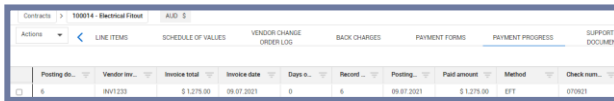


PAYMENT ENTRY

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.



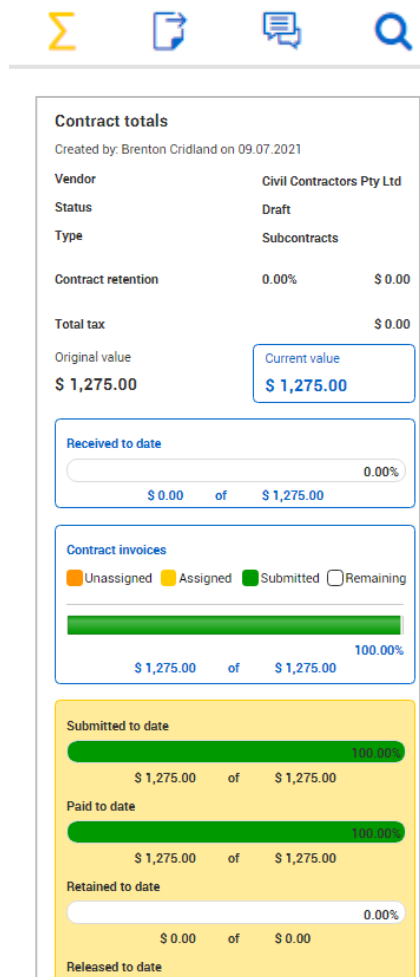
Posting date	Vendor inv.	Invoice total	Invoice date	Days to	Recd.	Posting	Paid amount	Method	Check num.
6	INV1233	\$ 1,275.00	09.07.2021	0	6	09.07.2021	\$ 1,275.00	EPF	070623

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 \$ 1,275.00
Current value \$ 1,275.00

Received to date
\$ 0.00 of \$ 1,275.00 0.00%

Contract invoices
Unassigned Assigned Submitted Remaining
\$ 1,275.00 of \$ 1,275.00 100.00%

Submitted to date
\$ 1,275.00 of \$ 1,275.00 100.00%

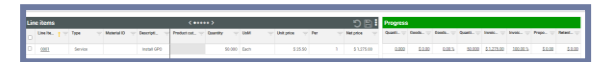
Paid to date
\$ 1,275.00 of \$ 1,275.00 100.00%

Retained to date
\$ 0.00 of \$ 0.00 0.00%

Released to date

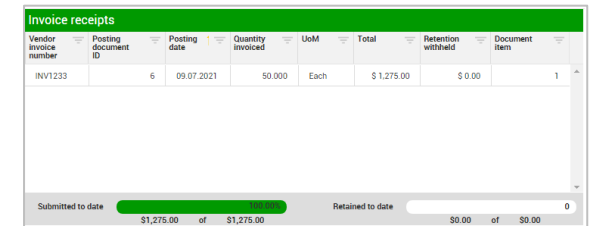
REVIEW PROGRESS DETAIL

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 Item	Type	Material ID	Quantity	Unit price	Per	Progress
001	Service	Contract 070	50.000	\$ 25.50	1	\$ 1,275.00

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



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