

BACK CHARGES

CREATING A BACK CHARGE

1. 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.



Back charge amount: \$ 500.00

Associated issue:

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

APPLY TO A VENDOR CHANGE ORDER

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



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



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

APPLY TO A PAYMENT FORM

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



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



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