CONTRACT

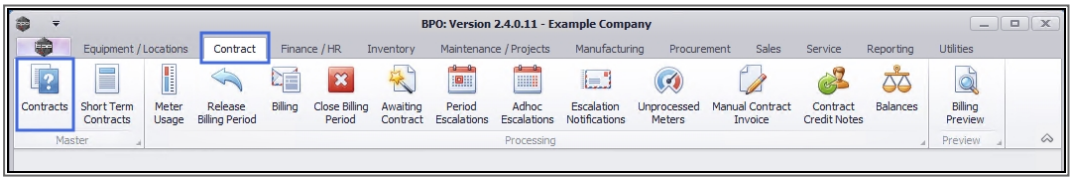
INVOICES

The Invoices tile in the Contract Listing screen allows you to create a manual Contract Invoice, to bill a machine on a contract, for either fees, meters, or both, within the current billing period. This will prevent a contract invoice from being raised at month end for the contract (fees and / or meters).

It is important to note, that **Manual Contract Invoices should only be used to fix a problem as a last resort.**

This manual provides a brief outline of the process from the Invoices tile in the Contract Listing screen. For a more thorough explanation, refer to Create a Manual Contract Invoice, Billing and Short Term Contract Invoice.

Ribbon Access: *Contract > Contracts*



1. The ***Contract Listing*** screen will be displayed.
2. Select the ***Site*** that you wish to work in.

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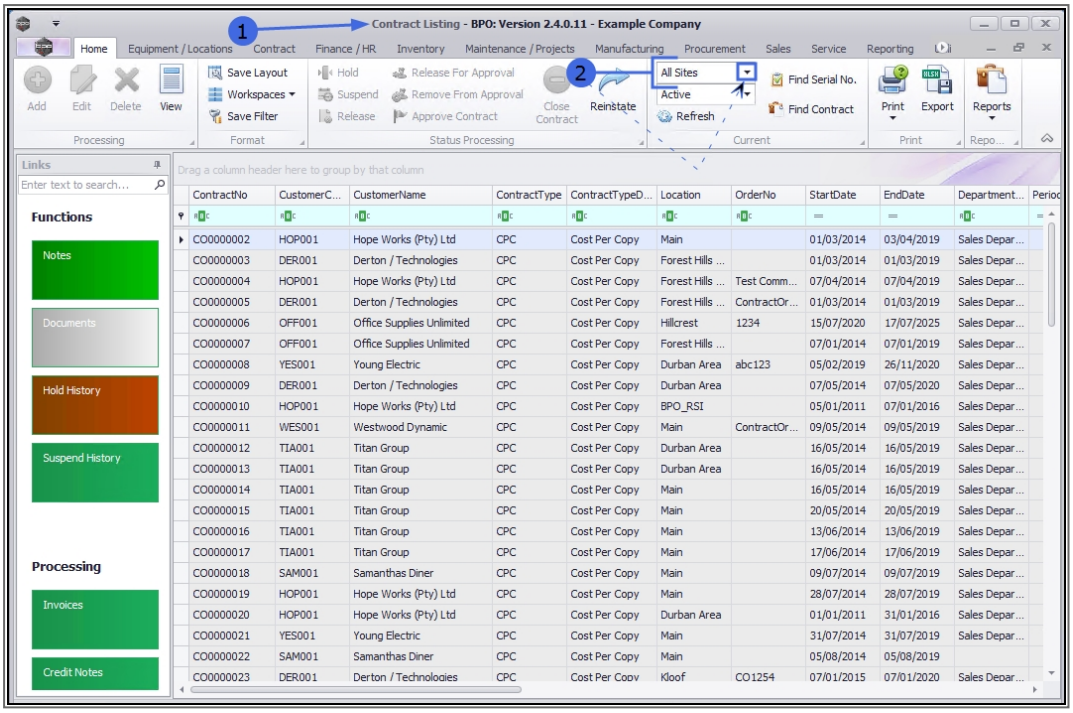
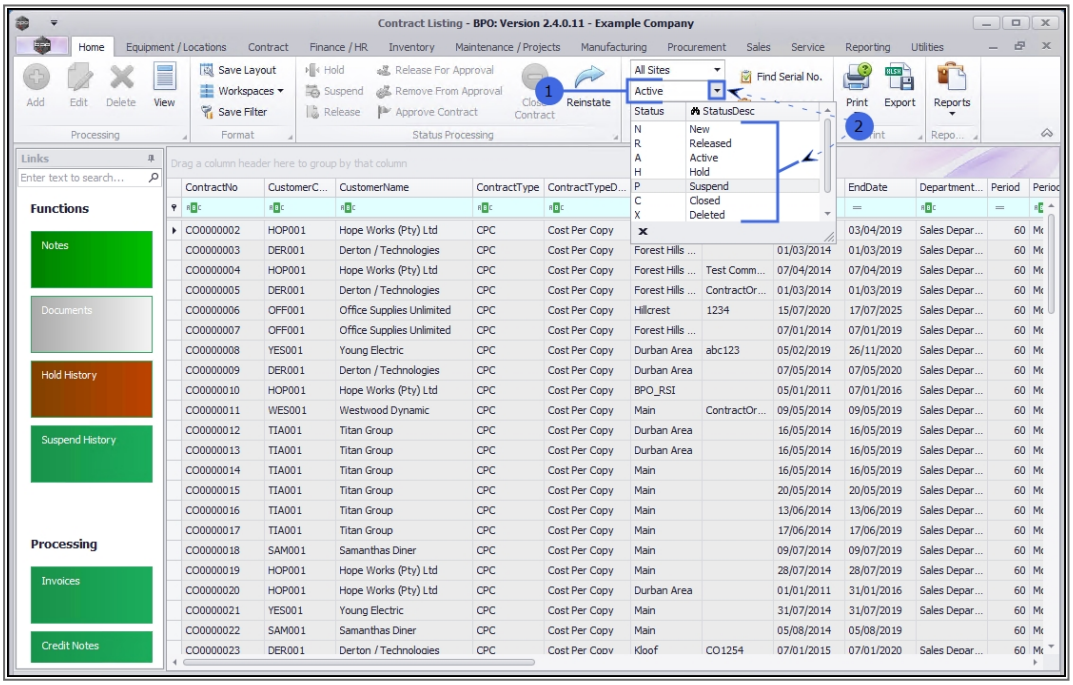


1. This screen defaults to the ***Active*** status.
2. Select a different ***status*** from the drop-down menu, if required.



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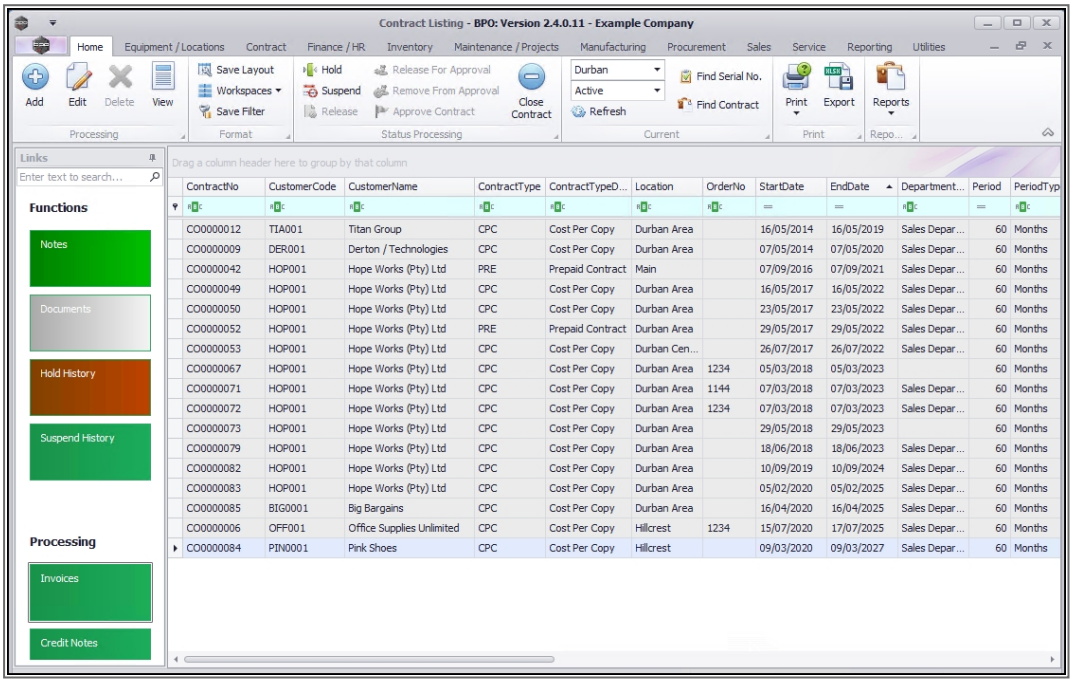
INVOICES FOR CONTRACT SCREEN

- Select the ***row*** of the ***contract*** where you wish to ***view*** the linked Invoices.
- Click on the ***Invoices*** tile.



1. The ***Invoices for Contract No.: []*** screen will open.
2. All the invoices linked to the selected contract will be listed.

ADD CONTRACT INVOICE

3. Click on ***Add***.

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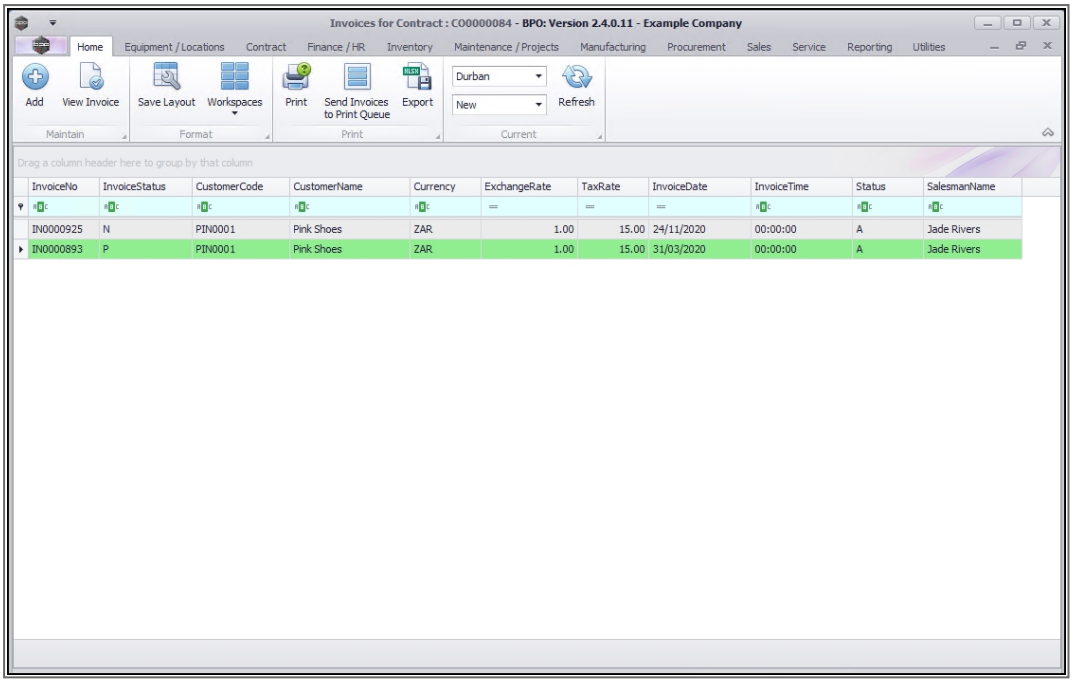

The ***Maintain Contract Invoice: Add a new invoice*** screen will display.

Complete the ***Contract Invoice Header*** Information:

1. **Customer Name**: Click on the search button in this field and select the customer linked to the contract in the previous screen.
2. **Contract**: Click on the search button in this field and select the row of the contract that you wish to raise a manual invoice against. This should be the contract originally selected in image 4.

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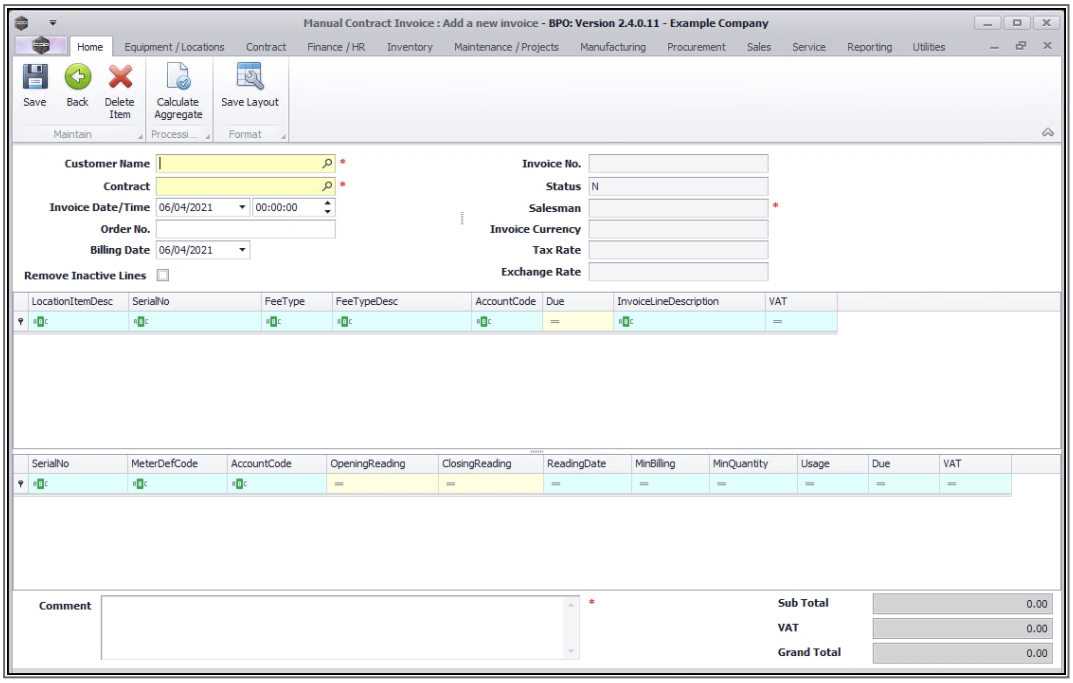

PRINT CONTRACT INVOICE

1. You can also Print a contract invoice or send a contract invoice to Print Queue.
2. Click on ***Back*** to return to the ***Contract Listing*** screen.

MNU.112.060

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