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.**

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.

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'.**