
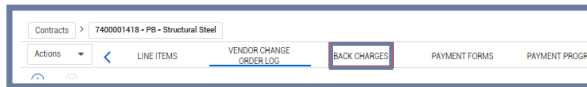


# BACK CHARGES

## CREATING A BACK CHARGE

- There may be many reasons to Back Charge a contractor during a project to reduce the value of a Change Order or reduce the amount of an Invoice due. To create a Back Charge to the Back Charges tab on the Contract and press  icon.



Contracts > 7400001418 - PB - Structural Steel

Actions < LINE ITEMS VENDOR CHANGE ORDER LOG **BACK CHARGES** PAYMENT FORMS PAYMENT PROGR

Contracts > 100014 - Electrical Fitout > 0001 - Damage to Site AUD \$

Back charge amount  
\$ 500.00

DETAILS SUPPORTING DOCUMENTS

**Back charge details** Created by Brenton Croftland on 09-07-2021

Back charge ID: 0001 \*Description: Damage to Site

Date supplier notified: 09-07-2021 Date back charge work completed: 09-07-2021

Account assignment type: WBS WBS code: 100.02 - Sundries

Back charge amount: \$ 500.00

Comments: 943  
Damage to a site entrance when truck was delivering goods

**Associated issue**

| Issue ID/Name                | Issue status | Value type | Current value |
|------------------------------|--------------|------------|---------------|
| 7-Additional Electrical work | In Review    | RCM        | \$ 0.00       |

## APPLY TO A VENDOR CHANGE ORDER

- In a Vendor Change Order (VCO) scroll down to the Back Charges section and search for the Back Charge. Press **Save**.

Back charges

| Back charge ID | Description    | Cost center | WBS code          | Amount           |
|----------------|----------------|-------------|-------------------|------------------|
| 0001           | Damage to Site |             | 100.02 - Sundries | \$ 500.00        |
| <b>Total</b>   |                |             |                   | <b>\$ 500.00</b> |

[Add another back charge](#)

- Create a New Contract Line item using the type **Credit** for the value of the back charge


Contracts > 100014 - Electrical Fitout > 0001 - Damage to Site AUD \$

DETAILS LINE ITEMS SUPPORTING DOCUMENTS

| Line Item ID | Description        | Unit | Quantity | Price    | Per | Net price | Change order adjustments | Total net price |
|--------------|--------------------|------|----------|----------|-----|-----------|--------------------------|-----------------|
| 0001         | Damage to Site     | Each | 20.000   | \$ 25.00 |     | \$ 500.00 |                          | \$ 500.00       |
| 0002         | Back Charge Amount | Lump | 1.000    | \$ 1.000 |     | \$ 1.000  |                          | \$ 1.000        |

- Create any addition items to be included with the Vendor Change Order as normal.

## APPLY TO A PAYMENT FORM

- In a Payment Form press  icon scroll down to the Back Charges Section and search for the Back charge. Press **Save**.

Back charges

| Back charge ID | Description     | Cost center | WBS code          | IL account                  | Amount           |
|----------------|-----------------|-------------|-------------------|-----------------------------|------------------|
| 0002           | Defective Parts |             | 100.02 - Sundries | \$1210.001 - Subcontracts - | \$ 250.00        |
| <b>Total</b>   |                 |             |                   |                             | <b>\$ 250.00</b> |

[Add another back charge](#)

- Enter the Line item disbursement as per the vendor invoice.
- The net payable will reflect the total invoice minus the Back Charge.

| Net payable | Remaining to allocate (pre-tax) | Previous gross | Current gross | To-date gross | Percentage complete | Payment status |
|-------------|---------------------------------|----------------|---------------|---------------|---------------------|----------------|
| \$ 1,025.00 | \$ 0.00                         | \$ 0.00        | \$ 1,275.00   | \$ 1,275.00   | 100.00%             | None           |

## NEED SOME MORE HELP?



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