

## CONTRACT

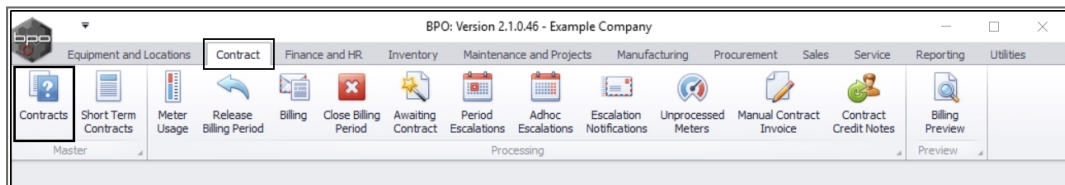
### REMOVE ITEM METER CHARGES

A contract **item meter charge** can be removed when the contract is in the **Active** state.

Certain amendments made to the contract item **meter**, will trigger the contract to be moved back to the **Released** state, in order for the contract to be checked and re-**Approved**. An email will then be sent to all users who have the rights to authorise this contract.

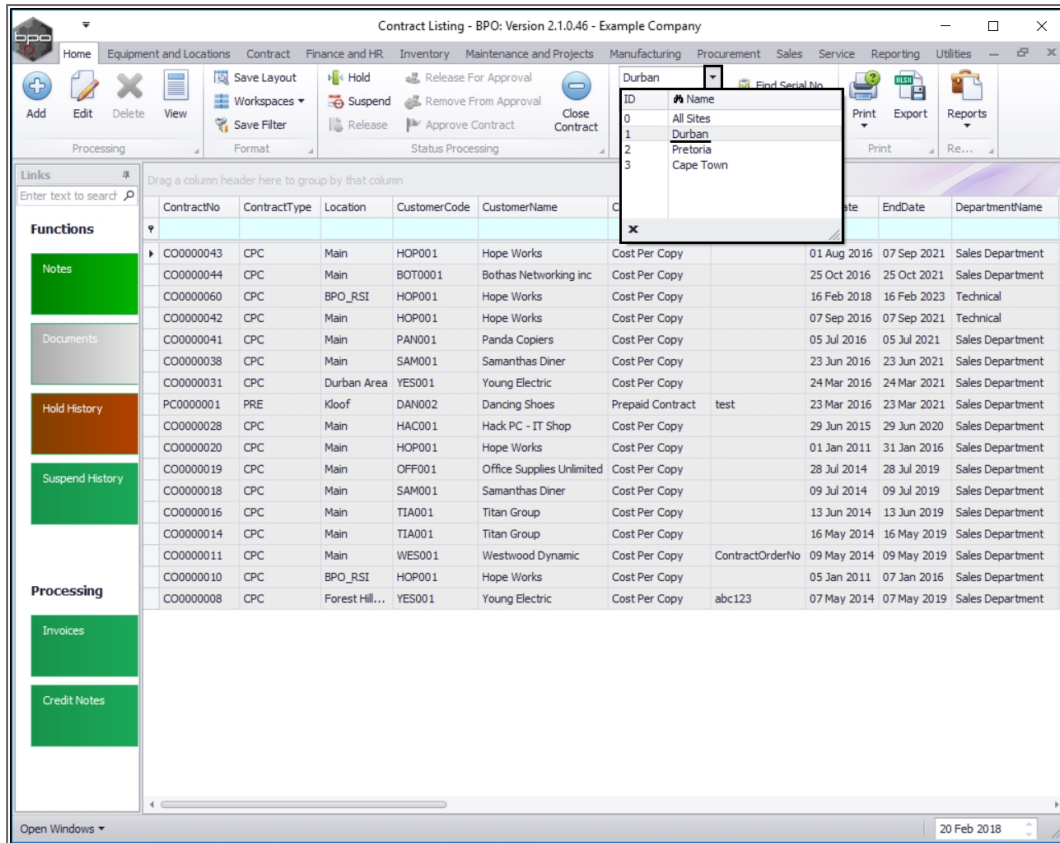
Removing an item meter charge will **not** trigger the re-approval process.

**Ribbon Access:** *Contract > Contracts*



The **Contract Listing** screen will be displayed.

- Select the **Site** that you wish to work in.
  - In this image **Durban** has been selected.



ContractNo	ContractType	Location	CustomerCode	CustomerName	Cost Per Copy	EndDate	DepartmentName
CO0000043	CPC	Main	HOP001	Hope Works	Cost Per Copy	01 Aug 2016	Sales Department
CO0000044	CPC	Main	BOT0001	Bothas Networking inc	Cost Per Copy	25 Oct 2016	Sales Department
CO0000060	CPC	BPO_RSI	HOP001	Hope Works	Cost Per Copy	16 Feb 2018	Technical
CO0000042	CPC	Main	HOP001	Hope Works	Cost Per Copy	07 Sep 2016	Technical
CO0000041	CPC	Main	PAN001	Panda Copiers	Cost Per Copy	05 Jul 2016	Sales Department
CO0000038	CPC	Main	SAM001	Samanthas Diner	Cost Per Copy	23 Jun 2016	Sales Department
CO0000031	CPC	Durban Area	YES001	Young Electric	Cost Per Copy	24 Mar 2016	Sales Department
PC0000001	PRE	Kloof	DAN002	Dancing Shoes	Prepaid Contract	23 Mar 2016	Sales Department
CO0000028	CPC	Main	HAC001	Hack PC - IT Shop	Cost Per Copy	29 Jun 2015	Sales Department
CO0000020	CPC	Main	HOP001	Hope Works	Cost Per Copy	01 Jan 2011	Sales Department
CO0000019	CPC	Main	OFF001	Office Supplies Unlimited	Cost Per Copy	28 Jul 2014	Sales Department
CO0000018	CPC	Main	SAM001	Samanthas Diner	Cost Per Copy	09 Jul 2014	Sales Department
CO0000016	CPC	Main	TIA001	Titan Group	Cost Per Copy	13 Jun 2014	Sales Department
CO0000014	CPC	Main	TIA001	Titan Group	Cost Per Copy	16 May 2014	Sales Department
CO0000011	CPC	Main	WES001	Westwood Dynamic	Cost Per Copy	09 May 2014	Sales Department
CO0000010	CPC	BPO_RSI	HOP001	Hope Works	Cost Per Copy	05 Jan 2011	Sales Department
CO0000008	CPC	Forest Hill...	YES001	Young Electric	Cost Per Copy	07 May 2014	Sales Department

- Upon opening, this screen will default to the **Active** status, listing all the **Active** contracts for the selected site.
  - **Note:** You can **only** remove item meter charges when the Contract is in the **Active** state.

Contract Listing - BPO: Version 2.1.0.46 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Save Filter Format Processing

Hold Release For Approval Suspend Remove From Approval Release Approve Contract Close Contract

Durban Active Find Serial No. Find Contract Refresh

Print Export Reports

Links

Enter text to search

Functions

Notes

Documents

Hold History

Suspend History

Processing

Invoices

Credit Notes

Drag a column header here to group by that column

ContractNo	ContractType	Location	CustomerCode	CustomerName	ContractTypeDesc	OrderNo	StartDate	EndDate	DepartmentName
CO0000043	CPC	Main	HOP001	Hope Works	Cost Per Copy		01 Aug 2016	07 Sep 2021	Sales Department
CO0000044	CPC	Main	BOT0001	Bothas Networking inc	Cost Per Copy		25 Oct 2016	25 Oct 2021	Sales Department
CO0000060	CPC	BPO_RSI	HOP001	Hope Works	Cost Per Copy		16 Feb 2018	16 Feb 2023	Technical
CO0000042	CPC	Main	HOP001	Hope Works	Cost Per Copy		07 Sep 2016	07 Sep 2021	Technical
CO0000041	CPC	Main	PAN001	Panda Copiers	Cost Per Copy		05 Jul 2016	05 Jul 2021	Sales Department
CO0000038	CPC	Main	SAM001	Samanthas Diner	Cost Per Copy		23 Jun 2016	23 Jun 2021	Sales Department
CO0000031	CPC	Durban Area	YES001	Young Electric	Cost Per Copy		24 Mar 2016	24 Mar 2021	Sales Department
PC0000001	PRE	Kloof	DAN002	Dancing Shoes	Prepaid Contract	test	23 Mar 2016	23 Mar 2021	Sales Department
CO0000028	CPC	Main	HAC001	Hack PC - IT Shop	Cost Per Copy		29 Jun 2015	29 Jun 2020	Sales Department
CO0000020	CPC	Main	HOP001	Hope Works	Cost Per Copy		01 Jan 2011	31 Jan 2016	Sales Department
CO0000019	CPC	Main	OFF001	Office Supplies Unlimited	Cost Per Copy		28 Jul 2014	28 Jul 2019	Sales Department
CO0000018	CPC	Main	SAM001	Samanthas Diner	Cost Per Copy		09 Jul 2014	09 Jul 2019	Sales Department
CO0000016	CPC	Main	TIA001	Titan Group	Cost Per Copy		13 Jun 2014	13 Jun 2019	Sales Department
CO0000014	CPC	Main	TIA001	Titan Group	Cost Per Copy		16 May 2014	16 May 2019	Sales Department
CO0000011	CPC	Main	WES001	Westwood Dynamic	Cost Per Copy	ContractOrderNo	09 May 2014	09 May 2019	Sales Department
CO0000010	CPC	BPO_RSI	HOP001	Hope Works	Cost Per Copy		05 Jan 2011	07 Jan 2016	Sales Department
CO0000008	CPC	Forest Hill...	YES001	Young Electric	Cost Per Copy	abc123	07 May 2014	07 May 2019	Sales Department

Open Windows

20 Feb 2018

## SELECT THE CONTRACT

- Select the **row** of the **contract** where you wish to **remove** a **meter charge**.
- Click on **Edit**.

Contract Listing - BPO: Version 2.1.0.46 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Save Filter Format Processing Status Processing

Durban Active Find Serial No. Find Contract Refresh Print Export Reports

Links Enter text to search

Functions

Notes

Documents

Hold History

Suspend History

Processing

Invoices

Credit Notes

Drag a column header here to group by that column

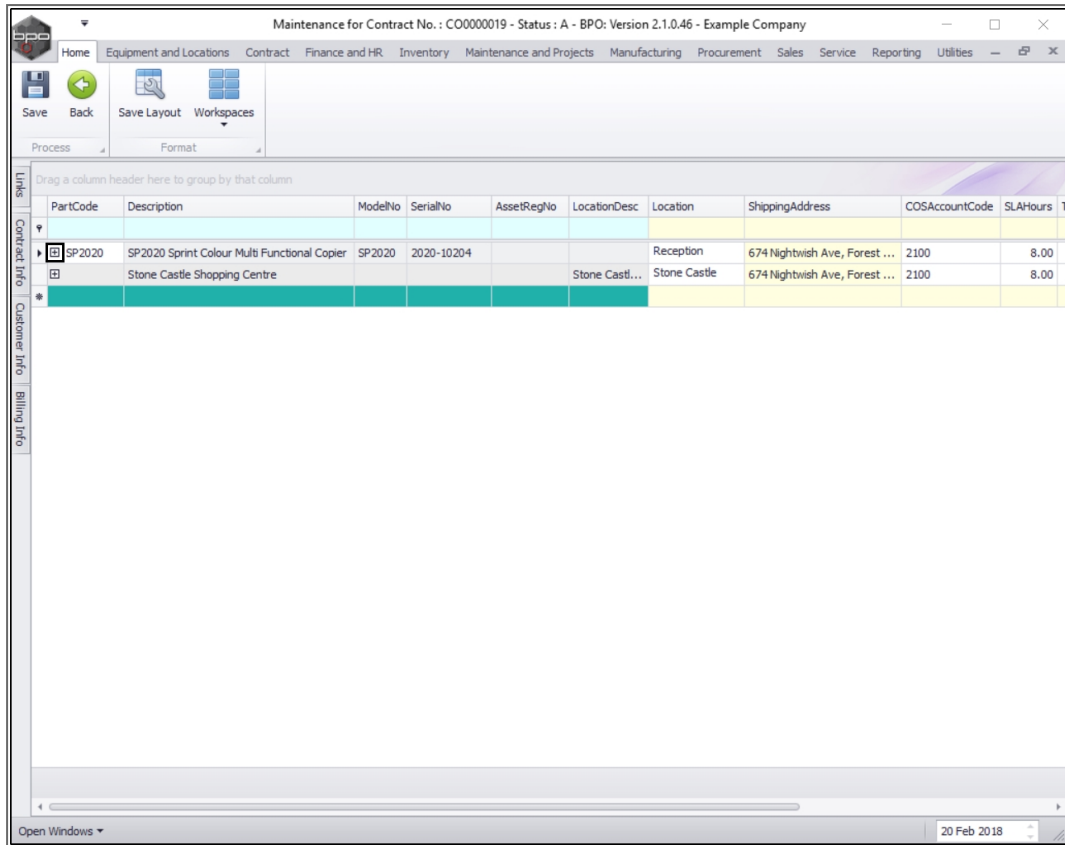
ContractNo	ContractType	Location	CustomerCode	CustomerName	ContractTypeDesc	OrderNo	StartDate	EndDate	DepartmentName
CO0000043	CPC	Main	HOP001	Hope Works	Cost Per Copy		01 Aug 2016	07 Sep 2021	Sales Department
CO0000044	CPC	Main	BOT0001	Bothas Networking inc	Cost Per Copy		25 Oct 2016	25 Oct 2021	Sales Department
CO0000060	CPC	BPO_RSI	HOP001	Hope Works	Cost Per Copy		16 Feb 2018	16 Feb 2023	Technical
CO0000042	CPC	Main	HOP001	Hope Works	Cost Per Copy		07 Sep 2016	07 Sep 2021	Technical
CO0000041	CPC	Main	PAN001	Panda Copiers	Cost Per Copy		05 Jul 2016	05 Jul 2021	Sales Department
CO0000038	CPC	Main	SAM001	Samanthas Diner	Cost Per Copy		23 Jun 2016	23 Jun 2021	Sales Department
CO0000031	CPC	Durban Area	YES001	Young Electric	Cost Per Copy		24 Mar 2016	24 Mar 2021	Sales Department
PC0000001	PRE	Kloof	DAN002	Dancing Shoes	Prepaid Contract	test	23 Mar 2016	23 Mar 2021	Sales Department
CO0000028	CPC	Main	HAC001	Hack PC - IT Shop	Cost Per Copy		29 Jun 2015	29 Jun 2020	Sales Department
CO0000020	CPC	Main	HOP001	Hope Works	Cost Per Copy		01 Jan 2011	31 Jan 2016	Sales Department
CO0000019	CPC	Main	OFF001	Office Supplies Unlimited	Cost Per Copy		28 Jul 2014	28 Jul 2019	Sales Department
CO0000018	CPC	Main	SAM001	Samanthas Diner	Cost Per Copy		09 Jul 2014	09 Jul 2019	Sales Department
CO0000016	CPC	Main	TIA001	Titan Group	Cost Per Copy		13 Jun 2014	13 Jun 2019	Sales Department
CO0000014	CPC	Main	TIA001	Titan Group	Cost Per Copy		16 May 2014	16 May 2019	Sales Department
CO0000011	CPC	Main	WES001	Westwood Dynamic	Cost Per Copy	ContractOrderNo	09 May 2014	09 May 2019	Sales Department
CO0000010	CPC	BPO_RSI	HOP001	Hope Works	Cost Per Copy		05 Jan 2011	07 Jan 2016	Sales Department
CO0000008	CPC	Forest Hill...	YES001	Young Electric	Cost Per Copy	abc123	07 May 2014	07 May 2019	Sales Department

Open Windows 20 Feb 2018

- The **Maintenance for Contract No.: [] - Status: []** screen will be displayed.

## SELECT THE ITEM

- Click on the **expand** button in the **row** of the **item** where you wish to remove the **meter charge**.



Maintenance for Contract No. : CO0000019 - Status : A - BPO: Version 2.1.0.46 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout | Workspaces

Process | Format

Drag a column header here to group by that column

PartCode	Description	ModelNo	SerialNo	AssetRegNo	LocationDesc	Location	ShippingAddress	COSAAccountCode	SLAHours	T
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10204			Reception	674 Nightwish Ave, Forest ...	2100	8.00	
	Stone Castle Shopping Centre				Stone Castl...	Stone Castle	674 Nightwish Ave, Forest ...	2100	8.00	

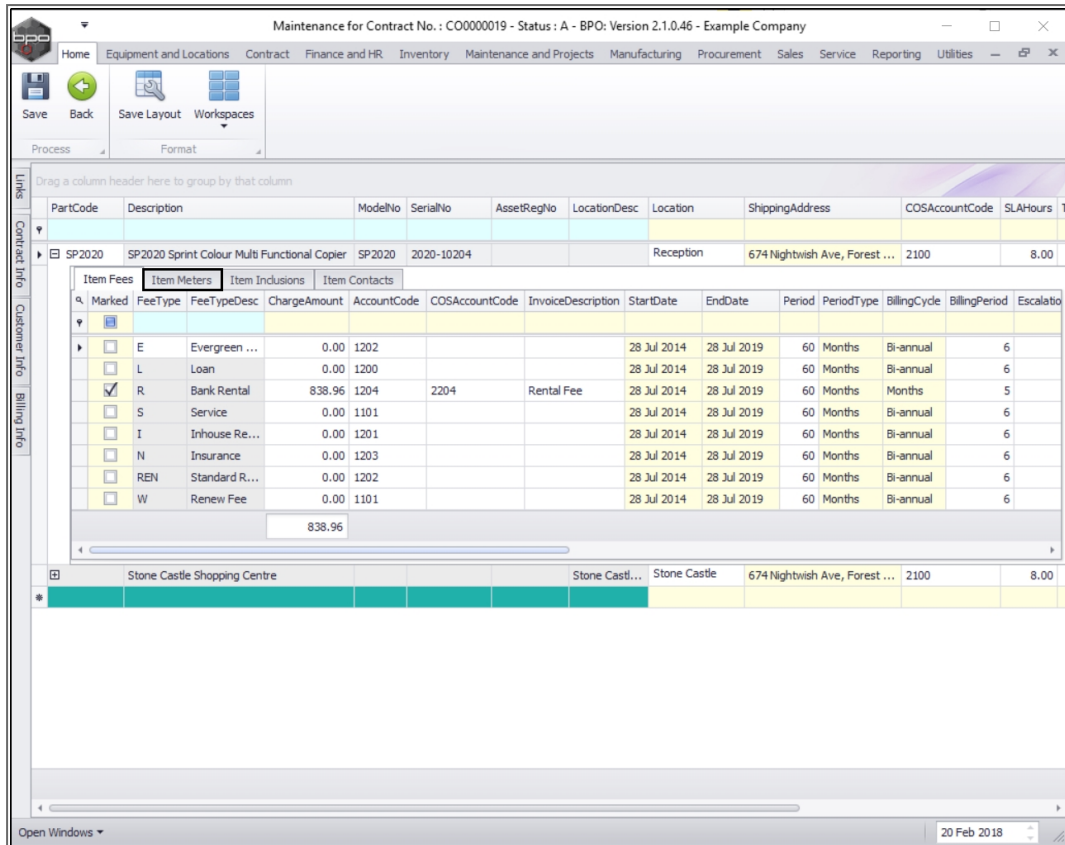
Links: Contract Info | Customer Info | Billing Info

Open Windows | 20 Feb 2018

- The *Items* data grid will be expanded.

## SELECT THE METER

- Click on the *Item Meters* tab.



The screenshot shows the 'Maintenance for Contract No.: CO0000019 - Status: A - BPO: Version 2.1.0.46 - Example Company' window. The 'Item Meters' tab is active, displaying a table of item meters. The table has columns for Marked, FeeType, FeeTypeDesc, ChargeAmount, AccountCode, COSAccountCode, InvoiceDescription, StartDate, EndDate, Period, PeriodType, BillingCycle, BillingPeriod, and Escalation. The 'Marked' column contains checkboxes, and the 'ChargeAmount' column shows values for each item meter. The 'Rental Fee' item meter (R) is highlighted, showing a charge amount of 838.96.

Marked	FeeType	FeeTypeDesc	ChargeAmount	AccountCode	COSAccountCode	InvoiceDescription	StartDate	EndDate	Period	PeriodType	BillingCycle	BillingPeriod	Escalation
<input type="checkbox"/>	E	Evergreen ...	0.00	1202			28 Jul 2014	28 Jul 2019	60	Months	Bi-annual	6	
<input type="checkbox"/>	L	Loan	0.00	1200			28 Jul 2014	28 Jul 2019	60	Months	Bi-annual	6	
<input checked="" type="checkbox"/>	R	Bank Rental	838.96	1204	2204	Rental Fee	28 Jul 2014	28 Jul 2019	60	Months	Months	5	
<input type="checkbox"/>	S	Service	0.00	1101			28 Jul 2014	28 Jul 2019	60	Months	Bi-annual	6	
<input type="checkbox"/>	I	Inhouse Re...	0.00	1201			28 Jul 2014	28 Jul 2019	60	Months	Bi-annual	6	
<input type="checkbox"/>	N	Insurance	0.00	1203			28 Jul 2014	28 Jul 2019	60	Months	Bi-annual	6	
<input type="checkbox"/>	REN	Standard R...	0.00	1202			28 Jul 2014	28 Jul 2019	60	Months	Bi-annual	6	
<input type="checkbox"/>	W	Renew Fee	0.00	1101			28 Jul 2014	28 Jul 2019	60	Months	Bi-annual	6	

- The **Item Meters** frame will open.

## REMOVE THE METER CHARGE

- **Un-tick** the **Marked** check box of the item meter you wish to **remove** from billing.

Maintenance for Contract No. : CO0000019 - Status : A - BPO: Version 2.1.0.46 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Workspaces

Process Format

Links

Drag a column header here to group by that column

PartCode	Description	ModelNo	SerialNo	AssetRegNo	LocationDesc	Location	ShippingAddress	COSAccountCode	SLAHours	T																																																				
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10204		Reception		674 Nightwish Ave, Forest ...	2100	8.00																																																					
<div> <div>Item Fees</div> <div>Item Meters</div> <div>Item Inclusions</div> <div>Item Contacts</div> </div> <table border="1"> <thead> <tr> <th>Marked</th> <th>MeterCode</th> <th>StartReading</th> <th>ReadingDate</th> <th>MinBilling</th> <th>MinQuantity</th> <th>AccountCode</th> <th>COSAccou...</th> <th>EscalationP...</th> <th>EscalationT...</th> <th>EscalationA...</th> <th>SupplierCode</th> <th>Supplier</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Mono</td> <td>0.00</td> <td>01 Jul 2014</td> <td>250.00</td> <td>1000</td> <td>1101</td> <td>2101</td> <td>11</td> <td>Percentage</td> <td>10.00</td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Colour</td> <td>0.00</td> <td>01 Jul 2014</td> <td>275.00</td> <td>1000</td> <td>1101</td> <td>2101</td> <td>11</td> <td>Percentage</td> <td>10.00</td> <td></td> <td></td> </tr> <tr> <td colspan="13">Select esc t...</td> </tr> </tbody> </table>											Marked	MeterCode	StartReading	ReadingDate	MinBilling	MinQuantity	AccountCode	COSAccou...	EscalationP...	EscalationT...	EscalationA...	SupplierCode	Supplier	<input checked="" type="checkbox"/>	Mono	0.00	01 Jul 2014	250.00	1000	1101	2101	11	Percentage	10.00			<input checked="" type="checkbox"/>	Colour	0.00	01 Jul 2014	275.00	1000	1101	2101	11	Percentage	10.00			Select esc t...												
Marked	MeterCode	StartReading	ReadingDate	MinBilling	MinQuantity	AccountCode	COSAccou...	EscalationP...	EscalationT...	EscalationA...	SupplierCode	Supplier																																																		
<input checked="" type="checkbox"/>	Mono	0.00	01 Jul 2014	250.00	1000	1101	2101	11	Percentage	10.00																																																				
<input checked="" type="checkbox"/>	Colour	0.00	01 Jul 2014	275.00	1000	1101	2101	11	Percentage	10.00																																																				
Select esc t...																																																														
Stone Castle Shopping Centre											Stone Castl...	Stone Castle	674 Nightwish Ave, Forest ...	2100	8.00																																															

Open Windows

20 Feb 2018

- The **Marked** check box will now be **blank**.
- **Scroll right** in the **Item Meters** frame.





Maintenance for Contract No. : CO0000019 - Status : A - BPO: Version 2.1.0.46 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Workspaces

Process Format

Links

Contract Info

Customer Info

Billing Info

Drag a column header here to group by that column

PartCode	Description	ModelNo	SerialNo	AssetRegNo	LocationDesc	Location	ShippingAddress	COSAccountCode	SLAHours	T																											
SP 2020	SP 2020 Sprint Colour Multi Functional Copier	SP 2020	2020-10204		Reception	674 Nightwish Ave, Forest ...	2100	8.00																													
<table border="1"> <thead> <tr> <th>Item Fees</th> <th>Item Meters</th> <th>Item Inclusions</th> <th>Item Contacts</th> </tr> </thead> <tbody> <tr> <td>ng</td> <td>MinQuantity</td> <td>AccountCode</td> <td>COSAccou...</td> </tr> <tr> <td>250.00</td> <td>1000</td> <td>1101</td> <td>2101</td> </tr> <tr> <td>275.00</td> <td>1000</td> <td>1101</td> <td>2101</td> </tr> <tr> <td colspan="4">Select esc t...</td> </tr> </tbody> </table>											Item Fees	Item Meters	Item Inclusions	Item Contacts	ng	MinQuantity	AccountCode	COSAccou...	250.00	1000	1101	2101	275.00	1000	1101	2101	Select esc t...										
Item Fees	Item Meters	Item Inclusions	Item Contacts																																		
ng	MinQuantity	AccountCode	COSAccou...																																		
250.00	1000	1101	2101																																		
275.00	1000	1101	2101																																		
Select esc t...																																					
<table border="1"> <thead> <tr> <th>EscalationP...</th> <th>EscalationT...</th> <th>EscalationA...</th> <th>SupplierCode</th> <th>SupplierName</th> <th>FinanceAm...</th> <th>OrderNo</th> <th>IsActive</th> <th>AmendDate</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>Percentage</td> <td>10.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>No</td> <td>2017/12/06</td> </tr> <tr> <td>11</td> <td>Percentage</td> <td>10.00</td> <td></td> <td></td> <td>0.00</td> <td></td> <td>Yes</td> <td>2017/12/06</td> </tr> </tbody> </table>											EscalationP...	EscalationT...	EscalationA...	SupplierCode	SupplierName	FinanceAm...	OrderNo	IsActive	AmendDate	11	Percentage	10.00			0.00		No	2017/12/06	11	Percentage	10.00			0.00		Yes	2017/12/06
EscalationP...	EscalationT...	EscalationA...	SupplierCode	SupplierName	FinanceAm...	OrderNo	IsActive	AmendDate																													
11	Percentage	10.00			0.00		No	2017/12/06																													
11	Percentage	10.00			0.00		Yes	2017/12/06																													
<table border="1"> <thead> <tr> <th>Stone Castle Shopping Centre</th> <th>Stone Castl...</th> <th>Stone Castle</th> <th>674 Nightwish Ave, Forest ...</th> <th>2100</th> <th>8.00</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>											Stone Castle Shopping Centre	Stone Castl...	Stone Castle	674 Nightwish Ave, Forest ...	2100	8.00																					
Stone Castle Shopping Centre	Stone Castl...	Stone Castle	674 Nightwish Ave, Forest ...	2100	8.00																																

Open Windows

20 Feb 2018

## SAVE METER CHARGE REMOVAL

- When you have finished removing the required meter charges, click on **Save**.

Maintenance for Contract No. : CO0000019 - Status : A - BPO: Version 2.1.0.46 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Save Layout Workspaces

Process Format

Links

Drag a column header here to group by that column

PartCode	Description	ModelNo	SerialNo	AssetRegNo	LocationDesc	Location	ShippingAddress	COSAccountCode	SLAHours	T		
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10204		Reception		674 Nightwish Ave, Forest ...	2100	8.00			
<div> <div>Item Fees</div> <div>Item Meters</div> <div>Item Inclusions</div> <div>Item Contacts</div> </div>												
ng	MinQuantity	AccountCode	COSAccou...	EscalationP...	EscalationT...	EscalationA...	SupplierCode	SupplierName	FinanceAm...	OrderNo	IsActive	AmendDate
250.00	1000	1101	2101	11	Percentage	10.00			0.00		No	2017/12/06
275.00	1000	1101	2101	11	Percentage	10.00			0.00		Yes	2017/12/06
Select esc t...												
Stone Castle Shopping Centre												
Stone Castl...												
Stone Castle												
674 Nightwish Ave, Forest ...												
2100												
8.00												

Open Windows

20 Feb 2018

- The meter charge will be **removed** and you will return to the **Contract Listing** screen.

MNU.112.037