

# CONTRACTS

# **CLOSE BILLING PERIOD**

After processing contract billing, the current contract billing period must be **closed**. If this billing period is <u>not</u> closed, you will <u>not</u> be able to release the next billing period.

This process will close the contract billing period and <u>not</u> the financial period.

**Ribbon Access:** Contract > Close Billing Period

<b>• •</b>							BPC	: Version 2.	4.0.11 - Exam	ple Company						_ <b>D</b> X
	Equipment / L	ocations	Contract	Finan	ce/HR I	nventory	Maintenand	e / Projects	Manufacturin	ng Procure	ment Sales	Service	Reporting	Utilities		
?			$\langle \gamma \rangle$		×	*						2	5	Q		
Contracts	Short Term Contracts	Meter Usage	Release Billing Period	Billing	Close Billing Period		Period Escalations	Adhoc Escalations	Escalation Notifications	Unprocessed Meters	Manual Contract Invoice	Contract Credit Notes	Balances	Billing Preview		
Mas	ster 🦼							Processing						Preview	4	$\diamond$

The *Contract Billing Period Closure* screen will be displayed.

#### **CONTRACT BILLING PERIOD CLOSURE SCREEN**

- 1. **Period to be closed** this shows the billing period to be closed (and not the financial period).
  - **Month** this shows the billing month to be closed.
  - Year this shows the billing year.
  - **Released** this shows whether the period to be closed was initially released for billing.

#### **UNBILLED CONTRACTS**

2. If there are contracts still to be billed in this billing period, then they will be listed in the *Contracts* data grid.



Any <u>unbilled</u> contracts displayed in the is screen will prevent will prevent the billing period closure.

© <b>▼</b>		Contract	Billing Period Closure -	BPO: Version 2.5.0.0 - Exam	ple Company v2.	5.0.0				_		X
Home	Equipment / Locations	Contract Finance / HR	Inventory Maintenan	ce / Projects Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	Ð	×
Save Back S	Save Layout Workspaces	Export 1	×									6
			4									
Period to be	Closed 10	Month 12	Year 2020 R	eleased Yes								
ContractNo	CustomerCode	CustomerName	ContractType	ContractTypeDesc						10		
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CO0000042	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Contract								
CO0000050	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy								
CO0000052	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Contract								
CO000053	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy								
CO000072	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy								
CO000073	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy								
CO0000079	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy								
CO000082	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy								
CO000083	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	2							
CO000009	DER001	Derton / Technologies	CPC	Cost Per Copy								
CO000006	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy								
CO0000012	TIA001	Titan Group	CPC	Cost Per Copy								
CO000081	TIA001	Titan Group	CPC	Cost Per Copy								
CO0000018	SAM001	Samanthas Diner	CPC	Cost Per Copy								
CO000084	PIN0001	Pink Shoes	CPC	Cost Per Copy								
CO0000042	BIG0001	Big Bargains	PRE	Prepaid Contract								
	16											

#### **CLOSURE ERROR**

- If you click on *Save* when there are still items to be billed, you will first receive the following *Check Billing Period Closure* message:
- Are you sure you want to close the billing period [] for month [] in [].
- 3. Click on Yes.



Home	Equipment / Locations	Contract Finance / HR	Inventory Maintenar	nce / Projects Manufact	uring Procurement Sales Service Reporting Utilities — 4 <sup>59</sup>
Process	Save Layout Workspaces	Print _			
Period to be	Closed 10	Month 12	Year 2020 R	teleased Yes	
T CHOU CO DC	closed 10		2020	icicuscu res	2
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ContractNo	CustomerCode	CustomerName	ContractType	ContractTypeDesc	
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CO0000042	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Contract	
CO0000050	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	
CO0000052	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Contract	Check Billing Period Closure
CO0000053	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	
CO0000072	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	e v
CO0000073	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Are you sure you want to close billing period 10 for month 12 in 2020.
CO0000079	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	
CO000082	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	
CO000083	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Yes No
CO0000009	DER001	Derton / Technologies	CPC	Cost Per Copy	
CO0000006	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	
CO0000012	TIA001	Titan Group	CPC	Cost Per Copy	
CO000081	TIA001	Titan Group	CPC	Cost Per Copy	
CO0000018	SAM001	Samanthas Diner	CPC	Cost Per Copy	
CO0000084	PIN0001	Pink Shoes	CPC	Cost Per Copy	
CO0000042	BIG0001	Big Bargains	PRE	Prepaid Contract	

- 1. An *error message* will pop up warning you;
- 2. 'The billing period cannot be close as there are still meters that are unprocessed. Please set the readings and release.'
- 3. Click on OK.

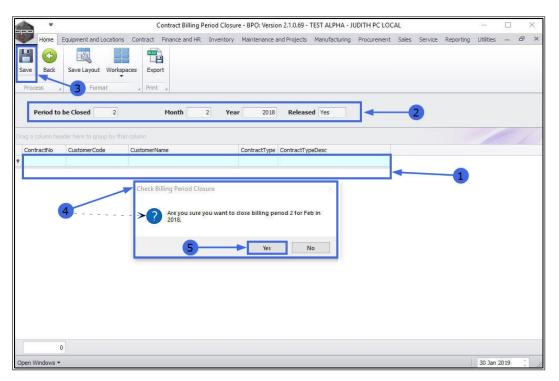
	ne Equipment / Locations		-	- BPO: Version 2.5.0.0 - E	xample Company v2.5.0.0
Save Back	Save Layout Workspace		Inventory Maintenar	ice / Projects Manufact	uring Procurement Sales Service Reporting Utilities — 6 <sup>9</sup>
Process	A Format	Print J			
	be Closed 10		Year 2020 R	teleased Yes	9
ContractNo	CustomerCode	CustomerName	ContractType	ContractTypeDesc	
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CO0000042	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Contract	
CO0000050	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	
CO0000052	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Contract	.Net SqlClient Data Provider X
CO000053	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	
CO000072	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	A The billing period cannot be closed as there are still meters that are
CO000073	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	unprocessed. Please set the readings and release.
CO000079	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	The transaction ended in the trigger. The batch has been aborted.
CO000082	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	
CO000083	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	З
CO000009	DER001	Derton / Technologies	CPC	Cost Per Copy	
	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	
CO000006	TIA001	Titan Group	CPC	Cost Per Copy	
CO0000006 CO0000012			CPC	Cost Per Copy	
	TIA001	Titan Group			
CO0000012	TIA001 SAM001	Titan Group Samanthas Diner	CPC	Cost Per Copy	
CO0000012 CO0000081			CPC CPC	Cost Per Copy Cost Per Copy	



• Bill all the unbilled items first, then come back and close the billing period.

#### SUCCESSFULLY CLOSE BILLING PERIOD

- 1. If there are <u>no</u> contracts yet to be billed in this screen
- 2. then you will be able to close the billing period successfully.
- 3. Click on *Save*.
- 4. A *Check Billing Period Closure* message box will pop up, asking;
  - Are you sure you want to close billing period [] for [] in
    []?
- 5. Click on Yes.



- 1. A *Billing Period Closure* message box will pop up informing you that;
  - The billing period [ ] for [ ] in [ ] has been closed successfully.
- 2. Click on Yes.



	Contract Billing Period (	Closure - BPO: Version 2.1.0.69 - TEST ALPHA	- JUDITH PC LOCAL		3_		X
Home Equipment and Location	a an	ntory Maintenance and Projects Manufacturi		Service Reporting	Utilities	_ d	9 x
Save Back Process Format	spaces Print						
Period to be Closed 2	Month 2	Year 2018 Released Yes					
					1		
ContractNo CustomerCode	CustomerName	ContractType ContractTypeDesc					
	1	The billing period 2 for Feb in 2018 has been successfully.	No				

## VIEW NEXT BILLING PERIOD CONTRACTS TO BE BILLED

- Contracts waiting to be billed in the *next* billing period will now be displayed in the *Contracts* data grid.
- 2. Note: The *Periods to be Closed*, *Month*, *Year* and *Released* fields have not yet changed to reflect the new billing period.
  - Only when you *exit* the screen and then *re-open* the screen will these details be updated.
- 3. Click on *Back* or *Close* the screen to exit when you are done.



### Close Billing Period

Home Equ	uipment and Locations	Contract Finance and HR Inventory	Maintenance	and Projects Manufacturing						
				and ridjeets manafactaring	Procurement	Sales Service	Reporting	Utilities		7
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rocess 🦼	Format	a Print a		3						
Period to be	Closed 2	Month 2 Yea	r 2018	Released Yes						
	L					2				
								1		
									2	
ContractNo	CustomerCode	CustomerName	ContractType	ContractTypeDesc						
TC000005	HOP001	Hope Works	MTC	Maintenace Contract						
00000141	HOP001	Hope Works	CPC	Cost Per Copy						
00000181	HOP001	Hope Works	CPC	Cost Per Copy						
00000182	HOP001	Hope Works	CPC	Cost Per Copy			-			
00000186	HOP001	Hope Works	CPC	Cost Per Copy						
00000233	HOP001	Hope Works	CPC	Cost Per Copy						
00000234	HOP001	Hope Works	CPC	Cost Per Copy						
00000199	CON001	Consolidated	CPC	Cost Per Copy						
TC000006	DER001	Derton Technologies	MTC	Maintenace Contract						
00000142	DER001	Derton Technologies	CPC	Cost Per Copy						
00000143	DER001	Derton Technologies	CPC	Cost Per Copy						
rtc0000007	TIA001	Titan Group	MTC	Maintenace Contract						
00000169	TIA001	Titan Group	CPC	Cost Per Copy						
00000170	TIA001	Titan Group	CPC	Cost Per Copy						
00000174	TIA001	Titan Group	CPC	Cost Per Copy						
00000175	TT4001	Tites Course	CDC	Contraction Comm						

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