

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**.

Done
 Save

First
 Previous
 Next
 Last

Split
 Issue

Works Order

2576

2576

General
 Estimates / Payments
 Notes
 Documents

General Information

WO No 2576

Main Budget * Budget One
 Sub Budget * Sub Budget One

 Order Date 29/10/2020
 Issue Date 00/00/00
 Created By * Steve Manager
 Priority * Urgent
 Printed ☒

This Order has been Issued

Description *

We require a new door for the office can this be installed urgently?

* Required Fields

Location

Site Main Site
 Building 10 High Street
 Space NT202 - Board Room

Location Main Site, 10 High Street
 ☐ Space Contains Risk

Inspection Reference

Risks

RAMS

Contacts

Type * Carpenter
 Contractor * ABC Carpentry
 Operative Ben Carpenter
 From

Details

PGS-WO
 Actual Cost £162.00
 Start Date 29/10/2020
 Finish Date 29/10/2020

Call Ref
 Project Ref
 Purchase Order No

Instructions & H&S Considerations

Save

Cancel

Total Estimates
£50,000.00
Total Actual Costs
£0.00

Payments / Invoices

Type	Inv No	Date Paid	Estimated Cost	WO No	

Add
 Delete



<

III

>

Amount Paid to Date
£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.

Done

Save

Pay Item

WI Ref

Type

Invoice

Date Paid

Amount

Sage Export Date

1

First

15/01/2020

0

00/00/00

OK

Cancel

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.

If the Works Order was set up incorrectly and you would like to cancel it, please enter a final payment of ZERO and complete the Works Order. Outline in the notes that this was done.

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**'.