



CONTRACT

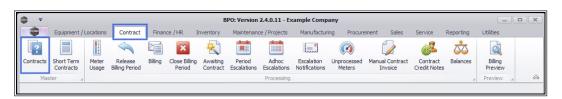
INVOICES

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.



Invoices

•			1		Contract Listing - Bl	PO: Version 2.4.	0.11 - Example (Company					
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			CO000002	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		01/03/2014	03/04/2019	Sales Depar	
Notes			CO000003	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills		01/03/2014	01/03/2019	Sales Depar	
			CO000004	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Forest Hills	Test Comm	07/04/2014	07/04/2019	Sales Depar	
			CO000005	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills	ContractOr	01/03/2014	01/03/2019	Sales Depar	
Documents			CO000006	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Hillcrest	1234	15/07/2020	17/07/2025	Sales Depar	
			CO000007	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Forest Hills		07/01/2014	07/01/2019	Sales Depar	
			CO000008	YES001	Young Electric	CPC	Cost Per Copy	Durban Area	abc123	05/02/2019	26/11/2020	Sales Depar	
Hold History			CO000009	DER001	Derton / Technologies	CPC	Cost Per Copy	Durban Area		07/05/2014	07/05/2020	Sales Depar	
			CO0000010	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	BPO_RSI		05/01/2011	07/01/2016	Sales Depar	
			CO000011	WES001	Westwood Dynamic	CPC	Cost Per Copy	Main	ContractOr	09/05/2014	09/05/2019	Sales Depar	
Suspend Histo	rv		CO000012	TIA001	Titan Group	CPC	Cost Per Copy	Durban Area		16/05/2014	16/05/2019	Sales Depar	
			CO000013	TIA001	Titan Group	CPC	Cost Per Copy	Durban Area		16/05/2014	16/05/2019	Sales Depar	
			CO0000014	TIA001	Titan Group	CPC	Cost Per Copy	Main		16/05/2014	16/05/2019	Sales Depar	
			CO000015	TIA001	Titan Group	CPC	Cost Per Copy	Main		20/05/2014	20/05/2019	Sales Depar	
			CO0000016	TIA001	Titan Group	CPC	Cost Per Copy	Main		13/06/2014	13/06/2019	Sales Depar	
D			CO000017	TIA001	Titan Group	CPC	Cost Per Copy	Main		17/06/2014	17/06/2019	Sales Depar	
Processing			CO0000018	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		09/07/2014	09/07/2019	Sales Depar	
Invoices			CO0000019	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		28/07/2014	28/07/2019	Sales Depar	
Arronces			CO000020	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		01/01/2011	31/01/2016	Sales Depar	
			CO000021	YES001	Young Electric	CPC	Cost Per Copy	Main		31/07/2014	31/07/2019	Sales Depar	
			CO000022	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		05/08/2014	05/08/2019		
Credit Notes			CO000023	DER001	Derton / Technologies	CPC	Cost Per Copy	Kloof	CO1254	07/01/2015	07/01/2020	Sales Depar	

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

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Notes		00000003	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills		01/03/2014	01/03/2019	Sales Depar	60	
		00000004	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Forest Hills	Test Comm	07/04/2014	07/04/2019	Sales Depar	60	N (
		00000005	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills	ContractOr	01/03/2014	01/03/2019	Sales Depar	60	N (
Documents		00000006	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Hillcrest	1234	15/07/2020	17/07/2025	Sales Depar	60	•
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		00000010	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	BPO_RSI		05/01/2011	07/01/2016	Sales Depar	60	N (
		CO0000011	WES001	Westwood Dynamic	CPC	Cost Per Copy	Main	ContractOr	09/05/2014	09/05/2019	Sales Depar	60	N (
Suspend History		00000012	TIA001	Titan Group	CPC	Cost Per Copy	Durban Area		16/05/2014	16/05/2019	Sales Depar	60	N (
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		00000014	TIA001	Titan Group	CPC	Cost Per Copy	Main		16/05/2014	16/05/2019	Sales Depar	60	I N
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Processing		00000018	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		09/07/2014	09/07/2019	Sales Depar		
Invoices		00000019	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		28/07/2014	28/07/2019	Sales Depar		
		00000020	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		01/01/2011	31/01/2016	Sales Depar		•
		00000021	YES001	Young Electric	CPC	Cost Per Copy	Main		31/07/2014	31/07/2019	Sales Depar) N
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Credit Notes		00000023	DER001	Derton / Technologies	CPC	Cost Per Copy	Kloof	CO1254	07/01/2015	07/01/2020	Sales Depar	60	M



INVOICES FOR CONTRACT SCREEN

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

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		CO0000012	TIA001	Titan Group	CPC	Cost Per Copy	Durban Area		16/05/2014	16/05/2019	Sales Depar	60	Months
Notes		CO000009	DER001	Derton / Technologies	CPC	Cost Per Copy	Durban Area		07/05/2014	07/05/2020	Sales Depar	60	Months
		CO0000042	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Contract	Main		07/09/2016	07/09/2021	Sales Depar	60	Months
		CO0000049	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		16/05/2017	16/05/2022	Sales Depar	60	Months
Documents		CO0000050	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		23/05/2017	23/05/2022	Sales Depar	60	Months
		CO0000052	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Contract	Durban Area		29/05/2017	29/05/2022	Sales Depar	60	Months
		CO0000053	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Cen		26/07/2017	26/07/2022	Sales Depar	60	Months
Hold History		CO000067	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area	1234	05/03/2018	05/03/2023		60	Months
		CO0000071	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area	1144	07/03/2018	07/03/2023	Sales Depar	60	Months
		CO0000072	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area	1234	07/03/2018	07/03/2023	Sales Depar	60	Months
Suspend History		CO0000073	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		29/05/2018	29/05/2023		60	Months
ouspend history		CO0000079	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		18/06/2018	18/06/2023	Sales Depar	60	Months
		CO000082	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		10/09/2019	10/09/2024	Sales Depar	60	Months
		CO000083	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		05/02/2020	05/02/2025	Sales Depar	60	Months
		CO000085	BIG0001	Big Bargains	CPC	Cost Per Copy	Durban Area		16/04/2020	16/04/2025	Sales Depar	60	Months
		CO000006	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Hillcrest	1234	15/07/2020	17/07/2025	Sales Depar	60	Months
Processing	۶.	CO000084	PIN0001	Pink Shoes	CPC	Cost Per Copy	Hillcrest		09/03/2020	09/03/2027	Sales Depar	60	Months

- 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*.



Home Equipment / Lo	Invoices for C	Contract : CO0000084 - BPO: Vers	ion 2.4.0.11 - Example Compan	Y .	_ □ X
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 IN0000893 P 	PIN0001 Pink Shoes	ZAR 1.00	15.00 31/03/2020	00:00:00 A	Jade Rivers

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.



Invoices

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PRINT CONTRACT INVOICE

- 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.

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