly inside Business Central, Project Plus by MDC Nordic provides seamless user experience for all users, both new and experienced.

2 PRE-PAYMENT CONFIGURATION

This section explains the prepayment configuration needed to enable the app's prepayment functionality.

2.1 Project Setup

You can manage default prepayment details by configuring the following settings:

- 1. Default Prepayment Threshold %:** Specifies the maximum prepayment percentage allowed for projects. The value must be between 1% and 100%.
- 2. Default Prepayment Percentage %:** Sets the default prepayment percentage applied to projects. The value must be between 0% and the Default prepayment threshold %.
- 3. Default Prepayment G/L Account:** Specifies the general ledger account used to post prepayment amounts received for projects.
- 4. Prepayment Posting Description:** Specifies the posting description to be used on the prepayment invoice sales line.

- 5. Custom Posting Description:** Specifies the custom posting description to use when the prepayment posting description is set to Custom.
- 6. Prepayment Adjustment Description:** Specifies the posting description to be used on the prepayment adjustment sales line.
- 7. Custom Adjustment Description:** Specifies the custom posting description to use when the prepayment adjustment description is set to Custom.
- 8. Prepayment Calculation Type:** Specifies the calculation type for project prepayments, determining whether the prepayment to receive is based on the total billable amount or the budgeted amount of the Project.

Projects Setup

General Show less

Automatic Update Project Item C... <input type="checkbox"/>	Default Project Posting Group <input type="text"/>
Apply Usage Link by Default <input checked="" type="checkbox"/>	Default Task Billing Method <input type="text" value="One customer"/>
Allow Budget/Billable Lines Def <input checked="" type="checkbox"/>	Logo Position on Documents <input type="text" value="No Logo"/>
Default WIP Method <input type="text"/>	Document No. Is Project No. <input type="checkbox"/>
Default WIP Posting Method <input type="text" value="Per Project"/>	

Prepayment Setup

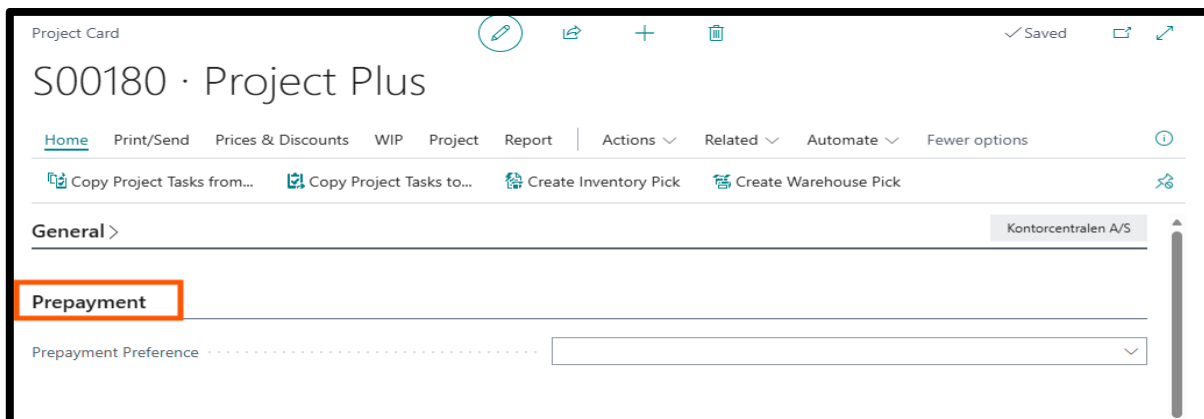
Default Prepayment Threshold % <input type="text" value="100"/>	Custom Posting Description <input type="text" value="Prepayment Invoice Entry"/>
Default Prepayment % <input type="text" value="10"/>	Prepayment Adjustment Descripti... <input type="text" value="Posted Prepayment Invoice No."/>
Default Prepayment G/L Account <input type="text" value="13440"/>	Prepayment Calculation Type <input type="text" value="Billable"/>
Prepayment Posting Description <input type="text" value="Custom"/>	

3 PROJECT LEVEL PRE-PAYMENT

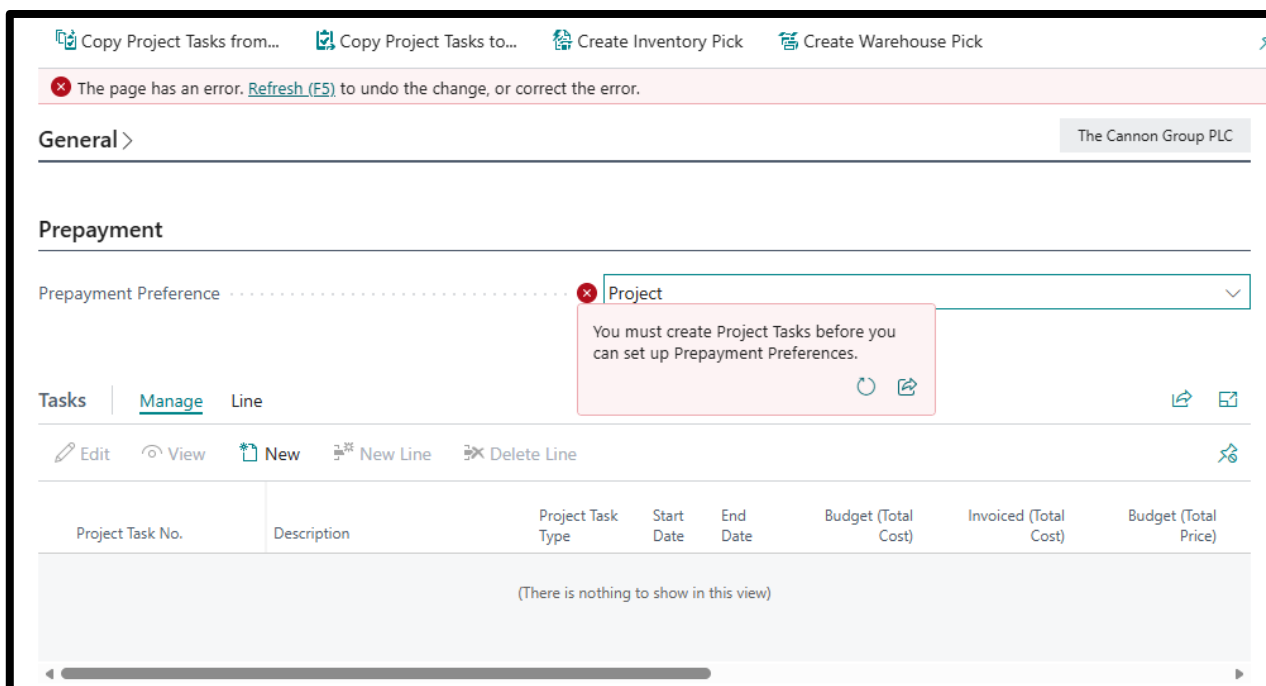
3.1 Pre-Payment Configuration

You have the option to manage prepayment configuration per project.

To do so, on the Project card, you must specify the prepayment preference to be at Project level (or Task as per requirement).



Note: This preference (Project/Task) can only be selected if the project has at least one task created.



After selecting the preference as Project, the following information is shown:

1. **Prepayment %:** Specifies the prepayment percentage for the project. It defaults to the percentage defined on the Project Setup page but can be changed for the specific project. This field is visible for projects that receive prepayments on **Project level**.

2. **Prepayment G/L Account:** Specifies the general ledger account to be used for the project prepayment. It defaults to the account defined on the Project Setup page but can be changed for the specific project.
3. **Auto Posting:** Determines whether the prepayment invoice is **posted** automatically after creation or requires manual posting. It is **enabled** and **not editable** by default for **Lumpsum preference**.
4. **Prepayment Calculation Type:** Specifies the calculation type for project prepayments, determining whether the prepayment amount is based on the total billable amount or the budgeted amount. It defaults to the calculation type defined on the Project Setup page but can be changed for the specific project. It is visible for **Project** and **Task level** prepayment preference.
5. **Prepayment Posting Description:** Specifies the posting description to be used on the prepayment invoice sales line. It defaults to the description defined on the Project Setup page but can be changed for the specific project.
6. **Custom Posting Description:** Specifies the custom posting description to use when the **Prepayment Posting Description** is set to **Custom**. It defaults to the custom description defined on the Project Setup page but can be changed for the specific project.
7. **Prepayment Adjustment Description:** Specifies the posting description to be used on the prepayment adjustment sales line on project/project Task invoice. It defaults to the adjustment description defined on the Project Setup page but can be changed for the specific project.
8. **Custom Adjustment Description:** Specifies the custom posting description to use when the **Prepayment Adjustment Description** is set to **Custom**. It defaults to the custom description defined on the Project Setup page but can be changed for the specific project.
9. **Prepayment To Invoice:** Specifies the amount of prepayment to be invoiced for the project based on prepayment calculation type. It is visible only when preference is selected to be **Project** or **Task**. This amount is updated when a prepayment invoice is posted.

10. **Prepayment Invoiced:** Specifies the amount of prepayment that has already been invoiced for the project. This amount is updated when a prepayment invoice is posted.
11. **Prepayment To Adjust:** Specifies the amount of prepayment to be adjusted for the project. This amount is updated when a prepayment invoice or a project/project Task invoice is posted.
12. **Prepayment Adjusted:** Specifies the amount of prepayment that has been adjusted for the project. This amount is updated when a prepayment invoice is adjusted i.e. Project/Project Task invoice is posted.

PR02920

Home
Print/Send
Prices & Discounts
WIP
Project
Report
Actions ▾
Related ▾
Automate ▾
Fewer options
ⓘ

📄 Copy Project Tasks from...
📄 Copy Project Tasks to...
📄 Create Inventory Pick
📄 Create Warehouse Pick
🔗

Prepayment

Prepayment Preference Project ▾

Prepayment Information

Prepayment % 10

Prepayment G/L Account 25400 ▾

Auto Posting

Prepayment Calculation Ty... Billable ▾

Prepayment Description

Prepayment Posting Descri... Project No. ▾

Prepayment Adjustment D... Custom ▾

Custom Adjustment Descri... Prepayment Adjustment for Project PI

Prepayment Invoice Details

Prepayment To Invoice 3,177.00

Prepayment Invoiced 0.00

Prepayment Adjustment Details

Prepayment To Adjust 0.00

Prepayment Adjusted 0.00

Note: The prepayment settings can be modified until the prepayment invoice creation or posting process begins.

3.2 Pre-Payment Invoice

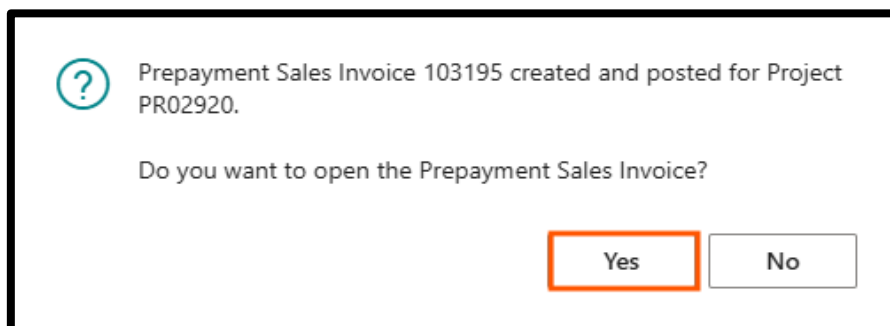
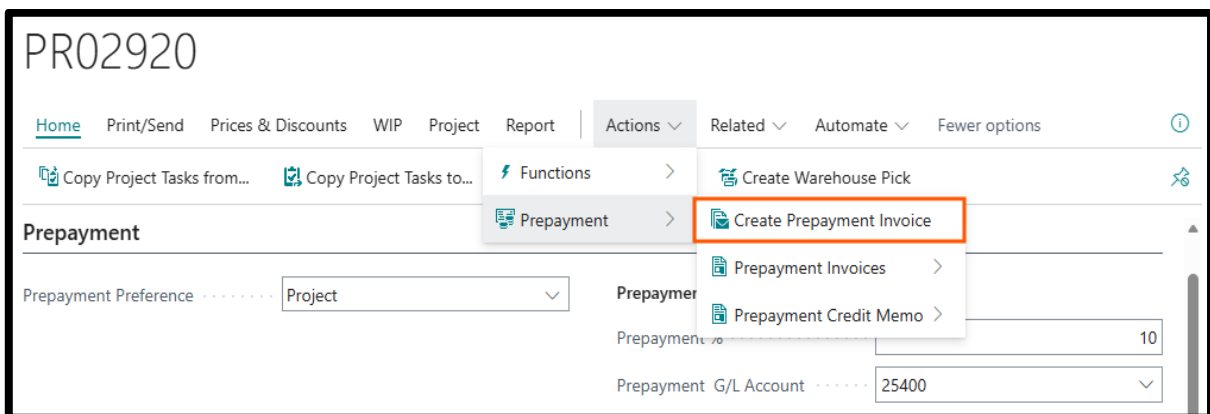
Projects with preference level set to **Project** support **Task billing method** to be for **one customer** only. If you try to set the Task billing method to Multiple Customer, error will be thrown.

“Task Billing Method cannot be configured for Multiple Customers when Project-level prepayment preference is used.”

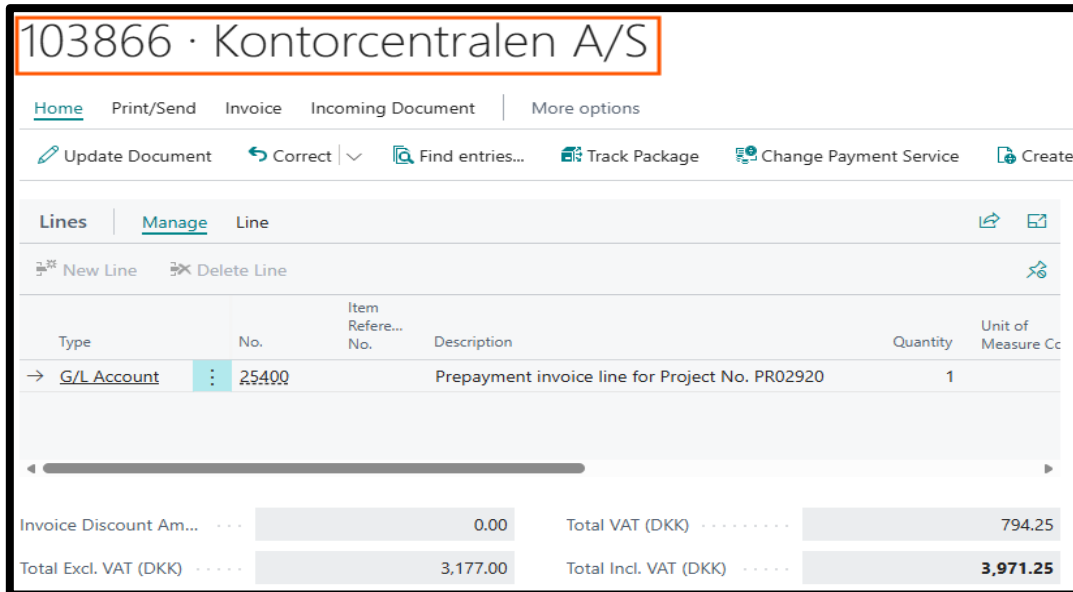
You can create prepayment invoice for a project based on its prepayment calculation type that can be either the **Billable Amount** or **Budgeted Amount** of the Project.

The prepayment to be invoiced is automatically calculated according to the selected calculation type (Billable or Budgeted Amount) and **cannot be modified** once the prepayment invoice has been created or posted.

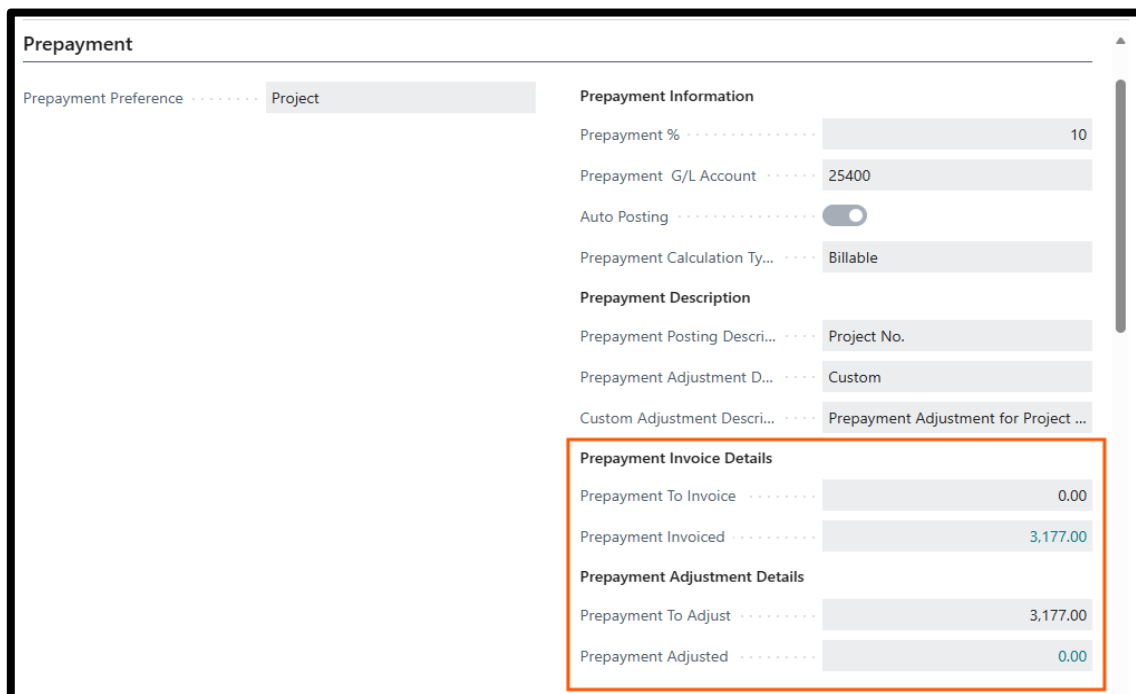
You can create Pre-Payment invoice by clicking **“Create Prepayment Invoice”** under the **Prepayment** Tab. Upon doing so, you can see a confirmation message.



Click **"Yes"** to navigate to the Posted sales invoice document.



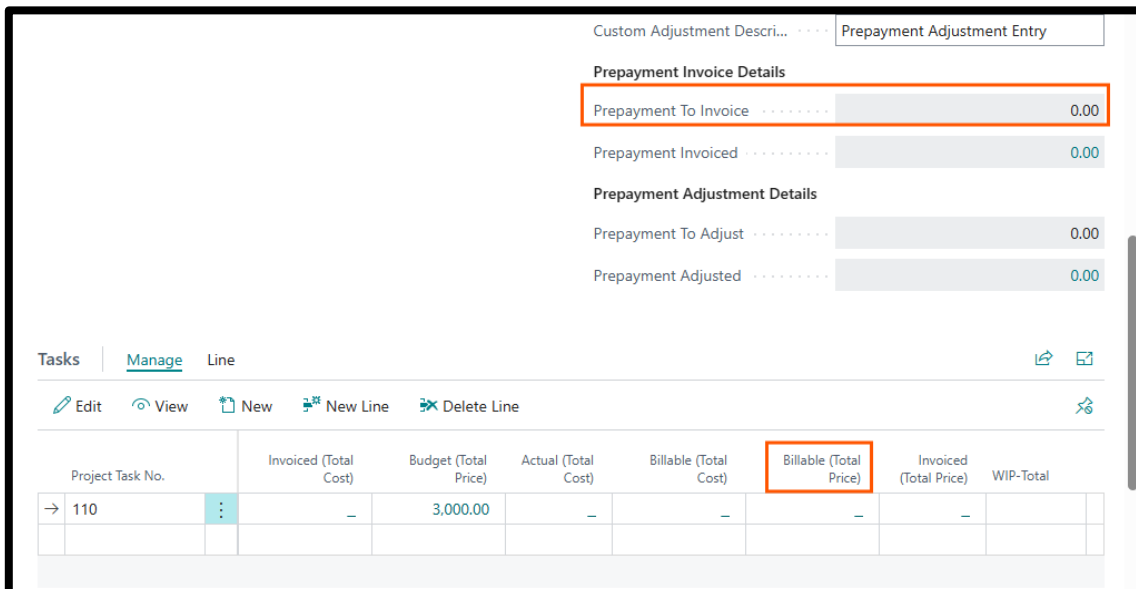
When the Prepayment Sales invoice is posted (automatically or manually), the Project card gets updated with the updated prepayment amounts and you can no longer make changes to the prepayment settings on the Project Card - they are locked.



Note: When Auto-Posting is enabled, the system automatically creates and posts the prepayment invoice.

You **cannot** receive prepayment for projects that have:

1. No billable or budget amount based on the Project configuration



Custom Adjustment Descri... Prepayment Adjustment Entry

Prepayment Invoice Details

Prepayment To Invoice 0.00

Prepayment Invoiced 0.00

Prepayment Adjustment Details

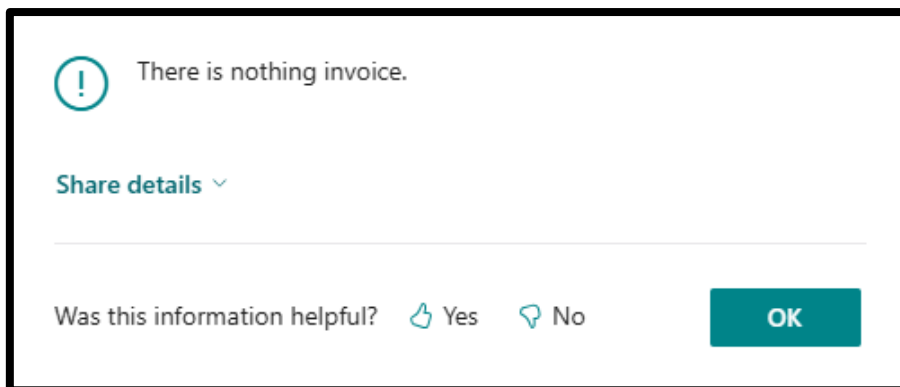
Prepayment To Adjust 0.00

Prepayment Adjusted 0.00

Tasks | Manage Line

Edit View New New Line Delete Line

Project Task No.	Invoiced (Total Cost)	Budget (Total Price)	Actual (Total Cost)	Billable (Total Cost)	Billable (Total Price)	Invoiced (Total Price)	WIP-Total
→ 110	-	3,000.00	-	-	-	-	



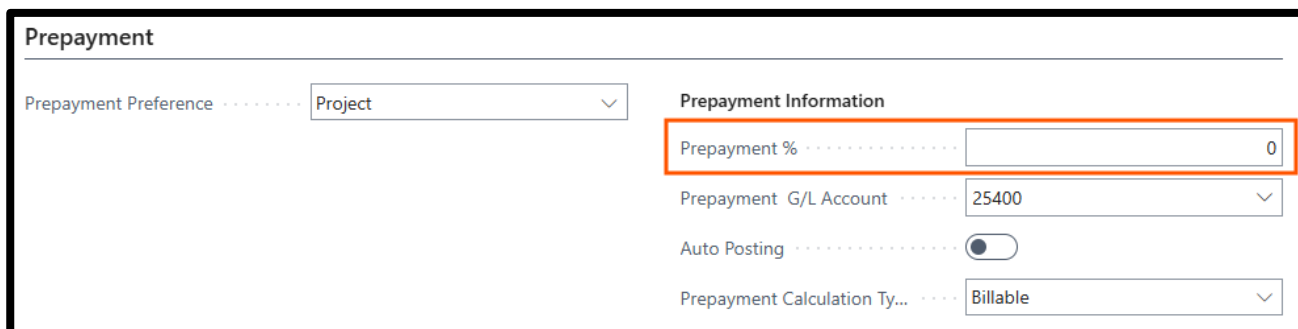
! There is nothing invoice.

Share details ▾

Was this information helpful? Yes No

OK

2. For Project that have **Prepayment %** set to 0.



Prepayment

Prepayment Preference Project ▾

Prepayment Information

Prepayment % 0

Prepayment G/L Account 25400 ▾

Auto Posting

Prepayment Calculation Ty... Billable ▾

Prepayment Invoice Details


Prepayment To Invoice 0.00

Prepayment Invoiced 0.00

Prepayment Adjustment Details

Prepayment To Adjust 0.00

Prepayment Adjusted 0.00

 There is nothing invoice.

[Share details](#) ▾

Was this information helpful? Yes No

3.3 Pre-Payment Change Post-Invoicing


You cannot decrease the projects **Billable** or **Budgeted Amount** after prepayment invoicing has started.



PR02920 220 Levering Not saved

Project Planning Lines | [+ New](#) | [Edit List](#) | [Delete](#) | [Home](#) | [Outlook](#) | [Report](#) | [More options](#)

[Create Sales Invoice...](#) | [Sales Invoices/Credit Memos...](#) | [Reserve...](#) | [Open Project Journal](#)

[Create Project Journal Lines](#) | [Create Sales Credit Memo...](#) | [Item Tracking Lines](#) | [Item Availability by ▾](#)

 The page has an error. [Refresh \(F5\)](#) to undo the change, or correct the error.

Project Task No. ↑ ▾	Document No.	Type	No.	Descrip...	Qua...	Qty. to Transfer to Invoice	Qty. to Invoice	Qty. Transferred to Invoice	Qty. Invoic
 220	:	Item	S-210	S-210 H...	 0	1	1	0	

Change in quantity not allowed as it is decreasing the total Billable amount of the Project for which prepayment has been received

You can only record an **increase** in the prepayment amount after the prepayment invoice has been posted.

Prepayment

Prepayment Preference Project

Prepayment Information

Prepayment % 10

Prepayment G/L Account 25400

Auto Posting

Prepayment Calculation Ty... Billable

Prepayment Description

Prepayment Posting Descri... Project No.

Prepayment Adjustment D... Custom

Custom Adjustment Descri... Prepayment Adjustment for Project ...

Prepayment Invoice Details

Prepayment To Invoice 0.00

Prepayment Invoiced 3,177.00

Prepayment Adjustment Details

Prepayment To Adjust 3,177.00

Prepayment Adjusted 0.00

Any increase in the project's **Billable** or **Budgeted Amount** (via quantity, cost and price) will automatically update the **Prepayment to Invoice** amount based on the calculation type in the prepayment configuration.

Prepayment

Prepayment Preference Project

Prepayment Information

Prepayment % 10

Prepayment G/L Account 25400

Auto Posting

Prepayment Calculation Ty... Billable

Prepayment Description

Prepayment Posting Descri... Project No.

Prepayment Adjustment D... Custom

Custom Adjustment Descri... Prepayment Adjustment for Project ...

Prepayment Invoice Details

Prepayment To Invoice 200.00

Prepayment Invoiced 3,177.00

Prepayment Adjustment Details

Prepayment To Adjust 3,177.00

Prepayment Adjusted 0.00

3.4 Posted Pre-Payment Invoice Cancellation/Refund

You can cancel/refund prepayment invoice posted for Project with project or any other prepayment preference.

Note: To **cancel/refund** a prepayment invoice already **adjusted**, you first need to cancel/refund the adjustment invoice (Project/Project Task invoice) before cancelling/refunding the prepayment invoice.

3.4.1 Correct

You can correct a posted prepayment invoice. By doing so, the posted prepayment invoice gets **cancelled**, and a corrective credit memo is posted in the background. Standard creates a new invoice, duplicate of the posted prepayment invoice just cancelled.

PR03050

[Home](#)
[Print/Send](#)
[Prices & Discounts](#)
[WIP](#)
[Project](#)
[Report](#)
Actions ▾
Related ▾
Automate ▾
Fewer options
ⓘ

📄 Copy Project Tasks from...
📄 Copy Project Tasks to...
📄 Create Inventory Pick
📄 Create Warehouse Pick
🔗

Prepayment

Prepayment Preference Project

Prepayment Information	
Prepayment %	10
Prepayment G/L Account	25400
Auto Posting	<input checked="" type="checkbox"/>
Prepayment Calculation Ty... ..	Billable
Prepayment Description	
Prepayment Posting Descri... ..	Custom
Custom Posting Description	Prepayment Invoice Entry
Prepayment Adjustment D... ..	Custom
Custom Adjustment Descri... ..	Prepayment Adjustment Entry
Prepayment Invoice Details	
Prepayment To Invoice	0.00
Prepayment Invoiced	3,177.00
Prepayment Adjustment Details	
Prepayment To Adjust	3,177.00
Prepayment Adjusted	0.00

103889 · Kontorcentralen A/S

Home | Print/Send | Invoice | Incoming Document | More options

Update Document | Find entries... | Change Payment Service | Update Payment Status


Correct | Track Package | Create Electronic Invoice...

General > 103889 | Kontorcentralen A/S | 7/4/2025 | No

Lines | Manage | Line

New Line | Delete Line

Type	No.	Item Refere... No.	Description	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Li
→ G/L Account	25400		Prepayment Invoice Entry	1		3,177.00	

 The posted sales invoice will be canceled, and a new version of the sales invoice will automatically be created by the system so that you can make the correction.

Do you want to continue?

103236 · Kontorcentralen A/S

Home | Prepare | Print/Send | Request Approval | Invoice | More options

Post | Release | Send via Email(Correspondly)

General > Kontorcentralen A/S | 6/4/2025 | 6/4/2025 | 6/4/2025 | 7/4/2025 | Open

Lines | Manage | Line

Select items... | New Line | Delete Line

Type	No.	Item Refere... No.	Project No.	Proj... Task No.	Description	Loc... Code	Qua...	Unit of Meas... Code	Unit Price Excl. VAT	Gen. Bus. Posting Group	Gen. Prc Posting
→ G/L Account	25400				Prepayment Invoice Entry		1		3,177....	INDENLAND...	DETAIL

You can choose to post the invoice that has been created as a duplicate document (will act as an open prepayment invoice until posted) or delete it to make changes to your prepayment configuration on the project and create a new invoice.

Prepayment

Prepayment Preference Project

Prepayment Information

Prepayment % 10

Prepayment G/L Account 25400

Auto Posting

Prepayment Calculation Ty... Billable

Prepayment Description

Prepayment Posting Descri... Custom

Custom Posting Description Prepayment Invoice Entry

Prepayment Adjustment D... Custom

Custom Adjustment Descri... Prepayment Adjustment Entry

Prepayment Invoice Details

Prepayment To Invoice 3,177.00

Prepayment Invoiced 0.00

Prepayment Adjustment Details

Prepayment To Adjust 0.00

Prepayment Adjusted 0.00

To view the posted credit memo, navigate to **“Posted Prepayment Sales Credit Memo”**.

PR03050

Home Print/Send Prices & Discounts WIP Project Report Actions Related Automate Fewer options

Copy Project Tasks from... Copy Project Tasks to... Functions

Prepayment

General

No. PR03050

Description

Person Res... ..

Blocked

- Create Warehouse Pick
- Create Prepayment Invoice
- Prepayment Invoices
- Prepayment Credit Memo
- Prepayment Sales Credit Memo
- Posted Prepayment Sales Credit Memo

Posted Sales Credit Memos

Posted Sales Credit Memos: All | Manage Home Print/Send Credit Memo

No.	Sell-to Customer No.	Customer Name	Curr... Code	Due Date	Amount	Amount Including VAT	Remaining Amount	Paid	Canc
104178	10000	Kontorcentralen A/S		7/4/2025	3,177.00	3,971.25	0.00	Yes	
104177	10000	Kontorcentralen A/S		7/4/2025	3,177.00	3,971.25	0.00	Yes	-
104176	10000	Kontorcentralen A/S		7/4/2025	3,177.00	3,971.25	0.00	Yes	-

3.4.2 Cancel

You can cancel a posted prepayment invoice associated with a Project. By doing so, the posted prepayment invoice gets **cancelled**, and a corrective credit memo is posted in the background.

This results in the insights on the Project card to be updated as per latest change.

Prepayment

Prepayment Preference Project

Prepayment Information

Prepayment % 10

Prepayment G/L Account 25400

Auto Posting

Prepayment Calculation Ty... Billable

Prepayment Description

Prepayment Posting Descri... Custom

Custom Posting Description Prepayment Invoice Entry

Prepayment Adjustment D... Custom

Custom Adjustment Descri... Prepayment Adjustment Entry

Prepayment Invoice Details

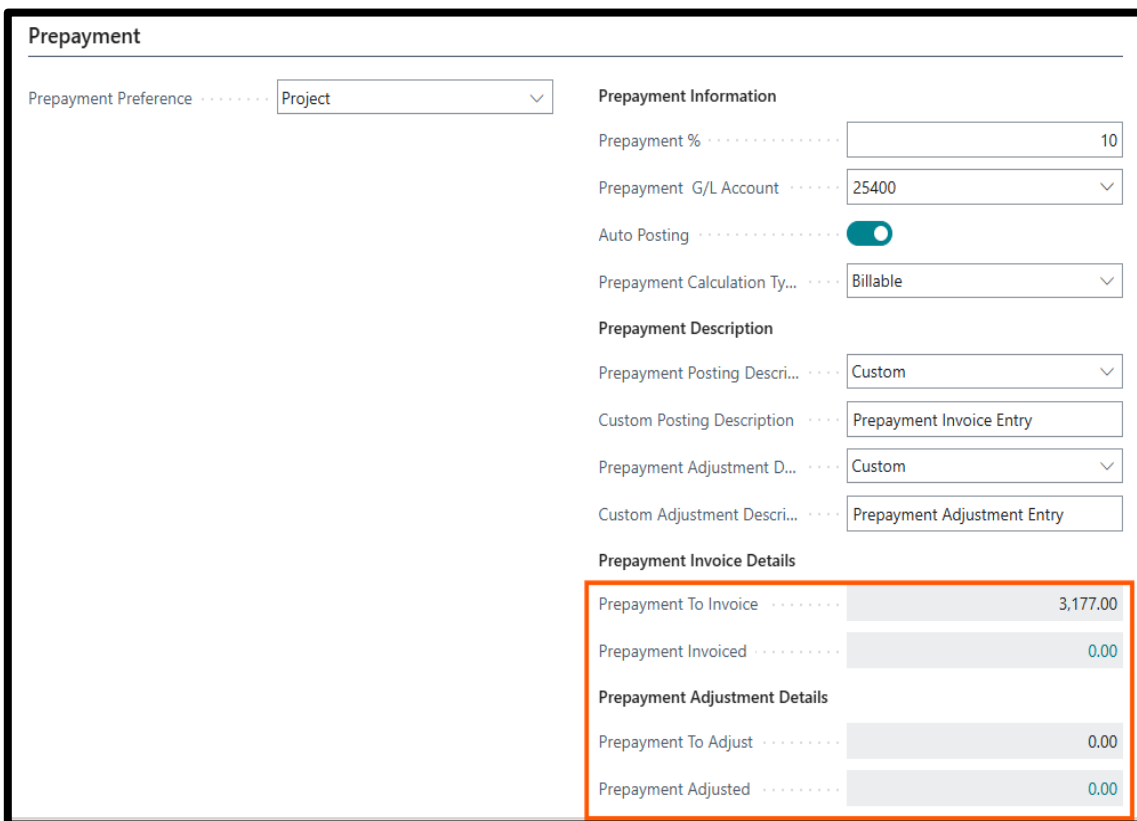
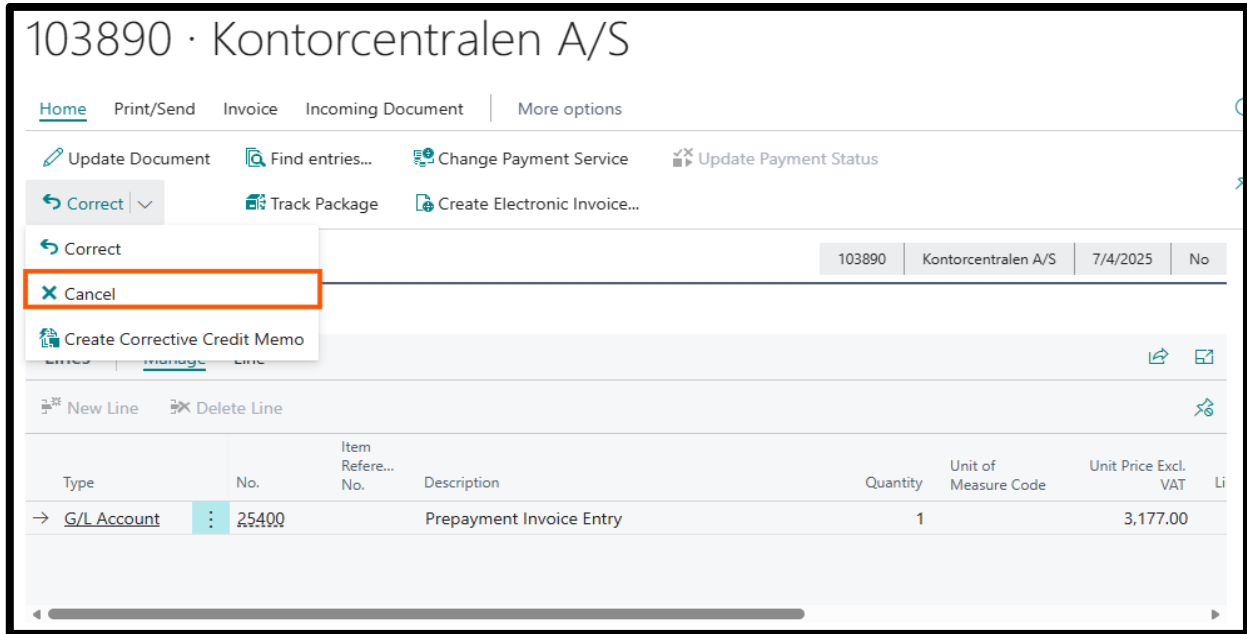
Prepayment To Invoice 0.00

Prepayment Invoiced 3,177.00

Prepayment Adjustment Details

Prepayment To Adjust 3,177.00

Prepayment Adjusted 0.00



3.4.3 Corrective Credit Memo

You can create a corrective credit memo for posted prepayment invoice associated with a Project. By doing so, a corrective credit memo is created.

If you **post** the Credit memo then the invoiced prepayment for the project is **reversed** and the insights on the Project card are updated to the latest change.

Prepayment

Prepayment Preference Project

Prepayment Information

Prepayment % 10

Prepayment G/L Account 25400

Auto Posting

Prepayment Calculation Ty... Billable

Prepayment Description

Prepayment Posting Descri... Custom

Custom Posting Description Prepayment Invoice Entry

Prepayment Adjustment D... Custom

Custom Adjustment Descri... Prepayment Adjustment Entry

Prepayment Invoice Details

Prepayment To Invoice 0.00

Prepayment Invoiced 3,177.00

Prepayment Adjustment Details

Prepayment To Adjust 3,177.00

Prepayment Adjusted 0.00

103891 · Kontorcentralen A/S

Home | Print/Send | Invoice | Incoming Document | More options

Update Document | Find entries... | Change Payment Service | Update Payment Status

Correct | Track Package | Create Electronic Invoice...

Correct | Cancel | **Create Corrective Credit Memo**

Type	No.	Item Refere... No.	Description	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Li
→ G/L Account	25400		Prepayment Invoice Entry	1		3,177.00	

Sales Credit Memo

1193 · Kontorcentralen A/S

Home Prepare Request Approval Credit Memo More options

Post Release Apply Entries...

General > Kontorcentralen A/S 6/4/2025 6/4/2025 7/4/2025 Open

Lines Manage Functions Line

- Insert Ext. Texts
- Redistribute Account Allocations
- Delete Line
- Dimensions
- Generate lines from...ation Account Line
- Deferral Schedule
- New Line

Type	No.	Item Refe... No.	Description	Loc... Code	Qua...	Unit of Mea... Code	Unit Price Excl. VAT
→ Comment			Fakturanr. 103891:				
G/L Account	25400		Prepayment Invoice Entry		1		3,177.00

Prepayment

Prepayment Preference Project

Prepayment Information

Prepayment % 10

Prepayment G/L Account 25400

Auto Posting

Prepayment Calculation Ty... Billable

Prepayment Description

Prepayment Posting Descri... Custom

Custom Posting Description Prepayment Invoice Entry

Prepayment Adjustment D... Custom

Custom Adjustment Descri... Prepayment Adjustment Entry

Prepayment Invoice Details

Prepayment To Invoice 3,177.00

Prepayment Invoiced 0.00

Prepayment Adjustment Details

Prepayment To Adjust 0.00

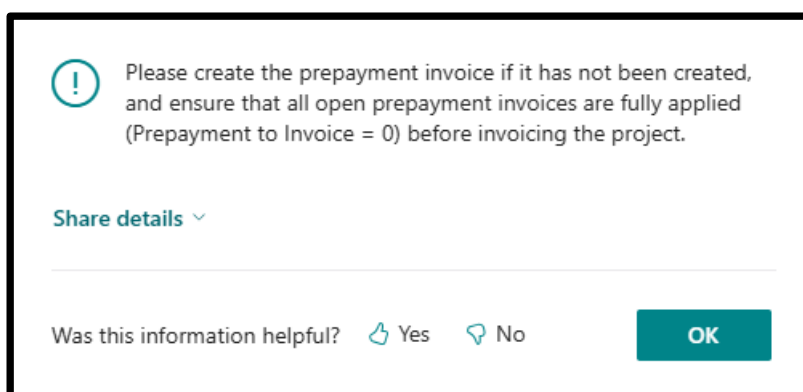
Prepayment Adjusted 0.00

3.5 Pre-Payment Adjustment

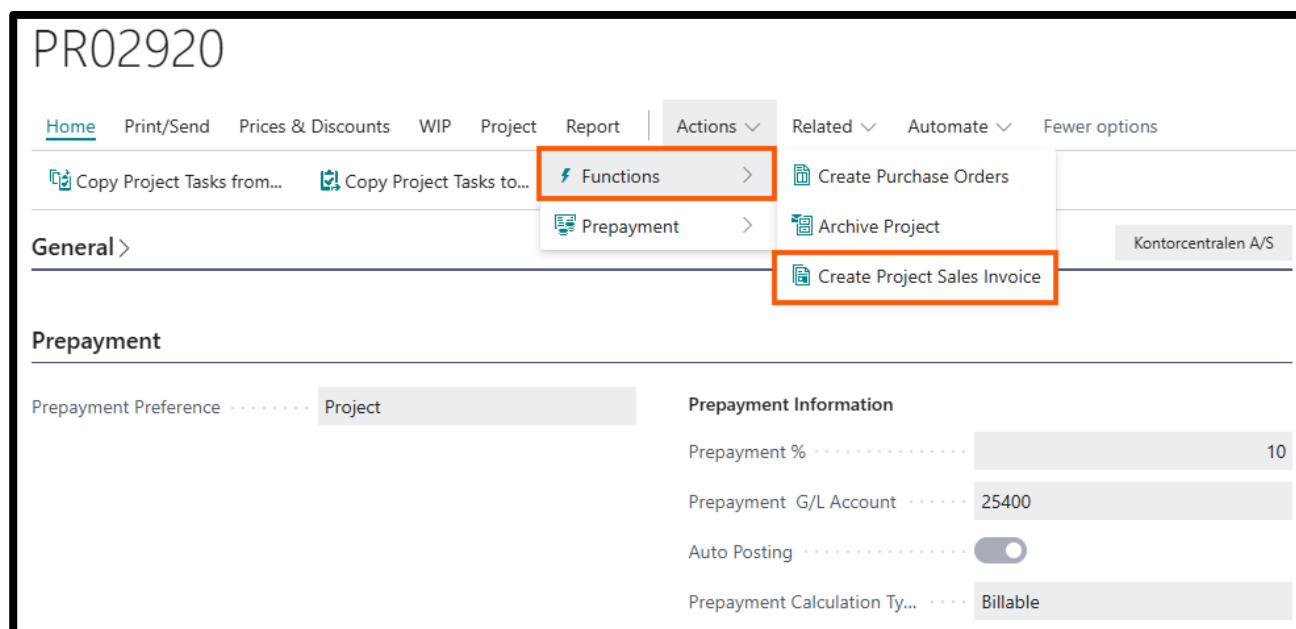
You can adjust prepayment received on the Project invoice.

Before creating the total project invoice, you must make sure that prepayments for the project have been invoiced.

In case of pending prepayment, you will get an error.



You can navigate to **Actions** Tab and click on **"Create Project Sales Invoice"** under **Functions** Tab.



Upon doing so, a **Sales Invoice** for the Project is created with a prepayment adjustment line to prevent billing discrepancies.

Sales Invoice - 103198 · Kontorcentralen A/S

Manage Home Prepare Print/Send Request Approval Invoice Page More options

Post Release Send via Email(Correspondly)

Lines Manage Line

Select items... New Line Delete Line

Type	No.	Item Refe... No.	Project No.	Proj... Task No.	Description	Loc... Code	Qua...	Ur M...
→ G/L Account	25400				Prepayment Adjustment for Project PR02920		1	
Item	SERVICE...		PR02920	110	Krav til forudinstallation	HOV...	7	TI
Comment	*		PR02920	110	Tjekliste:			
Comment	*		PR02920	110	* Pladsbegrænsninger			
Comment	*		PR02920	110	* Vandkvalitet, indløb, dræn ud			
Comment	*		PR02920	110	* Elektriske krav			
Resource	AKSEL		PR02920	110	Aksel Hedegaard		1	TI
Item	S-210		PR02920	220	S-210 Halvautomatisk	HOV...	1	SI
Item	SERVICE...		PR02920	240	Installation	HOV...	2	TI

After posting the Project Sales Invoice, navigate back to the Project Card page.

On the Project Card Page, you can see updated prepayment amounts.

Prepayment

Prepayment Preference Project

Prepayment Information

Prepayment % 10

Prepayment G/L Account 25400

Auto Posting

Prepayment Calculation Ty... Billable

Prepayment Description

Prepayment Posting Descri... Project No.

Prepayment Adjustment D... Custom

Custom Adjustment Descri... Prepayment Adjustment for Project ...

Prepayment Invoice Details

Prepayment To Invoice 0.00

Prepayment Invoiced 3,377.00

Prepayment Adjustment Details

Prepayment To Adjust 0.00

Prepayment Adjusted 3,377.00

Once the project has been invoiced, the **invoiced amount** for each task matches the **billable amount**, and the **"% Invoiced"** field for the project reflects 100%.

Project Task No.	Invoiced (Total Cost)	Budget (Total Price)	Actual (Total Cost)	Billable (Total Cost)	Billable (Total Price)	Invoiced (Total Price)	WIP-Total
110	429.00	3,000.00	-	429.00	7,770.00	7,770.00	
220	-	24,000.00	-	-	24,000.00	24,000.00	
240	-	4,000.00	-	-	2,000.00	2,000.00	
→ 260	-	1,000.00	-	-	-	-	

Posting		Show more
Status	Open	Bin Code
Project Posting Group	OPSÆTNING	% Completed
Location Code		% Invoiced
		100.00

Note: Ensure that all required prepayments are received before creating the project invoice. Once the project has been invoiced, no additional prepayments can be applied.

3.6 Posted Pre-Payment Adjustment Cancellation/Refund

You can cancel/refund Project/Project Task having prepayment adjustment.

3.6.1 Correct

You can correct a posted project/project Task invoice having prepayment adjustment. By doing so, the project/project Task invoice gets **cancelled**, and a corrective credit memo is posted in the background. Standard creates a new invoice, duplicate of the posted project/project Task invoice just cancelled.

Prepayment

Prepayment Preference Project

Prepayment Information

Prepayment % 10

Prepayment G/L Account 25400

Auto Posting

Prepayment Calculation Ty... Billable

Prepayment Description

Prepayment Posting Descri... Custom

Custom Posting Description Prepayment Invoice Entry

Prepayment Adjustment D... Custom

Custom Adjustment Descri... Prepayment Adjustment Entry

Prepayment Invoice Details

Prepayment To Invoice 0.00

Prepayment Invoiced 3,177.00

Prepayment Adjustment Details

Prepayment To Adjust 0.00

Prepayment Adjusted 3,177.00

103893 · Kontorcentralen A/S

Home Print/Send Invoice Incoming Document | More options

Update Document Find entries... Change Payment Service Update Payment Status

Correct Track Package Create Electronic Invoice...

General > 103893 Kontorcentralen A/S 7/4/2025 No

Lines Manage Line

New Line Delete Line

Type	No.	Item Refere... No.	Description	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Li
→ G/L Account	25400		Prepayment Adjustment Entry	1		-3,177.00	
Item		SERVICE203	Krav til forudinstallation	3	TIME	1,000.00	
Comment			Tjekliste:				
Comment			* Pladsbegrænsninger				
Comment			* Vandkvalitet, indløb, dræn ud				
Comment			* Elektriske krav				
Resource		AKSEL	Aksel Hedegaard	1	TIME	770.00	
Item		S-210	S-210 Halvautomatisk	1	STK	24,000.00	
Item		SERVICE203	Installation	2	TIME	1,000.00	
Item		SERVICE203	Konfiguration	2	TIME	1,000.00	

103240 · Kontorcentralen A/S

Home Prepare Print/Send Request Approval Invoice | More options

Post | Release | Send via Email(Correspondly)

General > Kontorcentralen A/S 6/4/2025 6/4/2025 6/4/2025 7/4/2025 Open

Lines | Manage Line

Select items... New Line Delete Line

Type	No.	Item Refe... No.	Project No.	Proj... Task No.	Description	Loc... Code	Qua...	Unit of Meas... Code	Unit Price Excl. VAT	Gen. Bus. Posting Group	Gen. Prt Posting
→ G/L Account	25400				Prepayment Adjustment En...		1		-3,177...	INDENLAND...	DETAIL
Item	SERV...		PR03050	110	Krav til forudinstallation	HOV...	3	TIME	1,000...	INDENLAND...	SERVIC
Comment	*		PR03050	110	Tjekliste:						
Comment	*		PR03050	110	* Pladsbegrænsninger						
Comment	*		PR03050	110	* Vandkvalitet, indløb, dræn...						
Comment	*		PR03050	110	* Elektriske krav						
Resource	AKSEL		PR03050	110	Aksel Hedegaard		1	TIME	770.00	INDENLAND...	SERVIC
Item	S-210		PR03050	220	S-210 Halvautomatisk	HOV...	1	STK	24,00...	INDENLAND...	DETAIL
Item	SERV...		PR03050	240	Installation	HOV...	2	TIME	1,000...	INDENLAND...	SERVIC
Item	SERV...		PR03050	260	Konfiguration	HOV...	2	TIME	1,000...	INDENLAND...	SERVIC

You can choose to post the invoice that has been created as a duplicate document (will act as an open project/project Task invoice having prepayment adjustment until posted) or delete it to make changes to your project configuration (change in billable amount etc.) and create a new invoice.

Prepayment

Prepayment Preference Project

Prepayment Information

Prepayment % 10

Prepayment G/L Account 25400

Auto Posting

Prepayment Calculation Ty... Billable

Prepayment Description

Prepayment Posting Descri... Custom

Custom Posting Description Prepayment Invoice Entry

Prepayment Adjustment D... Custom

Custom Adjustment Descri... Prepayment Adjustment Entry

Prepayment Invoice Details

Prepayment To Invoice 0.00

Prepayment Invoiced 3,177.00

Prepayment Adjustment Details

Prepayment To Adjust 3,177.00

Prepayment Adjusted 0.00

To view the posted credit memo, navigate to **“Sales Invoices/Credit Memos”**.

PR03050

Home Print/Send Prices & Discounts WIP Project Report | Actions ▾ Related ▾ Automate ▾ Fewer options ⓘ

[🔗 Dimensions](#)
[📄 Ledger Entries](#)
[💬 Comments](#)
[📄 Sales Invoices/Credit Memos](#)

[📊 Statistics](#)
[📎 Attachments](#)
[📅 Project Planning Lines](#)

Project Invoices

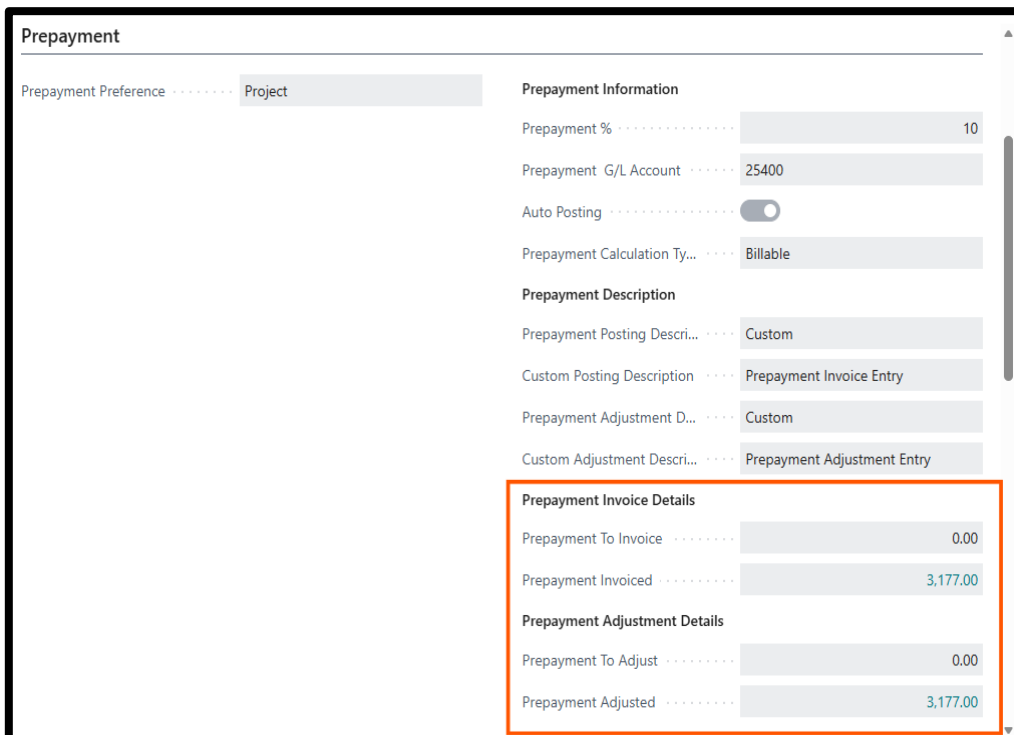
🔍 | 📄 Open Sales Invoice/Credit Memo...

Document Type ↑	Document No. ↑	Line No. ↑	Quantity Transferred	Transferred Date	Invoiced Date	Invoiced Amount (LCY)	Invoice Amou
Posted Invoice	103893	0	9.00	6/4/2025	6/4/2025	31,770.00	
<u>Posted Credit Memo</u>	104179	0	-9.00	6/4/2025	6/4/2025	-31,770.00	

3.6.2 Cancel

You can cancel a posted project/project Task invoice having prepayment adjustment. By doing so, the posted project/project Task invoice gets **cancelled**, and a corrective credit memo is posted in the background.

This results in the insights on the Project card to be updated as per latest change.



Prepayment

Prepayment Preference Project

Prepayment Information

Prepayment % 10

Prepayment G/L Account 25400

Auto Posting

Prepayment Calculation Ty... .. Billable

Prepayment Description

Prepayment Posting Descri... .. Custom

Custom Posting Description Prepayment Invoice Entry

Prepayment Adjustment D... .. Custom

Custom Adjustment Descri... .. Prepayment Adjustment Entry

Prepayment Invoice Details

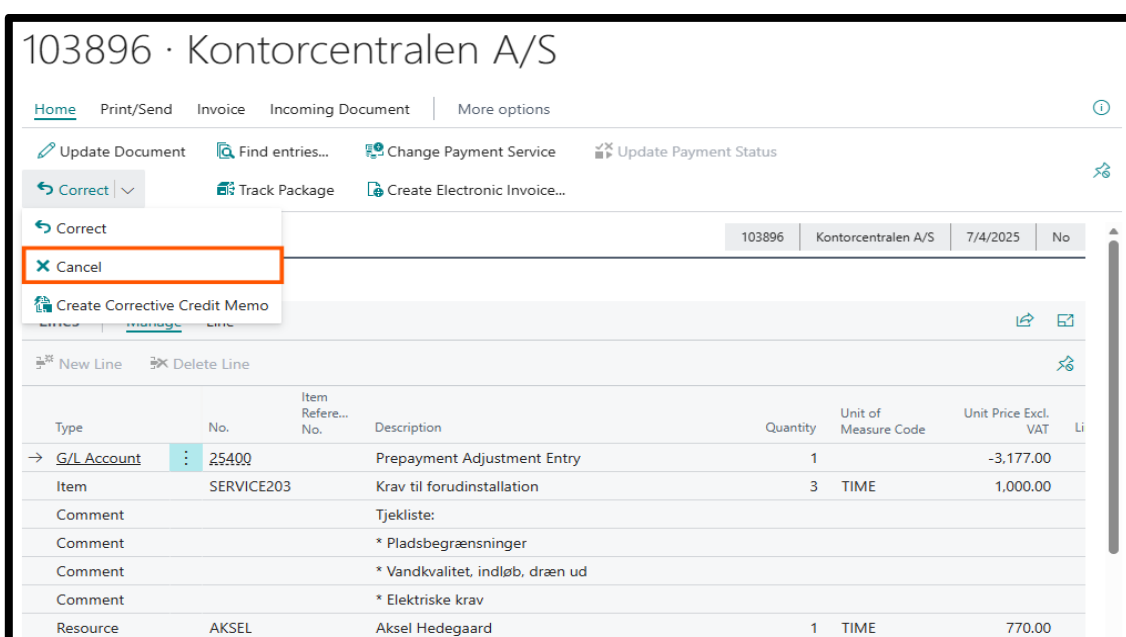
Prepayment To Invoice 0.00

Prepayment Invoiced 3,177.00

Prepayment Adjustment Details

Prepayment To Adjust 0.00

Prepayment Adjusted 3,177.00



103896 · Kontorcentralen A/S

Home Print/Send Invoice Incoming Document More options

Update Document Find entries... Change Payment Service Update Payment Status

Correct Track Package Create Electronic Invoice...

Correct

Cancel

Create Corrective Credit Memo

103896 Kontorcentralen A/S 7/4/2025 No

Type	No.	Item Refere... No.	Description	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Li
→ G/L Account	25400		Prepayment Adjustment Entry	1		-3,177.00	
Item	SERVICE203		Krav til forudinstallation	3	TIME	1,000.00	
Comment			Tjekliste:				
Comment			* Pladsbegrænsninger				
Comment			* Vandkvalitet, indløb, dræn ud				
Comment			* Elektriske krav				
Resource	AKSEL		Aksel Hedegaard	1	TIME	770.00	

Prepayment

Prepayment Preference Project

Prepayment Information

Prepayment % 10

Prepayment G/L Account 25400

Auto Posting

Prepayment Calculation Ty... Billable

Prepayment Description

Prepayment Posting Descri... Custom

Custom Posting Description Prepayment Invoice Entry

Prepayment Adjustment D... Custom

Custom Adjustment Descri... Prepayment Adjustment Entry

Prepayment Invoice Details

Prepayment To Invoice 0.00

Prepayment Invoiced 3,177.00

Prepayment Adjustment Details

Prepayment To Adjust 3,177.00

Prepayment Adjusted 0.00

3.6.3 Corrective Credit Memo

You can create a corrective credit memo for posted project/project Task invoice having prepayment adjustment. By doing so, a corrective credit memo is created.

Prepayment

Prepayment Preference Project

Prepayment Information

Prepayment % 10

Prepayment G/L Account 25400

Auto Posting

Prepayment Calculation Ty... Billable

Prepayment Description

Prepayment Posting Descri... Custom

Custom Posting Description Prepayment Invoice Entry

Prepayment Adjustment D... Custom

Custom Adjustment Descri... Prepayment Adjustment Entry

Prepayment Invoice Details

Prepayment To Invoice 0.00

Prepayment Invoiced 3,177.00

Prepayment Adjustment Details

Prepayment To Adjust 0.00

Prepayment Adjusted 3,177.00

103898 · Kontorcentralen A/S

Home | Print/Send | Invoice | Incoming Document | More options

Update Document | Find entries... | Change Payment Service | Update Payment Status

Correct | Track Package | Create Electronic Invoice...

Correct | Cancel | **Create Corrective Credit Memo**

103898 | Kontorcentralen A/S | 7/4/2025 | No

New Line | Delete Line

Type	No.	Item Refere... No.	Description	Quantity	Unit of Measure Code	Unit Price Excl. VAT	Li
→ G/L Account	25400		Prepayment Adjustment Entry	1		-3,177.00	
Item	SERVICE203		Krav til forudinstallation	3	TIME	1,000.00	
Comment			Tjekliste:				
Comment			* Pladsbegrænsninger				
Comment			* Vandkvalitet, indløb, dræn ud				
Comment			* Elektriske krav				
Resource	AKSEL		Aksel Hedegaard	1	TIME	770.00	
Item	S-210		S-210 Halvautomatisk	1	STK	24,000.00	
Item	SERVICE203		Installation	2	TIME	1,000.00	
Item	SERVICE203		Konfiguration	2	TIME	1,000.00	

1196 · Kontorcentralen A/S

Home | Prepare | Request Approval | Credit Memo | More options

Post | Release | Apply Entries...

General > | Kontorcentralen A/S | 6/4/2025 | 6/4/2025 | 7/4/2025 | Open

Lines | Manage | Functions | Line

Insert Ext. Texts | Redistribute Account Allocations | Delete Line

Dimensions | Generate lines from...ation Account Line

Deferral Schedule | New Line

Type	No.	Item Refere... No.	Description	Loc... Code	Qua...	Unit of Mea... Code	Unit Price Excl. VAT
→ Comment			Fakturanr. 103898:				
G/L Account	25400		Prepayment Adjustment Entry		1		-3,177.00
Item	SERVIC...		Krav til forudinstallation	HOV...	3	TIME	1,000.00
Comment	*		Tjekliste:				
Comment	*		* Pladsbegrænsninger				
Comment	*		* Vandkvalitet, indløb, dræn ud				
Comment	*		* Elektriske krav				
Resource	AKSEL		Aksel Hedegaard		1	TIME	770.00
Item	S-210		S-210 Halvautomatisk	HOV...	1	STK	24,000.00
Item	SERVIC...		Installation	HOV...	2	TIME	1,000.00
Item	SERVIC...		Konfiguration	HOV...	2	TIME	1,000.00

If you **post** the Credit memo then the invoiced project/project Task having prepayment adjustment is **reversed** and the insights on the Project card are updated to the latest change.

Prepayment

Prepayment Preference Project

Prepayment Information

Prepayment % 10

Prepayment G/L Account 25400

Auto Posting

Prepayment Calculation Ty... Billable

Prepayment Description

Prepayment Posting Descri... Custom

Custom Posting Description Prepayment Invoice Entry

Prepayment Adjustment D... Custom

Custom Adjustment Descri... Prepayment Adjustment Entry

Prepayment Invoice Details

Prepayment To Invoice 0.00

Prepayment Invoiced 3,177.00

Prepayment Adjustment Details

Prepayment To Adjust 3,177.00

Prepayment Adjusted 0.00

4 TASK LEVEL PRE-PAYMENT

4.1 Pre-Payment Configuration

For Task level prepayments, you can set up the [prepayment configuration](#) for a project but with Task preference level.

Upon selecting preference as Task, prepayment information regarding each task is visible for better insights.

PR02980

Home Print/Send Prices & Discounts WIP Project Report Actions Related Automate Fewer options

Copy Project Tasks from... Copy Project Tasks to... Create Inventory Pick Create Warehouse Pick

Prepayment

Prepayment Preference Task

Prepayment Information

Prepayment G/L Account 25400

Auto Posting

Prepayment Calculation Ty... Billable

Prepayment Description

Prepayment Posting Descri... Custom

Custom Posting Description Prepayment Invoice Entry

Prepayment Adjustment D... Custom

Custom Adjustment Descri... Prepayment Adjustment Entry

Prepayment Invoice Details

Prepayment To Invoice 3,177.00

Prepayment Invoiced 0.00

Prepayment Adjustment Details

Prepayment To Adjust 0.00

Prepayment Adjusted 0.00

Tasks | Manage | Line

Edit View New New Line Delete Line

Project Task No.	Billable (Total Price)	Prepayment %	Prepayment To Invoice	Prepayment Invoiced	Prepayment To Adjust	Prepayment Adjusted	Invoiced (Total Price)	WIP-Total
110	3,770.00	10	377.00	0.00	0.00	0.00	-	
220	24,000.00	10	2,400.00	0.00	0.00	0.00	-	
240	2,000.00	10	200.00	0.00	0.00	0.00	-	
→ 260	2,000.00	10	200.00	0.00	0.00	0.00	-	

4.2 Pre-Payment Invoice

You can create prepayment invoice for a project based on its prepayment calculation type that can be either the **Billable Amount** or **Budgeted Amount** of the Project.

The prepayment to be invoiced is automatically calculated according to the selected calculation type (Billable or Budgeted Amount) and **cannot be modified** once the prepayment invoice has been created or posted.

4.2.1 Invoicing Flows

1. You can create Pre-Payment invoice for **all project Tasks** by clicking **“Create Prepayment Invoice”** under the **Prepayment** Tab on the project card page.

PR02980

Home Print/Send Prices & Discounts WIP Project Report Actions Related Automate Fewer options

Copy Project Tasks from... Copy Project Tasks to... Functions Create Warehouse Pick

Prepayment Create Prepayment Invoice Prepayment Invoices Prepayment Credit Memo

General > Kontorcentralen A/S

Prepayment

Prepayment Preference Task Prepayment Information

Prepayment G/L Account 25400

? Prepayment Sales Invoice 103213 created for Project Task 110,220,240,260.

Do you want to open the Prepayment Sales Invoice?

Yes No

The prepayment invoice created has **"Is Project Prepayment"** flag set to true.

103213 · Kontorcentralen A/S

Home Prepare Print/Send Request Approval Invoice More options

Post Release Send via Email(Correspondingly)

General Show more

Customer Name Kontorcentralen A/S Document Date 6/4/2025

Sell-to Posting Date 6/4/2025

Contact Phone No. VAT Date 6/4/2025

Contact Fax No. Due Date 7/4/2025

Contact E-Mail robert.townes@contoso.com Status Open

Contact Role Is Project Prepayment

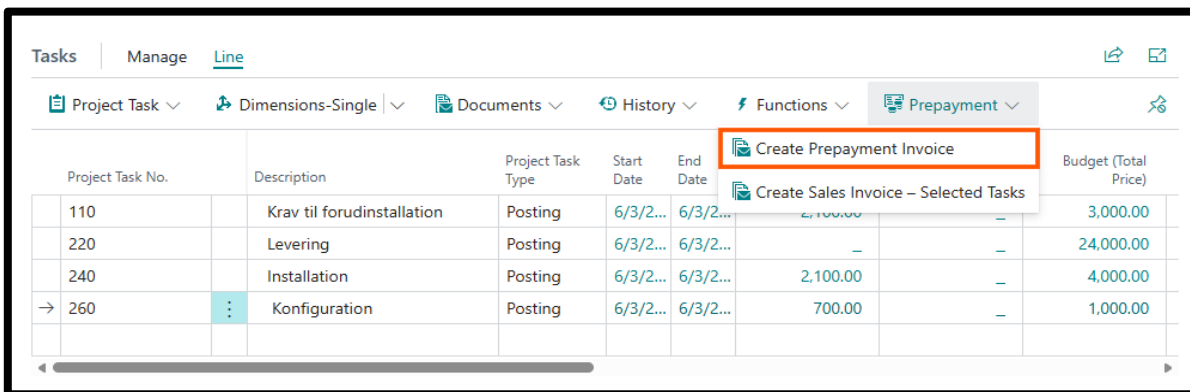
Contact Robert Townes

Lines Manage Line

Select items... New Line Delete Line

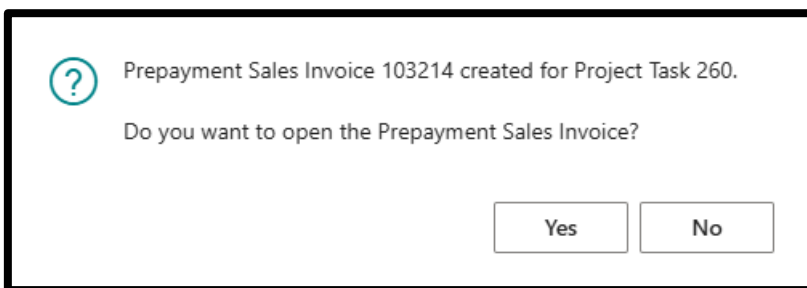
Type	No.	Item Refe... No.	Project No.	Proj... Task No.	Description	Loc... Code	Qua...
→ G/L Account	25400				Prepayment Invoice Entry		1
G/L Account	25400				Prepayment Invoice Entry		1
G/L Account	25400				Prepayment Invoice Entry		1
G/L Account	25400				Prepayment Invoice Entry		1

- You can also create prepayment invoice of specific tasks by clicking on **“Create Prepayment Invoice”** which is visible only if the prepayment preference is **“Task”** on Task line part page.



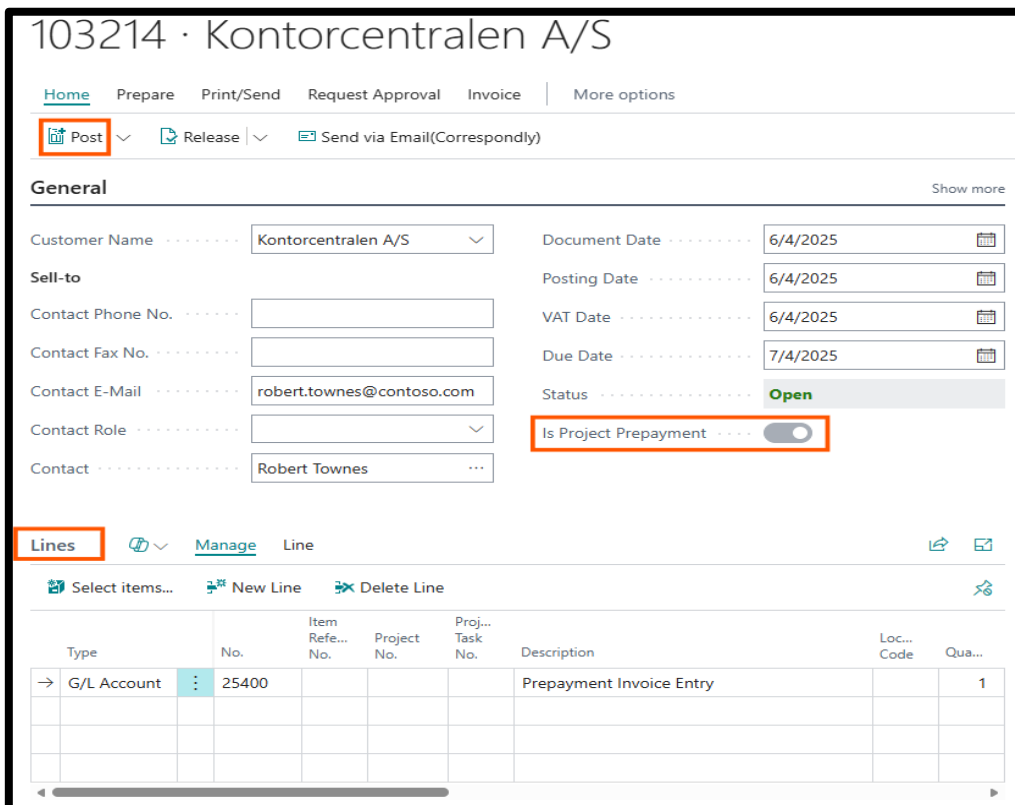
The screenshot shows the 'Tasks' interface with a table of project tasks. The 'Prepayment' dropdown menu is open, and 'Create Prepayment Invoice' is highlighted. The table contains the following data:

Project Task No.	Description	Project Task Type	Start Date	End Date	Budget (Total Price)
110	Krav til forudinstallation	Posting	6/3/2...	6/3/2...	3,000.00
220	Levering	Posting	6/3/2...	6/3/2...	24,000.00
240	Installation	Posting	6/3/2...	6/3/2...	4,000.00
→ 260	⋮ Konfiguration	Posting	6/3/2...	6/3/2...	700.00



Prepayment Sales Invoice 103214 created for Project Task 260.
Do you want to open the Prepayment Sales Invoice?

Yes No



103214 · Kontorcentralen A/S

Home Prepare Print/Send Request Approval Invoice More options

Post Release Send via Email(Correspondly)

General Show more

Customer Name: Kontorcentralen A/S Document Date: 6/4/2025

Sell-to

Contact Phone No. Posting Date: 6/4/2025

Contact Fax No. VAT Date: 6/4/2025

Contact E-Mail: robert.townes@contoso.com Due Date: 7/4/2025

Contact Role: Status: Open

Contact: Robert Townes Is Project Prepayment:

Lines Manage Line

Select items... New Line Delete Line

Type	No.	Item Refe... No.	Project No.	Proj... Task No.	Description	Loc... Code	Qua...
→ G/L Account	25400				Prepayment Invoice Entry		1

Upon posting the Prepayment Sales invoice in the above example, the Project card gets updated with the prepayment amounts received and pending.

Prepayment

Prepayment Preference Task

Prepayment Information

Prepayment G/L Account 25400

Auto Posting

Prepayment Calculation Ty... Billable

Prepayment Description

Prepayment Posting Descri... Custom

Custom Posting Description Prepayment Invoice Entry

Prepayment Adjustment D... Custom

Custom Adjustment Descri... Prepayment Adjustment Entry

Prepayment Invoice Details

Prepayment To Invoice 2,977.00

Prepayment Invoiced 200.00

Prepayment Adjustment Details

Prepayment To Adjust 200.00

Prepayment Adjusted 0.00

Similarly, each task also gets updated with its specific received and pending prepayment amount.

Tasks | Manage | Line

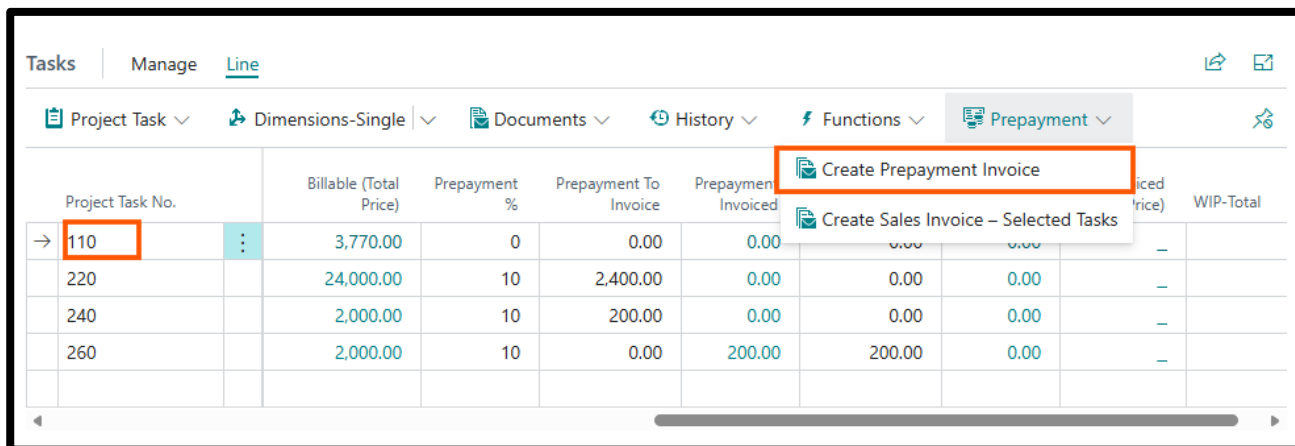
Project Task ▾ Dimensions-Single ▾ Documents ▾ History ▾ Functions ▾ Prepayment ▾

Project Task No.	Billable (Total Price)	Prepayment %	Prepayment To Invoice	Prepayment Invoiced	Prepayment To Adjust	Prepayment Adjusted	Invoiced (Total Price)	WIP-Total
110	3,770.00	10	377.00	0.00	0.00	0.00	-	
220	24,000.00	10	2,400.00	0.00	0.00	0.00	-	
240	2,000.00	10	200.00	0.00	0.00	0.00	-	
→ 260	2,000.00	10	0.00	200.00	200.00	0.00	-	

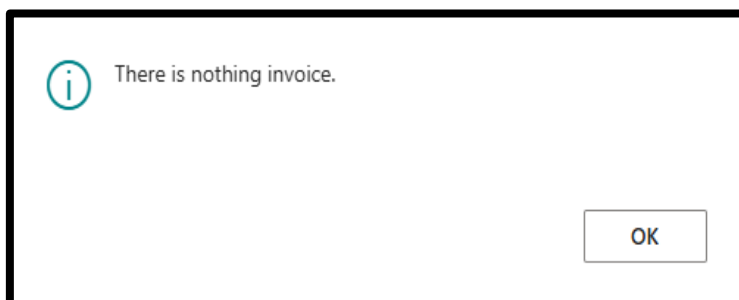
Note: When Auto-Posting is enabled, the system automatically creates and posts the prepayment invoice.

You **cannot** receive prepayment for tasks that have:

- No billable or budget amount based on the Project configuration.
- For tasks that are not of **"posting"** project type task.
- For Task that have **Prepayment %** set to 0.

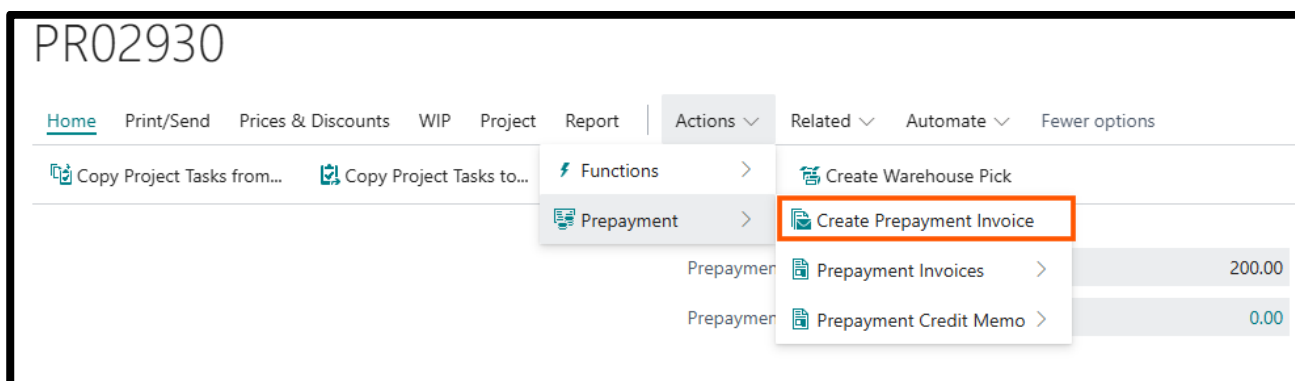


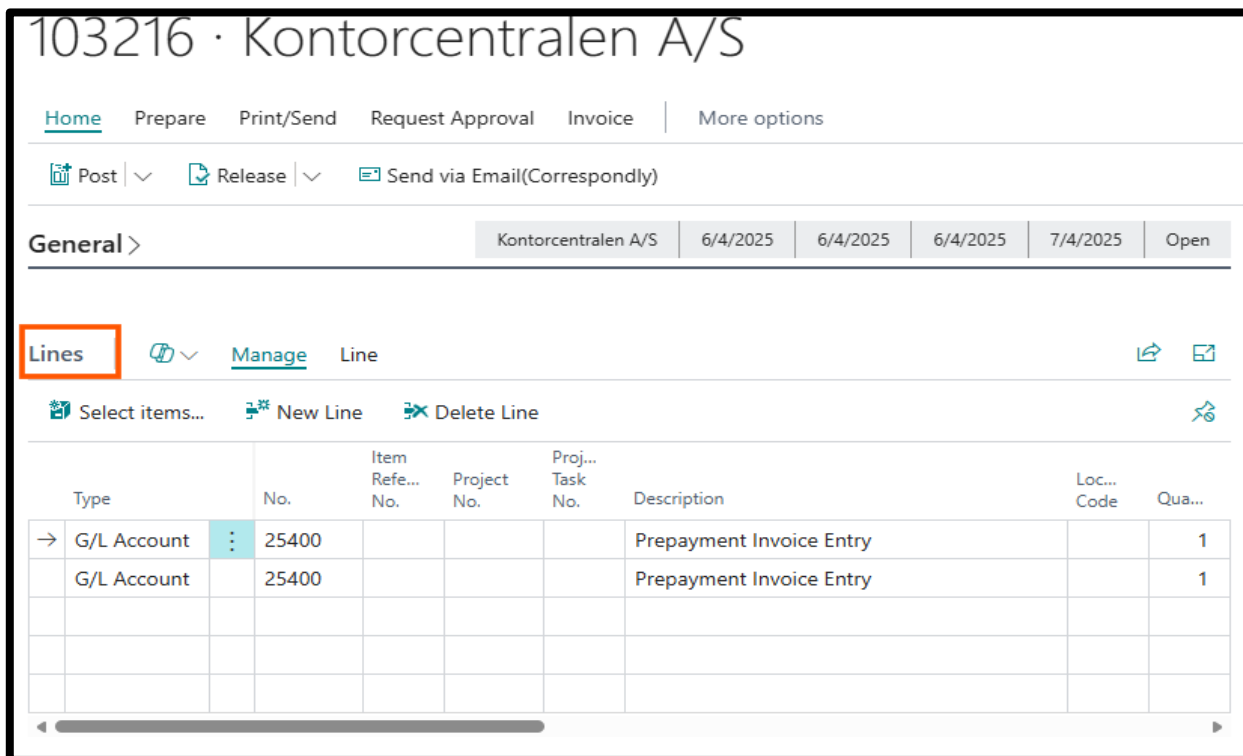
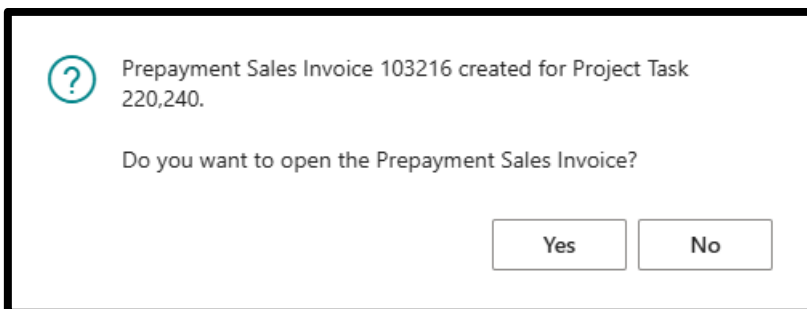
Project Task No.	Billable (Total Price)	Prepayment %	Prepayment To Invoice	Prepayment Invoiced	Invoiced (Price)	WIP-Total
→ 110	3,770.00	0	0.00	0.00	0.00	-
220	24,000.00	10	2,400.00	0.00	0.00	-
240	2,000.00	10	200.00	0.00	0.00	-
260	2,000.00	10	0.00	200.00	200.00	0.00



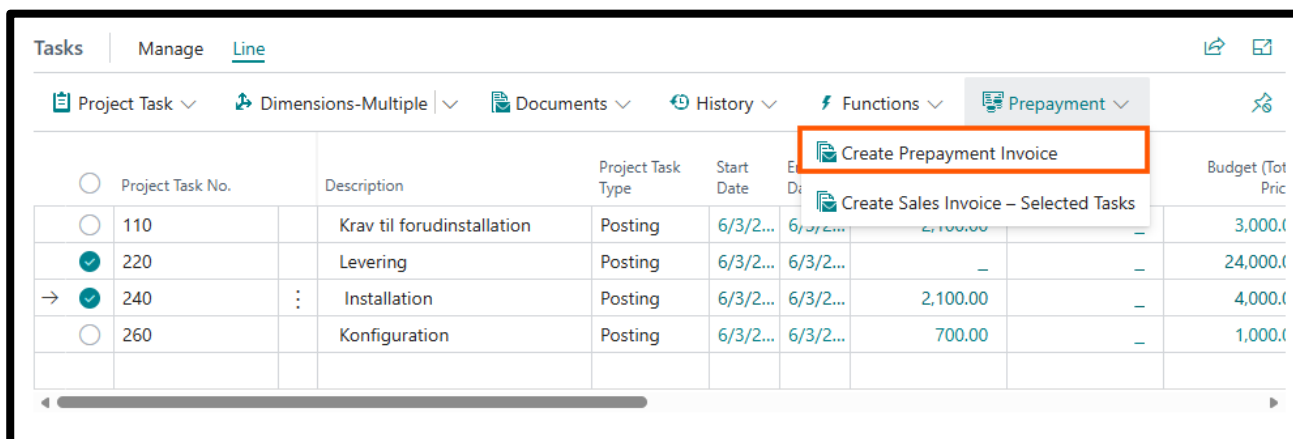
To receive remaining prepayment, you can either


- Click on **"Create Prepayment Invoice"** action under **Prepayment Tab** on the Project card page.





2. Select the tasks for which prepayment is remaining and click on **“Create Prepayment Invoice”** under **Prepayment Tab** on the Task List part page.



 Prepayment Sales Invoice 103217 created for Project Task 220,240.
 Do you want to open the Prepayment Sales Invoice?

103217 · Kontorcentralen A/S

[Home](#) Prepare Print/Send Request Approval Invoice | More options

General > Kontorcentralen A/S 6/4/2025 6/4/2025 6/4/2025 7/4/2025 Open

Lines Line

Type	No.	Item Refe... No.	Project No.	Proj... Task No.	Description	Loc... Code	Qua...
→ G/L Account	25400				Prepayment Invoice Entry		1
G/L Account	25400				Prepayment Invoice Entry		1

Upon posting the Prepayment Sales invoice in the above example, the project's prepayment amount gets fully invoiced.

Prepayment Invoice Details	
Prepayment To Invoice	0.00
Prepayment Invoiced	2,800.00
Prepayment Adjustment Details	
Prepayment To Adjust	2,800.00
Prepayment Adjusted	0.00

4.3 Pre-Payment Change Post-Invoicing

For [prepayment change scenarios post-invoice](#), you will find the same flexibility and constraints for task preference prepayment invoicing but at Task level.

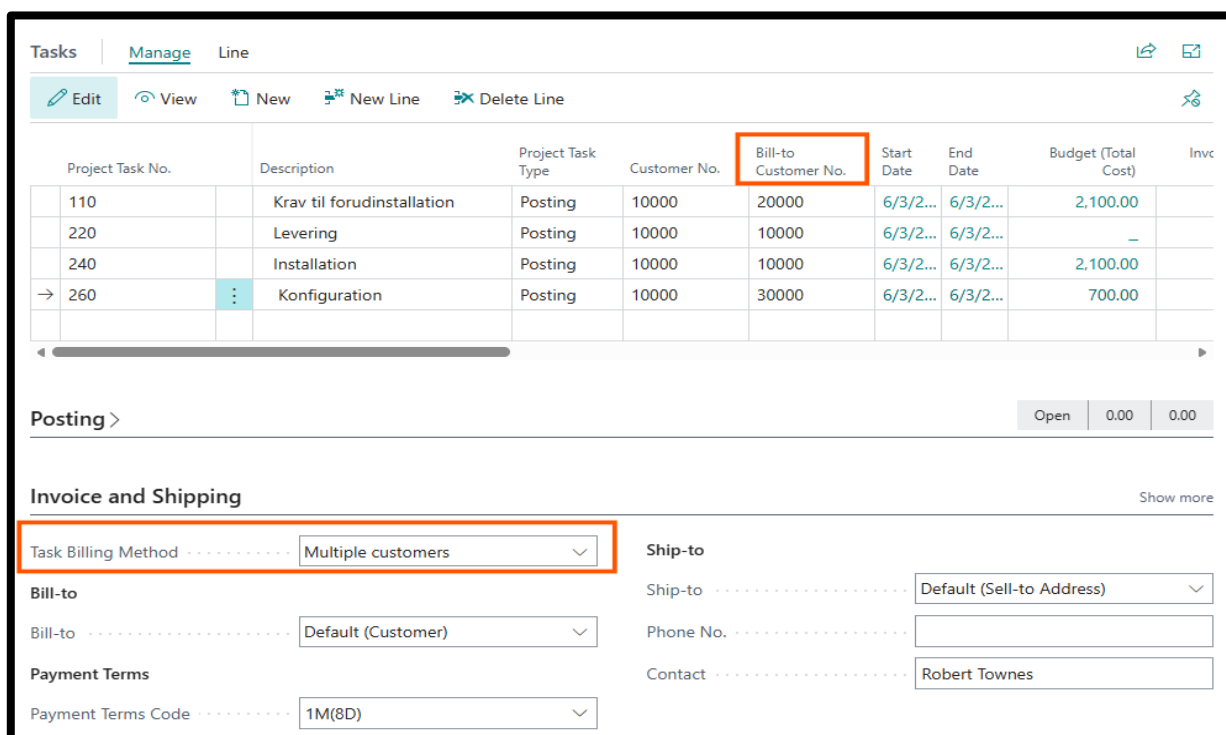
4.4 Multi-Customer Pre-Payment Invoicing

Projects that are configured to **Task billing method** as **multiple customers** can have prepayment preference selected as the following only:

1. **Task** Level
2. **LumpSum** level with
 - a. **LumpSum Calculation level** set to **Task**

Prepayment invoicing works the same way as explained in [section 4.2](#), with some changes.

When project tasks bill a different customer than the Sell-to Customer, multiple prepayment invoices are created per task for different Bill-to Customers.



The screenshot displays a software interface with a table of project tasks and configuration options. The table has columns for Project Task No., Description, Project Task Type, Customer No., Bill-to Customer No., Start Date, End Date, Budget (Total Cost), and Invc. The 'Bill-to Customer No.' column is highlighted with a red box. Below the table, there are sections for 'Posting' and 'Invoice and Shipping'. The 'Task Billing Method' dropdown menu is highlighted with a red box and set to 'Multiple customers'. Other configuration options include 'Ship-to' (Default (Sell-to Address)), 'Bill-to' (Default (Customer)), 'Payment Terms Code' (1M(8D)), and 'Contact' (Robert Townes).

Project Task No.	Description	Project Task Type	Customer No.	Bill-to Customer No.	Start Date	End Date	Budget (Total Cost)	Invc
110	Krav til forudinstallation	Posting	10000	20000	6/3/2...	6/3/2...	2,100.00	
220	Levering	Posting	10000	10000	6/3/2...	6/3/2...	—	
240	Installation	Posting	10000	10000	6/3/2...	6/3/2...	2,100.00	
→ 260	⋮ Konfiguration	Posting	10000	30000	6/3/2...	6/3/2...	700.00	

Posting > Open 0,00 0,00

Invoice and Shipping Show more

Task Billing Method Multiple customers

Ship-to Default (Sell-to Address)

Bill-to Default (Customer)

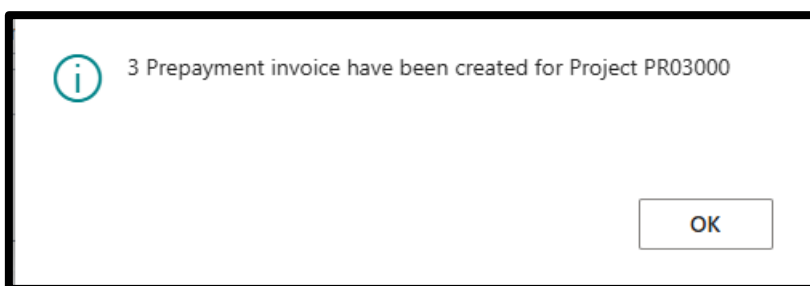
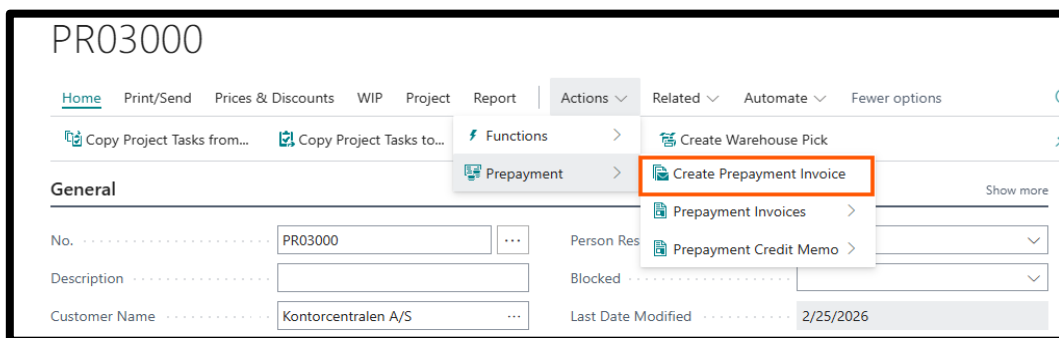
Phone No.

Payment Terms

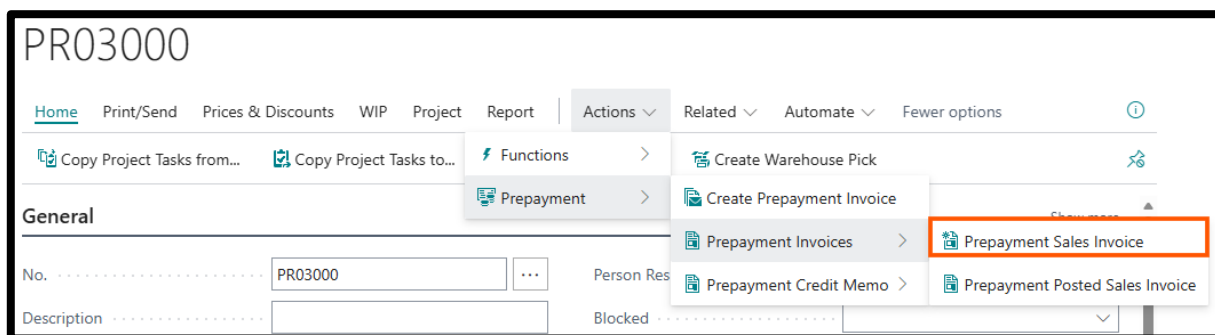
Payment Terms Code 1M(8D)

Contact Robert Townes

You can create the prepayment invoice for all the task or for individual task as per requirement as explained in [section 4.2.1](#). In this example we will create prepayment invoice for all tasks.



You can view the relevant invoices created by clicking on **“Prepayment Sales Invoices”**.



Sales Invoices

Sales Invoices: All | [Filter] | [Search] | [New] | Manage | Release | Post | Invoice | Home | [Filter] | [Info]

No. ↑	Sell-to Customer No.	Sell-to Customer Name	External Document No.	Sell-to Contact	Posting Date	Location Code	Assign ID
103223	10000	Kontorcentralen A/S		Robert Townes	6/4/2025		
103224	10000	Kontorcentralen A/S		Robert Townes	6/4/2025		
103225	10000	Kontorcentralen A/S		Robert Townes	6/4/2025		

Upon posting of relevant invoices, the prepayment insights on the Project card as well as the Task page are updated.

Prepayment

Prepayment Preference Task

Prepayment Information

Prepayment G/L Account 25400

Auto Posting

Prepayment Calculation Ty... Billable

Prepayment Description

Prepayment Posting Descri... Custom

Custom Posting Description Prepayment Invoice Entry

Prepayment Adjustment D... Custom

Custom Adjustment Descri... Prepayment Adjustment Entry

Prepayment Invoice Details

Prepayment To Invoice 577.00

Prepayment Invoiced 2,600.00

Prepayment Adjustment Details

Prepayment To Adjust 2,600.00

Prepayment Adjusted 0.00

Project Task No.	Billable (Total Price)	Prepayment %	Prepayment To Invoice	Prepayment Invoiced	Prepayment To Adjust	Prepayment Adjusted	Invoiced (Total Price)	WIP-Total
110	3,770.00	10	377.00	0.00	0.00	0.00	-	
220	24,000.00	10	0.00	2,400.00	2,400.00	0.00	-	
240	2,000.00	10	0.00	200.00	200.00	0.00	-	
→ 260	2,000.00	10	200.00	0.00	0.00	0.00	-	

4.5 Posted Pre-Payment Invoice Cancellation/Refund

The cancellation/refund of posted prepayment invoice for Projects with Task prepayment preference works the same way explained in [section 3.4](#) but with respect to Tasks and how the task prepayments are invoiced.

4.6 Pre-Payment Adjustment

You can adjust prepayment received on the Project with Task level preference.

Before creating the total project invoice, you must make sure that prepayments for the project (all Tasks) have been invoiced.

In case of pending prepayment, you will get an error.

PR02980

Home Print/Send Prices & Discounts WIP Project Report Actions Related Automate Fewer options

Copy Project Tasks from... Copy Project Tasks to... Functions Create Purchase Orders

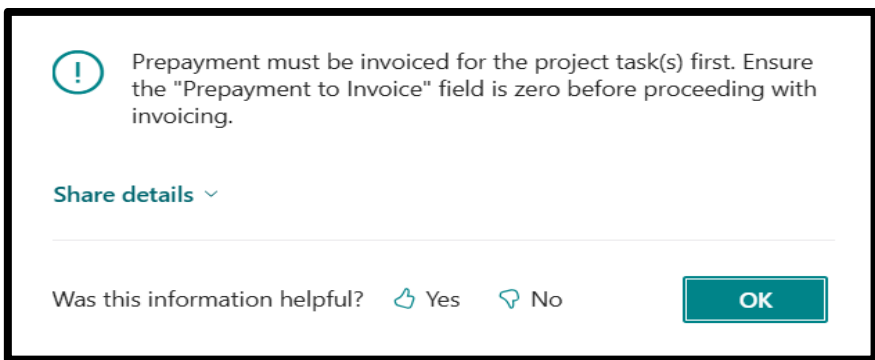
Prepayment Archive Project

Custom Ac Create Project Sales Invoice Prepayment Adjustment Entry

Prepayment Invoice Details

Prepayment To Invoice 100.00

Prepayment Invoiced 2,800.00

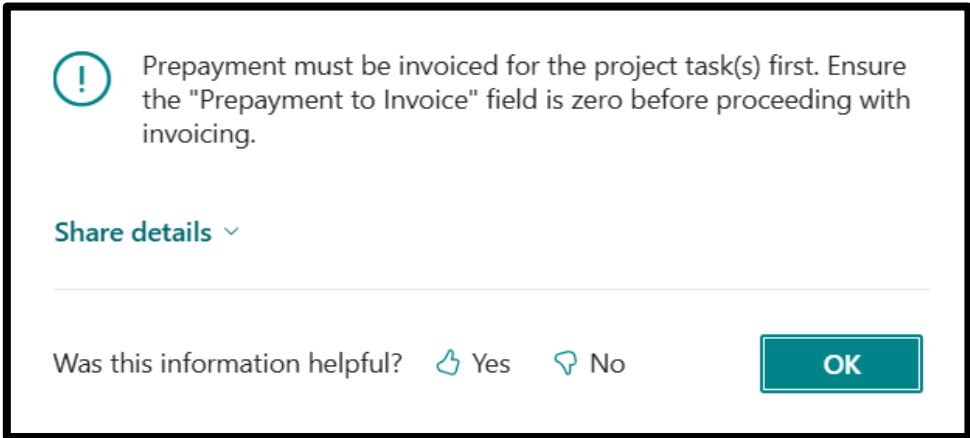


Similarly, if you create Task invoice before invoicing due prepayment, you will get an error.

Tasks | Manage | Line

Project Task | Dimensions-Single | Documents | History | Functions | Prepayment

Project Task No.	Description		End Date	Budget (Total Cost)	Invoiced (Total Cost)	Budget (Total Price)
110	Krav til forudinstallation	Posting	6/3/2...	2,100.00	-	3,000.00
220	Levering	Posting	6/3/2...	-	-	24,000.00
→ 240	Installation	Posting	6/3/2...	2,100.00	-	4,000.00
260	Konfiguration	Posting	6/3/2...	700.00	-	1,000.00

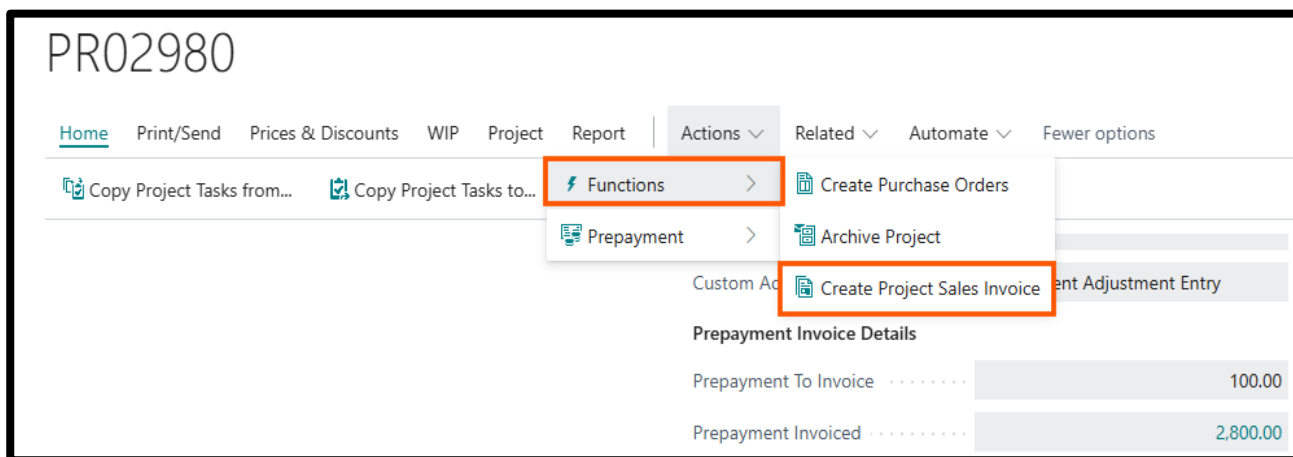


4.6.1 Adjustment Flows

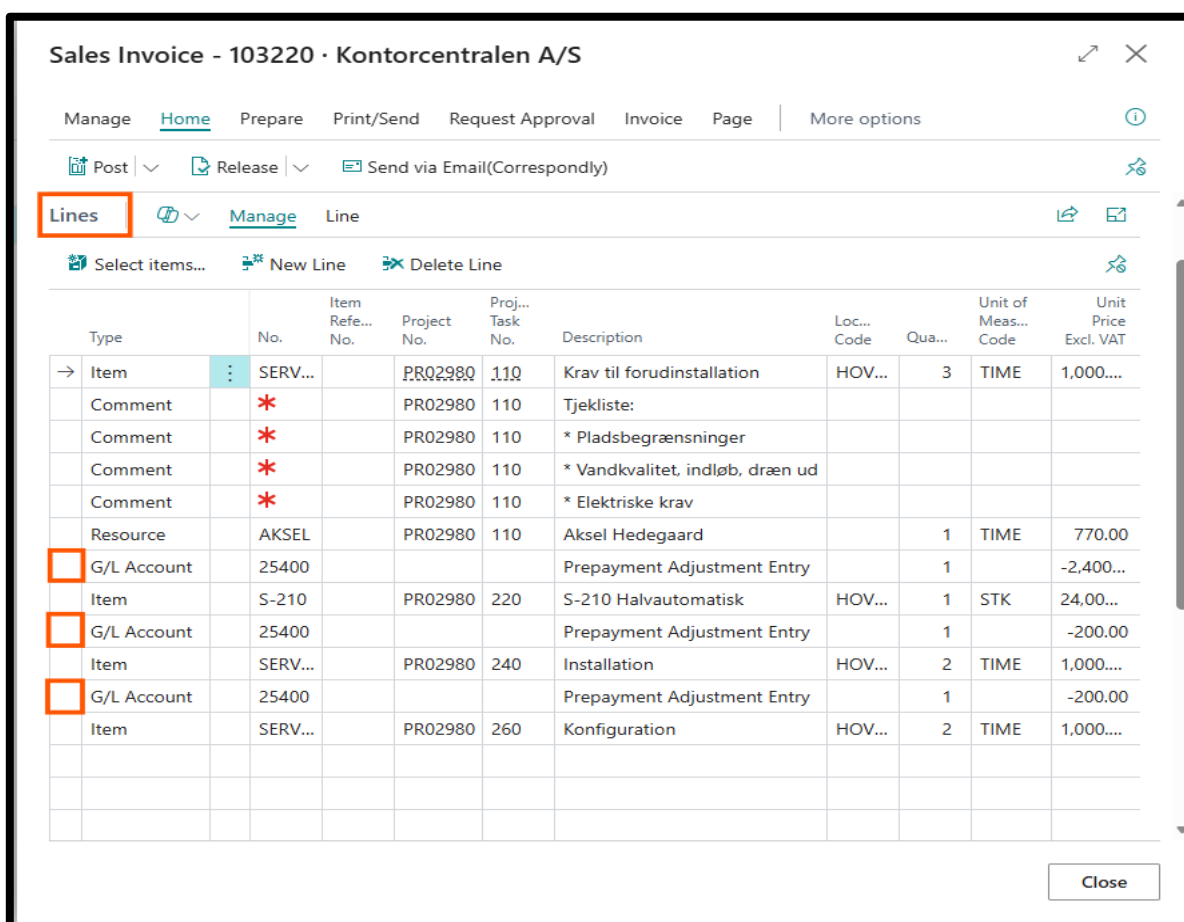
To receive prepayment adjustment, you can either

1. Navigate to **Actions** Tab and click on **"Create Project Sales Invoice"** under **Functions** Tab.

This will create an invoice for the complete project with prepayment adjustment i.e. for all task that have not yet been invoiced. However, to create the project invoice, all prepayment on the project must be invoiced.

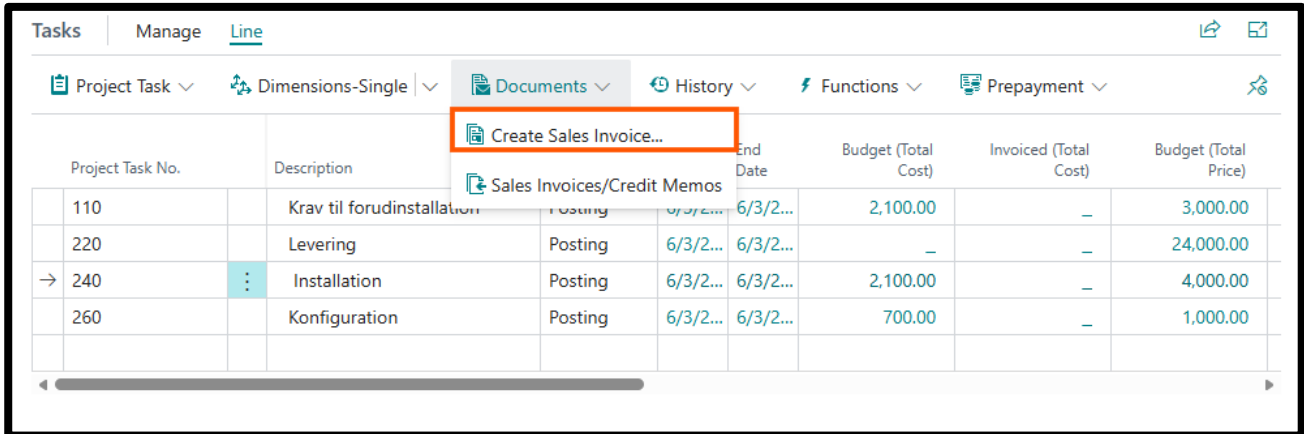


The **Sales Invoice** for the Project is created with prepayment adjustment lines for each task to prevent billing discrepancies.

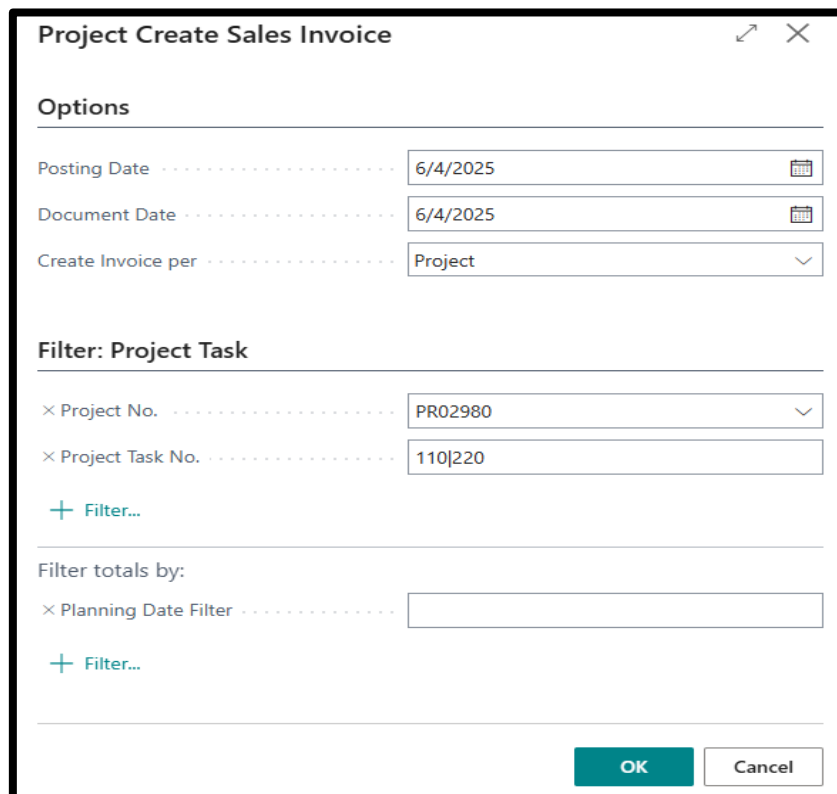


Type	No.	Item Refe... No.	Project No.	Proj... Task No.	Description	Loc... Code	Qua...	Unit of Meas... Code	Unit Price Excl. VAT
Item	SERV...		PR02980	110	Krav til forudinstallation	HOV...	3	TIME	1,000....
Comment	*		PR02980	110	Tjekliste:				
Comment	*		PR02980	110	* Pladsbegrænsninger				
Comment	*		PR02980	110	* Vandkvalitet, indløb, dræn ud				
Comment	*		PR02980	110	* Elektriske krav				
Resource	AKSEL		PR02980	110	Aksel Hedegaard		1	TIME	770.00
G/L Account	25400				Prepayment Adjustment Entry		1		-2,400...
Item	S-210		PR02980	220	S-210 Halvautomatisk	HOV...	1	STK	24.00...
G/L Account	25400				Prepayment Adjustment Entry		1		-200.00
Item	SERV...		PR02980	240	Installation	HOV...	2	TIME	1,000....
G/L Account	25400				Prepayment Adjustment Entry		1		-200.00
Item	SERV...		PR02980	260	Konfiguration	HOV...	2	TIME	1,000....

2. Create **Task invoice** by clicking on **“Create Sales Invoice..”** standard action under **Documents Tab** and by providing the relevant task No’s as filters.
Standard Task invoice creation requires manual insertion of Task No. as request page filters.



Project Task No.	Description	Posting	Start Date	End Date	Budget (Total Cost)	Invoiced (Total Cost)	Budget (Total Price)
110	Krav til forudinstallation	Posting	6/3/2...	6/3/2...	2,100.00	-	3,000.00
220	Levering	Posting	6/3/2...	6/3/2...	-	-	24,000.00
→ 240	Installation	Posting	6/3/2...	6/3/2...	2,100.00	-	4,000.00
260	Konfiguration	Posting	6/3/2...	6/3/2...	700.00	-	1,000.00



Project Create Sales Invoice

Options

Posting Date 6/4/2025

Document Date 6/4/2025

Create Invoice per Project

Filter: Project Task

× Project No. PR02980

× Project Task No. 110|220

+ Filter...

Filter totals by:

× Planning Date Filter

+ Filter...

OK Cancel

The **Sales Invoice** for the selected Tasks is created with relevant prepayment adjustment lines to prevent billing discrepancies.

Sales Invoice - 103221 · Kontorcentralen A/S

Start validating data in documents and journals while you work. Messages are sho... Enable this fo... | Don't show ...

Manage Home Prepare Print/Send Request Approval Invoice Page More options

Post Release Send via Email(Correspondly)

Lines Manage Line

Select items... New Line Delete Line

Type	No.	Item Refe... No.	Project No.	Proj... Task No.	Description	Loc... Code	Qua...	Unit of Meas... Code	Unit Price Excl. VAT
Item	SERV...		PR02980	110	Krav til forudinstallation	HOV...	3	TIME	1,000...
Comment	*		PR02980	110	Tjekliste:				
Comment	*		PR02980	110	* Pladsbegrænsninger				
Comment	*		PR02980	110	* Vandkvalitet, indløb, dræn ud				
Comment	*		PR02980	110	* Elektriske krav				
Resource	AKSEL		PR02980	110	Aksel Hedegaard		1	TIME	770.00
G/L Account	25400				Prepayment Adjustment Entry		1		-2,400...
Item	S-210		PR02980	220	S-210 Halvautomatisk	HOV...	1	STK	24,00...

3. Create **Project Task invoices** by clicking on **"Create Sales Invoice - Selected Task"** under **Prepayment Tab** on Task Line part page. The request page is opened with auto-populated Task No. filter based on the selected Tasks for which invoicing is required.

Tasks Manage Line

Project Task Dimensions-Multiple Documents History Functions Prepayment

Project Task No.	Description	Project Task Type	Start Date	Er D	Budget (Tot Pric
○ 110	Krav til forudinstallation	Posting	6/3/2...	6/3/2...	3,000.0
● 220	Levering	Posting	6/3/2...	6/3/2...	24,000.0
● 240	Installation	Posting	6/3/2...	6/3/2...	4,000.0
→ ● 260	⋮ Konfiguration	Posting	6/3/2...	6/3/2...	1,000.0

Create Prepayment Invoice

Create Sales Invoice - Selected Tasks

Project Create Sales Invoice

Options

Posting Date 6/4/2025

Document Date 6/4/2025

Create Invoice per Project

Filter: Project Task

× Project No. PR02980

× Project Task No. 220|240|260

+ Filter...

Filter totals by:

× Planning Date Filter

+ Filter...

OK Cancel

Sales Invoice - 103222 · Kontorcentralen A/S

Manage Home Prepare Print/Send Request Approval Invoice Page More options

Post Release Send via Email(Correspondly)

Lines Manage Line

Select items... New Line Delete Line

Type	No.	Item Refe... No.	Project No.	Proj... Task No.	Description	Loc... Code	Qua...	Unit of Meas... Code	Unit Price Excl. VAT
G/L Account	25400				Prepayment Adjustment Entry		1		-2,400...
Item	S-210		PR02980	220	S-210 Halvautomatisk	HOV...	1	STK	24,00...
G/L Account	25400				Prepayment Adjustment Entry		1		-200.00
Item	SERV...		PR02980	240	Installation	HOV...	2	TIME	1,000...
G/L Account	25400				Prepayment Adjustment Entry		1		-200.00
Item	SERV...		PR02980	260	Konfiguration	HOV...	2	TIME	1,000...

Subtotal Excl. VAT (DKK) ... 25,200.00 Total Excl. VAT (DKK) ... 25,200.00

Inv. Discount Amount ... 0.00 Total VAT (DKK) ... 6,300.00

Upon posting the Project Task invoice in the above example, the Project card gets updated with the prepayment amounts invoiced and adjusted.

Prepayment

Prepayment Preference Task

Prepayment Information

Prepayment G/L Account 25400

Auto Posting

Prepayment Calculation Ty... Billable

Prepayment Description

Prepayment Posting Descri... Custom

Custom Posting Description Prepayment Invoice Entry

Prepayment Adjustment D... Custom

Custom Adjustment Descri... Prepayment Adjustment Entry

Prepayment Invoice Details

Prepayment To Invoice 0.00

Prepayment Invoiced 2.800.00

Prepayment Adjustment Details

Prepayment To Adjust 0.00

Prepayment Adjusted 2.800.00

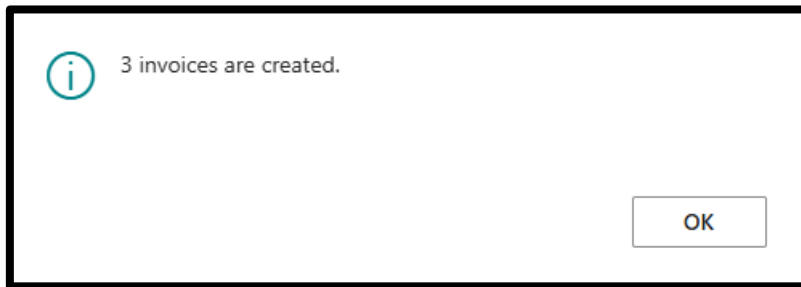
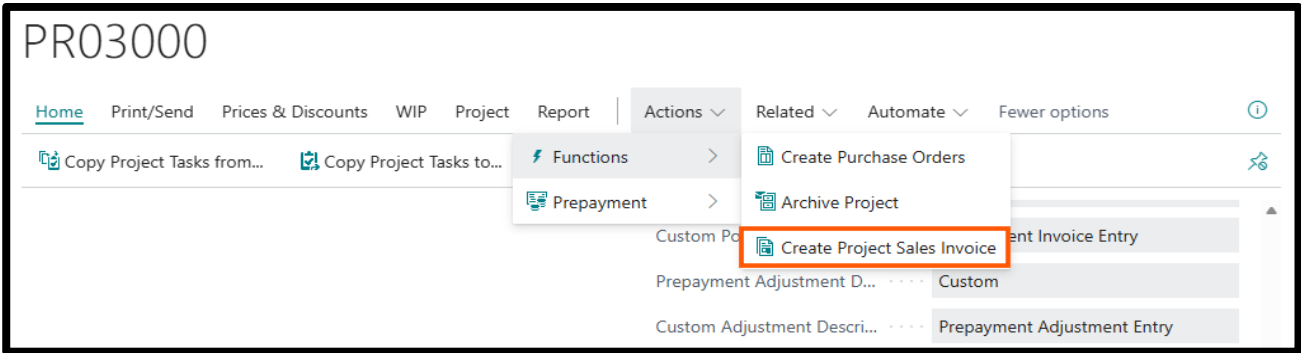
Note: Ensure that all required project Task prepayments are received before creating the project invoice. Once the project has been invoiced, no additional prepayments can be applied.

4.7 Multi-Customer Pre-Payment Adjustments

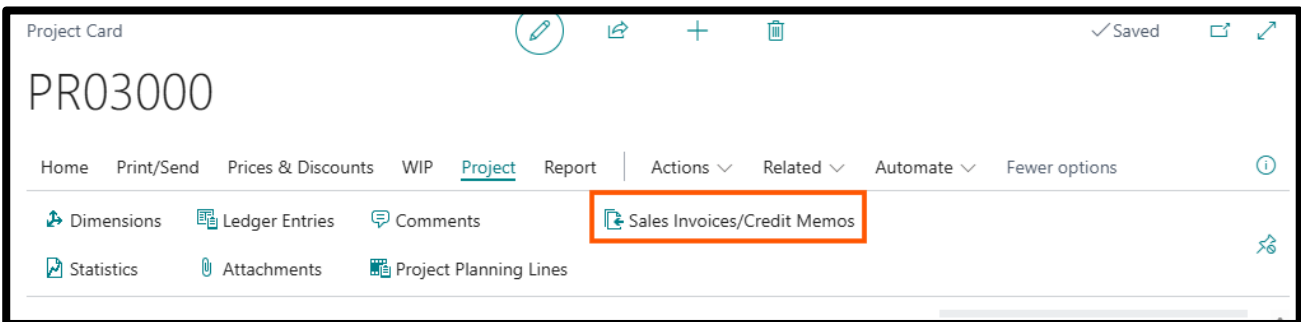
When project tasks bill a different customer than the Sell-to Customer, Standard creates invoices per task for different Bill-to Customers.

Prepayment adjustment for multiple customers works the same way as explained in [section 4.3](#), with some changes mentioned below.

You can create invoice for the complete project having task with different bill-to customers by clicking on **“Create Project sales Invoice”**.



You can view the relevant invoices created by clicking on **"Sales Invoices/Credit Memos"**.



Document Type ↑	Document No. ↑	Line No. ↑	Quantity Transferred	Transferred Date	Invoiced Date	Invoiced Amount (LCY)	Invoiced Cost Amount (LCY)	Proje
Invoice	103226	0	4.00	6/4/2025		0.00	0.00	
Invoice	103227	0	3.00	6/4/2025		0.00	0.00	
Invoice	103228	0	2.00	6/4/2025		0.00	0.00	

Each individual task invoice contains the relevant prepayment adjustment line.

Sales Invoice - 103228 · Kontorcentralen A/S

Manage Home Prepare Print/Send Request Approval Invoice Page More options

Post Release Send via Email(Correspondly)

General > Kontorcentralen A/S 6/4/2025 6/4/2025 6/4/2025

Lines Manage Line

Select items... New Line Delete Line

Type	No.	Item Refe... No.	Project No.	Proj... Task No.	Description	Loca... Code	Qua...	Unit of Meas... Code	Unit Price Excl. VAT	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Line Discount %	Line Amount Excl. VAT	Qty. to Assign	Afdeling Kode	Debitorgruppe Kode
G/L Account	25400		PR03000	260	Prepayment Adjustment Entry		1		-200.00	INDENLANDSK	DETAIL		-200.00	0		MELLEM
Item	SERVI...				Konfiguration	HOVED	2	TIME	1.000.00	INDENLANDSK	SERVICES		2.000.00	0		MELLEM

Upon posting of relevant invoices, the prepayment insights on the Project card as well as the Task page are updated.

Prepayment Invoice Details

Prepayment To Invoice 0.00

Prepayment Invoiced 3,177.00

Prepayment Adjustment Details

Prepayment To Adjust 2,977.00

Prepayment Adjusted 200.00

Tasks Manage Line

Edit View New New Line Delete Line

Project Task No.	Billable (Total Price)	Prepayment %	Prepayment To Invoice	Prepayment Invoiced	Prepayment To Adjust	Prepayment Adjusted	Invoiced (Total Price)	WIP-Total
→ 110	3,770.00	10	0.00	377.00	377.00	0.00	-	
220	24,000.00	10	0.00	2,400.00	2,400.00	0.00	-	
240	2,000.00	10	0.00	200.00	200.00	0.00	-	
260	2,000.00	10	0.00	200.00	0.00	200.00	2,000.00	

4.8 Posted Pre-Payment Adjustment Cancellation/Refund

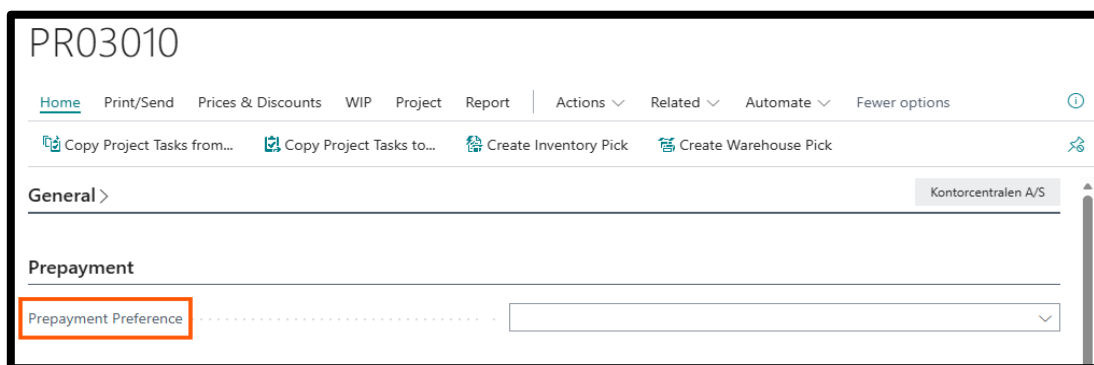
The cancellation/refund of posted project/project Task invoice with prepayment adjustment works the same way explained in [section 3.6](#) but with respect to how the project task are invoiced.

5 LUMPSUM PRE-PAYMENT

5.1 Pre-Payment Configuration

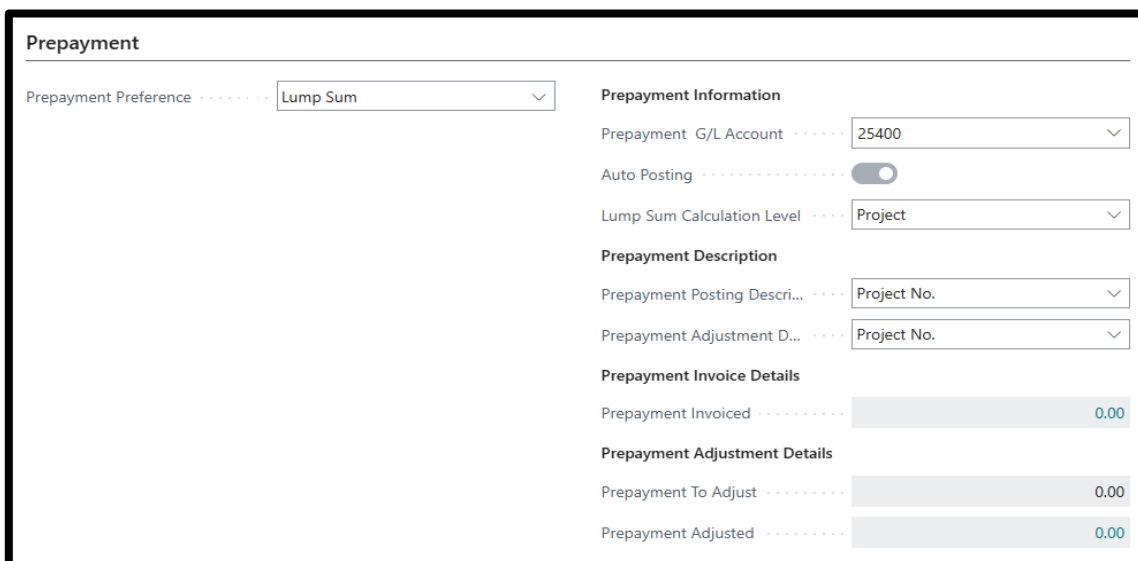
You have the option to manage prepayment configuration for Lumpsum prepayment.

To do so, on the Project card, you must specify the prepayment preference to be Lumpsum.

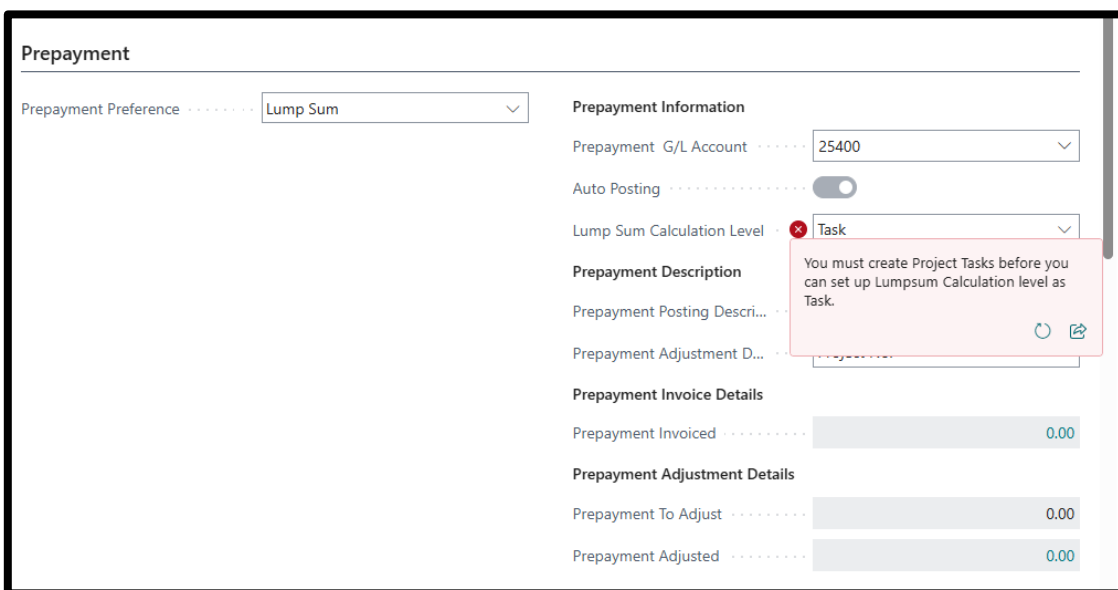


Upon doing so, the related information will be displayed as described [above](#). However, you need to configure the following field for this preference.

1. **Lumpsum Calculation Level:** Specifies the Lumpsum prepayment is to be invoiced for the Project or Tasks. It is only visible if the prepayment preference level is set to Lumpsum.



If you select the calculation level to be Task, you need to make sure that Tasks exists for the Project.



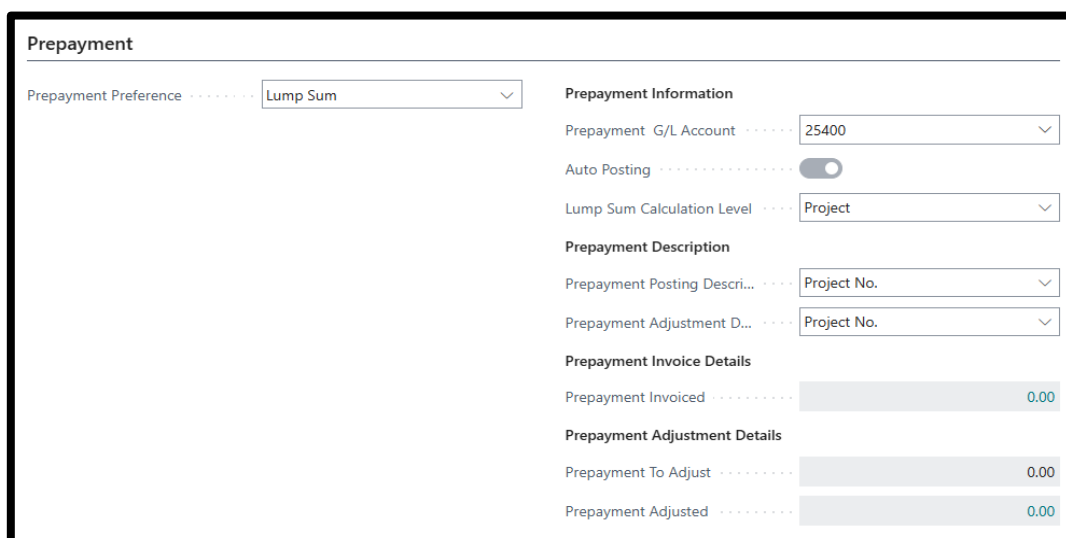
The screenshot shows the 'Prepayment' configuration page. The 'Prepayment Preference' is set to 'Lump Sum'. Under 'Prepayment Information', 'Prepayment G/L Account' is '25400', 'Auto Posting' is disabled, and 'Lump Sum Calculation Level' is set to 'Task'. A red error message box is overlaid on the 'Lump Sum Calculation Level' dropdown, stating: 'You must create Project Tasks before you can set up Lumpsum Calculation level as Task.' Below this, the 'Prepayment Description' section has 'Prepayment Posting Description' and 'Prepayment Adjustment Description' both set to 'Project No.'. The 'Prepayment Invoice Details' and 'Prepayment Adjustment Details' sections show 'Prepayment Invoiced', 'Prepayment To Adjust', and 'Prepayment Adjusted' all with a value of 0.00.

Note: Lumpsum prepayment invoicing is independent of the Project/Project Task amount.

5.2 Pre-Payment Invoice

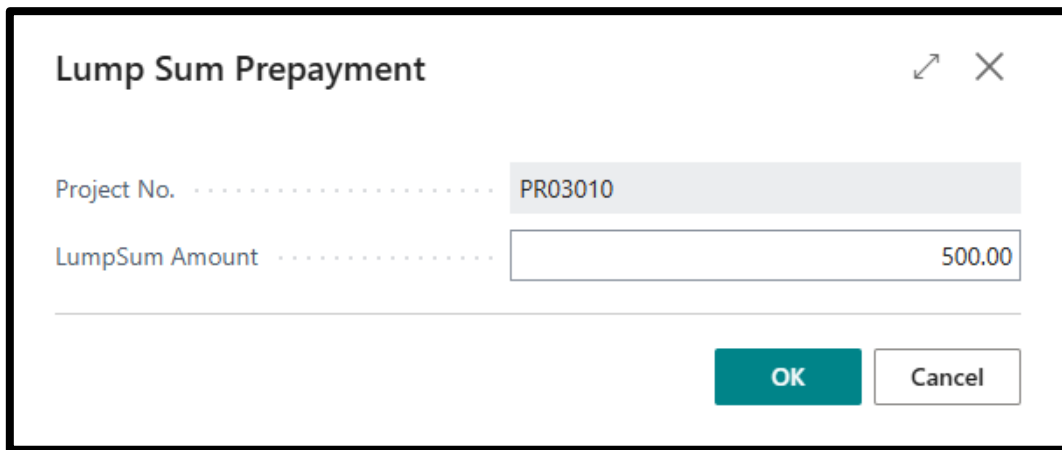
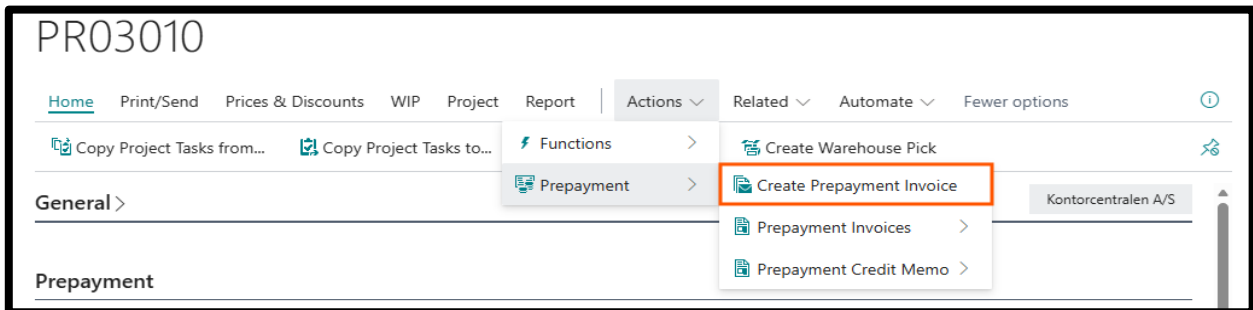
5.2.1 Project Level

You can receive lumpsum prepayment on Project by configuring the **“Lumpsum Calculation Level”** to be Project.

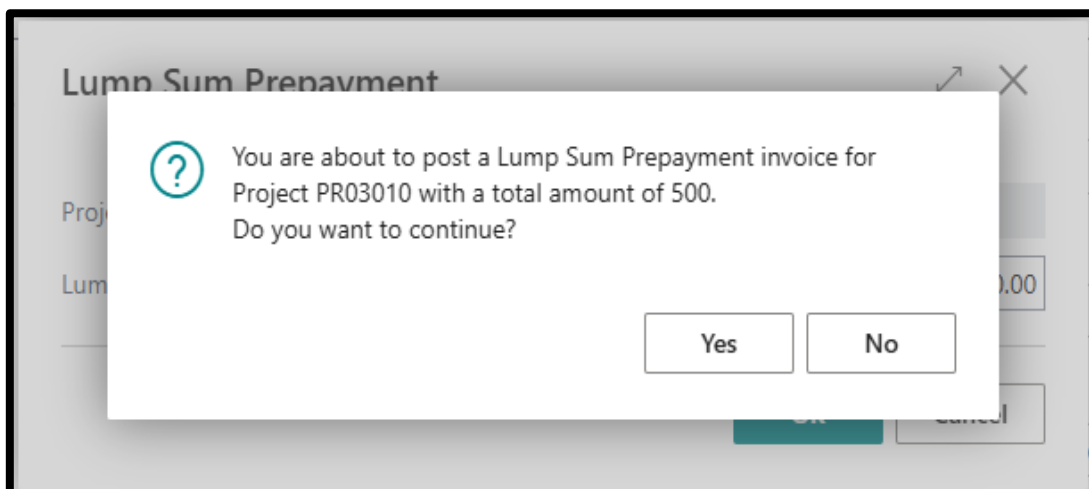


The screenshot shows the 'Prepayment' configuration page with 'Lump Sum' selected for 'Prepayment Preference'. Under 'Prepayment Information', 'Prepayment G/L Account' is '25400', 'Auto Posting' is disabled, and 'Lump Sum Calculation Level' is set to 'Project'. Under 'Prepayment Description', 'Prepayment Posting Description' and 'Prepayment Adjustment Description' are both set to 'Project No.'. The 'Prepayment Invoice Details' and 'Prepayment Adjustment Details' sections show 'Prepayment Invoiced', 'Prepayment To Adjust', and 'Prepayment Adjusted' all with a value of 0.00.

Click on **“Create Prepayment Invoice”** action, which will open a dialogue page, prompting you to enter the amount for lumpsum prepayment. Enter an amount and click **Ok**.

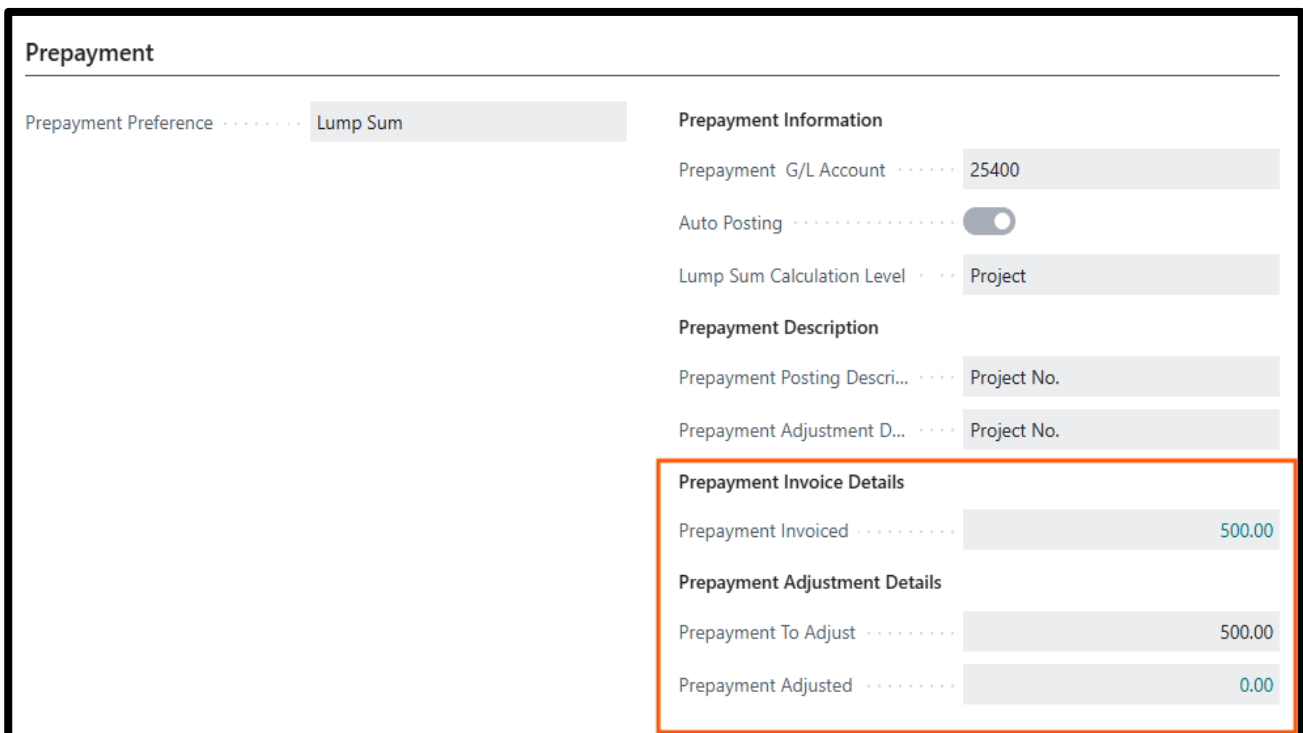
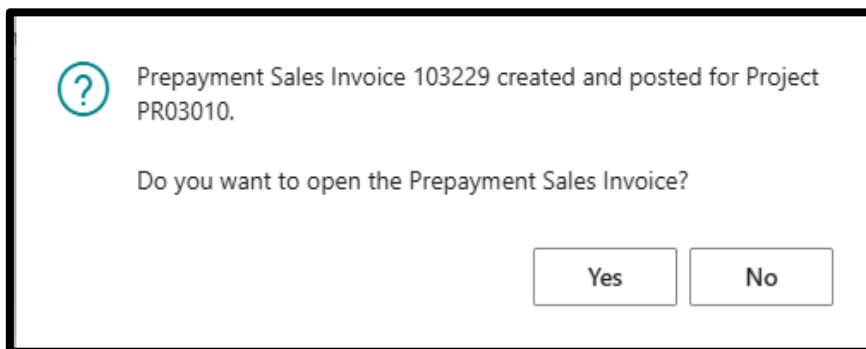


Upon doing so, a confirmation message is shown to confirm the amount before the posting starts.



You can choose to continue or not. If you click **No**, you are navigated back to the dialogue page.

If you click **Yes**, a prepayment invoice is posted with amount specified on the dialogue page. Upon successful posting, a prompt is shown via which you can navigate to the posted prepayment invoice, and the Project card gets updated with the updated prepayment amounts.



You can receive as many lumpsum prepayments as possible per requirement on the Project until the project invoicing starts.

5.2.2 Task Level

You can receive lumpsum prepayment on Project Tasks by configuring the **“Lumpsum Calculation Level”** to be Task.

For Task level Lumpsum prepayment, Project must have Tasks configured.

Prepayment

Prepayment Preference Lump Sum ▾

Prepayment Information

Prepayment G/L Account 25400 ▾

Auto Posting

Lump Sum Calculation Level Task ▾

Prepayment Description

Prepayment Posting Descri... Project No. + Project Task No. ▾

Prepayment Adjustment D... Project No. + Project Task No. ▾

Prepayment Invoice Details

Prepayment Invoiced 0.00

Prepayment Adjustment Details

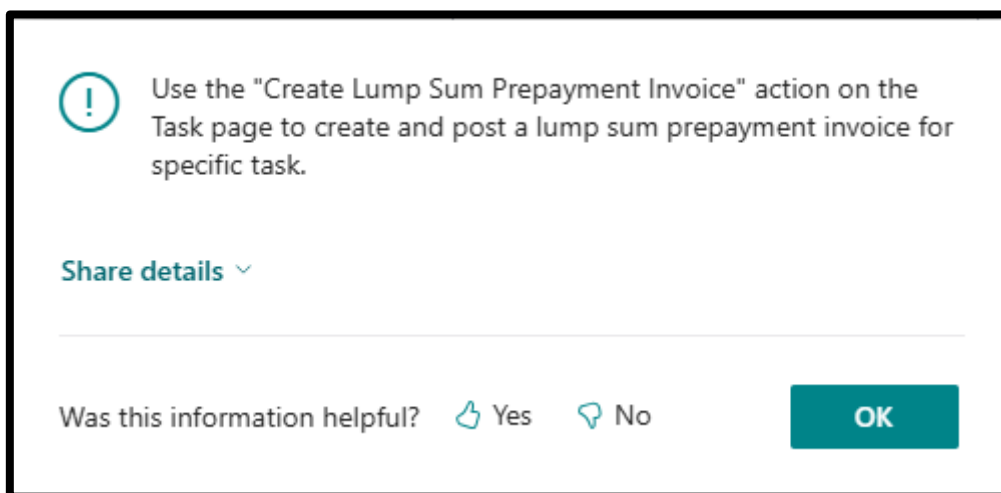
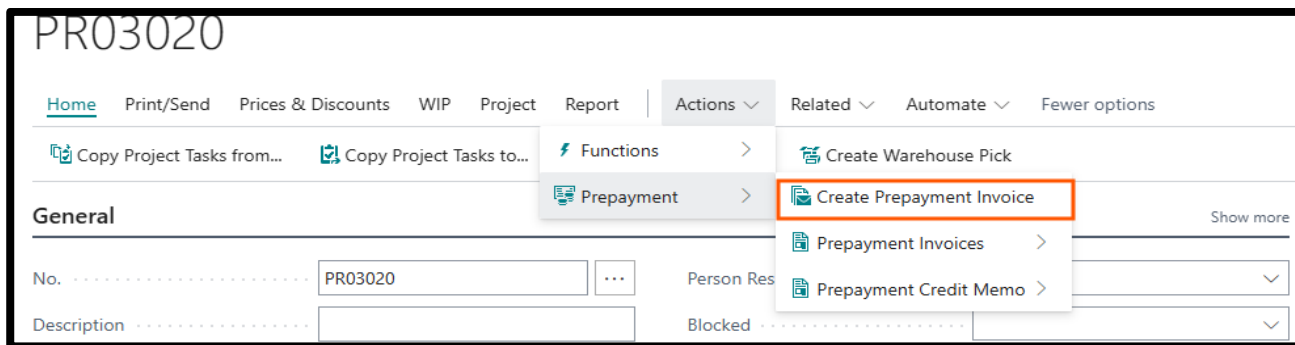
Prepayment To Adjust 0.00

Prepayment Adjusted 0.00

Upon doing so, prepayment information regarding each task is also visible for better insights.

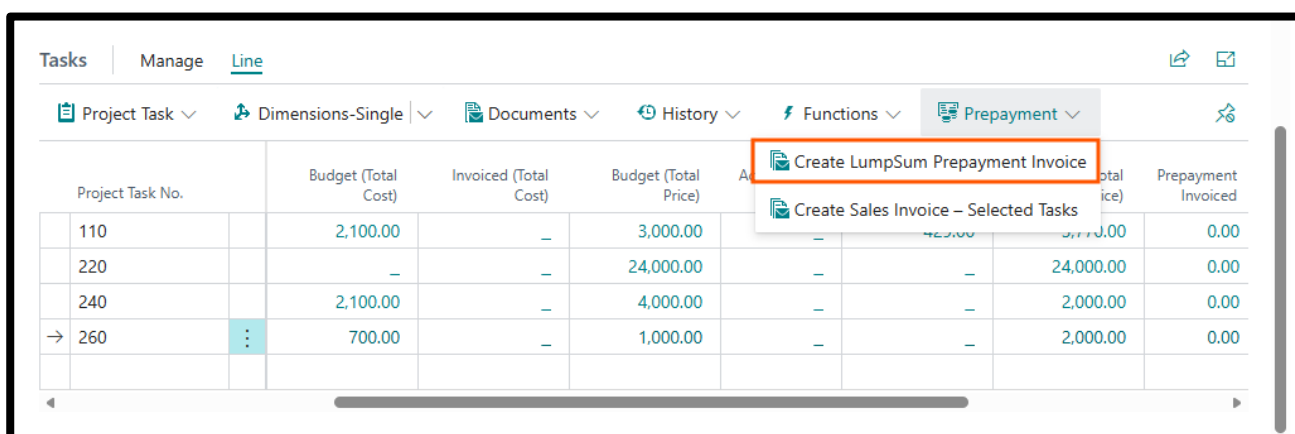
Project Task No.	Billable (Total Cost)	Billable (Total Price)	Prepayment Invoiced	Prepayment To Adjust	Prepayment Adjusted	Invoiced (Total Price)	WIP-Total
110	429.00	3,770.00	0.00	0.00	0.00	-	
220	-	24,000.00	0.00	0.00	0.00	-	
240	-	2,000.00	0.00	0.00	0.00	-	
→ 260	-	2,000.00	0.00	0.00	0.00	-	

You can no longer use the action provided at the Project Card header level to receive lumpsum prepayment on Task.

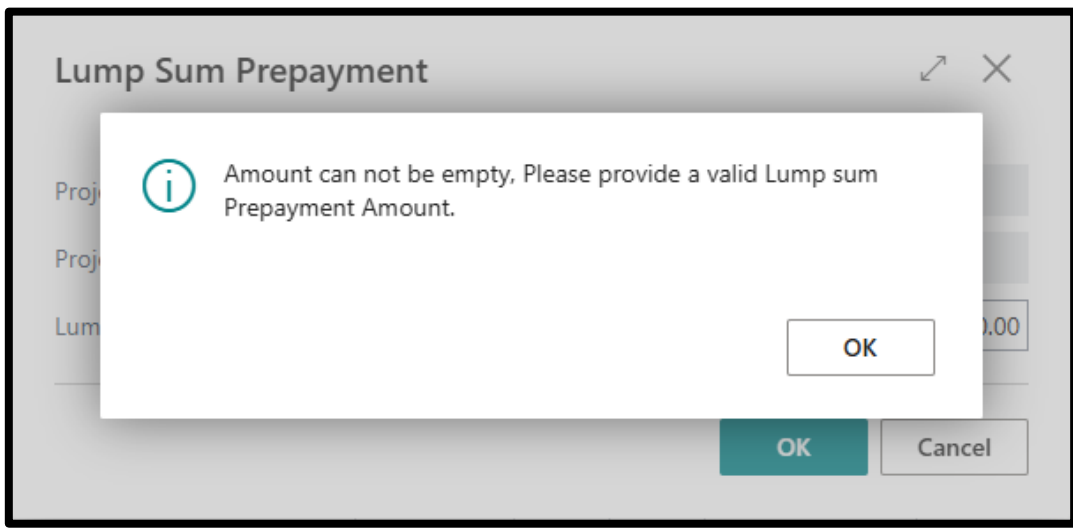


Note: Projects configured with **Multiple Customer** as the **Task Billing Method** support **lump sum prepayments at the task level.**

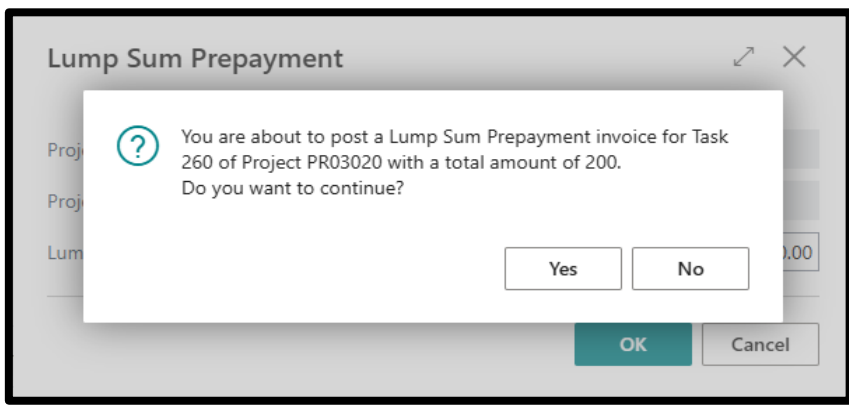
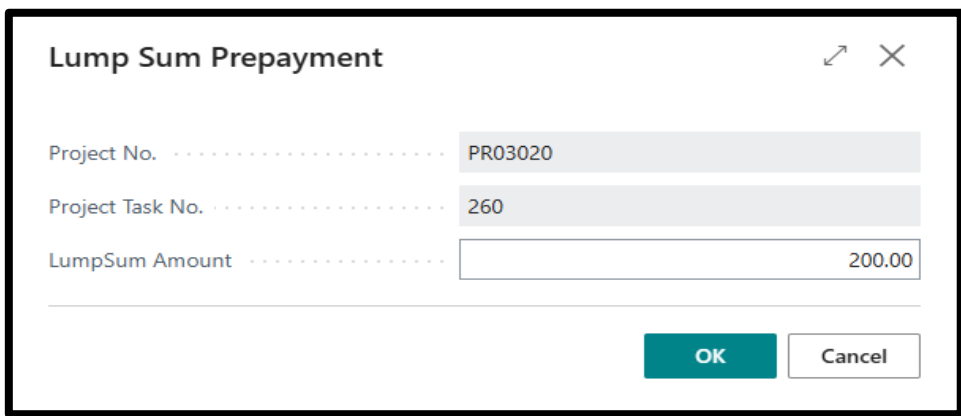
Select a Task and click on action **“Create LumpSum Prepayment Invoice”** under **Prepayment** Fast tab. You can receive lumpsum prepayment for one Task at a time. If multiple tasks are selected and the action is triggered, the prepayment will be created for the last task in the selected list.



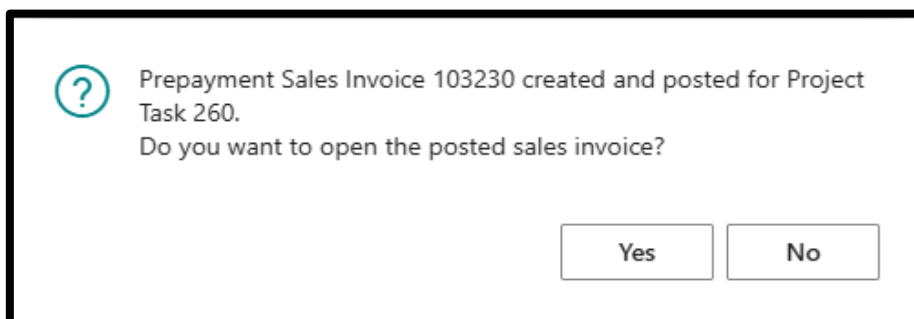
Upon doing so, dialogue page opens, prompting you to enter an amount to invoice as lumpsum. If you try to click **Ok** without giving an amount, relevant error message is shown.



Enter an amount and click **Ok**. A confirmation message pops up, click **Yes** to continue with the posting.



Upon successful posting, a prompt is shown via which you can navigate to the posted prepayment invoice, and the Project card gets updated with the updated prepayment amounts.



Prepayment

Prepayment Preference Lump Sum

Prepayment Information

Prepayment G/L Account 25400

Auto Posting

Lump Sum Calculation Level Task

Prepayment Description

Prepayment Posting Descri... Project No. + Project Task No.

Prepayment Adjustment D... Project No. + Project Task No.

Prepayment Invoice Details

Prepayment Invoiced 200.00

Prepayment Adjustment Details

Prepayment To Adjust 200.00

Prepayment Adjusted 0.00

Tasks | Manage | Line

Project Task | Dimensions-Single | Documents | History | Functions | Prepayment

Project Task No.	Billable (Total Cost)	Billable (Total Price)	Prepayment Invoiced	Prepayment To Adjust	Prepayment Adjusted	Invoiced (Total Price)	WIP-Total
110	429.00	3,770.00	0.00	0.00	0.00	-	
220	-	24,000.00	0.00	0.00	0.00	-	
240	-	2,000.00	0.00	0.00	0.00	-	
→ 260	-	2,000.00	200.00	200.00	0.00	-	

Note: For Project with **Task Billing Method** configured to **Multiple Customers**, each **lump sum prepayment invoice** is **created using the Bill-to Customer** specified on the corresponding task.

5.3 Posted Pre-Payment Invoice Cancellation/Refund

The cancellation/refund of posted prepayment invoice for Projects with Lumpsum prepayment preference works the same way explained in [section 3.4](#) but with respect to lumpsum Calculation Type and how the prepayments are invoiced.

5.4 Pre-Payment Adjustment

You can adjust the lumpsum prepayment received when invoicing the project /project Task.

5.4.1 Project Level

If you have **not received any lumpsum prepayment** on the project, it allows you to create the Project invoice but now without any adjustment line i.e. a **Standard Project Invoice**.

Prepayment

Prepayment Preference Lump Sum ▾

Prepayment Information

Prepayment G/L Account 25400 ▾

Auto Posting

Lump Sum Calculation Level ▾

Prepayment Description

Prepayment Posting Descri... Project No. ▾

Prepayment Adjustment D... Project No. ▾

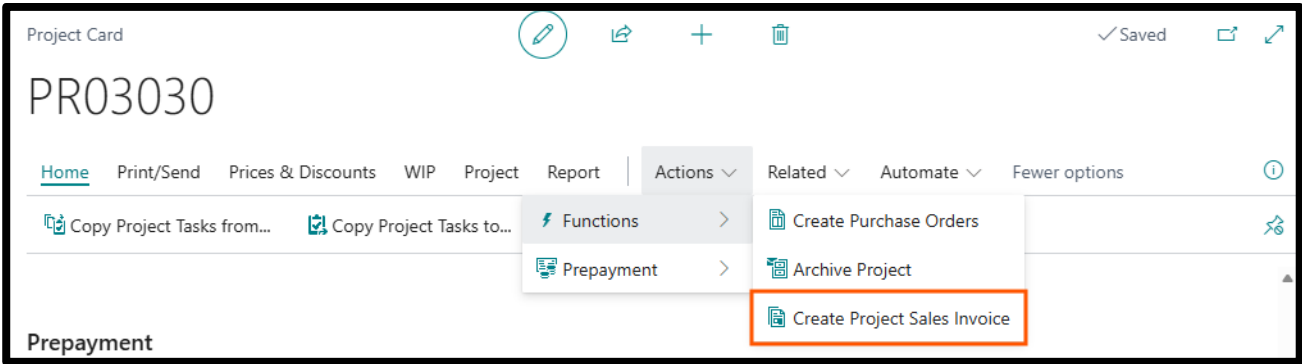
Prepayment Invoice Details

Prepayment Invoiced 0.00

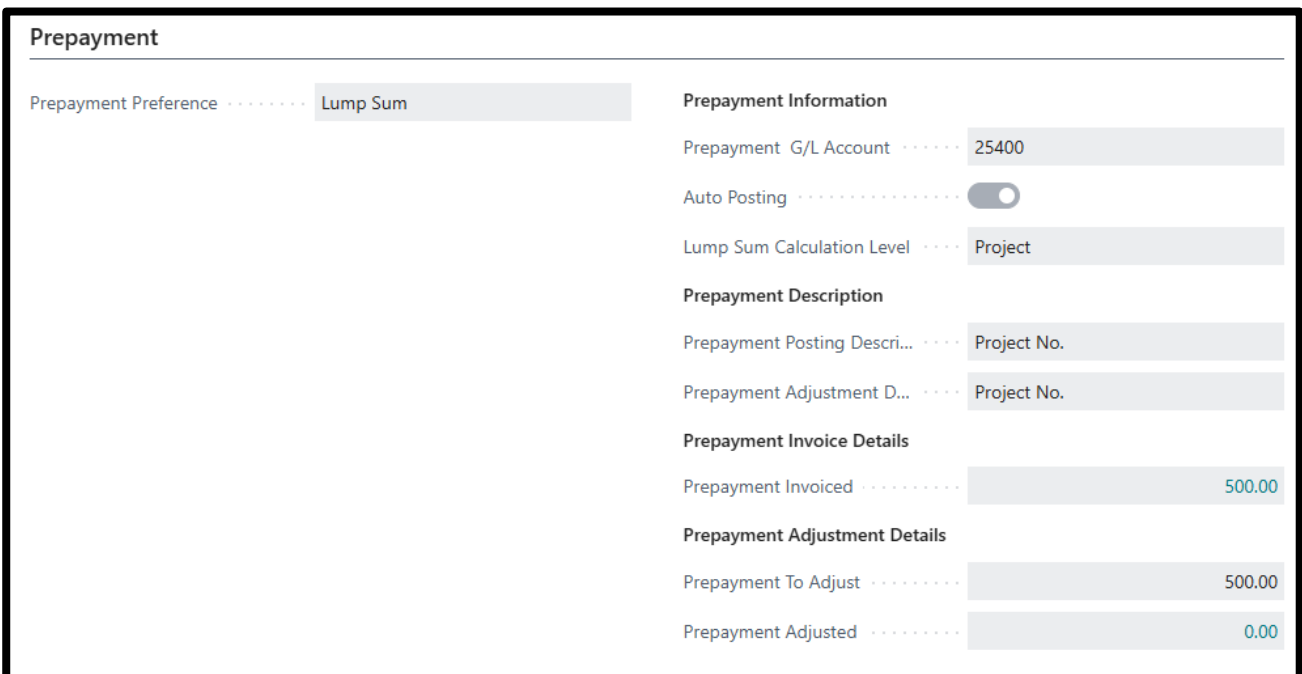
Prepayment Adjustment Details

Prepayment To Adjust 0.00

Prepayment Adjusted 0.00



To adjust lumpsum prepayment received on a Project, click on **“Create Project Sales Invoice”**.



PR03010


Home Print/Send Prices & Discounts WIP Project Report Actions Related Automate Fewer options

Copy Project Tasks from... Copy Project Tasks to... Functions Prepayment Create Purchase Orders Archive Project Create Project Sales Invoice

Description

Customer Name Kontorcentralen A/S Last Date M

External Document No. Project Manager

 1 invoice is created.

OK

The Invoice created has an adjustment sales line with the amount invoiced as prepayment for the Project.

Sales Invoice - 103232 · Kontorcentralen A/S

Manage Home Prepare Print/Send Request Approval Invoice Page More options

Post Release Send via Email(Correspondly)

Lines Manage Line

Select items... New Line Delete Line

Type	No.	Item Refe... No.	Project No.	Proj... Task No.	Description	Loc... Code	Qua...	Unit of Meas... Code	Unit Price Excl. VAT
G/L Account	25400				Prepayment adjustment lin...		1		-500.00
Item	SERV...		PR03010	110	Krav til forudinstallation	HOV...	3	TIME	1,000....
Comment	*		PR03010	110	Tjekliste:				
Comment	*		PR03010	110	* Pladsbegrænsninger				
Comment	*		PR03010	110	* Vandkvalitet, indløb, dræn...				
Comment	*		PR03010	110	* Elektriske krav				
Resource	AKSEL		PR03010	110	Aksel Hedegaard		1	TIME	770.00
Item	S-210		PR03010	220	S-210 Halvautomatisk	HOV...	1	STK	24,00...
Item	SERV...		PR03010	240	Installation	HOV...	2	TIME	1,000....
Item	SERV...		PR03010	260	Konfiguration	HOV...	2	TIME	1,000....

Upon posting the above document, the prepayment insights on the Project card are updated accordingly. Once project invoicing has started, you can no longer receive any more prepayment on the Project.

Prepayment

Prepayment Preference Lump Sum

Prepayment Information

Prepayment G/L Account 25400

Auto Posting

Lump Sum Calculation Level Project

Prepayment Description

Prepayment Posting Descri... Project No.

Prepayment Adjustment D... Project No.

Prepayment Invoice Details

Prepayment Invoiced 500.00

Prepayment Adjustment Details

Prepayment To Adjust 0.00

Prepayment Adjusted 500.00

5.4.2 Task Level

If you have **not received any lumpsum prepayment** on all or some of Task, it allows you to create the Project invoice but without any adjustment line i.e. **Standard Project/Project Task invoice**.

Project Task No.		Billable (Total Cost)	Billable (Total Price)	Prepayment Invoiced	Prepayment To Adjust	Prepayment Adjusted	Invoiced (Total Price)	WIP-Total
→ 110	⋮	429.00	3,770.00	0.00	0.00	0.00	-	
220		-	24,000.00	0.00	0.00	0.00	-	
240		-	2,000.00	0.00	0.00	0.00	-	
260		-	2,000.00	200.00	200.00	0.00	-	

You can create adjustment invoice by multiple methods as defined in [section 4.4.1](#).

Click on **“Create Project Sales Invoice”** to create the complete Project Invoice for demonstration.

PR03020

Home Print/Send Prices & Discounts WIP Project Report Actions Related Automate Fewer options

Copy Project Tasks from... Copy Project Tasks to... Functions Prepayment

- Create Purchase Orders
- Archive Project
- Create Project Sales Invoice**


Prepayment Invoice Details

Prepayment Invoiced 500.00

Prepayment Adjustment Details

Prepayment To Adjust 500.00

Prepayment Adjusted 0.00

 1 invoice is created.

OK

Sales Invoice - 103234 · Kontorcentralen A/S

Manage Home Prepare Print/Send Request Approval Invoice Page More options

Post Release Send via Email(Correspondly)

Lines Manage Line

Select items... New Line Delete Line

Type	No.	Item Refe... No.	Project No.	Proj... Task No.	Description	Loc... Code	Qua...	Unit of Meas... Code	Unit Price Excl. VAT
→ Item	SERV...		PR03020	110	Krav til forudinstallation	HOV...	3	TIME	1,000...
Comment	*		PR03020	110	Tjekliste:				
Comment	*		PR03020	110	* Pladsbegrænsninger				
Comment	*		PR03020	110	* Vandkvalitet, indløb, dræn...				
Comment	*		PR03020	110	* Elektriske krav				
Resource	AKSEL		PR03020	110	Aksel Hedegaard		1	TIME	770.00
Item	S-210		PR03020	220	S-210 Halvautomatisk	HOV...	1	STK	24,00...
G/L Account	25400				Prepayment adjustment lin...		1		-300.00
Item	SERV...		PR03020	240	Installation	HOV...	2	TIME	1,000...
G/L Account	25400				Prepayment adjustment lin...		1		-200.00
Item	SERV...		PR03020	260	Konfiguration	HOV...	2	TIME	1,000...

Posting the invoice, updates the prepayment insights on Project card and Task sub page.

Prepayment

Prepayment Preference Lump Sum

Prepayment Information

Prepayment G/L Account 25400

Auto Posting

Lump Sum Calculation Level Task

Prepayment Description

Prepayment Posting Descri... Project No. + Project Task No.

Prepayment Adjustment D... Project No. + Project Task No.

Prepayment Invoice Details

Prepayment Invoiced 500.00

Prepayment Adjustment Details

Prepayment To Adjust 0.00

Prepayment Adjusted 500.00

Tasks | Manage | Line

Project Task | Dimensions-Single | Documents | History | Functions | Prepayment

Project Task No.	Actual (Total Cost)	Billable (Total Cost)	Billable (Total Price)	Prepayment Invoiced	Prepayment To Adjust	Prepayment Adjusted	Invoiced (Total Price)	WIP-Total
110	-	429.00	3,770.00	0.00	0.00	0.00	3,770.00	
220	-	-	24,000.00	0.00	0.00	0.00	24,000.00	
→ 240	-	-	2,000.00	300.00	0.00	300.00	2,000.00	
260	-	-	2,000.00	200.00	0.00	200.00	2,000.00	

5.5 Posted Pre-Payment Adjustment Cancellation/Refund

The cancellation/refund of posted project/project Task invoice with prepayment adjustment works the same way explained in [section 3.6](#) but with respect to how the project/project task are invoiced.