

Payments Management and Transactions

At **Implementation > Finances**, the users with *Coordinator Rights* can manage payments and the distributions to partners. Users with *Contractor Rights* are only able to view the amounts related to their partner.

Manage Payments

At **Implementation > Finances > EC Payments**, you can record payments. By clicking on "Add EC Payment", you can create a payment, define the payment date and allocate the shares from the payment to each partner. #

EMDESK auto-creates the first payment with some demo data by default.

To edit the partner shares and date of an EC payment, click on **+** at the top of the payment column. You can change the values accordingly and click on **-** at the top of the payment column in order to save the changes.

Contractors	Payments from the European Commission			
	EC Payments	Payments to Contractors	Payment Summary	
	Prefinance - Th 15.01.09 <input type="text" value="1310963.19"/> €	EC Payment P1 + We 25.03.09 <input type="text" value="100,000.00"/> €	Final Payment + <input type="text" value="0.00"/> €	Remaining <input type="text" value="1,190,953.19"/> €
P 1 CLL	<input type="text" value="1310963.19"/> €	<input type="text" value="100,000.00"/> €	<input type="text" value="0.00"/> €	<input type="text" value="1,190,953.19"/> €
P 2 SSO	<input type="text" value="310179.19"/> €	<input type="text" value="1.00"/> €	<input type="text" value="0.00"/> €	<input type="text" value="230,180.19"/> €
P 3 UOL	<input type="text" value="267368.00"/> €	<input type="text" value="2.00"/> €	<input type="text" value="0.00"/> €	<input type="text" value="267,370.00"/> €
P 4 UDO	<input type="text" value="285480.00"/> €	<input type="text" value="3.00"/> €	<input type="text" value="0.00"/> €	<input type="text" value="285,483.00"/> €
P 5 DAE	<input type="text" value="259252.80"/> €	<input type="text" value="4.00"/> €	<input type="text" value="0.00"/> €	<input type="text" value="259,256.80"/> €
P 6 FDC	<input type="text" value="70446.40"/> €	<input type="text" value="5.00"/> €	<input type="text" value="0.00"/> €	<input type="text" value="70,451.40"/> €
P 7 ISCPN	<input type="text" value="256275.20"/> €	<input type="text" value="6.00"/> €	<input type="text" value="0.00"/> €	<input type="text" value="256,281.20"/> €
	2,866,091.18 €	100,021.00 €	0.00 €	2,559,975.78 €
	Comments <input type="text"/>	Comments <input type="text"/>	Comments <input type="text"/>	

Add further payments

To add further *Payments at Implementation > Finances > EC Payments*, click on **Add EC Payment** from the left side panel. A new payment column appears.

To delete an EC payment, please click on **Delete Payment** at the bottom of a payment column.

Contractor	Prefinance	Final Payment	Remaining
P 1 CLL	1,310,963.19 €	0.00 €	1,110,953.19 €
P 2 SSO	310,179.19 €	0.00 €	310,179.19 €
P 3 UOL	267,368.00 €	0.00 €	267,368.00 €
P 4 UDO	285,480.00 €	0.00 €	285,480.00 €
P 5 DAE	259,252.80 €	0.00 €	259,252.80 €
P 6 FDC	70,446.40 €	0.00 €	70,446.40 €
P 7 ISCPN	256,275.20 €	0.00 €	256,275.20 €
Total	2,866,091.18 €	0.00 €	2,559,954.78 €

You can create one Pre-financing and as many EC Payments as you have configured Periodic reports. The last EC Payment is called Final Payment.

Payments to Contractors

To record a transaction to a partner from a Payment, go to **Implementation > Finances > Payments to Contractors**, select the Payment from *Select EC Payment* drop-down menu on the left side panel and then click the **Add Payment to Contractor** button. A new payment column appears to the right of the last column in the main area.

Enter the amounts, click the **+** button to activate the Edit mode.

By ticking a checkbox left of the amount input, you mark the payment as transferred.

To delete a payment, simply click on the **-** button.

Contractors	Payments to Partner				
Select EC Payment Pre-financing	EC Payments	Payments to Contractors		Payment Summary	
Add Payment to Contractor	Allocation Pre-financing	Payment 1 +	Payment 2 +	Payment 3 -	transferred Total Pre-financing
		We 29.04.0!	Fr 15.03.13		
P 1 CLL	1,310,963.19 €	✓ 100,000.00 €	✓ 100,000.00 €	0.00 €	200,010.00 €
P 2 SSO	310,179.19 €	100,000.00 €	✓ 0.00 €	0.00 €	0.00 €
P 3 UOL	267,368.00 €	1,000.00 €	0.00 €	0.00 €	0.00 €
P 4 UDO	285,480.00 €	0.00 €	0.00 €	0.00 €	0.00 €
P 5 DAE	259,252.80 €	0.00 €	0.00 €	0.00 €	0.00 €
P 6 FDC	70,446.40 €	0.00 €	0.00 €	0.00 €	0.00 €
P 7 ISCPN	256,275.20 €	0.00 €	0.00 €	0.00 €	0.00 €
	2,759,964.78 €	201,000.00 €	100,000.00 €	0.00 €	200,010.00 €
		✓ = transferred	✓ = transferred	✓ = transferred	

Payment Summary

At **Implementation > Finances > Payment Summary**, EMDESK provides an overview of the planned distribution of the EC Payments as a total or for each payment, as well as for each partner in comparison with the transferred payments to partners and the remaining balance. From this section, nothing can be edited or changed by any users of the project. It must be changed in the other finance sections by the Project Coordinator.

Contractors	Summary of payments		
Select EC Payment All Payments	EC Payments	Payments to Contractors	Payment Summary
	EC Payment Total	Payment to participants	to be paid balance
P 1 CLL	1,310,963.19 €	200,010.00 €	1,110,953.19 €
P 2 SSO	310,179.19 €	0.00 €	310,179.19 €
P 3 UOL	267,368.00 €	0.00 €	267,368.00 €
P 4 UDO	285,480.00 €	0.00 €	285,480.00 €
P 5 DAE	259,252.80 €	0.00 €	259,252.80 €
P 6 FDC	70,446.40 €	0.00 €	70,446.40 €
P 7 ISCPN	256,275.20 €	0.00 €	256,275.20 €
	2,759,964.78 €	200,010.00 €	2,559,954.78 €

To obtain an overview of a specific EC payment, please restrict the information by selecting an EC payment from the drop-down menu *Select EC Payment* on the left side panel.

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Finances/Payments

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