

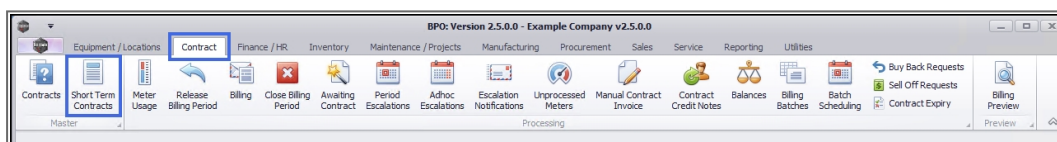
CONTRACT

SHORT TERM CONTRACT - INVOICE

A **Short Term Contract Invoice** is created at the end of the contract. (Multiple invoices can be raised, if for example, the contract is extended).

Important Note: Remember to **subtract** the deposit amount from the invoice total, if applicable.

Ribbon Access: *Contract > Short Term Contracts*



- The **Short Term Contract Listing** screen will be displayed.
- Ensure that you have selected the correct **site** and that the **status** is set to **Active**.

Short Term Contract Listing - BPO: Version 2.1.0.62 - Example Company

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

Add Edit Close Machine Return WOs Short Term Invoice Save Layout Workspaces Save Filter Print Active Refresh

Drag a column header here to group by that column

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType	PeriodType
STC0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	Days	
STC0000020	ST	Short Term Contracts	BPO2 Test 7	HOP001	Hope Works	Tech	Technical		14 Nov 2016	15 Nov 2016	1 d	Days	
STC0000021	ST	Short Term Contracts	Main	APP0001	Apple Juice Inc	Sales	Sales Department	1234	08 Jun 2017	08 Jun 2017	2 h	Hour	
STC0000022	ST	Short Term Contracts	BPO_RSI	ABCKY2123	ABC Shoe Co			fdg	26 Jun 2017	03 Jul 2017	1 w	Week	
STC0000024	ST	Short Term Contracts	Hilcrest	APP0001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	Days	
STC0000027	ST	Short Term Contracts	Durban Area	HOP001	Hope Works	Tech	Technical	HW STC 001	16 Jul 2018	30 Jul 2018	2 w	Week	
STC0000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2 d	Days	

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SELECT THE CONTRACT

- Select the **row** of the **short term contract** where you wish to raise an invoice.

- Click on **Short Term Invoice**.

Short Term Contract Listing - BPO, Version 2.1.0.62 - Example Company

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

Add Edit Close Machine Return WOs **Short Term Invoice** Save Layout Workspaces Save Filter Print Active Refresh

Maintain Process Format Print Current

Drag a column header here to group by that column

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType	Peri
STC0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	Day	
STC0000020	ST	Short Term Contracts	BPO2 Test 7	HOP001	Hope Works	Tech	Technical		14 Nov 2016	15 Nov 2016	1 d	Day	
STC0000021	ST	Short Term Contracts	Main	APP0001	Apple Juice Inc	Sales	Sales Department	1234	08 Jun 2017	08 Jun 2017	2 h	Hou	
STC0000022	ST	Short Term Contracts	BPO_RSI	ABCXY2123	ABC Shoe Co			fdg	26 Jun 2017	03 Jul 2017	1 w	Wee	
STC0000024	ST	Short Term Contracts	Hilcrest	APP0001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	Day	
STC0000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1 w	Wee	
STC0000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2 d	Day	
STC0000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2 d	Day	

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CLOSURE INVOICE DETAILS

The *Closure Invoice for Contract no. []* screen will be displayed.

- **Customer Name:** This will auto populate with the name configured on the contract.
- **Contract:** This is un-editable in this screen but the contract number will pull across on the printed invoice.
- **Invoice Date/Time:** This will auto populate with the current date and time.
 - **Date:** You can either type in click on the drop-down arrow and use the calendar function to select an alternative date if required.
 - **Time:** You can either type in or use the arrow indicators to select an alternative time if required.
- **Order No:** This will auto populate with the reference no. set up on the contract.
- **Billing Date:** This will auto populate with the billing date set up on the contract. You can click on the drop-down arrow and select an alternative date if required.

Closure Invoice for Contract no. STC0000029 - BPO: Version 2.1.0.62 - Example Company

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

Save Back Delete Item Calculate Aggregate Save Layout

Customer Name: Hope Works
Contract:
Invoice Date/Time: 19 Jul 2018 12:48:34
Order No: MW STC 010
Billing Date: 19 Jul 2018

Invoice No:
Status: N
Salesman: Bianca Du Toit
Invoice Currency: ZAR
Tax Rate: 15.00
Exchange Rate: 1.00

Remove Inactive Lines ☐

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	test121212	S	Service	1101	Service	1 500.00	112.50	A

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	ContractNo	IsActive
test121212	Mono	1101	0.00	0.00	19 Jul 2018	0.00	0	0	0.00	0.00	STC0000029	Yes
test121212	Colour	1101	0.00	0.00	19 Jul 2018	0.00	0	0	0.00	0.00	STC0000029	Yes

Comment:
Sub Total: 1 500.00
VAT: 112.50
Grand Total: 1 612.50

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- **Invoice No:** The system will create an invoice number based on the contract type configuration.
- **Status:** This will be set to **N** - New.

- **Salesman:** This will auto populate with the person originally set up on this contract.
- **Currency:** This will auto populate with the currency set up on the customer.
- **Tax Rate:** This will auto populate with the tax rate set up on the customer.
- **Exchange Rate:** This will auto populate with the exchange rate set up in the system.

Closure Invoice for Contract no. STC0000029 - BPO: Version 2.1.0.62 - Example Company

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

Save Back Delete Item Calculate Aggregate Save Layout

Customer Name Hope Works

Contract

Invoice Date/Time 19 Jul 2018 12:48:34

Order No. MW STC 010

Billing Date 19 Jul 2018

Remove Inactive Lines

Invoice No.

Status N

Salesman Bianca Du Toit

Invoice Currency ZAR

Tax Rate 15.00

Exchange Rate 1.00

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	test121212	S	Service	1101	Service	1 500.00	112.50	A

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	ContractNo	IsActive
test121212	Mono	1101	0.00	0.00	19 Jul 2018	0.00	0	0	0.00	0.00	STC0000029	Yes
test121212	Colour	1101	0.00	0.00	19 Jul 2018	0.00	0	0	0.00	0.00	STC0000029	Yes

Comment

Sub Total 1 500.00

VAT 112.50

Grand Total 1 612.50

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THE FEES FRAME

This frame will auto populate with the details of the fees configured on the contract.

1. If a ***deposit*** was paid for this contract, ***subtract*** this deposit amount from the total in the ***Due*** column.

CHECK DEPOSIT AMOUNT TO DEDUCT FROM INVOICE

2. If you need to check the ***amount*** of the deposit, click on ***Back*** to return to the ***Short Term Contract Listing*** screen.

Closure Invoice for Contract no. STC0000029 - BPO: Version 2.1.0.62 - Example Company

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

Save Back Delete Item Calculate Aggregate Save Layout

Customer Name Hope Works Invoice No. Invoice Date/Time 19 Jul 2018 12:48:34 Status N Salesman Bianca Du Toit Invoice Currency ZAR Tax Rate 15.00 Billing Date 19 Jul 2018 Exchange Rate 1.00

Remove Inactive Lines ☐

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	test121212	S	Service	1101	Service	1 500.00	112.50	A

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	ContractNo	IsActive
test121212	Mono	1101	0.00	0.00	19 Jul 2018	0.00	0	0	0.00	0.00	STC0000029	Yes
test121212	Colour	1101	0.00	0.00	19 Jul 2018	0.00	0	0	0.00	0.00	STC0000029	Yes

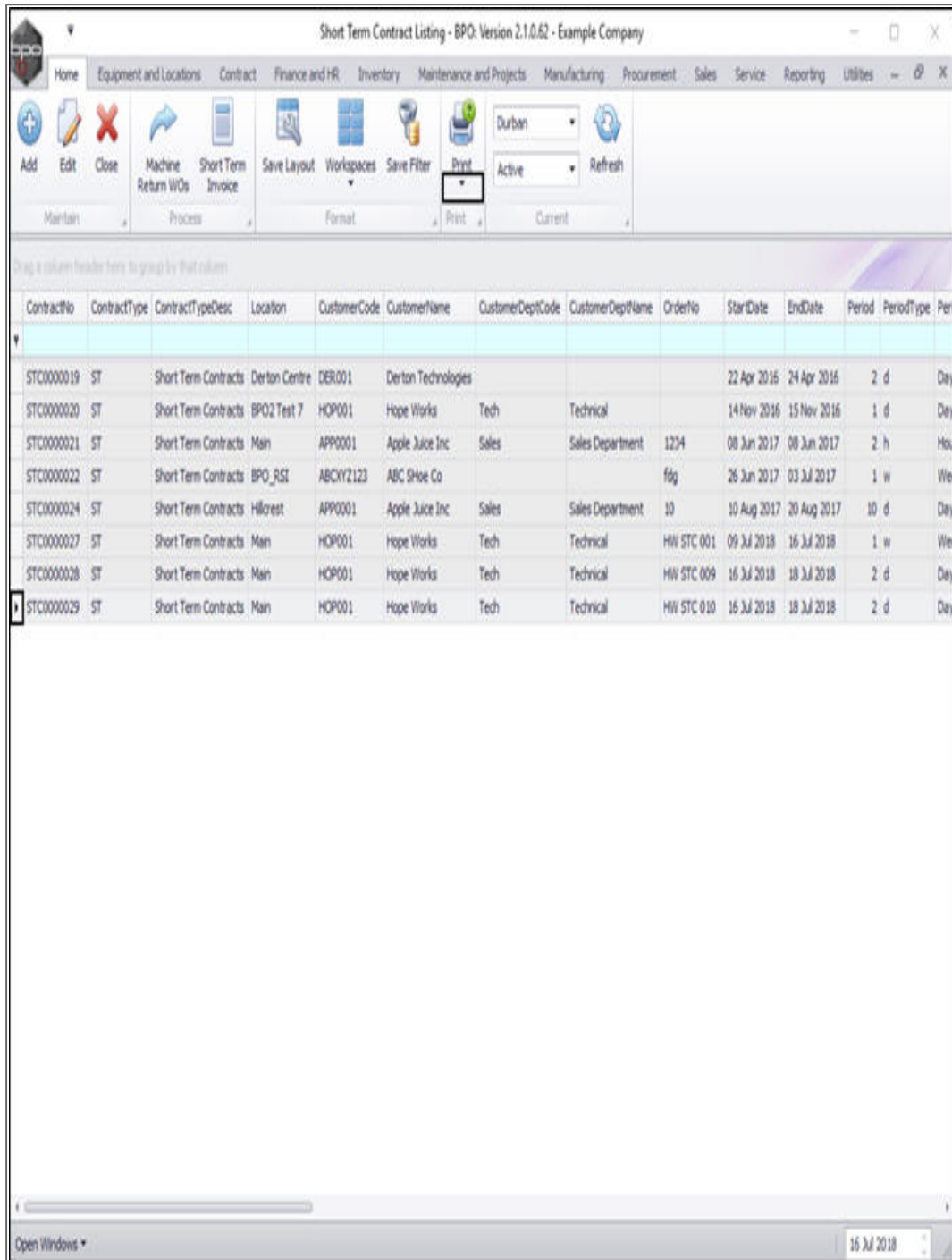
Comment

Sub Total 1 500.00
VAT 112.50
Grand Total 1 612.50

Open Windows 16 Jul 2018

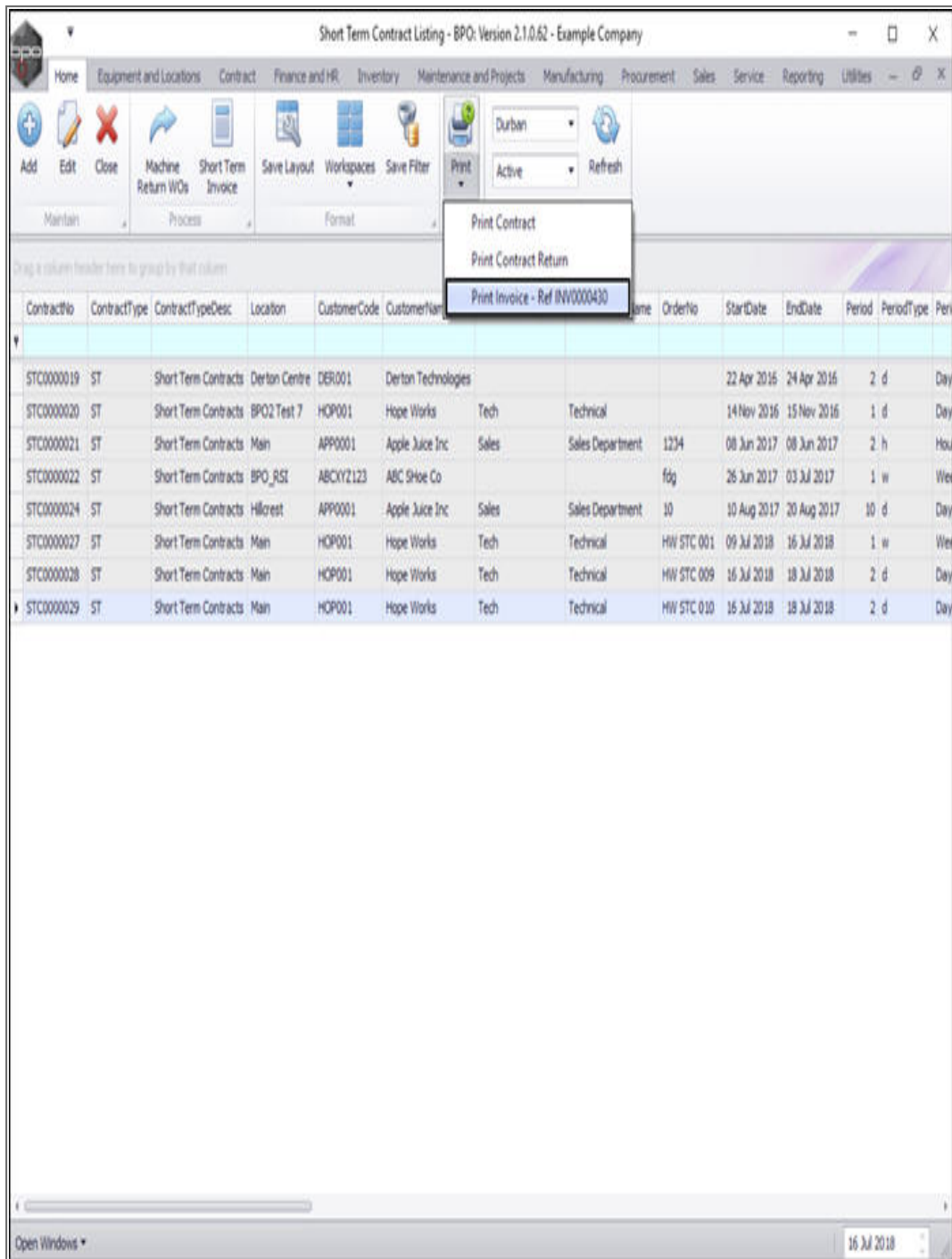
PRINT DEPOSIT INVOICE

- Click on the **row selector** in front of the **relevant contract**.
- Click on the drop-down **arrow** on the **Print** button.



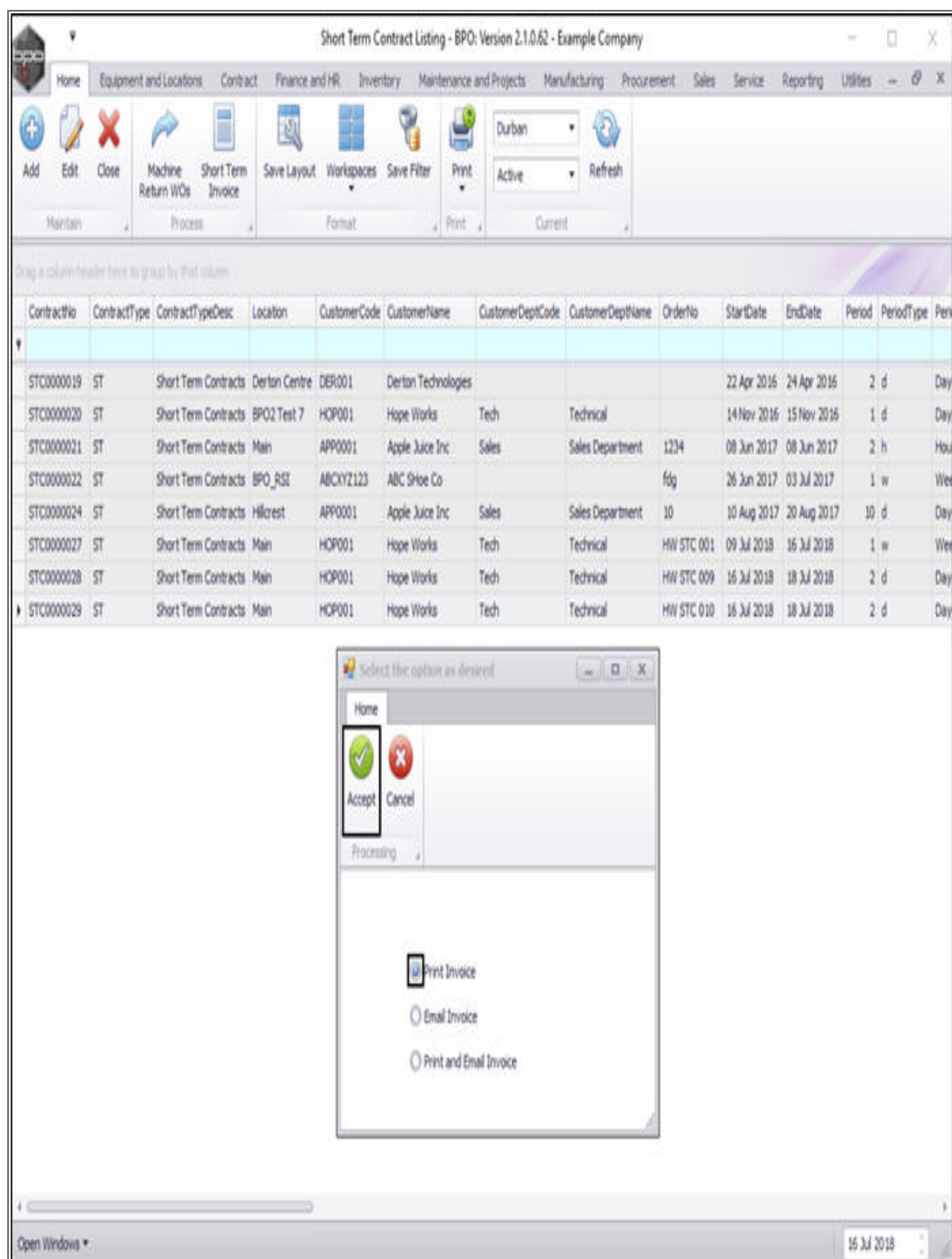
ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType	Period
STC0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	Day	
STC0000020	ST	Short Term Contracts	BPO2 Test 7	HOP001	Hope Works	Tech	Technical		14 Nov 2016	15 Nov 2016	1 d	Day	
STC0000021	ST	Short Term Contracts	Main	APP001	Apple Juice Inc	Sales	Sales Department	1234	08 Jun 2017	08 Jun 2017	2 h	Hour	
STC0000022	ST	Short Term Contracts	BPO_RSI	ABCKY2123	ABC Shoe Co			fdg	26 Jun 2017	03 Jul 2017	1 w	Week	
STC0000024	ST	Short Term Contracts	Hilcrest	APP001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	Day	
STC0000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1 w	Week	
STC0000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2 d	Day	
STC0000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2 d	Day	

- Select from the drop-down list, the ***Print Invoice - Ref []*** option.



- A ***Select the option as desired*** screen will pop up.
- Click on the ***radio button*** in front of ***Print Invoice***.

- Click on **Accept**.



Short Term Contract Listing - BPO: Version 2.1.0.62 - Example Company

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

Add Edit Close Machine Return WOs Short Term Invoice Save Layout Workspaces Save Filter Print Durban Active Refresh

Format Print Current

Drag a column header here to group by that column

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType	Per
STC0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	Day	
STC0000020	ST	Short Term Contracts	BPO2 Test 7	HOP001	Hope Works	Tech	Technical		14 Nov 2016	15 Nov 2016	1 d	Day	
STC0000021	ST	Short Term Contracts	Main	APP0001	Apple Juice Inc	Sales	Sales Department	1234	08 Jun 2017	08 Jun 2017	2 h	Hou	
STC0000022	ST	Short Term Contracts	BPO_RSI	ABCXY1223	ABC Shoe Co			fdg	26 Jun 2017	03 Jul 2017	1 w	Wee	
STC0000024	ST	Short Term Contracts	Hilcrest	APP0001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	Day	
STC0000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1 w	Wee	
STC0000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2 d	Day	
STC0000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2 d	Day	

Select the option as desired

Home

☒ Accept ☐ Cancel

Processing

☒ Print Invoice

☐ Email Invoice

☐ Print and Email Invoice

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The **Report Preview** screen will be displayed.

- Tax Invoice**

Example Company

Street No and Road Name PO Box 1234
Area New Town
City Durban
South Africa South Africa
1234 1234
Reg No: 00000000000000000000 Fax No: 031 12 4545
VAT No: 00000000 Tel No: 031 123 4567

Document Ref: DV/0000420
Date: 19 Jul 2018
Account Manager: Bianca Du Toit
Your Ref: Short Term Contract Invoice
Call Ref:
Machine No:

Contract Ref: STC0000029
Sales Person: Abigail Mkhoe

Attention:	Jane Smith	Ship Contact:	Tim Matthews
Cost Code:	HOPR01		HOPR01
Customer:	Hope Works		Hope Works
Billing Address:	PO Box 7432 Forest Hills New Town Durban South 1234	Shipping Address:	Rt 91 Leaf Road Forest Hills New Town Durban South 1234
Tel No:	031 123 4567	Tel No:	031 123 4567
Fax No:	031 123 4545	Fax No:	
VAT No:	967654321	Email:	standard@semail.com

Item Code	Item Description	Quantity	Unit Price	Discount %	Net Price	Total
STCD	Short Term Contract Deposit	1.00	\$ 100.00	.00	\$ 100.00	\$ 100.00

- You will return to the **Short Term Contract Listing** screen.
- Click on the **Open Windows** tab at the foot of this screen.

Short Term Contract Listing - BPO: Version 2.1.0.62 - Example Company

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

Add Edit Close Machine Return WOs Short Term Invoice Save Layout Workspaces Save Filter Print Active Refresh


Maintain Process Format Print Current

Drag a column header here to group by that column

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType	Per
STC0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	Day	
STC0000020	ST	Short Term Contracts	BPO2 Test 7	HOP001	Hope Works	Tech	Technical		14 Nov 2016	15 Nov 2016	1 d	Day	
STC0000021	ST	Short Term Contracts	Main	APP0001	Apple Juice Inc	Sales	Sales Department	1224	08 Jun 2017	08 Jun 2017	2 h	Hour	
STC0000022	ST	Short Term Contracts	BPO_RSI	ABCKYZ123	ABC Shoe Co			fdg	26 Jun 2017	03 Jul 2017	1 w	Week	
STC0000024	ST	Short Term Contracts	Hillcrest	APP0001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	Day	
STC0000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1 w	Week	
STC0000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2 d	Day	
STC0000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2 d	Day	

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- A list of all the windows **currently open** in BPO2 will display.
- Select the **Closure Invoice for Contract no. []** option to take you back to the Closure Invoice screen that you were working in.



Short Term Contract Listing - BPO: Version 2.1.0.62 - Example Company

Home

Equipment and Locations

Contract

Finance and HR

Inventory

Maintenance and Projects

Manufacturing

Procurement

Sales

Service

Reporting

Utilities

+

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🔄

Add

Edit

Close

Machine Return WOs

Short Term Invoice

Save Layout

Workspaces

Save Filter

Print

Active

Refresh

Maintain

Process

Format

Print

Current

Drag a column header here to group by that column

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType	Per
STC0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	Day	
STC0000020	ST	Short Term Contracts	BPO2 Test 7	HOP001	Hope Works	Tech	Technical		14 Nov 2016	15 Nov 2016	1 d	Day	
STC0000021	ST	Short Term Contracts	Main	APP001	Apple Juice Inc	Sales	Sales Department	1234	08 Jun 2017	08 Jun 2017	2 h	Hour	
STC0000022	ST	Short Term Contracts	BPO_RSI	ABCKY2123	ABC Shoe Co			fdg	26 Jun 2017	03 Jul 2017	1 w	Week	
STC0000024	ST	Short Term Contracts	Hillcrest	APP001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	Day	
STC0000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1 w	Week	
STC0000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2 d	Day	
STC0000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2 d	Day	

1 Short Term Contract Listing

2 Closure Invoice for Contract no. STC0000029

3 Short Term Contract Listing

Open Windows ▾

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DEDUCT DEPOSIT AMOUNT

- Now that the deposit amount has been confirmed, it can be *deducted* from the *Fees Due* column.
- In this image, the fees due were **R1500** minus the deposit of **R1150** gives a total of **R350** still owing on the fees.
 1. Change the amount in the *Due* column accordingly.
 2. You will note that the *Sub Total*, *VAT* and *Grand Total* amounts will auto calculate to accommodate the new figures.

Closure Invoice for Contract no. STC0000029 - BPO: Version 2.1.0.62 - Example Company

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

Save Back Delete Item Calculate Aggregate Save Layout

Customer Name: Hope Works Invoice No. Invoice Status: N Salesman: Bianca Du Toit Invoice Currency: ZAR Tax Rate: 15.00 Exchange Rate: 1.00

Contract Invoice Date/Time: 19 Jul 2018 12:48:34 Order No.: HW STC 010 Billing Date: 19 Jul 2018

Remove Inactive Lines ☐

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	test121212	S	Service	1101	Service	350.00	52.50	A

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	ContractNo	IsActive
test121212	Mono	1101	0.00	0.00	19 Jul 2018	0.00	0	0	0.00	0.00	STC0000029	Yes
test121212	Colour	1101	0.00	0.00	19 Jul 2018	0.00	0	0	0.00	0.00	STC0000029	Yes

Comment

Sub Total: 350.00
VAT: 52.50
Grand Total: 402.50

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THE METER FEES FRAME

CLOSE READINGS

- In this frame, click in each meter ***Closing Reading*** field and either type in or use the arrow indicators to select the correct reading.

Closure Invoice for Contract no. STC0000029 - BPO: Version 2.1.0.62 - Example Company

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

Save Back Delete Item Calculate Aggregate Save Layout

Customer Name: Hope Works Invoice No.
 Contract
 Invoice Date/Time: 19 Jul 2018 12:48:34 Status: N
 Order No.: HW STC 010 Salesman: Bianca Du Toit
 Billing Date: 19 Jul 2018 Invoice Currency: ZAR
 Tax Rate: 15.00
 Exchange Rate: 1.00

Remove Inactive Lines ☐

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	test121212	S	Service	1101	Service	350.00	\$2.50	A

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	ContractNo	IsActive
test121212	Mono	1101	0.00	0.1	19 Jul 2018	0.00	0	0	0.00	0.00	STC0000029	Yes
test121212	Colour	1101	0.00	0.00	19 Jul 2018	0.00	0	0	0.00	0.00	STC0000029	Yes

Comment

Sub Total: 350.00
 VAT: \$2.50
 Grand Total: 402.50

Open Windows 16 Jul 2018

1. As you **update** the meter readings,
2. the **Usage**, **Due** and **VAT** columns will update,
3. as will the **Sub Total**, **VAT** and **Grand Total** amounts.

Closure Invoice for Contract no. STC0000029 - BPO: Version 2.1.0.62 - Example Company

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

Save Back Delete Item Calculate Aggregate Save Layout

Customer Name: Hope Works Invoice No. []

Contract: [] Status: N

Invoice Date/Time: 19 Jul 2018 12:48:34 Salesman: Bianca Du Toit

Order No.: HW STC 010 Invoice Currency: ZAR

Billing Date: 19 Jul 2018 Tax Rate: 15.00

Remove Inactive Lines: ☐ Exchange Rate: 1.00

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	test121212	5	Service	1101	Service	350.00	52.50	A

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	ContractNo	IsActive
test121212	Mono	1101	0.00	360.00	19 Jul 2018	0.00	0	360	36.00	5.40	STC0000029	Yes
test121212	Colour	1101	0.00	290.00	19 Jul 2018	0.00	0	290	43.50	6.53	STC0000029	Yes

Comment: []

Sub Total: 429.50

VAT: 64.43

Grand Total: 493.93

Open Windows: 16 Jul 2018

INVOICE COMMENT

When you have checked that **all** charge amounts are correct,

1. Type in a ***comment*** relevant to this Short Term Invoice. (This field is mandatory).

SAVE SHORT TERM INVOICE

2. Click on ***Save***.

Closure Invoice for Contract no. STC0000029 - BPO: Version 2.1.0.62 - Example Company

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

Save Back Delete Item Calculate Aggregate Save Layout

Customer Name: Hope Works Invoice No. []

Contract [] Status: N

Invoice Date/Time: 19 Jul 2018 12:48:34 Salesman: Bianca Du Toit

Order No. HW STC 010 Invoice Currency: ZAR

Billing Date: 19 Jul 2018 Tax Rate: 15.00

Remove Inactive Lines: ☐ Exchange Rate: 1.00

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	test121212	S	Service	1101	Service	350.00	52.50	A

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	ContractNo	IsActive
test121212	Mono	1101	0.00	360.00	19 Jul 2018	0.00	0	360	36.00	5.40	STC0000029	Yes
test121212	Colour	1101	0.00	290.00	19 Jul 2018	0.00	0	290	43.50	6.53	STC0000029	Yes

Comment: Short Term rental 121212 Copier

Sub Total: 429.50

VAT: 64.43

Grand Total: 493.93

Open Windows * 16 Jul 2018

- The Short Term Invoice will be **saved** and you will return to the **Short Term Contract Listing** screen.

PRINT INVOICE

- Ensure that the ***row selector*** is in front of the ***contract*** that you raised the invoice for.
- Click on the ***drop-down arrow*** on the ***Print*** button.

Short Term Contract Listing - BPO: Version 2.1.0.62 - Example Company

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

Add Edit Close Machine Return WOs Short Term Invoice Save Layout Workspaces Save Filter Print Active Refresh

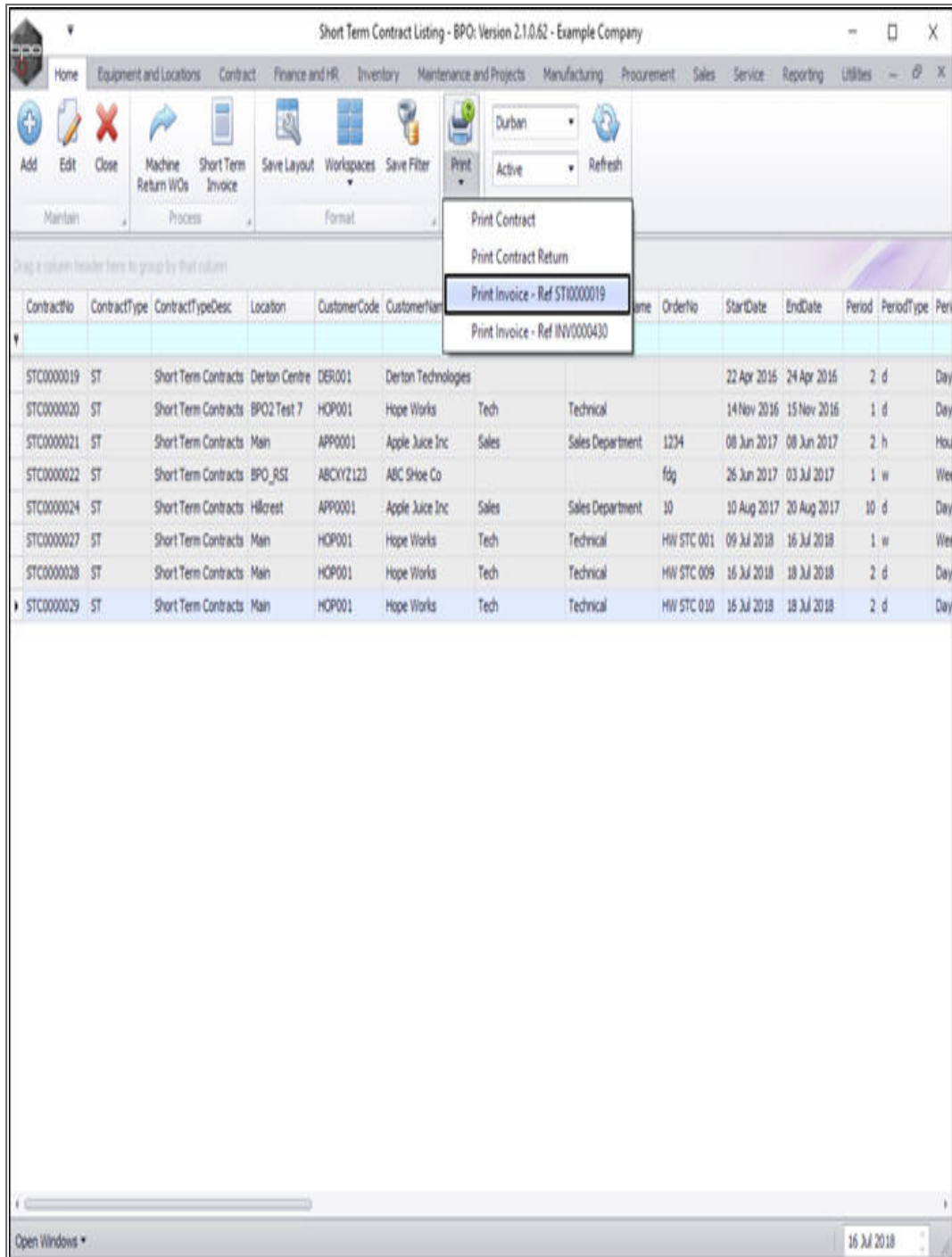
Drag a column header here to group by that column

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType	Per
STC0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	Day	
STC0000020	ST	Short Term Contracts	BPO2 Test 7	HOP001	Hope Works	Tech	Technical		14 Nov 2016	15 Nov 2016	1 d	Day	
STC0000021	ST	Short Term Contracts	Main	APP0001	Apple Juice Inc	Sales	Sales Department	1234	08 Jun 2017	08 Jun 2017	2 h	Hour	
STC0000022	ST	Short Term Contracts	BPO_RSI	ABICXY2123	ABC Shoe Co			fdg	26 Jun 2017	03 Jul 2017	1 w	Week	
STC0000024	ST	Short Term Contracts	Hillcrest	APP0001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	Day	
STC0000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1 w	Week	
STC0000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2 d	Day	
STC0000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2 d	Day	

Open Windows 16 Jul 2018

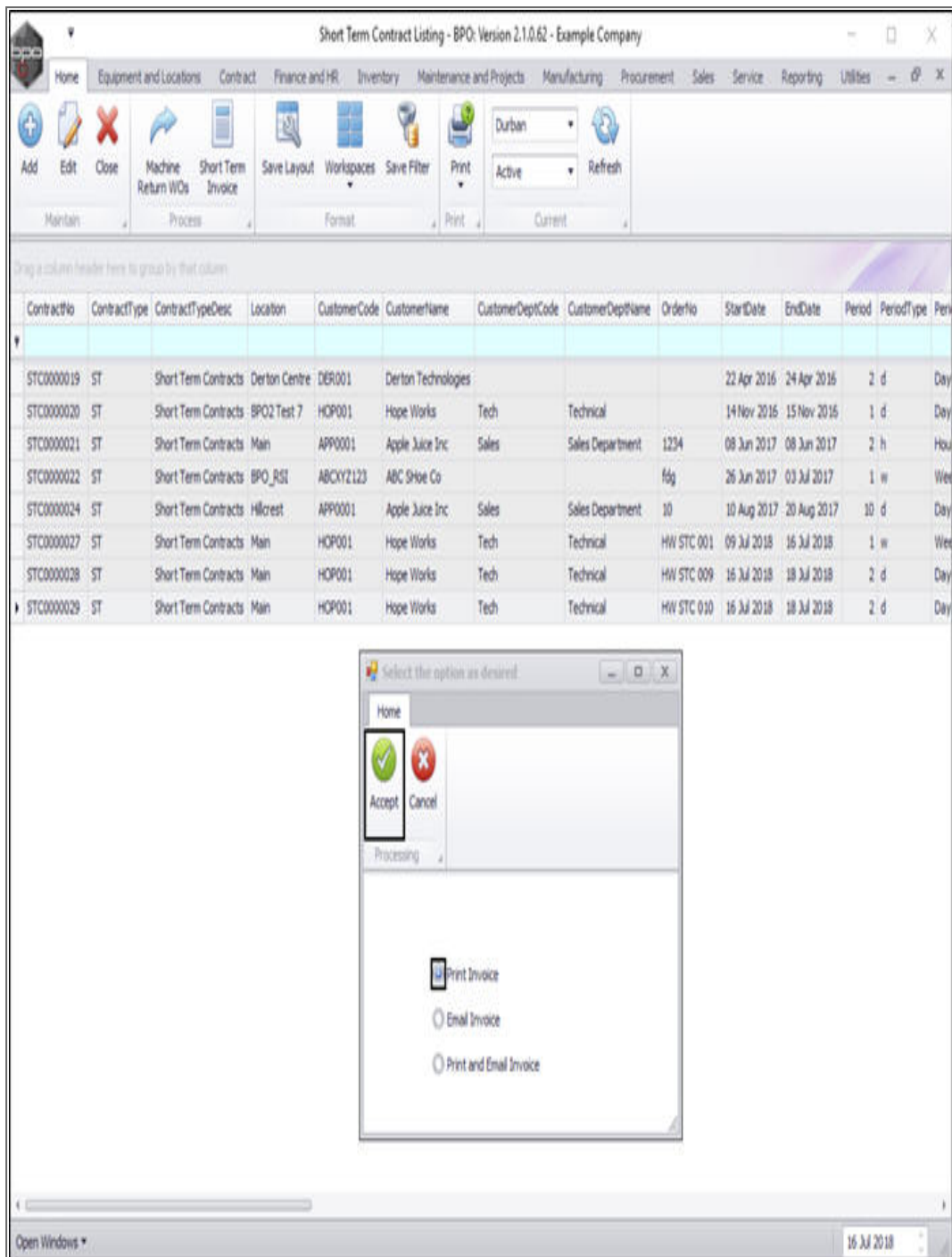
- Select from the list, the **Print Invoice - Ref STI[]** option.
- **Note:** You will be able to differentiate from the

Deposit Invoice option by the **reference number** of the invoice.



ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	OrderNo	StartDate	EndDate	Period	PeriodType	Period
STC0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies		22 Apr 2016	24 Apr 2016	2 d	Day	
STC0000020	ST	Short Term Contracts	BPO2 Test 7	HOP001	Hope Works	Tech	14 Nov 2016	15 Nov 2016	1 d	Day	
STC0000021	ST	Short Term Contracts	Main	APP0001	Apple Juice Inc	Sales	08 Jun 2017	08 Jun 2017	2 h	Hour	
STC0000022	ST	Short Term Contracts	BPO_RSI	ABXY2123	ABC Shoe Co		26 Jun 2017	03 Jul 2017	1 w	Week	
STC0000024	ST	Short Term Contracts	Hillcrest	APP0001	Apple Juice Inc	Sales	10 Aug 2017	20 Aug 2017	10 d	Day	
STC0000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	09 Jul 2018	16 Jul 2018	1 w	Week	
STC0000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	16 Jul 2018	18 Jul 2018	2 d	Day	
STC0000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	16 Jul 2018	18 Jul 2018	2 d	Day	

- The **Select the option as desired** pop up screen will appear.
- Click on **Print Invoice**.
- Click on **Accept**.



Short Term Contract Listing - BPO: Version 2.1.0.62 - Example Company

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

Add Edit Close Machine Return WOs Short Term Invoice Save Layout Workspaces Save Filter Print Active Refresh

Drag a column header here to group by that column

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType	Peri
STC0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	Day	
STC0000020	ST	Short Term Contracts	BPO2 Test 7	HOP001	Hope Works	Tech	Technical		14 Nov 2016	15 Nov 2016	1 d	Day	
STC0000021	ST	Short Term Contracts	Main	APP0001	Apple Juice Inc	Sales	Sales Department	1234	08 Jun 2017	08 Jun 2017	2 h	Hour	
STC0000022	ST	Short Term Contracts	BPO_RSI	ABCKY2123	ABC Shoe Co			fdg	26 Jun 2017	03 Jul 2017	1 w	Week	
STC0000024	ST	Short Term Contracts	Hilcrest	APP0001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	Day	
STC0000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1 w	Week	
STC0000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2 d	Day	
STC0000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2 d	Day	

Select the option as desired

Home

☒ Accept ☐ Cancel

Processing

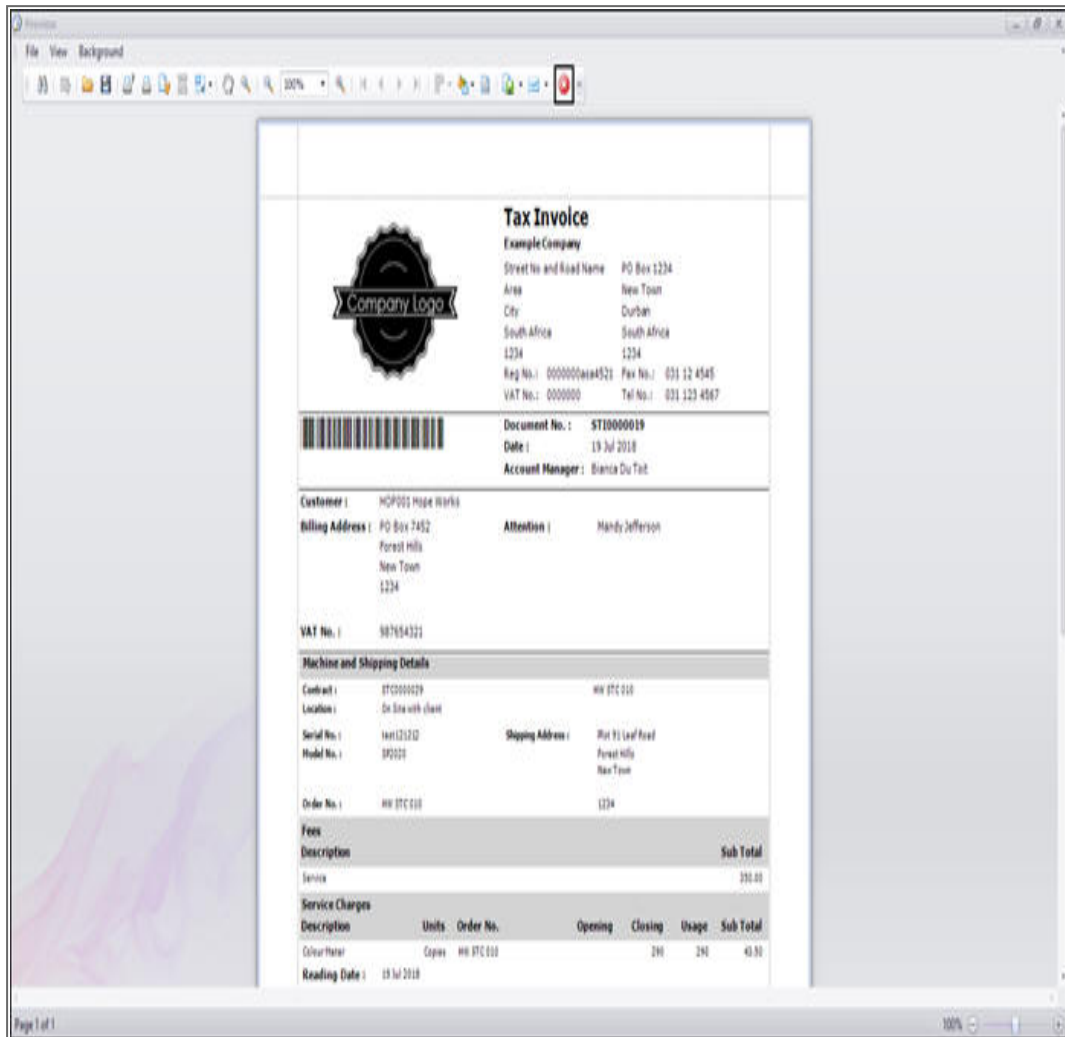
☒ Print Invoice

☐ Email Invoice

☐ Print and Email Invoice

Open Windows 16 Jul 2018

- The **Report Preview** screen will be displayed.
- When you have finished viewing the invoice, **close** the screen.



Tax Invoice

Example Company

Street No and Road Name: PO Box 1234
Area: New Town
City: Durban
South Africa: South Africa
1234: 1234
Reg No.: 0000000004521 Fax No.: 031 12 4545
VAT No.: 0000000000 Tel No.: 031 123 4567

Document No.: ST10000019
Date: 19 Jul 2018
Account Manager: Bianca Du Toit

Customer: MCP001 Mope Works
Billing Address: PO Box 7452
Forest Hills
New Town
1234
VAT No.: 987654321

Attention: Mandy Jefferson

Machine and Shipping Details

Contract: STC0000029 HW STC 010
Location: On Site with client
Serial No.: 100121212 Shipping Address: Plot 11 Leaf Road
Model No.: SP010 Forest Hills
New Town
Order No.: HW STC 010 1234

Fees	Sub Total
Description	
Service	250.00

Service Charges						
Description	Units	Order No.	Opening	Closing	Usage	Sub Total
Colour Meter	Copies	HW STC 010		290	290	40.00

Reading Date: 19 Jul 2018

Page 1 of 1

MNU.158.003

