

CONTRACT

AUTO BILL FLAG UNSELECTED

Contract billing has 2 steps:

1. Creating the billing batch
2. Running the billing (which will generate the contract invoices, if the Auto Bill flag is selected in the [Contract Configuration](#)).

Important Note: The Auto Bill flag

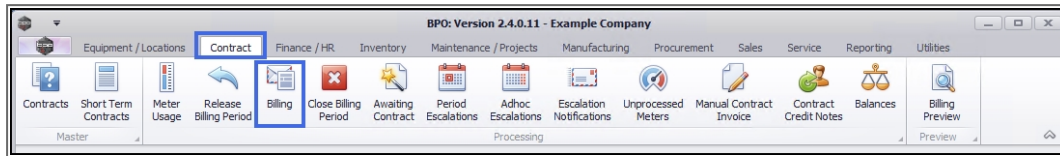
- If the Auto Bill flag is selected in the Configurator, when the contract billing batch is created and saved, the contract invoices will be auto-created by the system. Refer to [Contract Processing](#).

The process set out below depends on the [Auto Bill](#) flag being unselected in the Configurator. The contract invoices will not be created on running the billing batch. The [Invoices](#) action button will become active in the Contract Billing screen upon [creating and saving the billing batch](#) ready for the user to process the invoices when convenient.

Example: This scenario may occur when a company has a substantial number of invoices to be created. Instead of slowing down the system and running them at the same time as the Billing Batch, the invoices can be created after hours when the system is freed up.

If you run your [Contract Fees](#) and [Contract Meters](#) billing separately (e.g., **Rental** at the beginning of the month, and **Meter Charges** at the end of the month), ensure that you select the correct fee type when you create the billing batch.

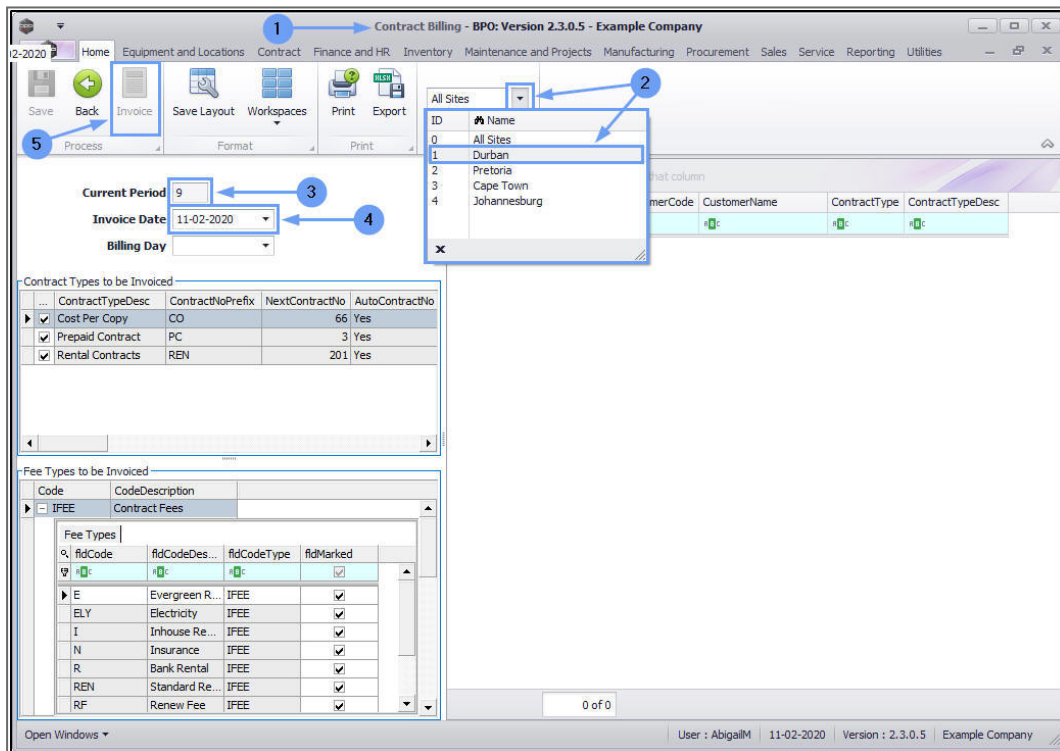
Ribbon Access: *Contract* > *Billing*



1. The **Contract Billing** screen will be displayed.
2. Select the **site**.
 - In this image **Durban** has been selected.

CURRENT PERIOD & INVOICE DATE

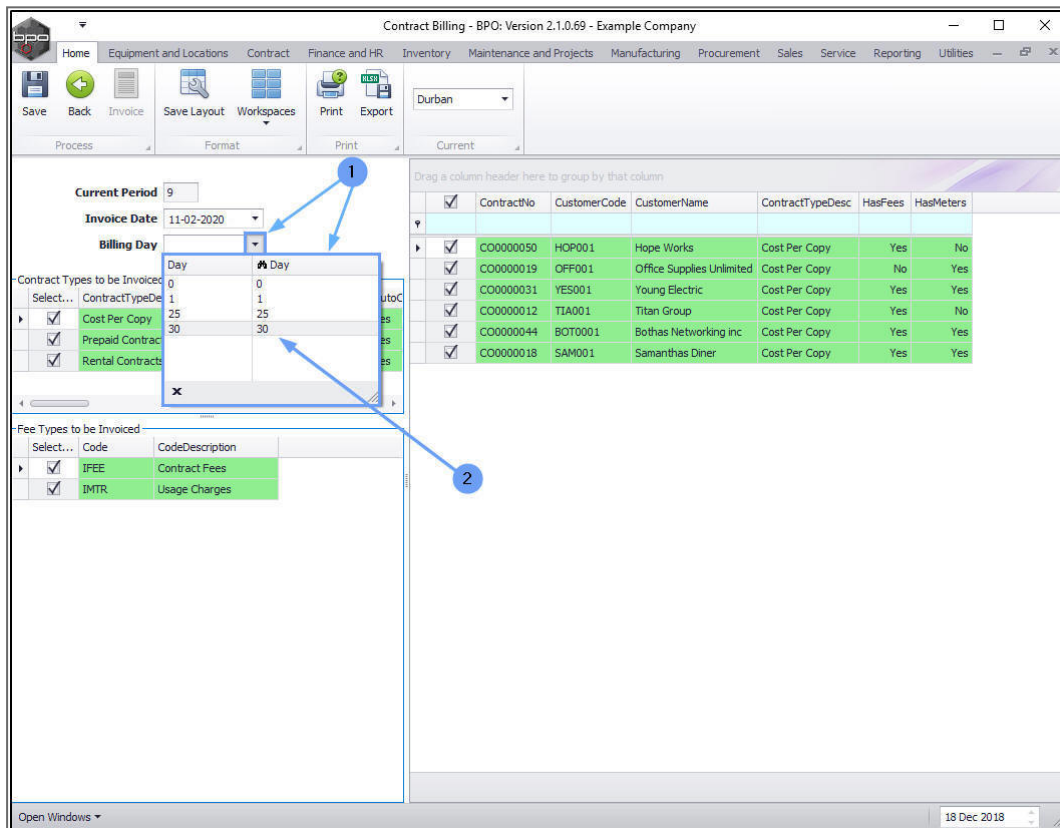
3. **Current Period:** This will reflect the current billing period (not financial period).
4. **Invoice Date:** Ensure you select the correct invoice date - this is the date that will reflect on the contract invoice(s).
5. **Note:** The Invoice action button is currently 'inactive' (greyed out).



BILLING DAY

This is an optional selection - and will give you the ability to select contracts by the **Billing Day** set up in the contract. It can be used as a filter in this screen.

1. Click on the drop-down arrow in the **Billing Day** text box to display the **Day** selection list.
2. You may have contracts configured to bill on the **1st** , **25th** and **30th** , as in this example. This will give you the option to multi-select on the contracts that you wish to bill currently.

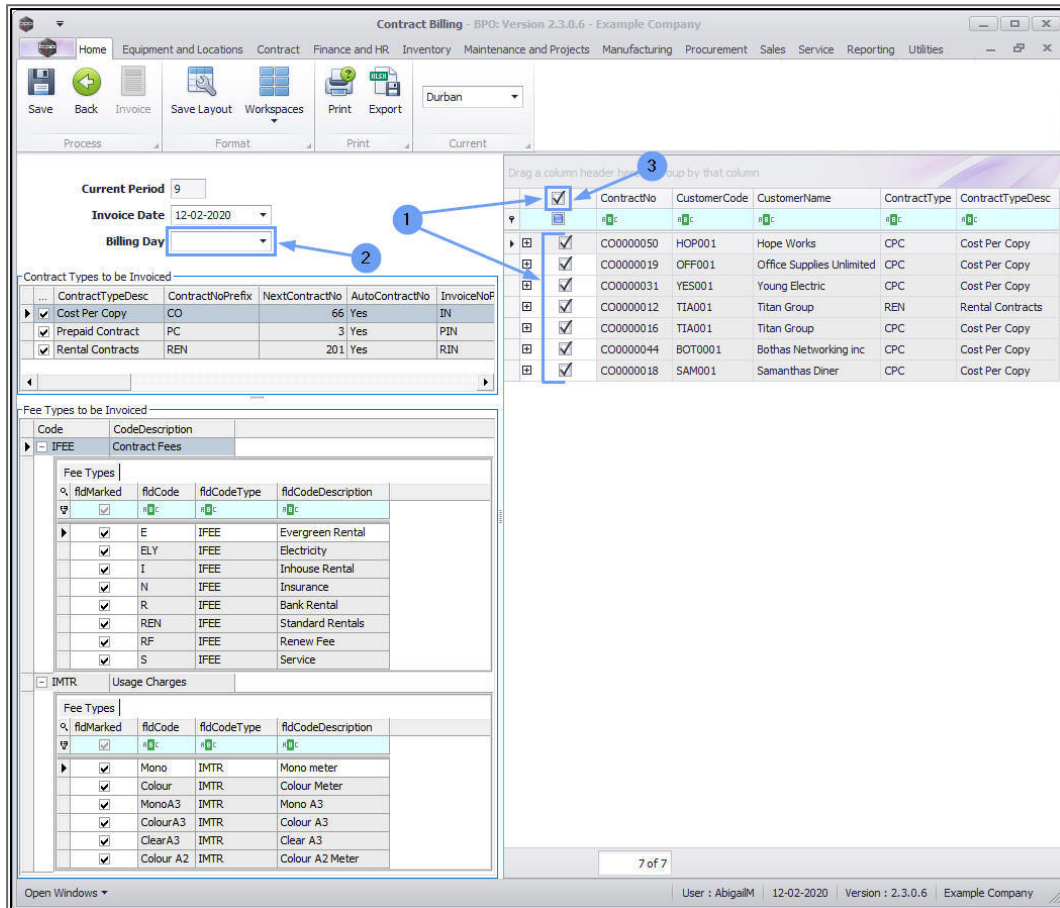


The screenshot shows the 'Contract Billing - BPO' software interface. The 'Billing Day' dropdown menu is open, displaying a list of days: 0, 1, 25, and 30. The '1' day is selected. The 'Invoice Date' is set to 11-02-2020. The 'Current Period' is set to 9. The 'Contract Types to be Invoiced' section shows 'Cost Per Copy', 'Prepaid Contract', and 'Rental Contract' selected. The 'Fee Types to be Invoiced' section shows 'IFEE' (Contract Fees) and 'IMTR' (Usage Charges) selected. The main table displays a list of contracts with columns: ContractNo, CustomerCode, CustomerName, ContractTypeDesc, HasFees, and HasMeters. The table contains 6 rows of contract data.

ContractNo	CustomerCode	CustomerName	ContractTypeDesc	HasFees	HasMeters
CO0000050	HOP001	Hope Works	Cost Per Copy	Yes	No
CO0000019	OFF001	Office Supplies Unlimited	Cost Per Copy	No	Yes
CO0000031	YES001	Young Electric	Cost Per Copy	Yes	Yes
CO0000012	TIA001	Titan Group	Cost Per Copy	Yes	No
CO0000044	BOT0001	Bothas Networking Inc	Cost Per Copy	Yes	Yes
CO0000018	SAM001	Samanthas Diner	Cost Per Copy	Yes	Yes

ALL CONTRACTS CHECK BOX

1. All contracts are initially selected by default,
2. unless the **Billing Day** is selected.
3. Use this check box to quick select or deselect all contracts as required.



The screenshot shows the 'Contract Billing' software interface. The 'All Contracts' checkbox is located in the top right corner of the main table. The 'Billing Day' dropdown is located in the top left corner. The 'Contract Types to be Invoiced' section is located in the bottom left corner. The 'Fee Types to be Invoiced' section is located in the bottom right corner. The main table displays a list of contracts with columns for ContractNo, CustomerCode, CustomerName, ContractType, and ContractTypeDesc. The 'All Contracts' checkbox is checked, indicating that all contracts are selected.

ContractNo	CustomerCode	CustomerName	ContractType	ContractTypeDesc
CO0000050	HOP001	Hope Works	CPC	Cost Per Copy
CO0000019	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy
CO0000031	YES001	Young Electric	CPC	Cost Per Copy
CO0000012	TIA001	Titan Group	REN	Rental Contracts
CO0000016	TIA001	Titan Group	CPC	Cost Per Copy
CO0000044	BOT0001	Bothas Networking inc	CPC	Cost Per Copy
CO0000018	SAM001	Samanthas Diner	CPC	Cost Per Copy

CONTRACT TYPES

1. Select the **Contract Types** to be billed.
2. All Contract Types are initially selected by default. Deselect individual Contract Type(s) that you do not wish to bill at this time.

Contract Billing - BPO: Version 2.3.0.6 - Example Company

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

Save Back Invoice Save Layout Workspaces Print Export Durban

Process Format Print Current

Current Period 9

Invoice Date 12-02-2020

Billing Day

Contract Types to be Invoiced

fidMarked	ContractTypeDesc	ContractNoPrefix	NextContractNo	AutoContractNo
<input checked="" type="checkbox"/>	Cost Per Copy	CO	66	Yes
<input checked="" type="checkbox"/>	Prepaid Contract	PC	3	Yes
<input checked="" type="checkbox"/>	Rental Contracts	REN	201	Yes

Fee Types to be Invoiced

1

IFEE Contract Fees

fidMarked	fidCode	fidCodeType	fidCodeDescription
<input checked="" type="checkbox"/>	E	IFEE	Evergreen Rental
<input checked="" type="checkbox"/>	ELY	IFEE	Electricity
<input checked="" type="checkbox"/>	I	IFEE	Inhouse Rental
<input checked="" type="checkbox"/>	N	IFEE	Insurance
<input checked="" type="checkbox"/>	R	IFEE	Bank Rental
<input checked="" type="checkbox"/>	REN	IFEE	Standard Rentals
<input checked="" type="checkbox"/>	RF	IFEE	Renew Fee
<input checked="" type="checkbox"/>	S	IFEE	Service

IMTR Usage Charges

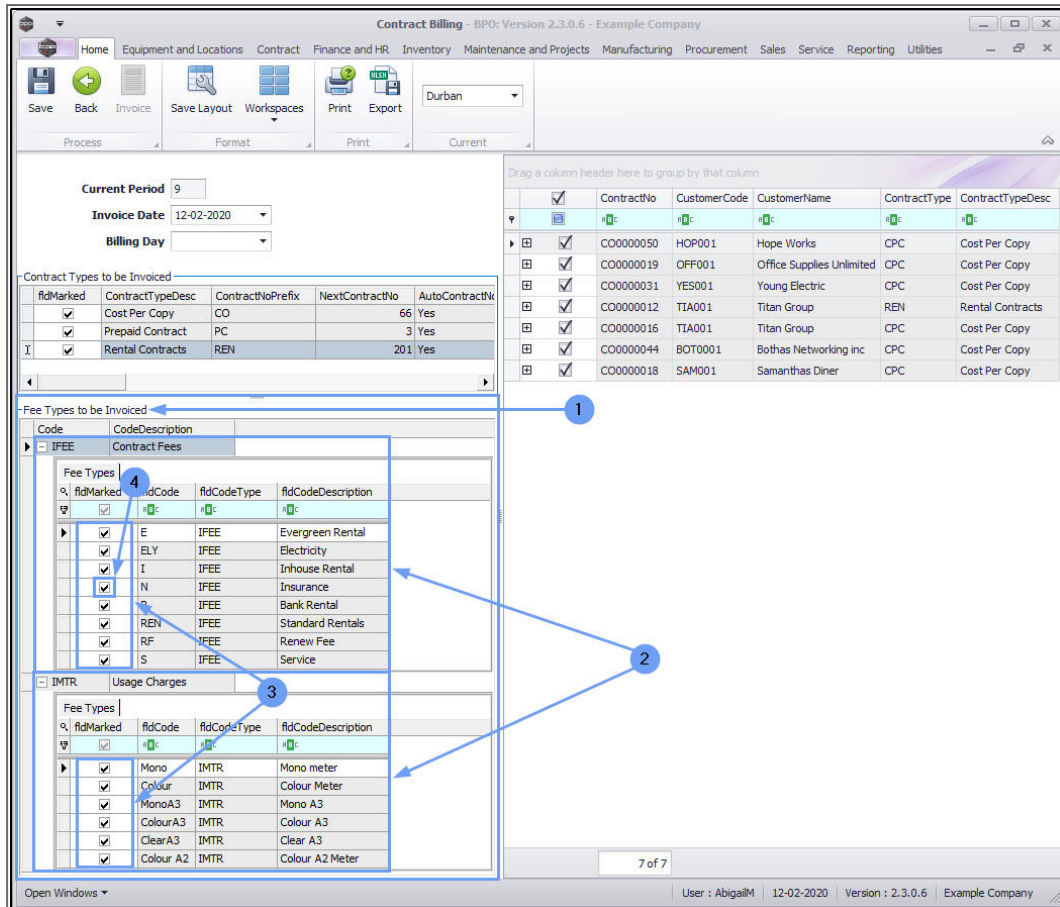
fidMarked	fidCode	fidCodeType	fidCodeDescription
<input checked="" type="checkbox"/>	Mono	IMTR	Mono meter
<input checked="" type="checkbox"/>	Colour	IMTR	Colour Meter
<input checked="" type="checkbox"/>	Mono A3	IMTR	Mono A3
<input checked="" type="checkbox"/>	Colour A3	IMTR	Colour A3
<input checked="" type="checkbox"/>	Clear A3	IMTR	Clear A3
<input checked="" type="checkbox"/>	Colour A2	IMTR	Colour A2 Meter

7 of 7

User : AbigailM 12-02-2020 Version : 2.3.0.6 Example Company

FEE TYPES

1. Select the contract **Fee Types** to be billed.
2. You will note that upon opening the Contract Billing screen, that both Fee Types sub grids; (**FEE: Contract Fees** and **MTR: Usage Charges**) are auto expanded.
3. All Fee Types are initially selected by default.
4. Deselect any Fee Type(s) that you do not wish to bill at this time.



Contract Billing - BPO: Version 2.3.0.6 - Example Company

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

Save Back Invoice Save Layout Workspaces Print Export Durban

Process Format Print Current

Current Period 9
Invoice Date 12-02-2020
Billing Day

Contract Types to be Invoiced

fidMarked	ContractTypeDesc	ContractNoPrefix	NextContractNo	AutoContractW
<input checked="" type="checkbox"/>	Cost Per Copy	CO	66	Yes
<input checked="" type="checkbox"/>	Prepaid Contract	PC	3	Yes
<input checked="" type="checkbox"/>	Rental Contracts	REN	201	Yes

Fee Types to be Invoiced

Code CodeDescription

☒ IFEE Contract Fees

Fee Types

fidMarked	fidCode	fidCodeType	fidCodeDescription
<input checked="" type="checkbox"/>	E	IFEE	Evergreen Rental
<input checked="" type="checkbox"/>	ELY	IFEE	Electricity
<input checked="" type="checkbox"/>	I	IFEE	Inhouse Rental
<input checked="" type="checkbox"/>	N	IFEE	Insurance
<input checked="" type="checkbox"/>	IFEE	IFEE	Bank Rental
<input checked="" type="checkbox"/>	REN	IFEE	Standard Rentals
<input checked="" type="checkbox"/>	RF	IFEE	Renew Fee
<input checked="" type="checkbox"/>	S	IFEE	Service

IMTR Usage Charges

Fee Types

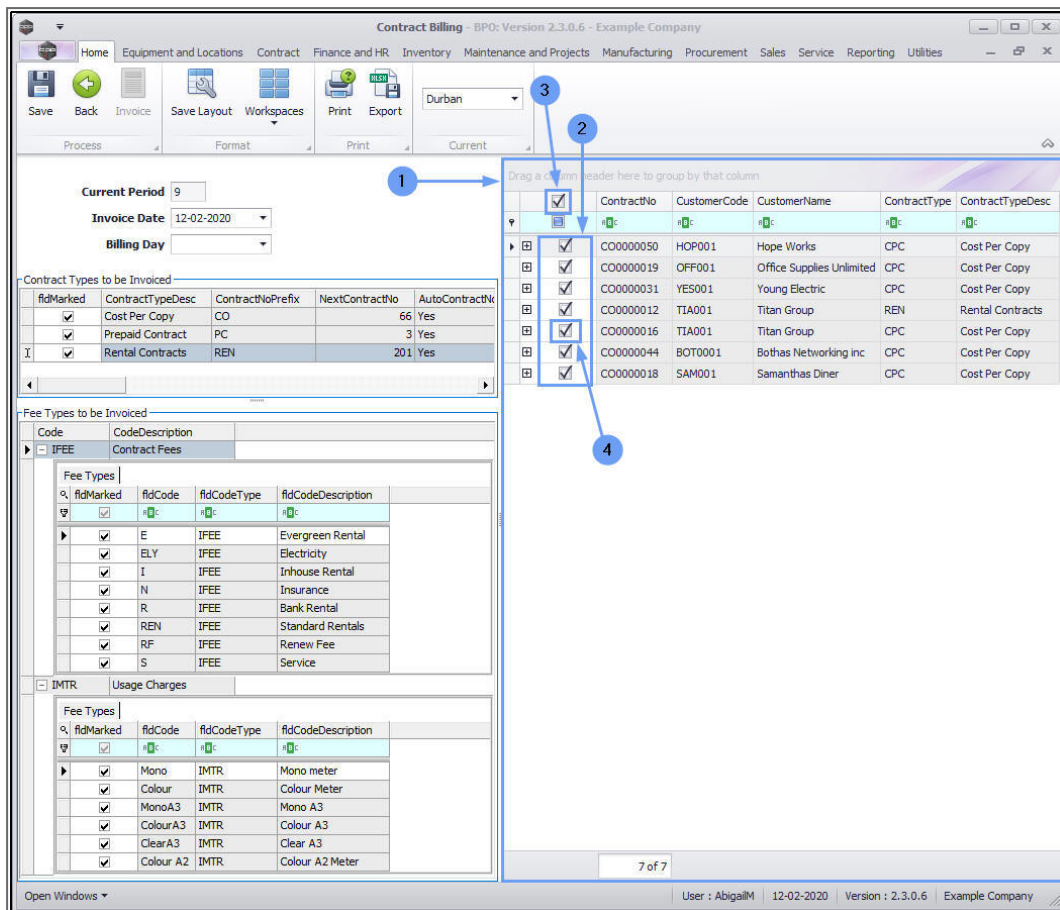
fidMarked	fidCode	fidCodeType	fidCodeDescription
<input checked="" type="checkbox"/>	Mono	IMTR	Mono meter
<input checked="" type="checkbox"/>	Colour	IMTR	Colour Meter
<input checked="" type="checkbox"/>	MonoA3	IMTR	Mono A3
<input checked="" type="checkbox"/>	ColourA3	IMTR	Colour A3
<input checked="" type="checkbox"/>	ClearA3	IMTR	Clear A3
<input checked="" type="checkbox"/>	Colour A2	IMTR	Colour A2 Meter

7 of 7

User : AbigailM 12-02-2020 Version : 2.3.0.6 Example Company

CONTRACTS FRAME

1. This frame lists **all** Contracts that are available for billing.
2. **Note:** All Contracts are initially selected by default.
3. You can use the **All Contracts checkbox** to deselect all Contract(s)
4. or deselect check boxes individually for the contracts that you do not wish to bill at this time.



Contract Billing - BPO: Version 2.3.0.6 - Example Company

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

Save | Back | Invoice | Save Layout | Workspaces | Print | Export | Durban | Current

Current Period: 9

Invoice Date: 12-02-2020

Billing Day: [Dropdown]

Contract Types to be Invoiced

fidMarked	ContractTypeDesc	ContractNoPrefix	NextContractNo	AutoContractW
<input checked="" type="checkbox"/>	Cost Per Copy	CO	66	Yes
<input checked="" type="checkbox"/>	Prepaid Contract	PC	3	Yes
<input checked="" type="checkbox"/>	Rental Contracts	REN	201	Yes

Fee Types to be Invoiced

Code: [Dropdown] CodeDescription: [Dropdown]

☒ IFEE Contract Fees

Fee Types

fidMarked	fidCode	fidCodeType	fidCodeDescription
<input checked="" type="checkbox"/>	E	IFEE	Evergreen Rental
<input checked="" type="checkbox"/>	ELY	IFEE	Electricity
<input checked="" type="checkbox"/>	I	IFEE	Inhouse Rental
<input checked="" type="checkbox"/>	N	IFEE	Insurance
<input checked="" type="checkbox"/>	R	IFEE	Bank Rental
<input checked="" type="checkbox"/>	REN	IFEE	Standard Rentals
<input checked="" type="checkbox"/>	RF	IFEE	Renew Fee
<input checked="" type="checkbox"/>	S	IFEE	Service

☐ IMTR Usage Charges

Fee Types

fidMarked	fidCode	fidCodeType	fidCodeDescription
<input checked="" type="checkbox"/>	Mono	IMTR	Mono meter
<input checked="" type="checkbox"/>	Colour	IMTR	Colour Meter
<input checked="" type="checkbox"/>	MonoA3	IMTR	Mono A3
<input checked="" type="checkbox"/>	ColourA3	IMTR	Colour A3
<input checked="" type="checkbox"/>	ClearA3	IMTR	Clear A3
<input checked="" type="checkbox"/>	Colour A2	IMTR	Colour A2 Meter

7 of 7

User: AbigailM | 12-02-2020 | Version: 2.3.0.6 | Example Company

RENTAL / SERVICE CHARGE BILLING

(if running separately)

- Under **Fee Types**, make sure only **IFEE** (Contract Fees) are selected.
- IMTR** Usage Charges must be deselected.
 - Note:** This will only generate billing for contracts which have **Rental** or **Service** charges set up.

Contract Billing - BPO: Version 2.3.0.6 - Example Company

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

Save Back Invoice Save Layout Workspaces Print Export Durban

Process Format Print Current

Current Period 9

Invoice Date 12-02-2020

Billing Day

Contract Types to be Invoiced

fidMarked	ContractTypeDesc	ContractNoPrefix	NextContractNo	AutoContractNo
<input checked="" type="checkbox"/>	Cost Per Copy	CO	66	Yes
<input checked="" type="checkbox"/>	Prepaid Contract	PC	3	Yes
<input checked="" type="checkbox"/>	Rental Contracts	REN	201	Yes

Fee Types to be Invoiced

Code	CodeDescription
IFEE	Contract Fees

Fee Types

fidMarked	fidCode	fidCodeType	fidCodeDescription
<input checked="" type="checkbox"/>	E	IFEE	Furniture Rental
<input checked="" type="checkbox"/>	ELY	IFEE	Electricity
<input checked="" type="checkbox"/>	I	IFEE	Inhouse Rental
<input checked="" type="checkbox"/>	N	IFEE	Insurance
<input checked="" type="checkbox"/>	R	IFEE	Bank Rental
<input checked="" type="checkbox"/>	REN	IFEE	Standard Rentals
<input checked="" type="checkbox"/>	RF	IFEE	Renew Fee
<input checked="" type="checkbox"/>	S	IFEE	Service

IMTR Usage Charges

fidMarked	fidCode	fidCodeType	fidCodeDescription
<input checked="" type="checkbox"/>	Mono	IMTR	Mono meter
<input type="checkbox"/>	Colour	IMTR	Colour Meter
<input type="checkbox"/>	Mono A3	IMTR	Mono A3
<input type="checkbox"/>	Colour A3	IMTR	Colour A3
<input type="checkbox"/>	Clear A3	IMTR	Clear A3
<input type="checkbox"/>	Colour A2	IMTR	Colour A2 Meter

4 of 7

User : AbigailM 12-02-2020 Version : 2.3.0.6 Example Company

COST PER COPY BILLING

(if running separately)

- Under '**Fee Types**, make sure only **IMTR** (Usage Charges) are selected.
- IFEE** Contract Fees must be deselected.
 - Note:** This will only generate billing for contracts which have **cost per copy** charges set up.

Contract Billing - BPO: Version 2.3.0.6 - Example Company

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

Save Back Invoice Save Layout Workspaces Print Export Durban

Process Format Print Current

Current Period 9

Invoice Date 12-02-2020

Billing Day

Contract Types to be Invoiced

fidMarked	ContractTypeDesc	ContractNoPrefix	NextContractNo	AutoContractNo
<input checked="" type="checkbox"/>	Cost Per Copy	CO	66	Yes
<input checked="" type="checkbox"/>	Prepaid Contract	PC	3	Yes
<input checked="" type="checkbox"/>	Rental Contracts	REN	201	Yes

Fee Types to be Invoiced

Code CodeDescription

☒ IFEE Contract Fees

Fee Types

fidMarked	fidCode	fidCodeType	fidCodeDescription
<input checked="" type="checkbox"/>	E	IFEE	Evergreen Rental
<input checked="" type="checkbox"/>	ELY	IFEE	Electricity
<input checked="" type="checkbox"/>	I	IFEE	Inhouse Rental
<input checked="" type="checkbox"/>	N	IFEE	Insurance
<input checked="" type="checkbox"/>	R	IFEE	Bank Rental
<input checked="" type="checkbox"/>	REN	IFEE	Standard Rentals
<input checked="" type="checkbox"/>	RF	IFEE	Renew Fee
<input checked="" type="checkbox"/>	S	IFEE	Service

☒ IMTR Usage Charges

Fee Types

fidMarked	fidCode	fidCodeType	fidCodeDescription
<input checked="" type="checkbox"/>	Mono	IMTR	Mono meter
<input checked="" type="checkbox"/>	Colour	IMTR	Colour Meter
<input checked="" type="checkbox"/>	MonoA3	IMTR	Mono A3
<input checked="" type="checkbox"/>	ColourA3	IMTR	Colour A3
<input checked="" type="checkbox"/>	ClearA3	IMTR	Clear A3
<input checked="" type="checkbox"/>	Colour A2	IMTR	Colour A2 Meter

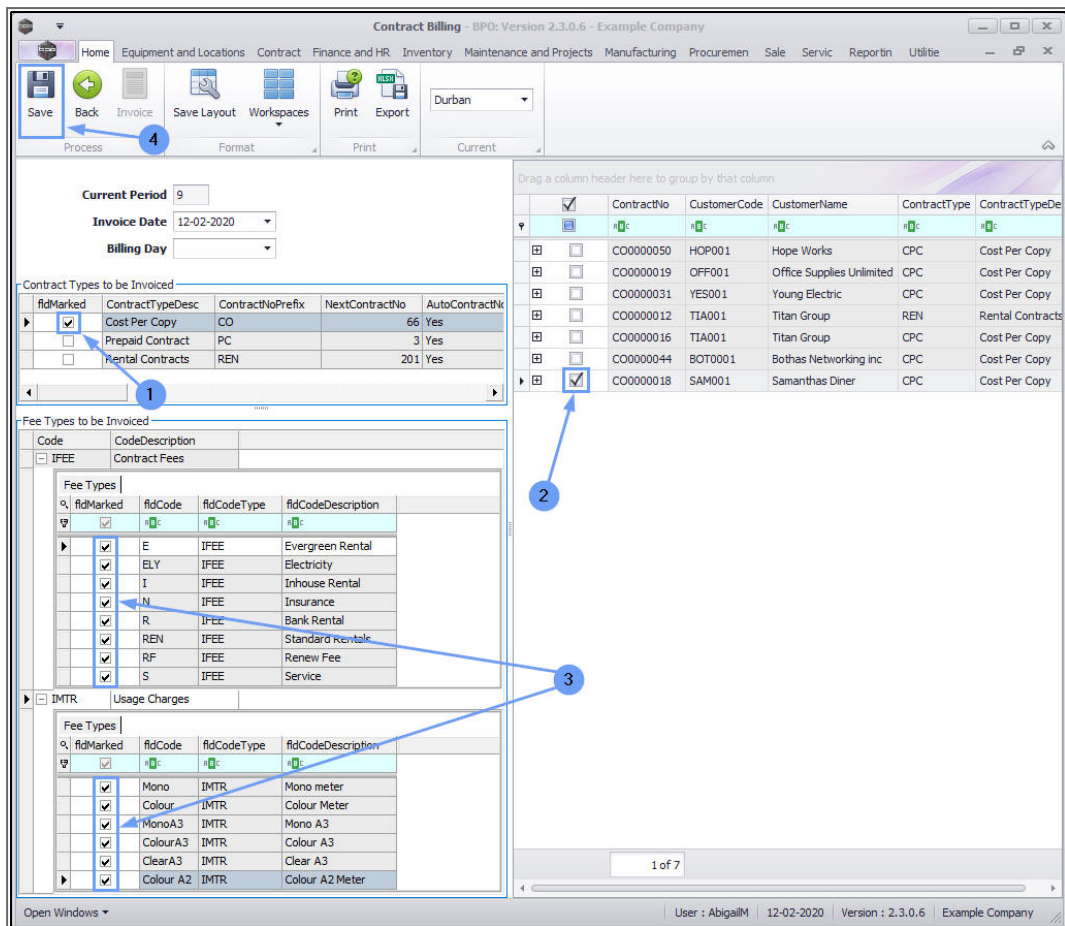
5 of 7

Open Windows User : AbigailM 12-02-2020 Version : 2.3.0.6 Example Company

CREATE BILLING BATCH

Once you have selected the:

1. **Contract Types**,
2. **Contracts** and
3. **Fee Types** that you wish to bill,
4. click on **Save**.



Contract Billing - BPO: Version 2.3.0.6 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sale | Service | Reportin | Utilite

Save | Back | Invoice | Save Layout | Workspaces | Print | Export | Durban

Process | Format | Print | Current

Current Period: 9

Invoice Date: 12-02-2020

Billing Day:

Contract Types to be Invoiced

fidMarked	ContractTypeDesc	ContractNoPrefix	NextContractNo	AutoContractNo
<input checked="" type="checkbox"/>	Cost Per Copy	CO	66	Yes
<input type="checkbox"/>	Prepaid Contract	PC	3	Yes
<input type="checkbox"/>	Rental Contracts	REN	201	Yes

Fee Types to be Invoiced

Code: IFEE Contract Fees

fidMarked	fidCode	fidCodeType	fidCodeDescription
<input checked="" type="checkbox"/>	E	IFEE	Evergreen Rental
<input checked="" type="checkbox"/>	ELY	IFEE	Electricity
<input checked="" type="checkbox"/>	I	IFEE	Inhouse Rental
<input checked="" type="checkbox"/>	N	IFEE	Insurance
<input checked="" type="checkbox"/>	R	IFEE	Bank Rental
<input checked="" type="checkbox"/>	REN	IFEE	Standard Rentals
<input checked="" type="checkbox"/>	RF	IFEE	Renew Fee
<input checked="" type="checkbox"/>	S	IFEE	Service

Usage Charges

fidMarked	fidCode	fidCodeType	fidCodeDescription
<input checked="" type="checkbox"/>	Mono	IMTR	Mono meter
<input checked="" type="checkbox"/>	Colour	IMTR	Colour Meter
<input checked="" type="checkbox"/>	MonoA3	IMTR	Mono A3
<input checked="" type="checkbox"/>	ColourA3	IMTR	Colour A3
<input checked="" type="checkbox"/>	ClearA3	IMTR	Clear A3
<input checked="" type="checkbox"/>	Colour A2	IMTR	Colour A2 Meter

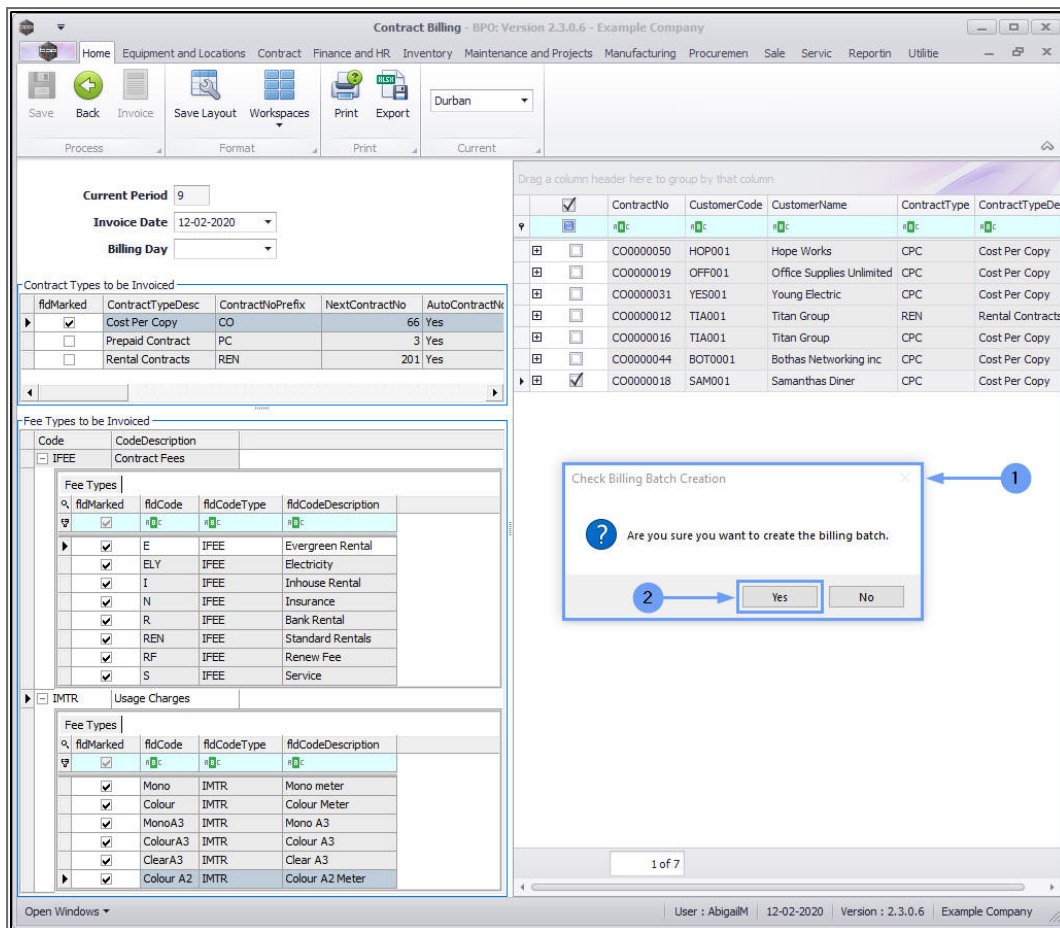
Drag a column header here to group by that column

<input checked="" type="checkbox"/>	ContractNo	CustomerCode	CustomerName	ContractType	ContractTypeDe
<input type="checkbox"/>	CO0000050	HOP001	Hope Works	CPC	Cost Per Copy
<input type="checkbox"/>	CO0000019	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy
<input type="checkbox"/>	CO0000031	YES001	Young Electric	CPC	Cost Per Copy
<input type="checkbox"/>	CO0000012	TIA001	Titan Group	REN	Rental Contracts
<input type="checkbox"/>	CO0000016	TIA001	Titan Group	CPC	Cost Per Copy
<input type="checkbox"/>	CO0000044	BOT0001	Bothas Networking inc	CPC	Cost Per Copy
<input checked="" type="checkbox"/>	CO0000018	SAM001	Samanthas Diner	CPC	Cost Per Copy

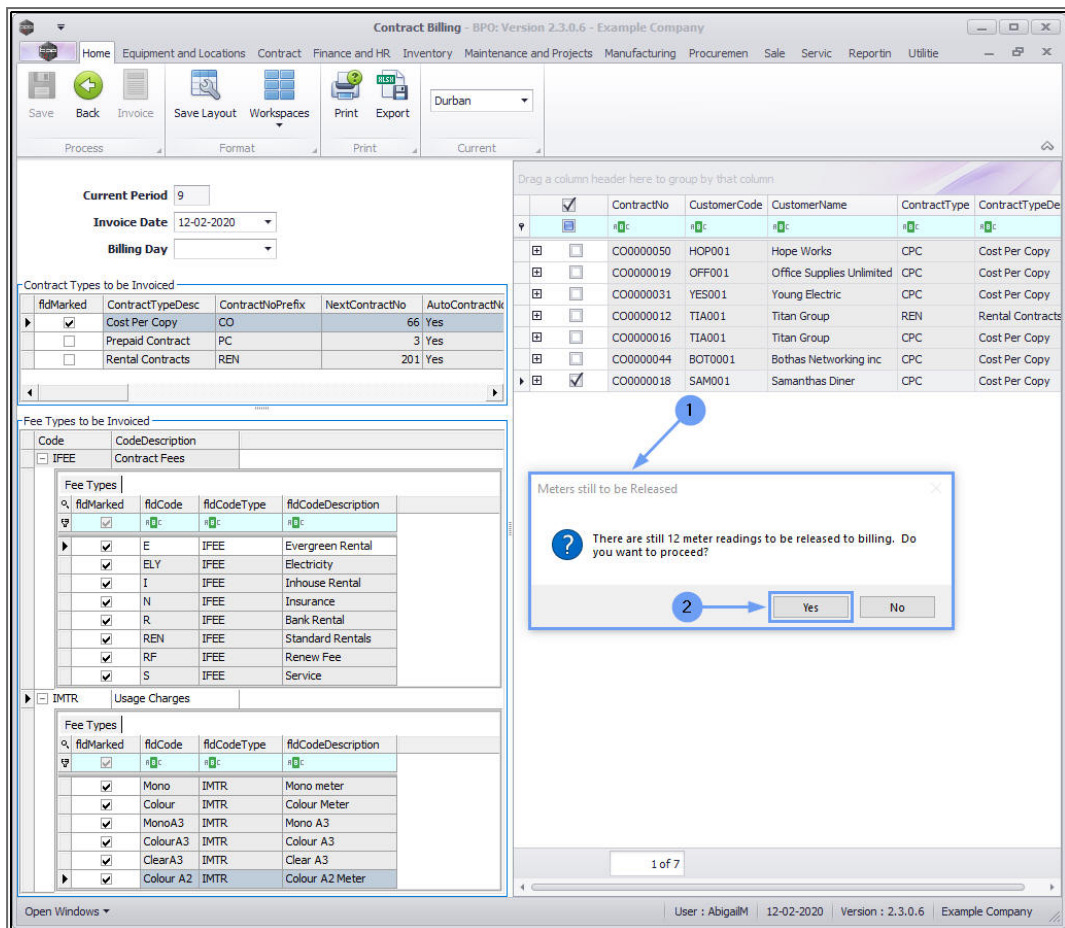
1 of 7

User : AbigailM | 12-02-2020 | Version : 2.3.0.6 | Example Company

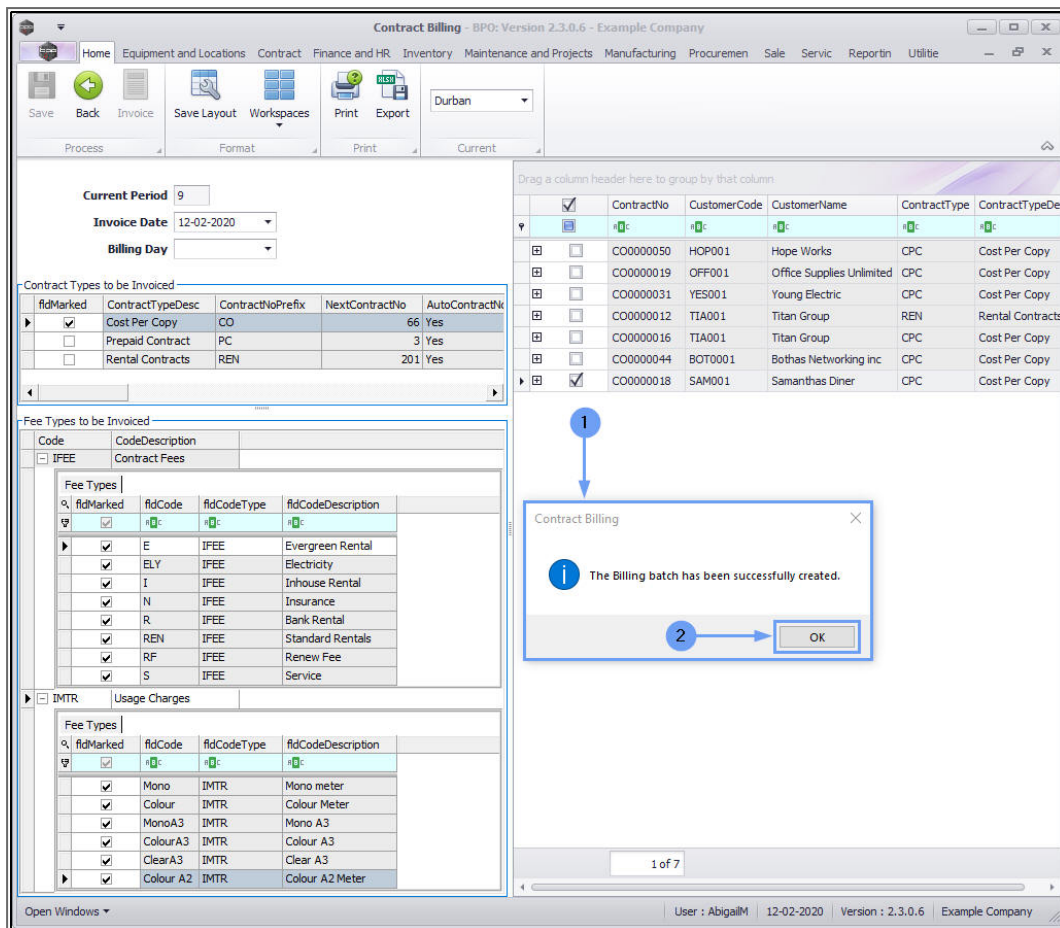
1. A **Check Billing Batch Creation** message box will pop up, asking;
 - Are you sure you want to create the billing batch?
2. Click on **Yes**.



1. If all meters have not been **released to billing** - a **Meters still to be Released** message box will pop up asking:
 - **There are still [] meters to be released to billing. Do you want to proceed?**
2. Click on **Yes**.



1. A **Contract Billing** message box will pop up informing you that:
 - **The Billing batch has been successfully created.**
2. Click on **OK**.



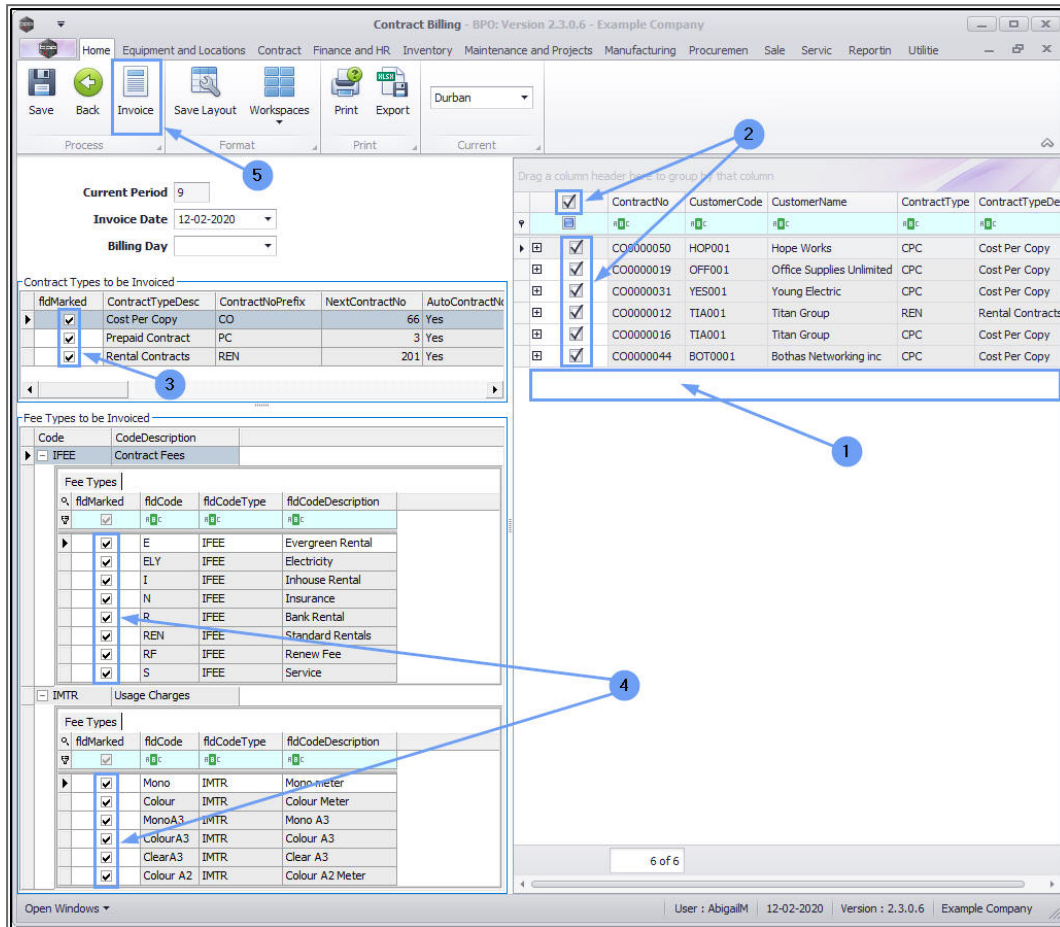
The screen will refresh:

1. The list of **contracts** billed will clear out.
2. The **All Contracts** check box and the remaining contracts will be auto selected.
3. All of the **Contract Types** will be auto selected.
4. All of the **Fee Types** will be auto selected.

INVOICE BUTTON NOW ACTIVATED

5. The **Invoice** action button has now become '**active**' ready for you to select it, to create the contract invoices at a convenient time. This button activation is a result of the **Auto Bill** flag in the Configurator being

unticked. Invoices are not auto-created on billing therefore must be manually created by using this button.



To see that the invoices have not yet been created, go to **Utilities Print Queue**, first select the correct **Site** and then set the **Type** to **Contract Invoice**. You should not see any invoices relating to the contract that you released for billing using the process documented here.

MNU.117.002