

PAYMENT ENTRY

◆ UPDATE PAYMENT INFORMATION

1. Select the Payment Progress tab. The list of invoices will appear. Update the payment information against the paid invoices by updating the Paid Amount, Method and Reference for each invoice.

Contracts > 100014 - Electrical Fleet AUD \$															
Actions		LINE ITEMS		SCHEDULE OF VALUES		VENDOR CHANGE ORDER LOG		BACK CHARGES		PAYMENT FORMS		PAYMENT PROGRESS		SUPPORT DOCUMENTS	
Posting date	Vendor inv. no.	Invoice total	Invoice date	Days outstanding	Record date	Paid amount	Method	Checkmark	Comments						
6	INV1233	\$ 1,275.00	09/07/2021	0	6	09/07/2021	\$ 1,275.00	eft	070921						

NOTE: This function only exists if using ERP Proxy to allow manual updating of Payment information

NOTE: It is possible via LogicApps to Import Payment data even with ERP Proxy turned on. Speak to your InEight Consultant for More details.

◆ CONTRACT SUMMARY

1. To Review the progress of a Contract at any time press the  icon



Contract totals

Created by: Brenton Cridland on 09.07.2021

Vendor	Civil Contractors Pty Ltd
Status	Draft
Type	Subcontracts
Contract retention	0.00% \$ 0.00
Total tax	\$ 0.00
Original value	Current value
\$ 1,275.00	\$ 1,275.00

Received to date

0.00%
\$ 0.00 of \$ 1,275.00

Contract invoices

Unassigned Assigned Submitted Remaining

100.00%
\$ 1,275.00 of \$ 1,275.00

Submitted to date

100.00%
\$ 1,275.00 of \$ 1,275.00

Paid to date

100.00%
\$ 1,275.00 of \$ 1,275.00

Retained to date

0.00%
\$ 0.00 of \$ 0.00

Released to date

◆ REVIEW PROGRESS DETAIL

1. In the Contract Summary pop out click on any of the Blue rectangles and the system will drill in to further detail.
2. Selecting the “Received to date” takes you to the line item progress view where you can see total Invoices, Goods Receipts etc per line item

Line items										Progress	
Line item	Type	Material ID	Description	Product line	Quantity	Unit price	Net price	UoM	Line item	Progress	
1	Service	100000	Each	1	\$ 1,275.00	1,275.00	1,275.00	Each	1	0.00%	

1. Selecting any of the values such as Goods Receipts drills in to the detail of the individual receipts applied to that line item

Invoice receipts									
Vendor invoice number	Posting document ID	Posting date	Quantity invoiced	UoM	Total	Retention withheld	Document item		
INV1233	6	09.07.2021	50.000	Each	\$ 1,275.00	\$ 0.00	1		

Submitted to date \$ 1,275.00 of \$ 1,275.00 Retained to date \$ 0.00 of \$ 0.00