

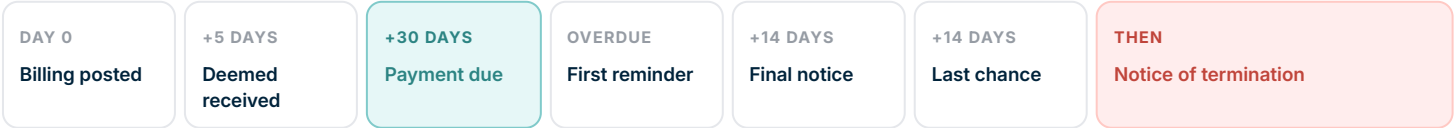
Month-end collections close

Fourteen steps in sequence. Work them in order. Steps 6 and 7 are the two that most teams get wrong, and they are the two that decide whether your late payment charges are enforceable.

RUN IN THIS ORDER

- 01 Pull every architect certificate issued this period. Confirm each one is signed by the developer's architect or engineer in charge of the housing development.
- 02 Match each certificate to a stage number in the affected unit's payment schedule. Not to the contractor's claim number.
- 03 List certificates received but not yet invoiced. Carry the number forward. This is the first figure your FD will ask for.
- 04 Generate progress billings for all certified stages. Stamped SPA units only, unless you have a documented reason to override.
- 05 Confirm the differential sum is settled on every loan-financed unit before any billing goes to the end financier.
- 06 Issue billings and record the posting date, not the generation date. The posting date is what the due date is built from.
- 07 Compute each due date correctly: posting date, plus 5 days deemed receipt, plus 30 days. Not 30 days from the invoice date.
- 08 Submit every billing to MyInvois. Confirm a UUID is returned against each one. No UUID means not compliant.
- 09 Review the 72 hour window. Anything needing cancellation must be actioned within 72 hours of LHDN validation. After that it is permanent.
- 10 Issue e-Receipts against every payment received in the period.
- 11 Age the ledger by unit, by banker and by lawyer. Flag every instalment past its computed due date.
- 12 Issue first reminders on all overdue instalments.
- 13 Issue final notices where 14 days have passed since the first reminder. Diarise the further 14 days.
- 14 Compute late payment charges at the SPA rate, day to day, from expiry of the 30 day period. Reconcile the total to the general ledger.

THE ESCALATION LADDER



Quarter-end and year-end add-ons

- Form 7(f) quarterly progress report. Submission window opens on the 1st and closes on the 21st of April, July, October and January. Via HIMS.
- Form 7(e) audited annual financial statements plus the Gazette notice. Within six months of the company's financial year end. Via HIMS.
- Housing Development Account withdrawal applications, each supported by an architect's certificate.

If it reaches termination

- Apply the purchaser's prior payments to any outstanding late payment charges first.
- Forfeit the sum stipulated in the executed SPA. Confirm the rate and the payments-received threshold against the SPA, not from memory.
- Refund the balance to the purchaser. Neither party then has any further claim under the agreement.
- Record the termination before the unit is relisted, and keep the full history.

CLOSE SIGN-OFF

PREPARED BY

REVIEWED BY

PERIOD

UNITS CLOSED

UNINVOICED CERTS C/F

FORWARD THIS UP

→ Certificates received but not invoiced is the single number that converts directly into uncollected cash. Ask for it every month.

→ Due dates built from the invoice date rather than deemed receipt make late payment charges unenforceable. That is revenue we are entitled to and are not charging.

→ Every day between certification and billing is a day of drawdown that has not been requested from the bank.