

Quadpro Help Desk

Works Orders Payments

Works Orders Payments

Quadpro also allows you to keep track of invoices for Works Orders. Once you have issued your order, you can add and keep track of payment details throughout the process.

On the Works Orders box you are able to insert payment updates relating to your issued orders.

These payments are automatically linked to the Budgets that you have selected. Once the totals have been entered, they are then deducted from the budgets.

You can view these in the **Budgets** section, accessed from the **Home Screen**.

Quadpro v03.12.41

WO No. 44617 2018 **3:42 PM** **Works Orders**
Tuesday, 24 April 2018

Primary Work Order Documents

Main Budget 2018 - 19 Budget Location Scotts Academy, Barts Sports Hall BLDG
Sub Budget Day To Day Maintenance Space 45660 Landing Area Actual Cost £1,050.00
Order/Issue Date 23/04/2018 24/04/2018 Contractor Ash Building Services Start Date 23/04/2018
Created By Nick Davis Operative Not Specified Finish Date 23/04/2018
Priority 14day Routine From Call Ref 0
Project Ref 0

This Order has been Issued

Description Replacement of Main Door to landing area Instructions & H&S Considerations

Contact Nick Davis Risks
Purchase Order No. 1801 ☐ Completed Inspection Reference Risk Present ☐

WO Items/ Estimates

Ref	Item	Qty	Unit	Rate	Est. Cost
3	Door Scanner Lock	1		£100.00	£100.00
2	New Door Window	1	Each	£150.00	£150.00
1	New Glass Doors	1	Item	£800.00	£800.00

Total Actual Costs £0.00 Total Estimates £1,050.00

Payments/ Invoices

Type	Invoice	Date Paid	Amount
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Add Delete £0.00

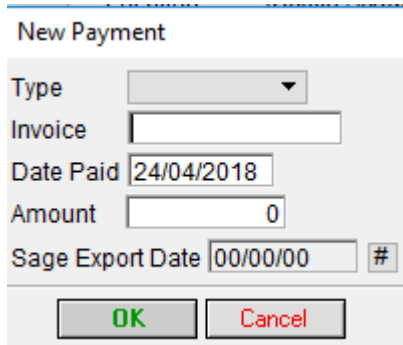
Split Order Save Exit Issue

Payments/ Invoices

Type	Invoice	Date Paid	Amount
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Add Delete £0.00

To add a new payment type to the Works Order, click '**Add**'. This will open a new dialogue box where you can enter invoice details.



The image shows a 'New Payment' dialog box with the following fields and controls:

- Type:** A dropdown menu.
- Invoice:** A text input field.
- Date Paid:** A date input field showing '24/04/2018'.
- Amount:** A text input field showing '0'.
- Sage Export Date:** A date input field showing '00/00/00' with a '#' icon to its right.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

Under **Type** you will have 4 options, these are detailed as below.

First:

This option is to be chosen if you have a number of payments needed to be made for the Works Orders.

Interim:

If this payment is not the first or the last, but part of a scheduled set of payments, then select **Interim**.

Final:

This option is to be used if the payment is the first and final payment or if the payment is the final one in several instalments.

Credit Note:

Use this option if an item has been over paid and the company are required to return part of that orders funds back.

Invoice:

Enter the Invoice number in this box as given by your accounts team or simply the purchase order number related to the Works Order.

Date Paid:

Once you enter the invoice number, the date will automatically update in this box.

Amount:

Enter the numerical value for the invoice amount into this field. Note that you do not need to include currency symbols.

If you need to remove a payment line, select the line you wish to delete and press '**Delete**'.