

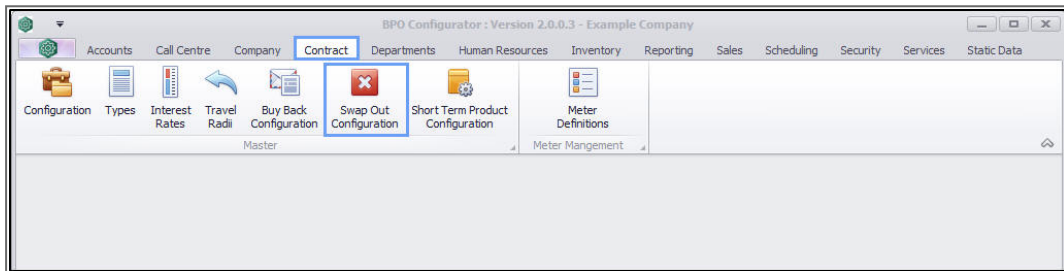
# CONTRACT

## SWAP OUT CONFIGURATION

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**Ribbon Access:** *Configurator > Contract > Swap Out Configuration*

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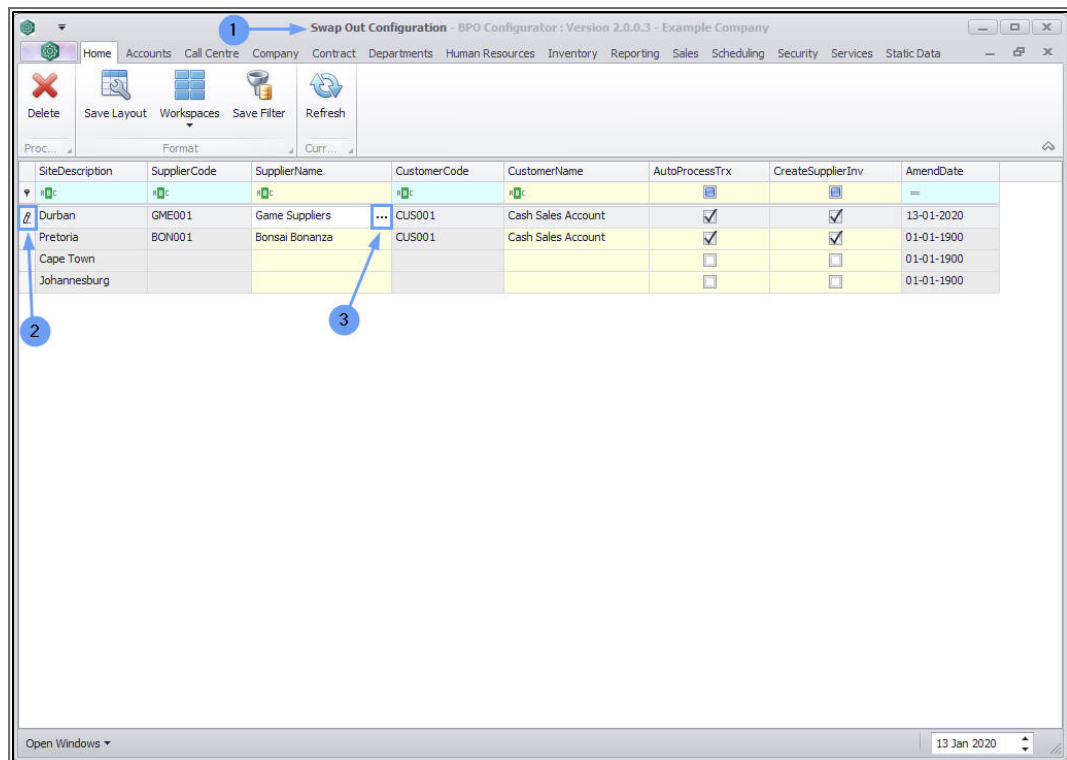


1. The ***Swap Out Configuration*** screen will be displayed.
2. Select the site that you wish to configure.
  - In this example, Durban is selected.

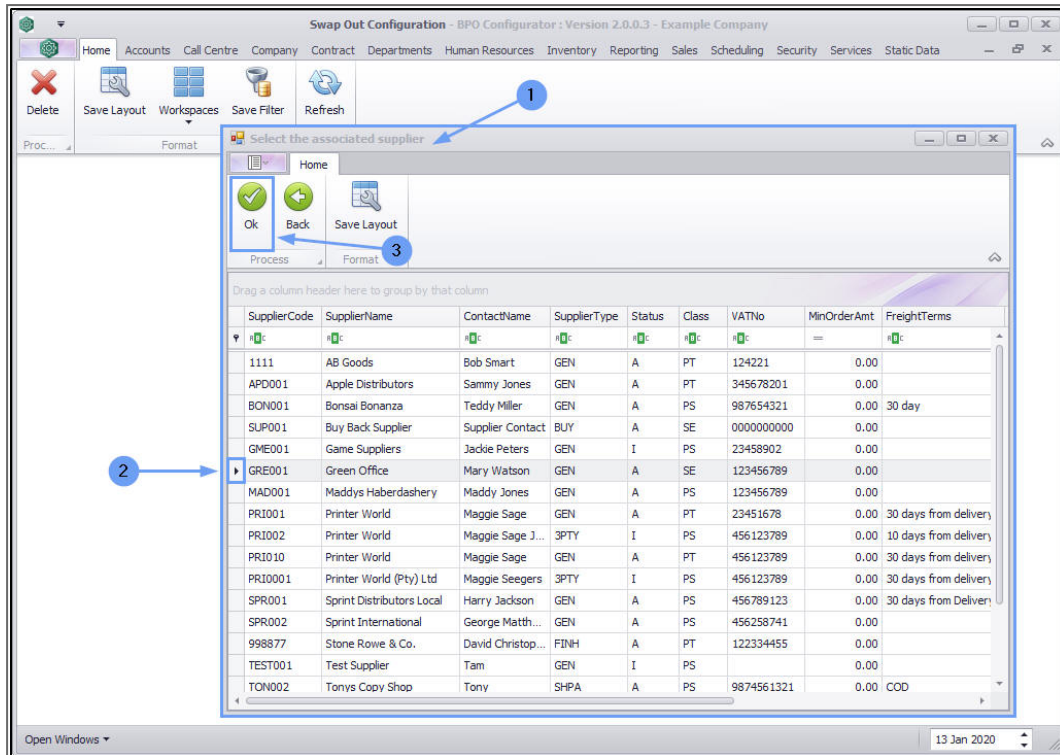
## SELECT SUPPLIER

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3. Click in the ***Supplier Name*** field to reveal an ellipsis button, click on this button.



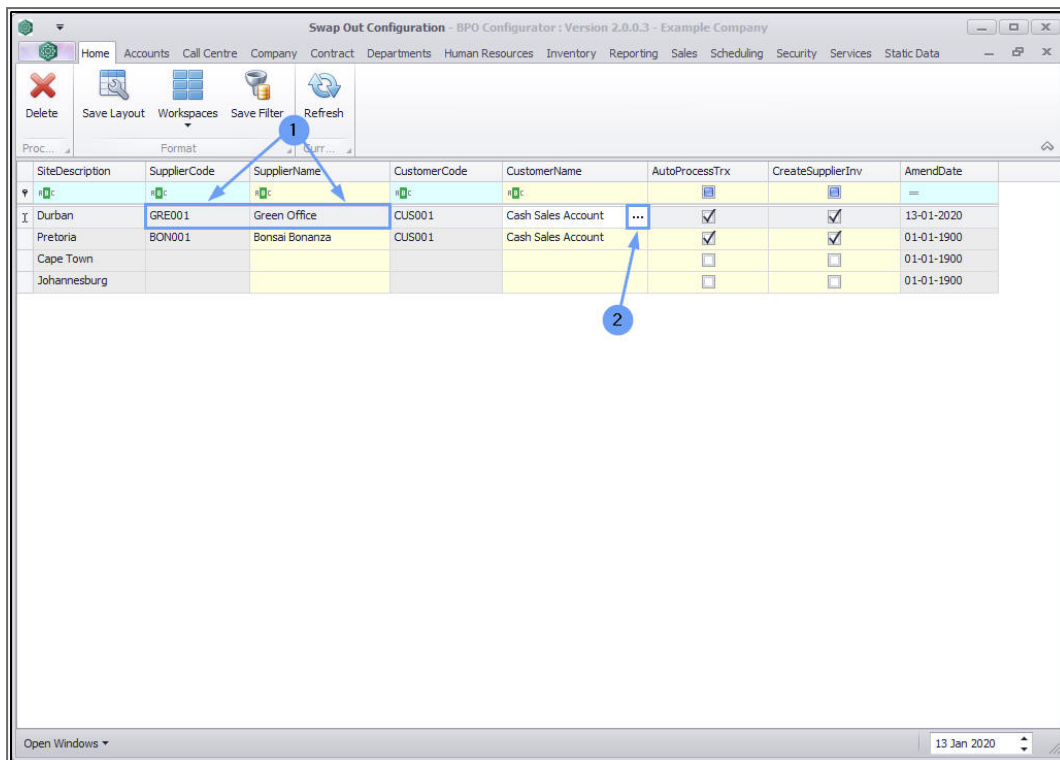
1. The **Select the associated supplier** screen will pop up.
2. Select from the list, the supplier that you wish to link to the swap out process.
3. Click on **Ok**.



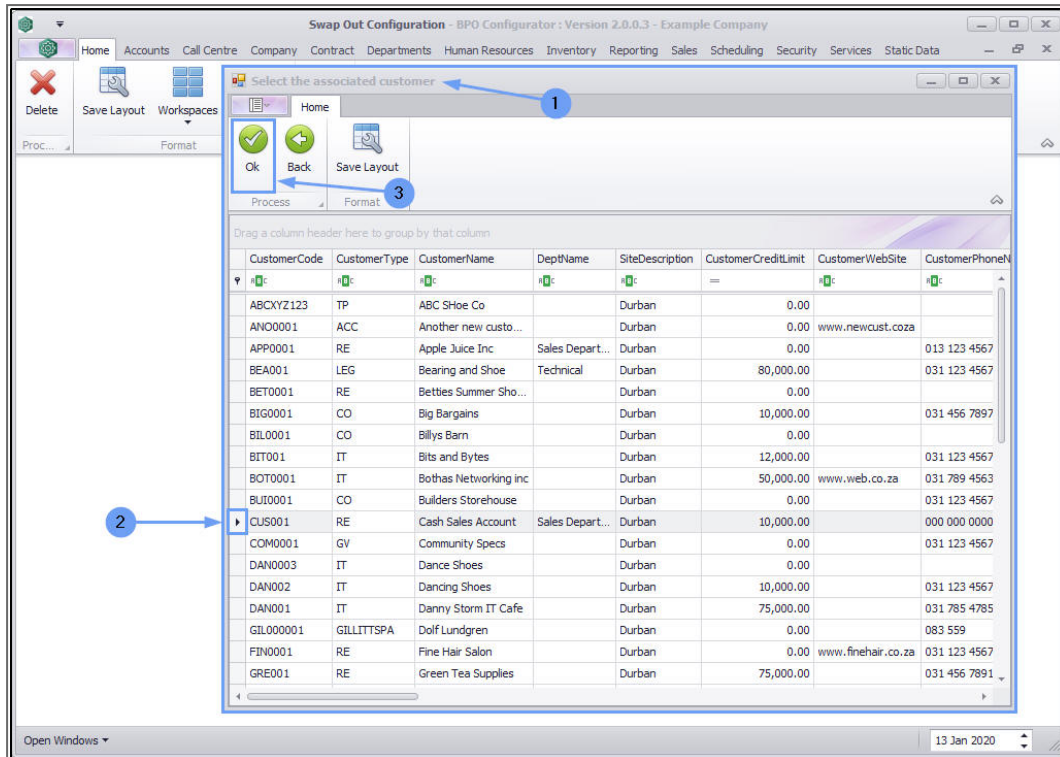
1. The **Supplier Name** and **Supplier Code** fields will populate with the name and code of the new selection.

## SELECT CUSTOMER

2. Click in the **Customer Name** field to reveal an ellipsis button, click on this button.



1. The **Select the associated customer** screen will pop up.
2. Select from the list, the customer that you wish to link to the swap out process.
3. Click on **Ok**.



1. The **Customer Name** and **Customer Code** fields will populate with the name and code of the new selection.

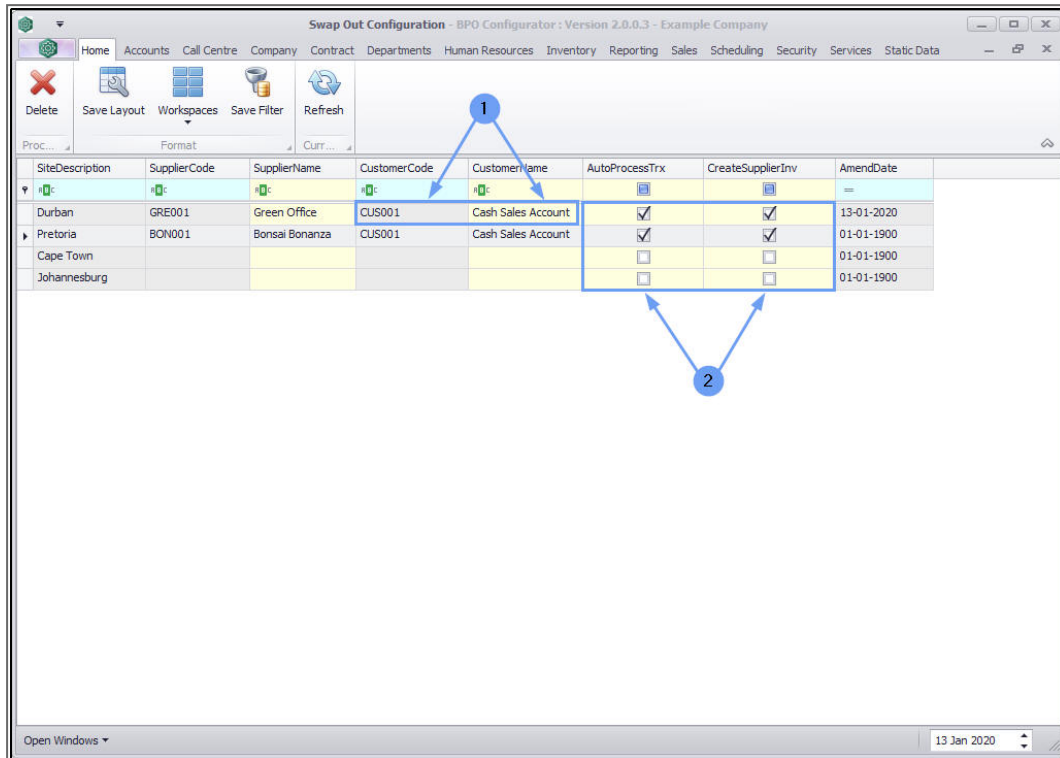
## Important Note:

The **documents** that are processed as a result of the swap out depend on the following factors:

- i. Whether the item being returned is an **Internal Asset** or a **Client (Customer) Asset** and
- ii. Whether the item replacing the returned item is a **Serialized Stock item** or an **Internal Asset**

**as well as**

2. Which check boxes are selected in the **Auto Process Trx** and the **Create Supplier Inv** columns.

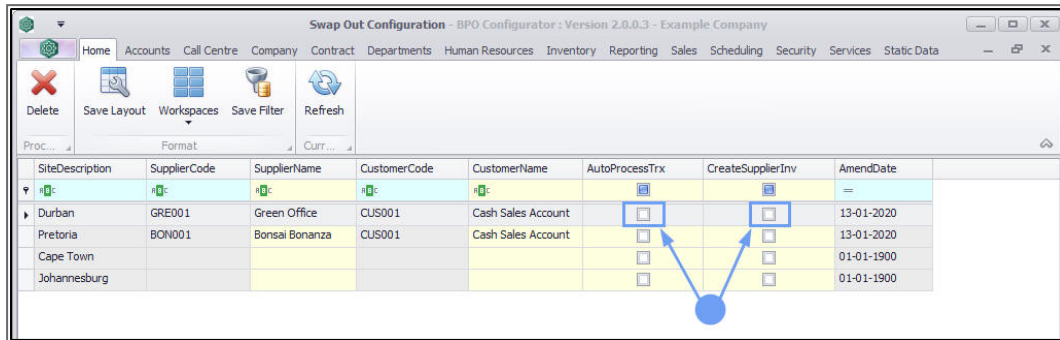


SiteDescription	SupplierCode	SupplierName	CustomerCode	CustomerName	AutoProcessTrx	CreateSupplierInv	AmendDate
Durban	GRE001	Green Office	CUS001	Cash Sales Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13-01-2020
Pretoria	BON001	Bonsai Bonanza	CUS001	Cash Sales Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	01-01-1900
Cape Town					<input type="checkbox"/>	<input type="checkbox"/>	01-01-1900
Johannesburg					<input type="checkbox"/>	<input type="checkbox"/>	01-01-1900

Scenario 1 - **Auto Process Trx** and **Create Supplier Inv** Unselected

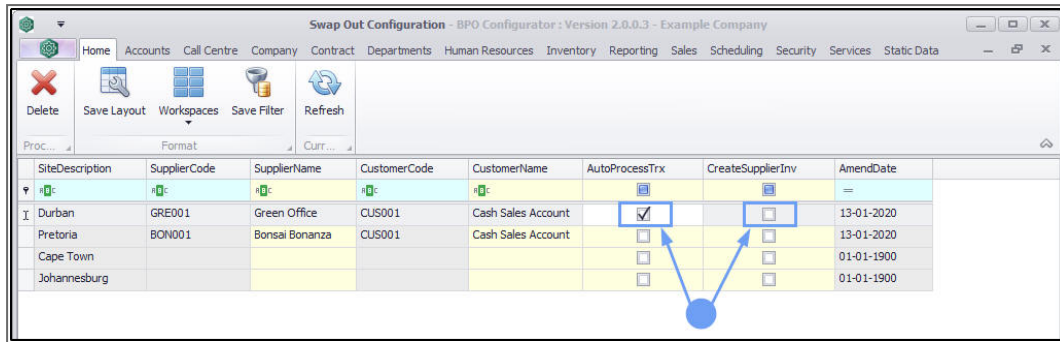
- If both the **Auto Process Trx** check box and the **Create Supplier Inv** check boxes are unselected then when you process a Swap Out for:
  - an internal asset and replace with another internal asset, you will need to manually raise...
  - an internal asset and replace with a serialised stock item, you will need to manually raise...
  - a client (customer) asset and replace it with a serialised stock item, you will need to manually raise....

- iv. a client (customer) asset and replace it with an internal asset, you will need to manually raise....



Scenario 2 - **Auto Process** is selected and **Create Supplier Inv** is Unselected

- If the **Auto Process Trx** check box is selected and the **Create Supplier Inv** check box is unselected then when you process a Swap Out for
  - i. an internal asset and replace with another internal asset, the ... and the... are auto-created by the system but you will need to manually create a supplier invoice.
  - ii. an internal asset and replace with a serialised stock item, the ... and the... are auto-created by the system but you will need to manually create a supplier invoice.
  - iii. a client (customer) asset and replace it with a serialised stock item, the ... and the... are auto-created by the system but you will need to manually create a supplier invoice.
  - iv. a client (customer) asset and replace it with an internal asset, the ... and the... are auto-created by the system but you will need to manually create a supplier invoice.



Scenario 3 - **Auto Process** and **Create Supplier Inv** are both selected

- If the **Auto Process Trx** check box and the **Create Supplier Inv** check box are both selected then when you process a Swap Out for:
  - i. an internal asset and replace with another internal asset, the ..., the ... and the supplier invoice are auto-created by the system.
  - ii. an internal asset and replace with a serialised stock item, the ..., the... and the supplier invoice are auto-created by the system.
  - iii. a client (customer) asset and replace it with a serialised stock item, the ..., the... and the supplier invoice are auto-created by the system.
  - iv. a client (customer) asset and replace it with an internal asset,
    - the **GRN**, the **Supplier Invoice**, the **Part Issue note** and the **Sales Invoice** are auto-created by the system

In all scenarios you will need to conclude the process by **Accepting the Supplier Invoice**.



Swap Out Configuration - BPO Configurator : Version 2.0.0.3 - Example Company

Home Accounts Call Centre Company Contract Departments Human Resources Inventory Reporting Sales Scheduling Security Services Static Data

Delete Save Layout Workspaces Save Filter Refresh

Proc... Format Curt...

SiteDescription	SupplierCode	SupplierName	CustomerCode	CustomerName	AutoProcessTrx	CreateSupplierInv	AmendDate
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I Durban	GRE001	Green Office	CUS001	Cash Sales Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13-01-2020
Pretoria	BON001	Bonsai Bonanza	CUS001	Cash Sales Account	<input type="checkbox"/>	<input type="checkbox"/>	13-01-2020
Cape Town					<input type="checkbox"/>	<input type="checkbox"/>	01-01-1900
Johannesburg					<input type="checkbox"/>	<input type="checkbox"/>	01-01-1900

MNU.141.006

