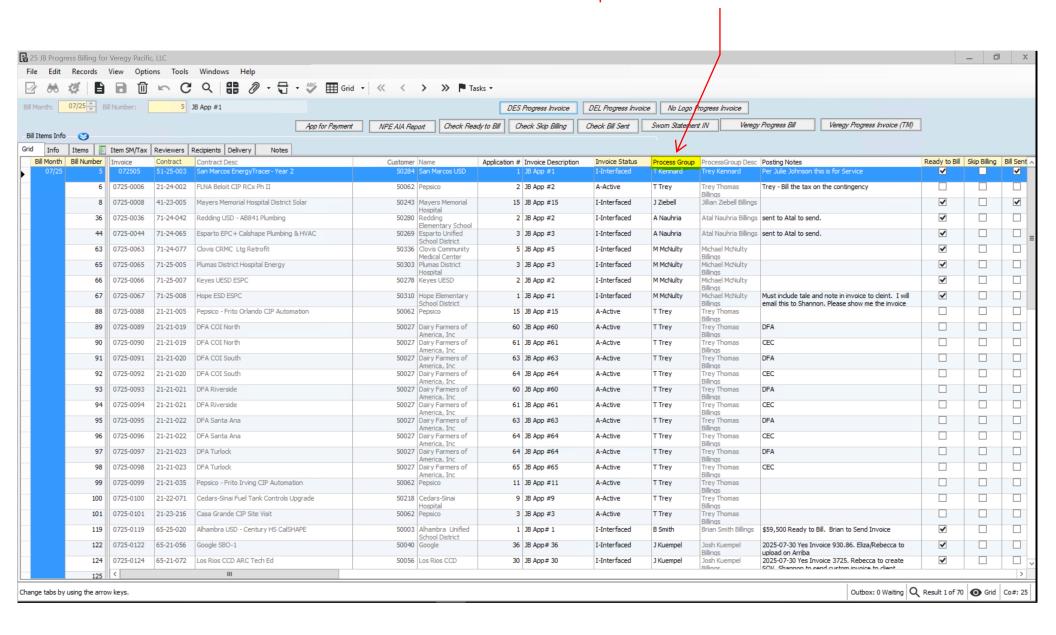
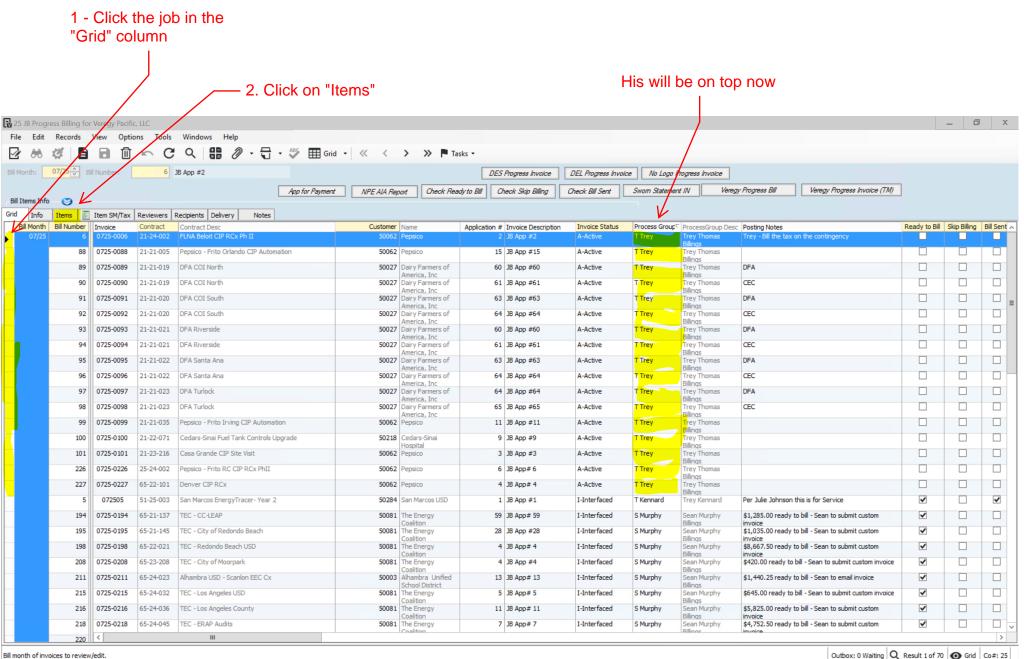


Bill month of invoices to review/edit.

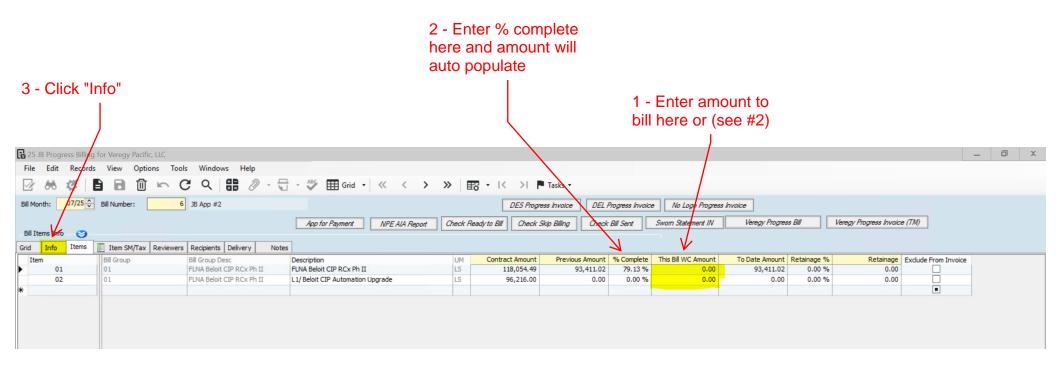
Outbox: 0 Waiting Q Result 1 of 70 View Co#: 25

## Click "Progress Group" (2) times to alphabetize and start from the Z-A





Outbox: 0 Waiting Q Result 1 of 70 Grid Co#: 25



\*\* You can do either #1 or #2 but not both for the same line item

Last Step - Once you click to Ready to bill of Click "Ready to Bill" skip billing, then click "Grid" and start on once billing is entered page 4 again till all projects are completed 25 JB Progress Billing for Veregy Pacifi \_ 🗇 X File Edit Records View Options Tools Windows Help 07/25 \$ Bill Number: 6 JB App #2 Bill Month: DEL Progress Invoice No Logo Progress Invoice DES Progress Invoice Veregy Progress Bill Veregy Progress Invoice (TM) App for Payment NPE AIA Report Check Ready to Bill Check Skip Billing Check Bill Sent Swom Statement IN Billetems Info Grid Info Items I Item SM/Tax Reviewers Recipients Delivery Notes Bill Status Tracking: 7/15/25 Invoice: Invoice Date: JB Reviewer Group: 21-24-002 FLNA Beloit CIP RCx Ph II Net 30 Days Contract: Pay Terms: 50062 Pepsico 8/14/25 🛗 Customer: Due Date: Date Created: 7/15/25 Ready to Bill Application #: Discount Date: Bill Sent VIEWPOINT\SBeal.YZE7 Created By: 7/1/25 🛗 Skip Billing Invoice Desc: JB App #2 From Date: 7/31/25 🛗 To Date: Status: A-Active User ID: Date: Bill Address Info Process Group: Trey Thomas Billings Ready For Review NASS PAYABLES PO BOX 1800 Address: Draft Approved Receivable Type: MA City: Winston Salem State: Sent to Customers US Restrict by Item Bill Group Zip Code: Country: Approved for Billing 9 Item Bill Group: Add'l Address: To JB Interface Change Orders Retainage Totals Textura Job? Trey - Bill the tax on the contingency Posting Notes: Only click "Skip Billing" if you did not enter an amount to

bill that month

Enter notes as

needed (Most of the time its not needed, its internal notes)