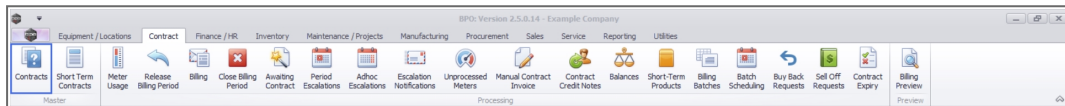


CONTRACT

ADD NEW CONTRACT

Ribbon Select *Contract* > *Contracts*



The **Contract Listing** screen will be displayed.

Select the Site

Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

Another site can be selected, if required, and if you have the security rights to access the site.

If **All Sites** displays here, then you do not have a default site configured on your user record, and need to select the required site.

Upon opening, this screen will default to the **Active** status, listing all the **Active** contracts for the selected site.

Contract Listing - BPO: Version 2.5.0.14 - Example Company

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

Save Layout Workspaces Save Filter Hold Suspend Release Remove From Approval Approve Closure Close Contract Active Find Serial No. Find Contract Refresh Print Export Reports

Processing Format Status Processing Current Print Repo

Links: Drag a column header here to group by that column

Functions: Notes Documents Hold History Suspend History Processing: Invoices Credit Notes

ContractNo	CustomerC...	CustomerName	CustomerD...	ContractType	ContractTy...	Location	OrderNo	StarDate	EndDate	Department...	Period	PeriodType...	BillingCycle...	BillingPeriod	Bill
CO0000009	DER001	Derton / Technologies		CPC	Cost Per Co.	Durban Area		07/05/2014	07/05/2019	Sales Depar...	60 Months	Months	Months	3	
CO0000016	TIA001	Titan Group		CPC	Cost Per Co.	Main		13/06/2014	13/06/2019	Sales Depar...	60 Months	Months	Months	4	
CO0000018	SAM001	Samanthas Diner		CPC	Cost Per Co.	Main		09/07/2014	09/07/2019	Sales Depar...	60 Months	Months	Months	5	
CO0000019	OFF001	Office Supplies Unlimited		CPC	Cost Per Co.	Main		28/07/2014	28/07/2019	Sales Depar...	60 Months	Bi-annual	Months	6	
CO0000001	DAN002	Dancing Shoes		PRE	Prepaid Con.	Kloof	test	23/03/2016	23/03/2021	Sales Depar...	60 Months	Months	Months	1	
CO0000031	YES001	Young Electric		CPC	Cost Per Co.	Hlorest		24/03/2016	24/03/2021	Sales Depar...	60 Months	Months	Months	1	
CO0000041	PAN001	Panda Copiers		CPC	Cost Per Co.	Main		05/07/2016	05/07/2021	Sales Depar...	60 Months	Months	Months	5	
CO0000042	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co.	Main		07/09/2016	07/09/2022	Sales Depar...	60 Months	Months	Months	7	
CO0000043	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co.	Main		01/08/2016	07/09/2021	Sales Depar...	60 Months	Quarterly	Months	5	
CO0000052	HOP001	Hope Works (Pty) Ltd		PRE	Prepaid Con.	Durban Area		29/05/2017	29/05/2022	Sales Depar...	60 Months	Months	Months	3	
CO0000054	APP0001	Apple Juice Inc		CPC	Cost Per Co.	Durban Area		03/08/2017	03/08/2022	Sales Depar...	60 Months	Months	Months	0	
CO0000072	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co.	Durban Area	1234	07/03/2018	07/03/2023	Sales Depar...	60 Months	Months	Months	2	
CO0000073	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co.	Durban Area		29/05/2018	29/05/2023	Sales Depar...	60 Months	Months	Months	0	
CO0000074	DER001	Derton / Technologies		CPC	Cost Per Co.	Durban Area	1234	15/06/2018	15/06/2023	Sales Depar...	60 Months	Months	Months	6	
CO0000077	PRN001	Pink Shoes		CPC	Cost Per Co.	Durban Area		18/06/2018	18/06/2023	Sales Depar...	60 Months	Months	Months	4	
CO0000078	PRN001	Pink Shoes		CPC	Cost Per Co.	Durban Area		18/06/2018	18/06/2023	Sales Depar...	60 Months	Months	Months	4	
CO0000080	OFF001	Office Supplies Unlimited		CPC	Cost Per Co.	Durban Cen...	1234	06/05/2017	06/05/2020	Sales Depar...	60 Months	Months	Months	2	
CO0000082	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co.	Durban Area		10/09/2019	10/09/2024	Sales Depar...	60 Months	Months	Months	7	
CO0000079	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co.	Durban Area		18/06/2018	18/06/2023	Sales Depar...	60 Months	Months	Months	4	
CO0000083	WES001	Westwood Dynamic		CPC	Cost Per Co.	Durban Area	1234	15/10/2019	15/10/2024	Sales Depar...	60 Months	Months	Months	8	

Open Windows User : BiancaD 21/10/2022 Version : 2.5.0.14 Example Company

- Click on the **Add** button.

Contract Listing - BPO: Version 2.5.1.4 - Example Company

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

Save Layout Workspaces Save Filter Add Edit Delete View Hold Suspend Release Remove From Approval Approve Closure Close Contract Active Find Serial No. Find Contract Refresh Print Export Reports

Processing Format Status Processing Current Print Repo

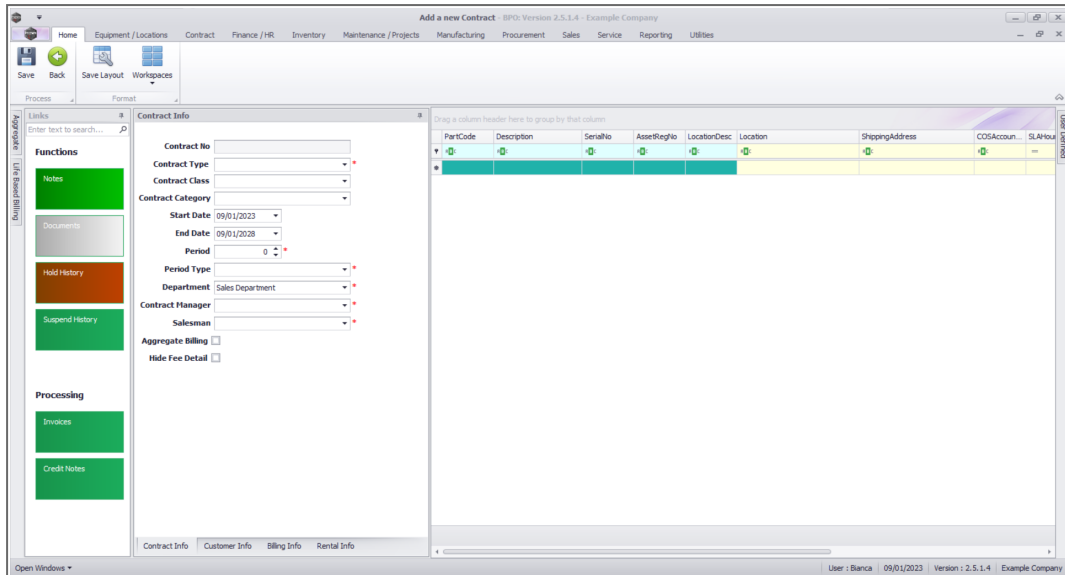
Links: Enter text to search... Drag a column header here to group by that column

Functions: Notes Documents Hold History Suspend History Processing: Invoices Credit Notes

ContractNo	CustomerC...	CustomerName	CustomerD...	ContractType	ContractTy...	Location	OrderNo	StarDate	EndDate	Department...	Period	PeriodType...	BillingCycle...	BillingPeriod	Bill
CO0000016	TIA001	Titan Group		CPC	Cost Per Co.	Main		13/06/2014	13/06/2019	Sales Depar...	60 Months	Months	Months	4	
CO0000018	SAM001	Samanthas Diner		CPC	Cost Per Co.	Durban Area		09/07/2014	09/07/2019	Sales Depar...	60 Months	Months	Months	5	
CO0000019	OFF001	Office Supplies Unlimited		CPC	Cost Per Co.	Main		28/07/2014	28/07/2019	Sales Depar...	60 Months	Bi-annual	Months	6	
CO0000031	YES001	Young Electric		CPC	Cost Per Co.	Hlorest		24/03/2016	24/03/2021	Sales Depar...	60 Months	Months	Months	1	
CO0000041	PAN001	Panda Copiers		CPC	Cost Per Co.	Main		05/07/2016	05/07/2021	Sales Depar...	60 Months	Months	Months	5	
CO0000043	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co.	Main		01/08/2016	07/09/2021	Sales Depar...	60 Months	Quarterly	Months	5	
CO0000072	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co.	Durban Area	1234	07/03/2018	07/03/2023	Sales Depar...	60 Months	Months	Months	2	
CO0000074	DER001	Derton / Technologies		CPC	Cost Per Co.	Durban Area	1234	15/06/2018	15/06/2023	Sales Depar...	60 Months	Months	Months	6	
CO0000077	PRN001	Pink Shoes		CPC	Cost Per Co.	Durban Area		18/06/2018	18/06/2023	Sales Depar...	60 Months	Months	Months	4	
CO0000078	PRN001	Pink Shoes		CPC	Cost Per Co.	Durban Area		18/06/2018	18/06/2023	Sales Depar...	60 Months	Months	Months	4	
CO0000080	OFF001	Office Supplies Unlimited		CPC	Cost Per Co.	Durban Cen...	1234	06/05/2017	06/05/2020	Sales Depar...	60 Months	Months	Months	2	
CO0000079	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co.	Durban Area		18/06/2018	18/06/2023	Sales Depar...	60 Months	Months	Months	4	

Open Windows User : Bianca 09/01/2023 Version : 2.5.1.4 Example Company

The **Add a new Contract** screen will be displayed.



CONTRACT INFO PANEL

Upon opening this screen, the Info panels are docked, with the **Contract Info** panel at the fore. If not, click on the **Contract Info** tab.

- **Contract No:**
 - If this field is greyed out, then your system is configured to auto generate the contract number upon saving the contract. This is generated by the system (if the **Auto Contract flag** is selected in **BPO Configurator**).
- **Contract Type¹:** Click on the drop-down arrow and select the **Contract Type**, e.g. **Cost per Copy**.
 - **For Prepaid Contracts:**
 - This is used when creating a Prepaid / Life Based contract.

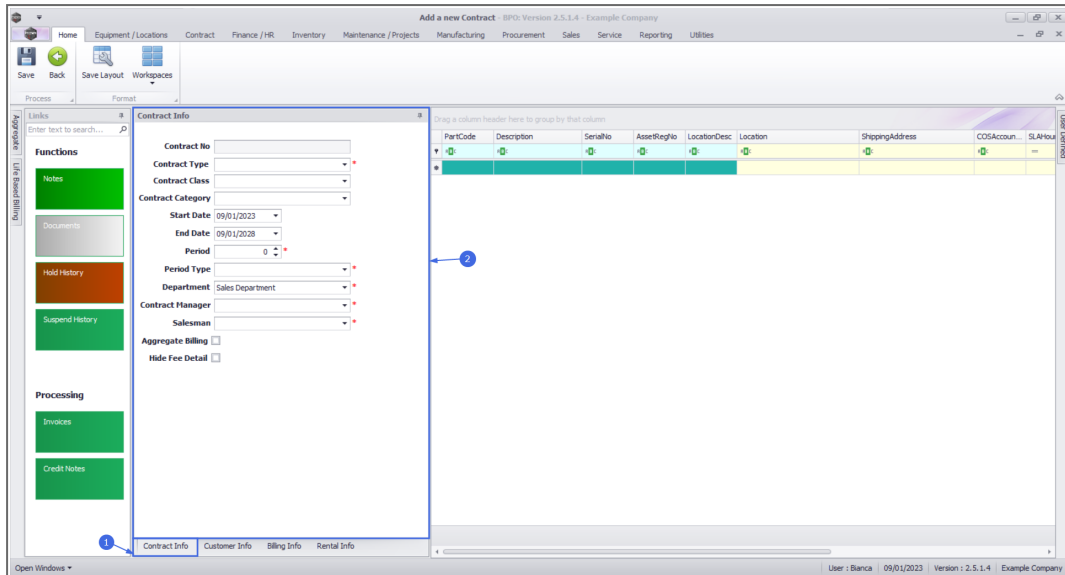
¹User defined field to define the type of contract, which is selected when setting up the Contract Type configuration, and in turn, selected when creating a new contract. Defaults configured on the Contract Type configuration will pull through to the contract, such as contract duration, selectable fee types, invoice numbering, etc.

- Before you select the Contract Type, you will note that the **Life Based Billing** tab is currently docked on the **left** side of the screen.
- In the **Contract Type** field, **Prepaid Contract** must be selected from the drop-down menu.
- After selecting the **Prepaid Contract** option, the **Life Based Billing** tab will move to the bottom of the screen.
- **Contract Class**¹: Click on the drop-down arrow and select the **Contract Class**
- **Contract Category**²: Click on the drop-down arrow and select the **Contract Category**
- **Start Date**: This will auto populate with the current date, but you can click on the drop-down arrow and use the calendar function to select an alternative date.
- **End Date**: This will auto populate **5** years from the start date, but you can click on the drop-down arrow and use the calendar function to select an alternative end date if required.
 - **Note**: If this is an evergreen contract, set your end date to 31/12/2999
- **Period**: This will auto populate when the Contract Type is selected but you can either type in or use the arrow indicators to select an alternative period (life span of the contract).

¹Additional user defined fields to classify the contract, which is viewable in the Period and Ad-hoc Escalation screens.

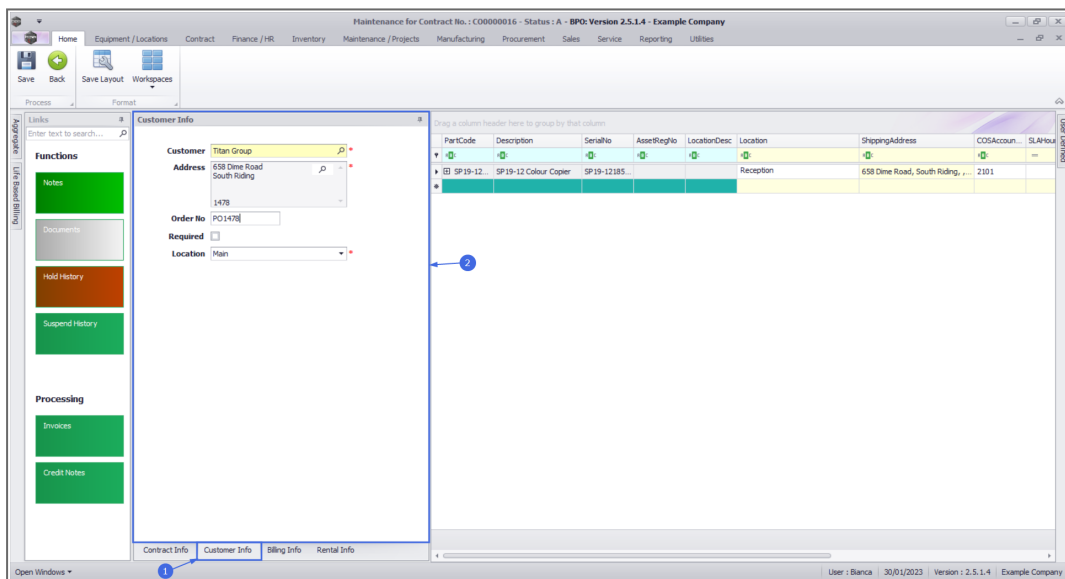
²Additional user defined fields to categorise the contract, which is viewable in the Period and Ad-hoc Escalation screens.

- **Period Type:** This will auto populate when the Contract Type is selected but you can click on the drop-down arrow and select an alternative period type (measure relating to the lifespan), e.g. months.
- **Department:** Click on the drop-down arrow and select the department.
- **Contract Manager:** Click on the drop-down arrow and select the contract manager.
- **Salesman:** Click on the drop-down arrow and select the salesman.
- **Aggregate Billing:** Click on this check box if the customer will receive aggregate billing.
 - **For Aggregate Billing Contracts:**
 - This is used when creating an Aggregate contract or Prepaid / Life Based contract.
 - Note that the **Aggregate** tab is currently docked on the **left** side of the screen.
 - Select the **Aggregate Billing** check box.
 - The **Aggregate** tab will move to the bottom of the screen.
- **Hide Fee Detail:** Select this option if you don't want to show individual contract invoice fee amounts on the customer invoice.



CUSTOMER INFO PANEL

- When you have finished editing the contract info details, click on the **Customer Info** tab.

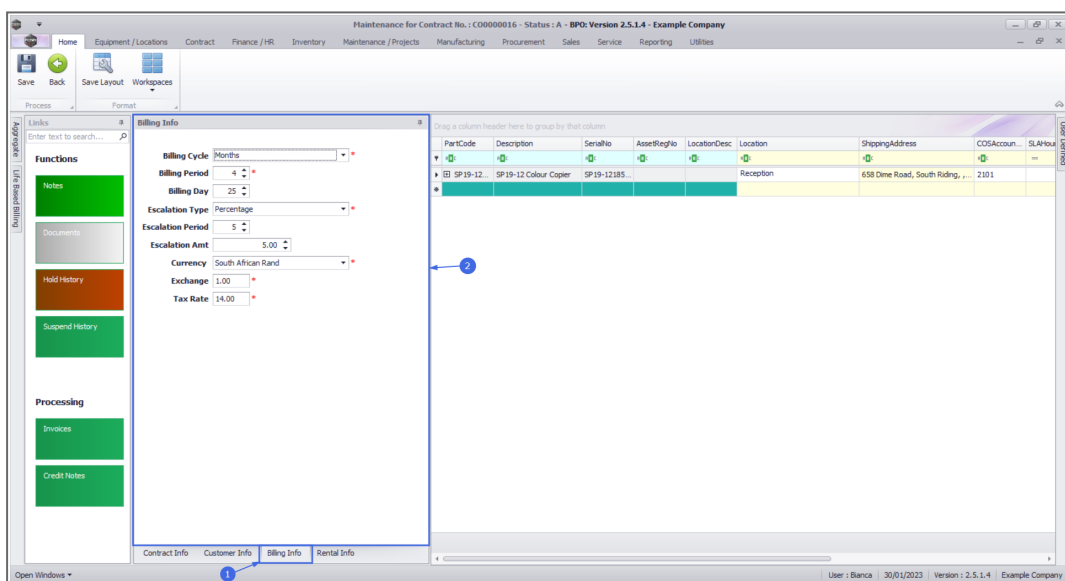


The **Customer Info** panel will move to the fore.

- **Customer:** Click on the search button and select the customer from the *Select a customer for this contract* pop up screen.
- **Address:** This will auto populate when the Customer is selected but you can click on the search button and select an alternative address from the *Select an address for this contract* pop up screen.
- **Order No:** Type in the customer order number if required.
- **Required:** Only select this check box if the client must supply an order number before a technician is sent to site.
- **Location:** Click on the drop-down arrow and select the contract location from the menu.

BILLING INFO PANEL

- When you have finished editing the contract info details, click on the *Billing Info* tab.



The *Billing Info* panel will move to the fore.

- **Note:** Most of these details will auto populate but they can be changed, as explained below.

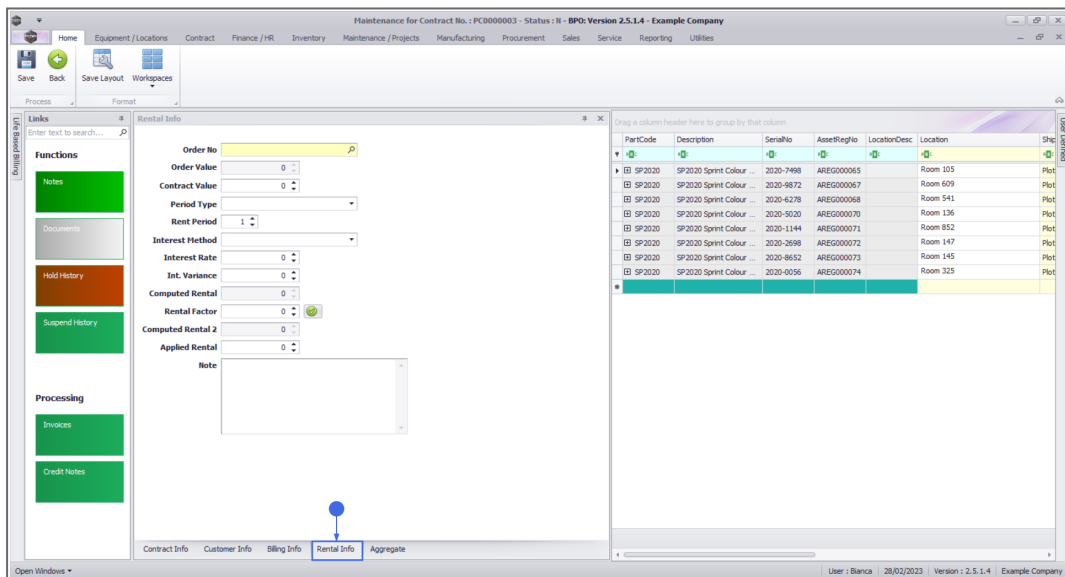
- **Billing Cycle:** Click on the drop-down arrow and select the billing cycle (billing frequency, e.g. monthly).
- **Billing Period:** This is the period when the contract will be billed for the first time. Type in or use the arrow indicators to select the period number.
 - **Note:** The Billing Period relates to the **financial period** of the company e.g. if the company's financial year ends on 31 December and a contract is to be billed in February, the Billing Period would be 2.
- **Billing Day:** The Billing Day can be used if you are billing different contracts on different days or can be used as a filter in the **Contract Billing** screen. The Billing Day is limited to 31. Type in the day that the customer will be billed (e.g. on the 25th of each billing cycle) otherwise leave as 0.
- **Escalation Type:** Search for and select an escalation type (usually percentage is used).
- **Escalation Amount:** Type in the escalation amount, depending on the escalation type selected (e.g. 10 if the escalation should be 10%).
- **Escalation Period:** Type in the financial month at which the system should escalate the contract.
 - **Note:** The Escalation Period relates to the **financial period** of the company e.g. if the company's financial year ends on 31 December and a contract is to be escalated in March, the Escalation Period would be 3. If the escalation is on the anniversary of the contract, then use the same financial period as the billing period.
- **Currency:** The system will auto populate with the currency already set up on the customer, but you can click on the drop-down arrow and select an alternative currency if required.

- **Note:** For foreign currency contracts, all fee and meters charges must be set up in the currency selected e.g. type in the Dollar amount if the currency is USD.
- **Exchange:** The system will auto populate with the exchange rate set up in the system, but you can type in an alternative exchange rate.
- **Tax Rate:** The system will auto populate with the tax rate set up in the system, but you can type in an alternative tax rate.

RENTAL INFO PANEL

This is used where a [New Deal Rental](#) was processed on the system and is a tool for calculating the rental amount for the deal on the contract, especially where the deal is financed and the correct repayment is claimed from the customer and paid to the finance house.

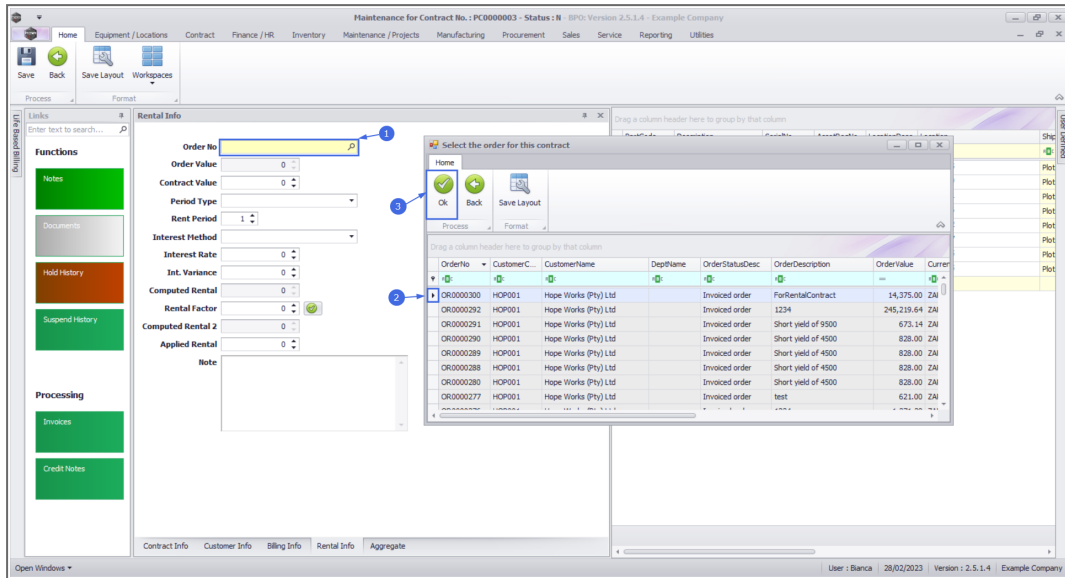
- Click on the **Rental Info** tab.



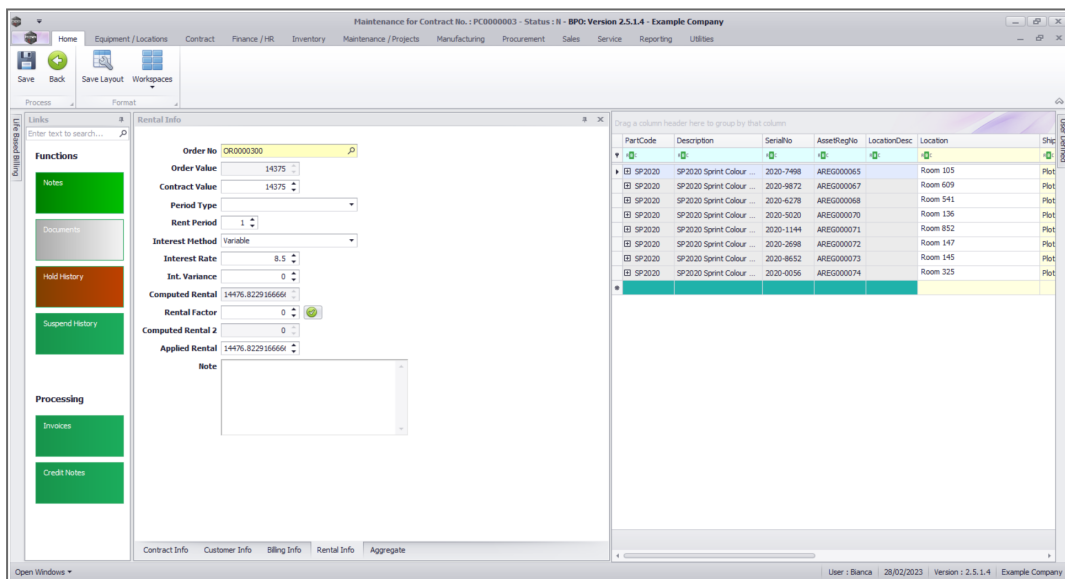
PartCode	Description	SerialNo	AssetRegNo	LocationDesc	Location	Status
SP2020	SP2020 Sprint Colour ...	2020-7498	AREG000065	Room 105	Plot	
SP2020	SP2020 Sprint Colour ...	2020-6872	AREG000067	Room 609	Plot	
SP2020	SP2020 Sprint Colour ...	2020-4278	AREG000068	Room 541	Plot	
SP2020	SP2020 Sprint Colour ...	2020-5020	AREG000070	Room 136	Plot	
SP2020	SP2020 Sprint Colour ...	2020-1144	AREG000071	Room 852	Plot	
SP2020	SP2020 Sprint Colour ...	2020-2698	AREG000072	Room 147	Plot	
SP2020	SP2020 Sprint Colour ...	2020-8652	AREG000073	Room 145	Plot	
SP2020	SP2020 Sprint Colour ...	2020-0056	AREG000074	Room 325	Plot	

The **Rental Info** panel will move to the fore.

- **Order No:** Search for and select the sales order created for the New Deal Rental.



You will note that the **Order No** and a number of fields auto populate once the Order Number has been selected.



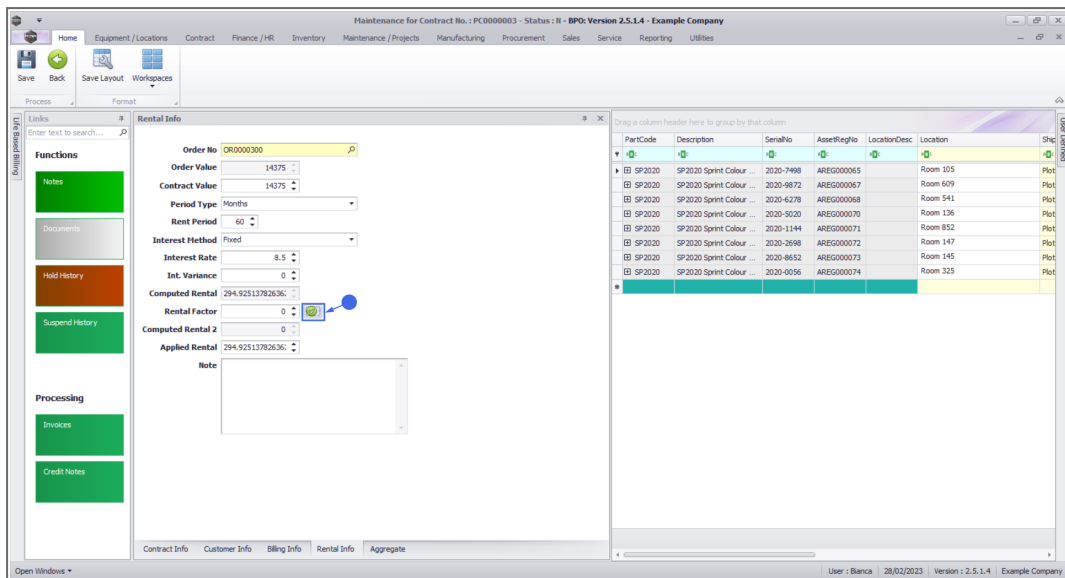
- **Order Value:** Upon selection of the Sales Order Number, this value will populate with the total from the Sales Order (including

VAT). This field is read only and cannot be changed.

- **Contract Value:** Upon selection of the Sales Order Number, this value will populate with the total from the Sales Order (including VAT). You can amend this value if the Contract Value differs due to additional costs not logged on the originating Sales Order.
- **Period Type:** Use the drop down list to select the rental period type. This field correlates to **Rent Period**. For example, you might set this field to **Months** where you are noting the number of months for the rental period, e.g. 60 **months**.
- **Rent Period:** Type in or use the spin edit to set the number related to the **Period Type** above, e.g. **60** months.
- **Interest Period:** Use the drop down list to select whether the Interest Period is **Fixed** or Variable.
- **Interest Rate:** Upon selection of the Sales Order Number, this value will populate with the rate as configured in [Interest Rates](#). This can be changed by typing into the field or using the spin edit.
- **Interest Variance:** This variance relates to Variable interest method. Type in or use the spin edit to set this value, if required.
- **Computed Rental:** Upon selection of the Sales Order Number, this value will populate with the total from the Sales Order (including VAT). This field is read only and will only change upon calculation of the rental as noted further down.

At this point, you can calculate the Applied rental.

- Click on the **Recalculate Rentals** button.
- The **Computed Rental** and **Applied Rental** values will repopulate according to the details provided.



Rental Info

Order No: CR0000300

Order Value: 14375

Contract Value: 14375

Period Type: Months

Rent Period: 60

Interest Method: Fixed

Interest Rate: 8.5

Int. Variance: 0

Computed Rental: 294.92513782636

Rental Factor: 0

Computed Rental 2: 0

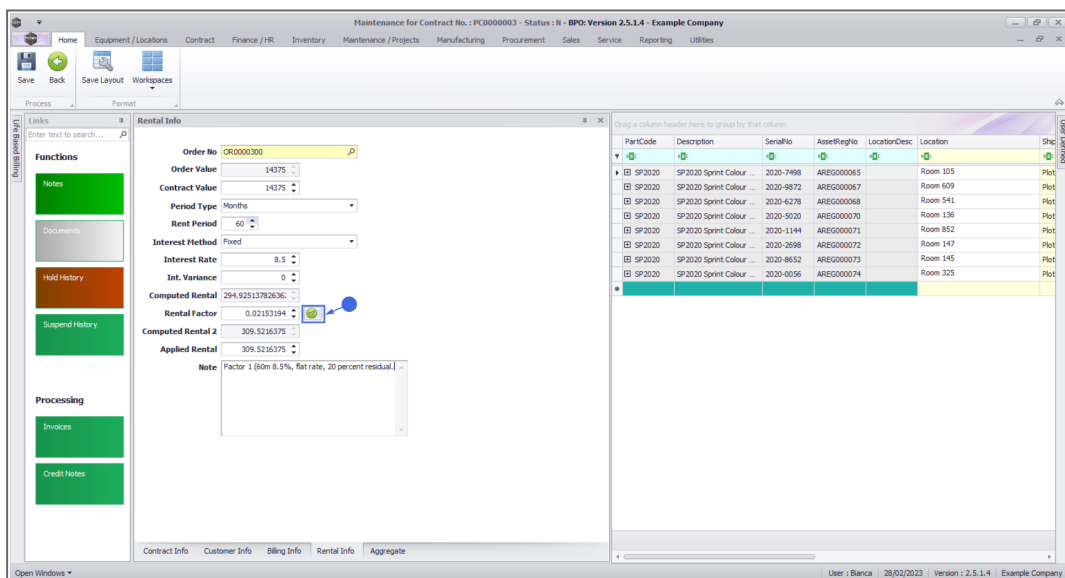
Applied Rental: 294.92513782636

Note:

Contract Info Customer Info Billing Info Rental Info Aggregate

PartCode	Description	SerialNo	AssetRegNo	LocationDesc	Location
SP2020	SP2020 Sprint Colour	2020-7468	AREG000065	Room 105	Plot
SP2020	SP2020 Sprint Colour	2020-9872	AREG000067	Room 609	Plot
SP2020	SP2020 Sprint Colour	2020-6278	AREG000068	Room 541	Plot
SP2020	SP2020 Sprint Colour	2020-5020	AREG000070	Room 136	Plot
SP2020	SP2020 Sprint Colour	2020-1144	AREG000071	Room 852	Plot
SP2020	SP2020 Sprint Colour	2020-2698	AREG000072	Room 147	Plot
SP2020	SP2020 Sprint Colour	2020-8652	AREG000073	Room 145	Plot
SP2020	SP2020 Sprint Colour	2020-0056	AREG000074	Room 325	Plot

- **Rental Factor:** If you will be applying a rental factor, type in or use the spin edit to set the value.
- Click on the **Recalculate Rentals** button.
- The **Applied Rental** value will repopulate according to the details provided.



Rental Info

Order No: CR0000300

Order Value: 14375

Contract Value: 14375

Period Type: Months

Rent Period: 60

Interest Method: Fixed

Interest Rate: 8.5

Int. Variance: 0

Computed Rental: 294.92513782636

Rental Factor: 0.02153194

Computed Rental 2: 309.5216375

Applied Rental: 309.5216375

Note: Factor 1 (60m 8.5%, flat rate, 20 percent residual)

Contract Info Customer Info Billing Info Rental Info Aggregate

PartCode	Description	SerialNo	AssetRegNo	LocationDesc	Location
SP2020	SP2020 Sprint Colour	2020-7468	AREG000065	Room 105	Plot
SP2020	SP2020 Sprint Colour	2020-9872	AREG000067	Room 609	Plot
SP2020	SP2020 Sprint Colour	2020-6278	AREG000068	Room 541	Plot
SP2020	SP2020 Sprint Colour	2020-5020	AREG000070	Room 136	Plot
SP2020	SP2020 Sprint Colour	2020-1144	AREG000071	Room 852	Plot
SP2020	SP2020 Sprint Colour	2020-2698	AREG000072	Room 147	Plot
SP2020	SP2020 Sprint Colour	2020-8652	AREG000073	Room 145	Plot
SP2020	SP2020 Sprint Colour	2020-0056	AREG000074	Room 325	Plot

- **Note:** Type in any notes you have regarding this rental calculation.

- You can now update the rental fee on the relevant item(s) on the contract.
-

Next: [Add the Contract Items](#)

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