

CONTRACTS

MANUAL CONTRACT INVOICE -CONSOLIDATED CUSTOMER

Using a Manual Contract Invoice to bill any one machine on a contract for either fees or meters or both within the current billing period, will prevent a contract invoice from being raised at month end for that contract – for either fees, meters or both.

- If any one machine on a contract is billed for fees and meters, <u>none</u> of the machines on that contract will bill at month end.
- If any one fee is billed, <u>none</u> of the other machines fees will bill at month end (for that contract). Meters will still be billed.
- If any one meter is billed, <u>none</u> of the other machines' meter charges will bill at month end (for that contract). Fees will still be billed.

It is important to understand that Manual Contract Invoices should only be used to fix a problem as a last resort. i.e.:

- To re-invoice contract billing where a contract credit note was raised (without auto re-invoice option) for incorrect start reading / incorrect fee or meter charges.
- For incorrect prior period billing. Raise a contract credit note (without auto re-invoice) and create a manual contract invoice with the correct readings / fee or meter charges.
- To invoice the client where prior period billing was missed.

Do **not** use a Manual Contract Invoice to 'bill' a pro-rata amount at the start of a contract, if the manual contract invoice is being raised in the <u>same</u> billing



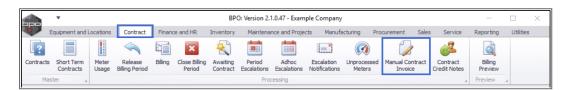
period. This will mean your contract will **not** bill at the end of the month. Instead:

- Either bill the pro-rata amount in the <u>current</u> billing period and set the contract to start billing in the <u>following</u> billing period, or
- Create a Sales Invoice with an Internal Service configured to post to the same general ledger account codes as the contract fee /meter charges.

If you are using the Auto Debit Order Processing option on BPO, make sure that you print the Manual Contract Invoice(s) from the **Print Queue**.

The process is slightly different for **Un**consolidated customers as compared to Consolidated customers. The process below documents **Consolidated** Customers.

Ribbon Access: Contract > Manual Contract Invoice



The *Contract Invoices* screen will be displayed.

Select the Site and Status

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



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- By default, this screen will open in the **New** status. This does not need to be changed to add a new manual contract invoice.
- Click on Add.



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1. The *Manual Contract Invoice : Add a new invoice* screen will be displayed.

INVOICE HEADER DETAILS

2. Customer Name: Click on the *search* button in this field.



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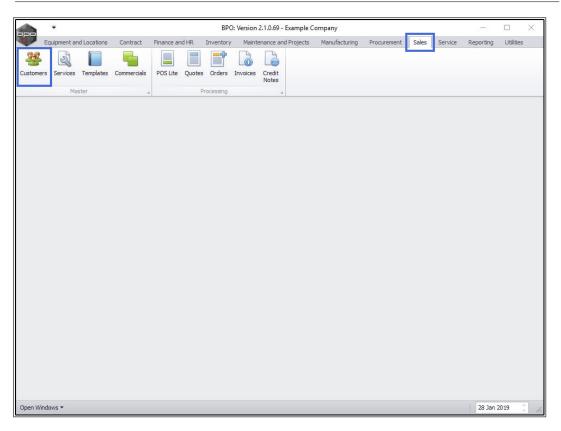
- The *Select a customer for this Invoice* screen will pop up.
- Select the *row* of the *'consolidated' customer* that you wish to *create* a *manual invoice* for.



Check for Consolidated Customer

You can check if a customer <u>is</u> **consolidated** by viewing the **Is Consolidated** check box in the Customer Maintenance screen.

Ribbon Access: Sales > Customers



- 1. The *Customer Listing* screen will be displayed.
- 2. Click on the *row selector* in front of the customer you wish to view.
- 3. Click on *View*.



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- 1. The *View Customer* screen will be displayed.
- 2. Ensure that the *Detail* tab is selected.
- 3. Find the *Is Consolidated* check box in this screen.
- In this image, the check box is <u>ticked</u>, meaning this customer <u>is</u> consolidated.



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- 1. *Close* the screen or use the
- 2. *Open Windows* menu to return to the *Manual Contract Invoice: Add a new invoice* screen.



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When you have navigated back to the *Manual Contract Invoice: Add a new invoice* screen, you will note that;

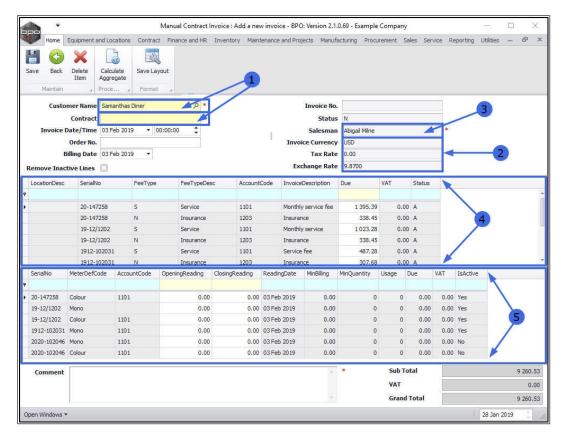
 The *Customer Name* field populates with the selected (*consolidated*) customer and the *search* button will disappear from the *Contract* field. This is because the invoice will incorporate all the Item Fees and Item Meters linked to this customer - you cannot select any one contract.

The following financial fields will now auto populate based on the customer contract details that have originally been set up:

- 2. Invoice Currency, Tax Rate and Exchange Rate.
- If there is a *Salesman* already linked to this contract then that *Sales-man name* will populate this field.
- 4. The Items Fees data grid and



 Meters Fees data grid will populate with <u>all</u> of the *Items Fees* and Meters Fees linked to this consolidated customer.



CONTRACT ITEM FEES AND METERS

This screen lists both the *Active* and *Inactive* item or meter charges.

REMOVE INACTIVE LINES

1. You can *Remove Inactive Lines* by selecting the check box

REMOVE CHARGES

2. You can delete item lines <u>not to be billed</u>, by selecting the row of the item and clicking on *Delete Item*.



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- 1. **Invoice Date/Time:** These will be auto populated with the current date and time.
 - Either type in or click on the drop-down arrow and use the calendar function to select an alternative date, if required.
 - Either type in or use the directional arrows to select an alternative time, if required.
- 2. Order No: Type in a customer order number if required.
- 3. **Billing Date:** Ensure you have selected the <u>correct</u> billing date. This will adjust the meter reading date for the items on this invoice.



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19-12/1	1202 0	Colour	110			0.00	0.	0 00	3 Feb 2019	0.00	0	0	0.00	0.00	Yes			
	02031 N		110			0.00			3 Feb 2019	0.00	0	-	0.00					
	02046		110			0.00			3 Feb 2019	0.00	0		0.00					
2020-10	02046 0	Colour	110			0.00	0.	0 00	3 Feb 2019	0.00	0	0	0.00	0.00	No			
Com	ment										*	Sub 1	otal				9 260). 53
												VAT					0	0.00
										-		Gran	d Total				9 260).53
	2																	

INVOICE NO.

- **Invoice No:** When you save the details in this screen, the system will calculate the invoice number based on the selected **contract configuration** details set up.
- **Status:** This field will auto populate with *N* New.



	Ŧ				Manual	Contract In	nvoice : Add a	a new	invoice - BP	O: Version 2.1.	0.69 - Example	Company				8 <u>-</u> 8			X
0	Home E	Equipment a	nd Locations	Contrac	t Financ	e and HR	Inventory I	Mainte	nance and Pro	ojects Manufa	cturing Procu	irement S	ales Ser	vice Re	eporting	Utilities	-	Ð	>
H	\bigcirc	×		2															
Save	Back	Delete	Calculate	Save Lay	/out														
	Maintain		Aggregate	Format															
1	nairttain	a .	Process a	Furmat										_					-
	Custon	ner Name	Samanthas	Diner		* م				Invoice No.									
		Contract				*				Status	N								
I	nvoice D	ate/Time	03 Feb 201	.9 🔻 0	0:00:00	\$			1	Salesman	Abigail Milne			*					
		Order No.							Invo	ice Currency	USD								
	Bi	lling Date	03 Feb 201	.9 -						Tax Rate	0.00								
Remo	ve Inact	ive Lines							Ex	change Rate	9.8700								
Locat	tionDesc	SerialN	0	FeeType	F	eeTypeDes	ac Aco	ountC	ode Invoio	eDescription	Due	VAT	Status						-
9																			-
•		20-147	258	S	5	Service	110	1	Month	ly service fee	1 395.39	0.00	A						
		20-147	258	N	I	nsurance	120	3	Insura	nce	338.45	0.00	A						
		19-12/	1202	S	5	Service	110	1	Month	ly service	1 023.28	0.00	A						1
		19-12/	1202	N	I	insurance	120	3	Insura	nce	338.45	0.00	A						
		1912-1	02031	S	5	Service	110	1	Service	e fee	487.28	0.00	A						
		1912-1	02031	N	I	nsurance	120	3	Insura	nce	307.68	0.00	A						
Seria	lNo	MeterDefCo	ode Acco	untCode	Opening	Reading	ClosingReadin	ng l	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	IsActive				
9																			
> 20-14	47258	Colour	1101			0.00			03 Feb 2019	0.00	0	0	0.00	0.00	Yes				
		Mono				0.00			03 Feb 2019	0.00	0		0.00	0.00					
	The second	Colour	1101			0.00			03 Feb 2019	0.00	0	-	0.00	0.00					
	-102031		1101			0.00			03 Feb 2019	0.00	0	-	0.00	0.00					
	-102046		1101			0.00			03 Feb 2019	0.00	0		0.00	0.00					
2020	-102046	Colour	1101			0.00		0.00	03 Feb 2019	0.00	0	0	0.00	0.00	No				
Cor	mment									A.		Sub To	otal				3	9 260.	53
												VAT						0.	.00
												Grand	Total					9 260.	52
												oranu	Total					200.	33

METER READINGS

- **Opening Readings** Type in or use the directional arrows to select the *Opening Meter Readings* for this manual contract invoice.
- **Closing Readings** Type in or use the directional arrows to select the *Closing Meter Readings* for this manual contract invoice.

Comments

- **Comments:** Type in a *comment* relating to this invoice.
 - This field is mandatory.



					Manual	Contract Ir	nvoice : Add a ne	w invo	ice - BPC): Version 2.1.().69 - Example	Company						×
No.	Home	Equipment a	and Locat	tions Contra	ict Financ	e and HR	Inventory Main	itenano	e and Pro	jects Manufa	cturing Procu	rement S	ales Ser	vice Re	porting U	tilities	-	8)
ŀ	4 📀	×		2														
S	ave Back	Delete Item	Calculat Aggrega		ayout													
	Maintain		Proce	_ Form	at "													
	Custo	ner Name	Samant	thas Diner		* م				Invoice No.								
		Contract				*				Status	N							
	Invoice [ate/Time	03 Feb	2019 🔻	00:00:00	\$		Ŧ		Salesman	Abigail Milne			*				
		Order No.						E	Invo	ice Currency	USD							
	В	illing Date	03 Feb	2019 -						Tax Rate	0.00			1				
R	emove Inac	ive Lines							Exe	change Rate	9.8700							
	LocationDesc	SerialN	lo	FeeTyp	e F	eeTypeDes	c Account	tCode	Invoice	Description	Due	VAT	Status					
ę																		
		20-147	7258	S	S	ervice	1101		Month	y service fee	1 395.39	0.00	A					
		20-147	7258	N	I	nsurance	1203		Insurar	nce	338.45	0.00	A					
		19-12/	1202	S	S	ervice	1101		Month	y service	1 023.28	0.00	A					
		19-12/	1202	N	I	nsurance	1203		Insurar	nce	338.45	0.00	A					
			102031	S		ervice	1101		Service	fee	487.28	0.00						
_		1912-1		N		nsurance	1203		Insurar		307.68	0.00				1		_
ę	SerialNo	MeterDefC	ode A	AccountCode	Opening	Reading	ClosingReading	Read	ingDate	MinBilling	MinQuantity	Usage	Due	VAT	IsActive			
	20-147258	Colour	1	101		0.00 🜩	0.00	03Fe	b 2019	0.00	0	0	0.00	0.00	Yes			
	19-12/1202	Mono	1-		•	0.00	0.00	03 Fe	b 2019	0.00	0	0	0.00	0.00	Yes			
	19-12/1202	Colour	1	101		0.00	0.00	03 Fe	b 2019	0.00	0	0	0.00	0.00	Yes			
	1912-102031	Mono	1	101		0.00	0.00	03 Fe	b 2019	0.00	0	0	0.00	0.00	Yes			
	2020-102046	Mono	1	101		0.00	0.00	03 Fe	b 2019	0.00	0	0	0.00	0.00	No			
	2020-102046	Colour	1	101		0.00	0.00	03 Fe	b 2019	0.00	0	0	0.00	0.00	No			
_	Comment									~		Sub To	tal				9	260.53
												-2						0.00
												Grand						260.53

NOTE ON AGGREGATE BILLING

• Contracts <u>cannot</u> be configured for aggregate billing where the customer <u>is</u> consolidated.



				Manual Contract	Invoice : Add a n	ew inv	oice - BP(D: Version 2.1.	0.69 - Example	Company			25 2			\times
Home	Equipment ar	nd Locations	Contrac	t Finance and HR	Inventory Ma	intenan	ice and Pro	jects Manufa	acturing Procu	rement S	ales Ser	vice Re	eporting Utilit	es —	Ð	2
8	×	V	2	2												
Save Back	Delete Item	Calculate	Save La	vout												
Maintain	a F	Proce a	Format	4												
Custo	ner Name	Samanthas	Diner	* م				Invoice No.	-			-				
custo	Contract	Contarterido	Dirici	*				Status								
Invoice [ate/Time	03 Eeb 201	9 0	0:00:00 🛟				Salesman	1.01							
	Order No.			•			Invo	ice Currency								
В	illing Date	03 Feb 201	• •					Tax Rate				-				
Remove Inac							Fx	change Rate								
	Pacification and an		180 - 180 - 50	No. 305 - 1974		500.00				HOM:	12003773					_
LocationDesc	SerialNo		FeeType	FeeTypeDe	esc Accou	ntCode	Invoice	Description	Due	VAT	Status					
٩																
	20-1472	22	S	Service	1101			y service fee	1 395.39	0.00						
	20-1472		N	Insurance	1203		Insura		338.45	0.00						
	19-12/1		S	Service	1101			y service	1 023.28	0.00						
	19-12/1		N S	Insurance	1203		Insura		338.45 487.28	0.00						
	1912-10		N	Insurance	1203		Insura		307.68							
SerialNo	MeterDefCo		IntCode	OpeningReading	ClosingReading	Rea	dingDate		MinQuantity		Due	VAT	IsActive			
9											7.77					
20-147258	Colour	1101		0.00	0.0	0 03 F	eb 2019	0.00	0	0	0.00	0.00	Yes			
19-12/1202	Mono			0.00	0.0	0 03 F	eb 2019	0.00	0	0	0.00	0.00	Yes			
19-12/1202	Colour	1101		0.00	0.0	0 03 F	eb 2019	0.00	0	0	0.00	0.00	Yes			
1912-102031	Mono	1101		0.00	0.0	0 03 F	eb 2019	0.00	0	0	0.00	0.00	Yes			
2020-102046	Mono	1101		0.00	0.0	0 03 F	eb 2019	0.00	0	0	0.00	0.00	No			
2020-102046	Colour	1101		0.00	0.0	0 03 F	eb 2019	0.00	0	0	0.00	0.00	No			
Comment	Test Conso	lidated Cust	omer Manu	al Contract Invoice				A.	*	Sub To	otal				9 26	0.53
100000000000000000000000000000000000000										VAT						0.00
										Grand	Total				9 26	
										Grund					5 20	0.00

SAVE MANUAL INVOICE

• When you have finished editing the Manual Contract Invoice screen, click on *Save*.



				Manual Conti	act Invoi	ice : Add a nev	v invoice - l	BPO: Version 2.1.	0.69 - Example	Company	/				\times
Home	Equipment a	nd Locations	Contract	Finance and	HR Inv	entory Maint	enance and	Projects Manufa	cturing Procu	rement S	Sales Ser	vice Re	eporting Utilities		8 3
	×		2												
Save Back	Delete Item	Calculate Aggregate	Save Lay	out											
Maintain		Proce	Format												
Custo	ner Name	Samanthas	Diner	0	-			Invoice No.	-						
cusco	Contract	Sumarrenda	Dirici	~	*			Status							
Invoice [03 Feb 201	9 - 00):00:00 🛟	1			Salesman							
	Order No.	1000000000			1		In	voice Currency							
В	illing Date	03 Feb 201	9 🔻					Tax Rate	Second Second						
Remove Inac	ive Lines							Exchange Rate	9.8700						
LocationDesc	SerialN		FeeType	FeeTyp	Desc	Account	Tode Inv	oiceDescription	Due	VAT	Status				
9		*	recrype	i ce i yi	cococ	Account	Sour Inv	orcebeachphon	buc	101	515105				
	20-147	258	S	Service		1101	Mor	thly service fee	1 395.39	0.0	0 A				
	20-147	258	N	Insura	ice	1203	Inst	urance	338.45	0.0	0 A				
	19-12/	1202	S	Service		1101	Mor	nthly service	1 023.28	0.0	0 A				
	19-12/	1202	N	Insura	ice	1203	Inst	urance	338.45	0.0	0 A				
	1912-1		S	Service		1101		vice fee	487.28		0 A				
	1912-1		N	Insura		1203		urance	307.68		0 A				-
serialNo	MeterDefC	ode Acco	untCode	OpeningReadi	ng Clo	singReading	ReadingDat	te MinBilling	MinQuantity	Usage	Due	VAT	IsActive		
20-147258	Colour	1101		15	0.00	220.00	03 Feb 201	9 0.00	0	70	156.28	0.00	Vec		
19-12/1202	Mono				0.00		03 Feb 201		0	200	19.97	0.00			
19-12/1202	Colour	1101		19	0.00	280.00	03 Feb 201	9 0.00	0	90	226.05	0.00	Yes		
1912-102031	Mono	1101		30	0.00	560.00	03 Feb 201	9 0.00	0	260	36.28	0.00	Yes		
2020-102046	Mono	1101		35	0.00	490.00	03 Feb 201	9 0.00	0	140	0.00	0.00	No		
2020-102046	Colour	1101		27	0.00	390.00	03 Feb 201	9 0.00	0	120	0.00	0.00	No		
Comment	Test Cons	lidated Cust	omer Manua	l Contract Invo	ice				*	Sub T	otal			9	699.11
										VAT					0.00
										Grand	Total			g	699.11

INVOICE NO. ALLOCATION

- 1. The invoice will be *saved* and you will return to the *Contract Invoices* Listing screen.
- 2. The newly created invoice will be selected in this screen and you will note that an *Invoice No.* has now been allocated.

PRINT MANUAL INVOICE

3. Keeping the invoice selected, click on *Print*.



	nvoice Save	Layout Worksp		voices Expo	rt New	✓ Ref	resh				
Maintain	. 3	Format	Print			Current					
	eader here to a		mp							1	
	1	CustomerCode		DeptCode	Currency	DeptName	ExchangeRate	CustomerOrderNo	TaxBate	InvoiceDate	InvoiceTim
invoicent	, ,	Customercour	Costonerranc	Depressie	currency	beputane	Excitation	customeroraerno	TUNITUTE	Involcebute	anvoice min
IN0000453	N [′]	HOP001	Hope Works	Tech	ZAR	Technical	1.00		14.00	17 Nov 2017	00:00:00
IN0000454	1	HOP001	Hope Works	Tech	ZAR	Technical	1.00			17 Nov 2017	00:00:00
IN0000455,	N	DER001	Derton Technologies		ZAR		1.00		14.00	17 Nov 2017	00:00:00
IN0000456	N	OFF001	Office Supplies Unlimited		ZAR		1.00		14.00	17 Nov 2017	00:00:00
IN0000457	N	OFF001	Office Supplies Unlimited		ZAR		1.00		14.00	17 Nov 2017	00:00:00
IN0000458	N	YES001	Young Electric	Sales	ZAR	Sales Department	1.00		14.00	17 Nov 2017	00:00:00
IN0000459	N	TIA001	Titan Group		ZAR		1.00		14.00	17 Nov 2017	00:00:00
IN0000460	N	BOT0001	Bothas Networking inc		USD		9.87		0.00	17 Nov 2017	00:00:00
IN0000461	N	SAM001	Samanthas Diner		ZAR		1.00		0.00	17 Nov 2017	00:00:00
IN0000462	Ν	HOP001	Hope Works	Tech	ZAR	Technical	1.00	OHW11111	14.00	22 Feb 2018	12:00:00
IN0000463	N	SAM001	Samanthas Diner		USD		9.87		0.00	03 Feb 2019	12:00:00
PIN0000020	N	DAN002	Dancing Shoes		ZAR	4	1.00		14.00	17 Nov 2017	00:00:00
STI0000020	N	HOP001	Hope Works	Tech	ZAR	Technical	1.00	test	14.00	25 Jul 2018	10:23:30
STI0000021	N	HOP001	Hope Works	Tech	ZAR	Technical	1.00	HWSTCD1008	15.00	26 Jul 2018	10:59:40

- 1. A *Select the option as desired* pop up screen will appear.
- 2. Select the *Print/Email* method.
 - In this image, *Print Invoice* has been selected.
- 3. Click on *Accept*.



Interview Interview <t< th=""><th>Invoice Save Layout Workspaces Print Send Invoices Export New Refresh InvoiceStatus Customer/Code Customer/Name PeptCode Current InvoiceStatus Customer/OrderNo TaxRate InvoiceDate InvoiceTime N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N HOP001 Office Supplies Unlimited ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N OFF001 Office Supplies Unlimited Feder ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N OFF001 Office Supplies Unlimited Feder Careet Cono:00 14.00 17 Nov 2017 00:00:00 N SAM001 Samanthas Diner Feder</th><th>-</th><th>-</th><th></th><th></th><th>Contr</th><th>act Invoic</th><th>es - BPC</th><th>: Version 2.1.0.69 -</th><th>Example (</th><th>Company</th><th></th><th></th><th>25-22</th><th></th><th>X</th></t<>	Invoice Save Layout Workspaces Print Send Invoices Export New Refresh InvoiceStatus Customer/Code Customer/Name PeptCode Current InvoiceStatus Customer/OrderNo TaxRate InvoiceDate InvoiceTime N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N HOP001 Office Supplies Unlimited ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N OFF001 Office Supplies Unlimited Feder ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N OFF001 Office Supplies Unlimited Feder Careet Cono:00 14.00 17 Nov 2017 00:00:00 N SAM001 Samanthas Diner Feder	-	-			Contr	act Invoic	es - BPC	: Version 2.1.0.69 -	Example (Company			25-22		X
Add Wew Invoice Save Layout Workspaces Print Send Invoices Export New Refresh Maintain Format Print Current Current Current Invoice InvoiceStatus CustomerName DeptCode Currency DeptName ExchangeRate CustomerOrderNo TaxRate InvoiceDate InvoiceDate InvoiceStatus Invoice InvoiceStatus CustomerCode CustomerName DeptCode Currency DeptName ExchangeRate CustomerOrderNo TaxRate InvoiceDate InvoiceStatus IN0000453 N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17 Nov 2017 00 IN0000455 N DER001 Office Supplies Unlimited InvoiceStatus 14.00 17 Nov 2017 00 IN0000457 N OFF001 Office Supplies Unlimited InvoiceStatus InvoiceStatus 14.00 17 Nov 2017 00 IN0000458 N YES001 Young Electric Sales Carrent Invoice 14.00 17 Nov 2017 00	Invoice Save Layout Workspaces Print Send Trivoices Export New Refresh Invoice Format Print Print Current Current InvoiceStatus CustomerCode CustomerName DeptCode Currency DeptName ExchangeRate CustomerOrderNo TaxRate InvoiceStatus InvoiceStatus CustomerCode CustomerName DeptCode Currency DeptName ExchangeRate CustomerOrderNo TaxRate InvoiceDate InvoiceTime N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N DER001 Derton Technologies ZAR 1.00 14.00 17 Nov 2017 00:00:00 N OFF001 Office Supplies Unlimited Processing Invoice 14.00 17 Nov 2017 00:00:00 N TAD01 Tata Group Processing Invoice 14.00 17 Nov 2017 00:00:00 N SAM001 Samanthas Diner Processing Invoice 0.00 0.00 03.00 0.00 </th <th>-</th> <th>Home</th> <th>Equipment and</th> <th>d Locations Cor</th> <th>tract Finance and HR</th> <th>Inventory</th> <th>Mainte</th> <th>nance and Projects</th> <th>Manufac</th> <th>turing Procu</th> <th>irement Sales</th> <th>Service Rep</th> <th>orting Utilities</th> <th>- 8</th> <th>)</th>	-	Home	Equipment and	d Locations Cor	tract Finance and HR	Inventory	Mainte	nance and Projects	Manufac	turing Procu	irement Sales	Service Rep	orting Utilities	- 8)
Add Wew Invoice Save Layout Workspaces Print Send Invoices Export New Refresh Maintain Format Print Current Current Current Invoice InvoiceStatus CustomerCode CustomerName DeptCode Currency DeptName ExchangeRate CustomerOrderNo TaxRate InvoiceDate I	Invoice Save Layout Workspaces Print Send Invoices Expont New Refresh Invoice Format Print Current Current Current InvoiceStatus CustomerCode CustomerName DeptCode Currency DeptName ExchangeRate CustomerOrderNo TasRate InvoiceDate InvoiceDate InvoiceDate InvoiceTime N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N DER001 Derton Technologies ZAR 1.00 14.00 17 Nov 2017 00:00:00 N OFF001 Office Supplies Unlimited Format Select the option as desired 14.00 17 Nov 2017 00:00:00 N OFF001 Office Supplies Unlimited Format Select the option as desired 14.00 17 Nov 2017 00:00:00 N TRA001 Samanthas Diner Format Select the option as desired 14.00 17 Nov 2017 00:00:00 N MOP001 Hope Works Tech Canrel Select the option is desired	(3		2			58	Durban 🔻	3	/					
Maintain Format to Print Queue Maintain Format Print Current Dreg a column header here to group by that column InvoiceStatus CustomerName DeptCode Currency DeptName ExchangeRate CustomerOrderNo TaxRate InvoiceDate InvoiceDate InvoiceStatus CustomerCode CustomerName DeptCode Currency DeptName ExchangeRate CustomerOrderNo TaxRate InvoiceDate InvoiceD	Image: Select the option of the supples unlimited Image: Select the option as desired Image: Select th	A	dd View Ir	voice Save	Layout Worksp	aces Print Send In	voices E		New	Refres	h					
Drog a column header here to group by that column InvoiceStatus CustomerCode CustomerName DeptCode Currency DeptName ExchangeRate CustomerOrderNo TasRate InvoiceDate InvoiceDate PN0000453 N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17 Nov 2017 00 IN0000454 N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17 Nov 2017 00 IN0000455 N DER001 Derton Technologies ZAR Technical 1.00 14.00 17 Nov 2017 00 IN0000455 N OEF001 Office Supplies Unlimited ZAR Technical 1.00 14.00 17 Nov 2017 00 IN0000458 N YES001 Young Electric Sales Canrel Canrel 14.00 17 Nov 2017 00 IN0000450 N BOT0001 Bothas Networking inc Salecet the option as desired 14.00 17 Nov 2017 00 IN0000	InvoiceStatus CustomerCode CustomerName DeptCode Currency DeptName ExchangeRate CustomerOrderNo TaxRate InvoiceDate InvoiceTime N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N DEr001 Derton Technologies ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N OFF001 Office Supplies Unlimited Invoice Tax Invoice 14.00 17 Nov 2017 00:00:00 N OFF001 Office Supplies Unlimited Invoice Select the option as desired 14.00 17 Nov 2017 00:00:00 N TIA0001 Tata Group Select the option as desired 14.00 17 Nov 2017 00:00:00 N SAM001 Samanthas Diner Invoice Invoice 0.00 17 Nov 2017 00:00:00 N DAN002 Dancing Shoes Tech Invoice Invoice				÷											
Invoice InvoiceStatus CustomerCode CustomerName DeptCode Currency DeptName ExchangeRate CustomerOrderNo TaxRate InvoiceDate InvoiceDate V InvoiceStatus CustomerCode CustomerName DeptCode Currency DeptName ExchangeRate CustomerOrderNo TaxRate InvoiceDate InvoiceDate V InvoiceStatus N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17.Nov 2017 00 IN0000455 N DER001 Derton Technologies ZAR Technical 1.00 14.00 17.Nov 2017 00 IN0000455 N OFF001 Office Supples Unlimited Immediate Select the option as desired Immediate 14.00 17.Nov 2017 00 IN0000458 N Yearg Blectric Sales Feech Carrency Carrency ExchangeRate CustomerOrderNo 14.00 17.Nov 2017 00 IN0000450 N BOT0001 Bothas Networking inc	InvoiceStatus CustomerCode CustomerName DeptCode Currency DeptName ExchangeRate CustomerOrderNo TaxRate InvoiceDate InvoiceTime N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N DER001 Derton Technologies ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N OFF001 Office Supplies Unlimited VESSOI1 Young Electric Sales Sales Invoice 14.00 17 Nov 2017 00:00:00 N YESSOI1 Young Electric Sales Invoice Invoice 14.00 17 Nov 2017 00:00:00 N MOS0101 Bothas Networking inc Sales Invoice Invoice 14.00 17 Nov 2017 00:00:00 N HOP001 Hope Works Tech N		Maintain	4	Format	J Print			Current	-						
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The *Print Preview* screen will open.

- 1. Here you can see that <u>all</u> contracts linked to this customer have been invoiced as this is a *consolidated* customer.
- 2. From here you can *View*, *Print*, *Export* or *Email* the invoice.
- 3. *Close* the preview screen when you are done.



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		VAT No.: 0000000 Tel No.: 031 123 4567 Document No.: 1N0000463 Date : 03 Feb 2019 Account Manager : Susan Cooper	
	Customer : SAM001 Samanthas Diner		
	Billing Address : PO Box 1234 New Town 1234	Attention : Samantha Marshall	
	VAT No.: 123456789		
	Machine and Shipping Details		
	Contract : STC0000017 Location : On Site with client Serial No. :	Shipping Address : 147 Tar Road	
	Serial No. : Model No. :	Shipping Address : 147 Tar Road New Town	
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Related Topics

- <u>Create Manual Contract Invoice Unconsolidated Customer</u>
- Edit Comment and Order Number
- Month End Billing Run
- <u>Contract Credit Notes</u>

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