

## CONTRACT

### ADD CONTRACT AGGREGATE FEES

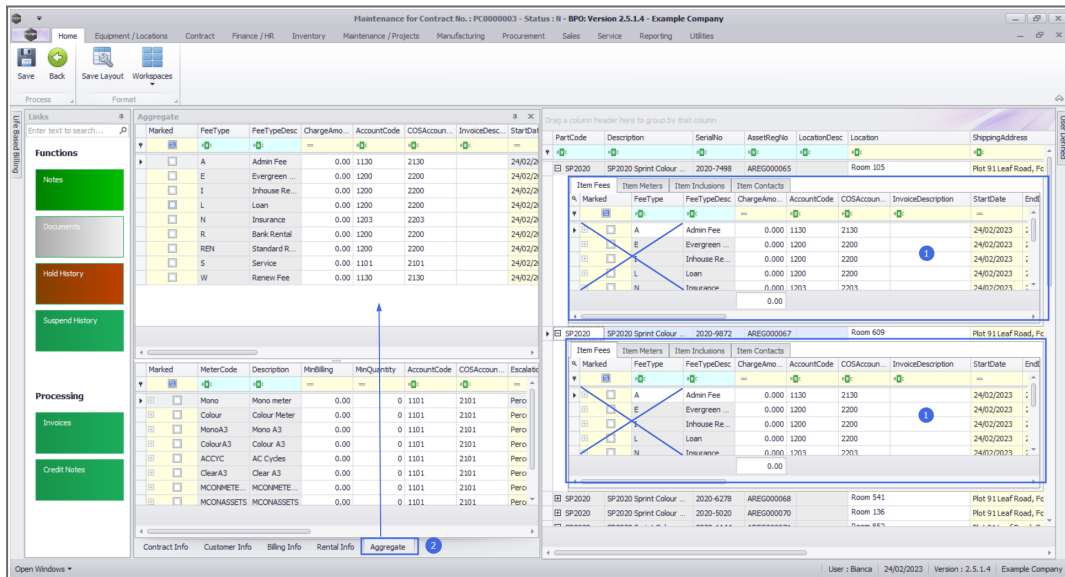
You will be following the process below to configure each aggregate fee for this contract.

- **Note:** The charge amount aggregate fees should be set so as to cover the charge for all contract items for this fee type.

### AGGREGATE FEES SET UP

If you have **aggregate billing** on item fees:

1. Do **not** select any **Item Fee** in the **Item Fees** tab as you would do on standard item fees.
2. Instead, click on the **Aggregate** tab.



The screenshot displays the 'Maintenance for Contract No.: PC0000003 - Status: R - BPO: Version 2.5.1.4 - Example Company' window. The 'Aggregate' tab is selected, showing a table with columns: Marked, FeeType, FeeTypeDesc, ChargeAmo, AccountCode, COSAccount, InvoiceDesc, and StartDate. The table lists various fee types such as Admin Fee, Evergreen, Inhouse Re., Loan, Insurance, Bank Rental, Standard R., Service, and Renew Fee, each with associated charge amounts and account codes.

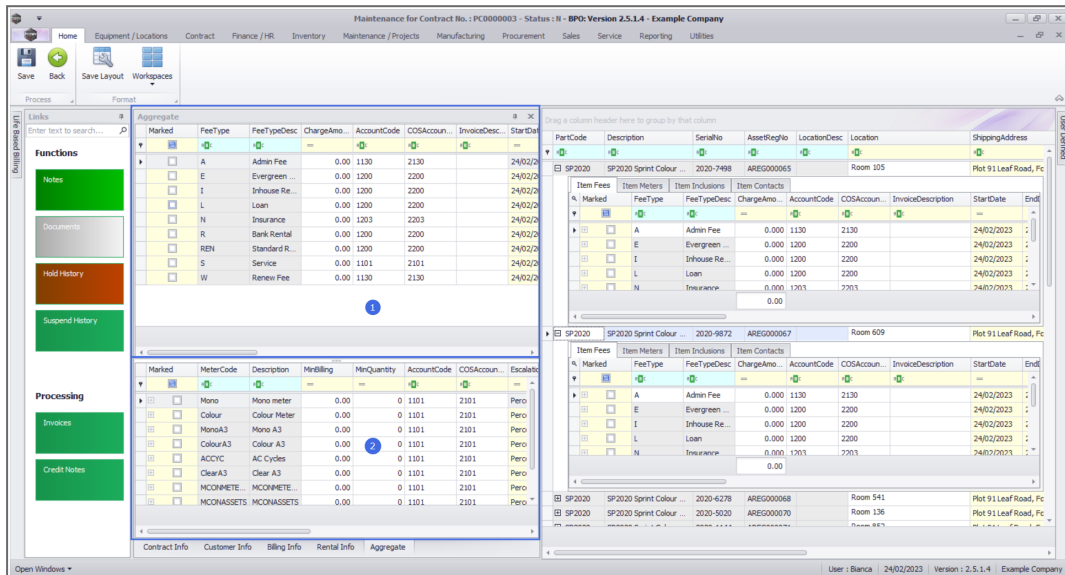
On the right side, there are two 'Item Fees' tabs. The top 'Item Fees' tab is selected, showing a table with columns: Marked, Item Meters, Item Inclusions, Item Contacts, AccountCode, COSAccount, InvoiceDescription, StartDate, and EndDate. This table lists various item fees such as Admin Fee, Evergreen, Inhouse Re., Loan, and Insurance, each with associated account codes and invoice descriptions.

The bottom 'Item Fees' tab is also selected, showing a table with columns: Marked, Item Meters, Item Inclusions, Item Contacts, AccountCode, COSAccount, InvoiceDescription, StartDate, and EndDate. This table lists various item fees such as Admin Fee, Evergreen, Inhouse Re., Loan, and Insurance, each with associated account codes and invoice descriptions.

The 'Aggregate' tab is highlighted with a blue arrow, indicating it is the correct tab for setting up aggregate fees.

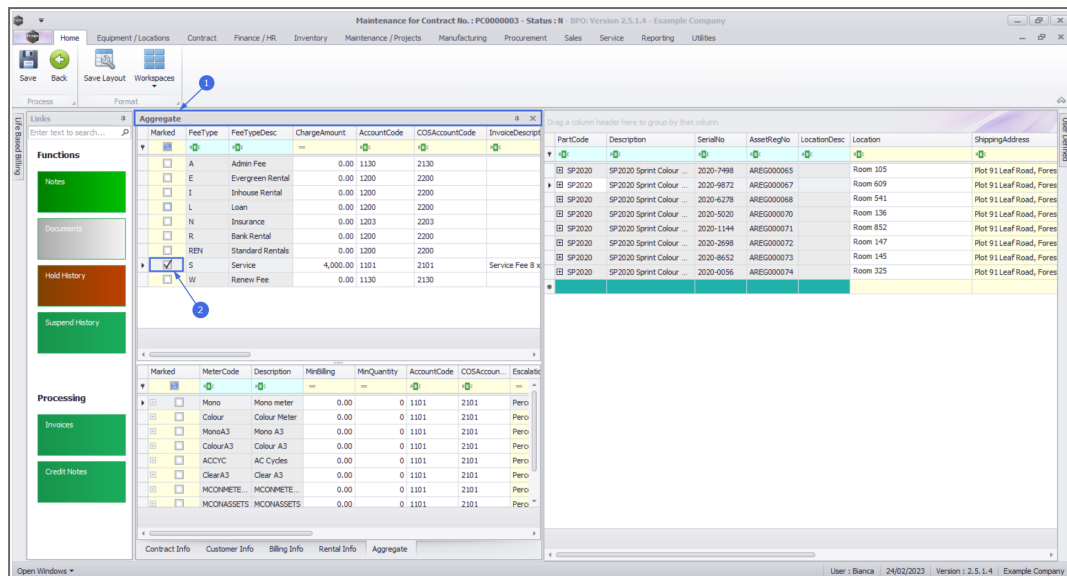
## AGGREGATE FEES SECTION

- The **Aggregate** frame is divided into the following sections:
  - Aggregate **Fees**
  - Aggregate **Meters**



Set up the fees that need to be aggregate in the **Aggregate Fees** section.

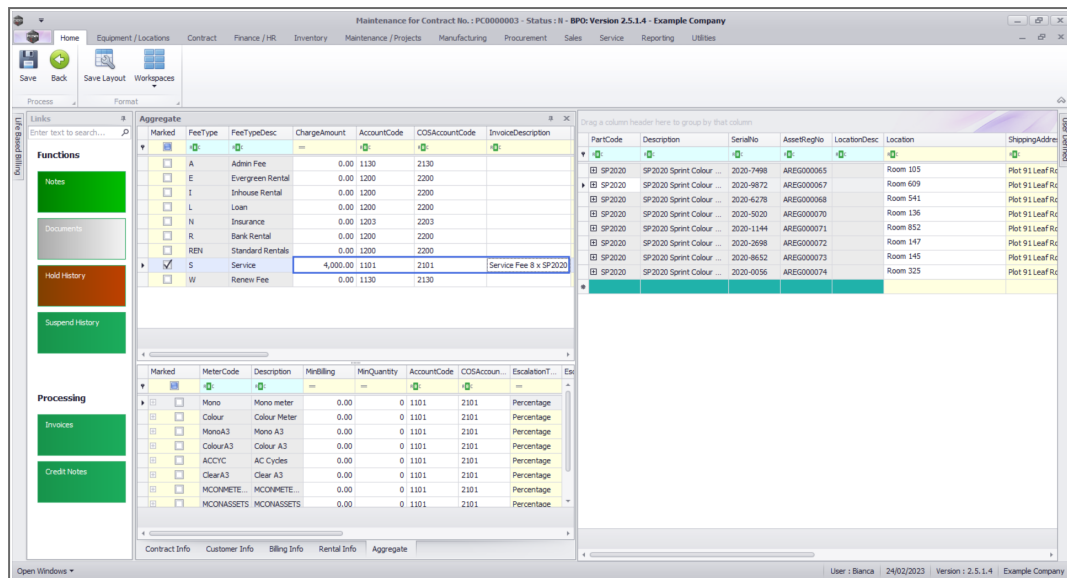
- Marked:** Click on the check box in front of the Item **Fee Type** to be charged on the contract item.



Marked	FeeType	FeeTypeDesc	ChargeAmount	AccountCode	COSAccountCode	InvoiceDescription
<input type="checkbox"/>	A	Admin Fee	0.00	1130	2130	
<input type="checkbox"/>	E	Evergreen Rental	0.00	1200	2200	
<input type="checkbox"/>	I	Inhouse Rental	0.00	1200	2200	
<input type="checkbox"/>	L	Loan	0.00	1200	2200	
<input type="checkbox"/>	N	Insurance	0.00	1203	2203	
<input type="checkbox"/>	R	Bank Rental	0.00	1200	2200	
<input type="checkbox"/>	REN	Standard Rentals	0.00	1200	2200	
<input checked="" type="checkbox"/>	S	Service	4,000.00	1101	2101	Service Fee 8 x
<input type="checkbox"/>	W	Renew Fee	0.00	1130	2130	

Marked	MeterCode	Description	MtrBilling	MtrQuantity	AccountCode	COSAccountCode	Escalate
<input type="checkbox"/>	Mono	Mono meter	0.00	0	1101	2101	Pero
<input type="checkbox"/>	Colour	Colour Meter	0.00	0	1101	2101	Pero
<input type="checkbox"/>	MonoA3	Mono A3	0.00	0	1101	2101	Pero
<input type="checkbox"/>	ColourA3	Colour A3	0.00	0	1101	2101	Pero
<input type="checkbox"/>	ACCYC	AC Cycles	0.00	0	1101	2101	Pero
<input type="checkbox"/>	ClearA3	Clear A3	0.00	0	1101	2101	Pero
<input type="checkbox"/>	MCONMETE	MCONMETE	0.00	0	1101	2101	Pero
<input type="checkbox"/>	MCONASSETS	MCONASSETS	0.00	0	1101	2101	Pero

- **Charge Amount:** Type in or use the arrow indicators to select the fee amount to be charged.
- **Account Code:** This will auto populate with the Sales GL Account code set on the fee as configured for the contract type. This code can be changed if required, but ensure a valid general ledger code is used.
- **COS Account Code:** This will auto populate with the Sales GL Account code set on the fee as configured for the contract type. This code can be changed if required, but ensure a valid general ledger code is used.
- **Invoice Description:** Type in the description to be used for this fee on the invoice. The description will reflect on the contract invoice.

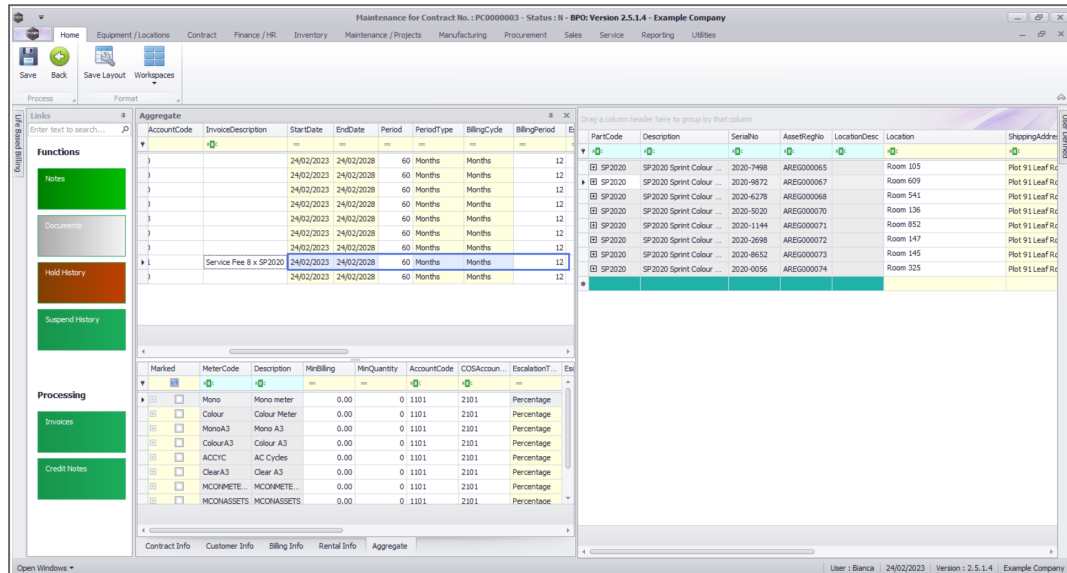


- **Scroll right** to view the remaining columns in this frame.

## Billing Period Details

- **Start Date and End Date:** These will auto populate according to the contract start date and end date selected in the **Contract Info panel**. You can click on the drop-down arrow and use the calendar function to select an alternative start and end date if required.
- **Note:** Take note that the contract fee will only bill from the start date, and will stop billing at the end date.
- **Period & Period Type:** These fields will auto populate according to the contract start and end date recorded in the **Contract Info panel**. You can click on the text boxes and either type in or use the drop-down arrows to select an alternative period and period type if required.
- **Billing Cycle:** This will auto populate according to the contract billing cycle recorded in the **Billing Info panel**. You can click on the text boxes and either type in or use the drop-down arrow to select an alternative billing cycle if required.

- **Billing Period:** This will auto populate according to the contract billing period recorded in the **Billing Info panel**. You can click on the text boxes and either type in or use the drop-down arrow to select an alternative billing period if required.

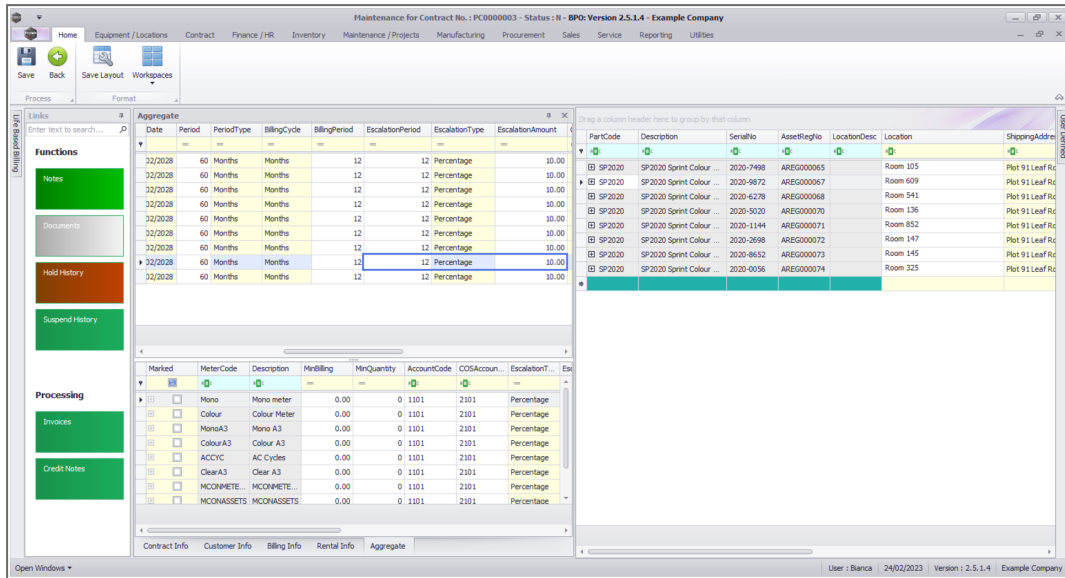


- **Scroll right** to view the remaining columns in this frame.

### Escalation Details

- **Escalation Period:** This will auto populate according to the escalation period recorded in the **Billing Info panel**. You can click on the text boxes and either type in or use the drop-down arrow to select an alternative escalation period if required.
- **Escalation Type:** This will auto populate according to the escalation type recorded in the **Billing Info panel**. You can click on the drop-down arrow in the text box to select an alternative escalation type if required.
- **Escalation Amount:** This will auto populate according to the escalation amount recorded in the **Billing Info panel**. You can click on

the text box and either type in or use the arrow indicators to select an alternative escalation amount if required.

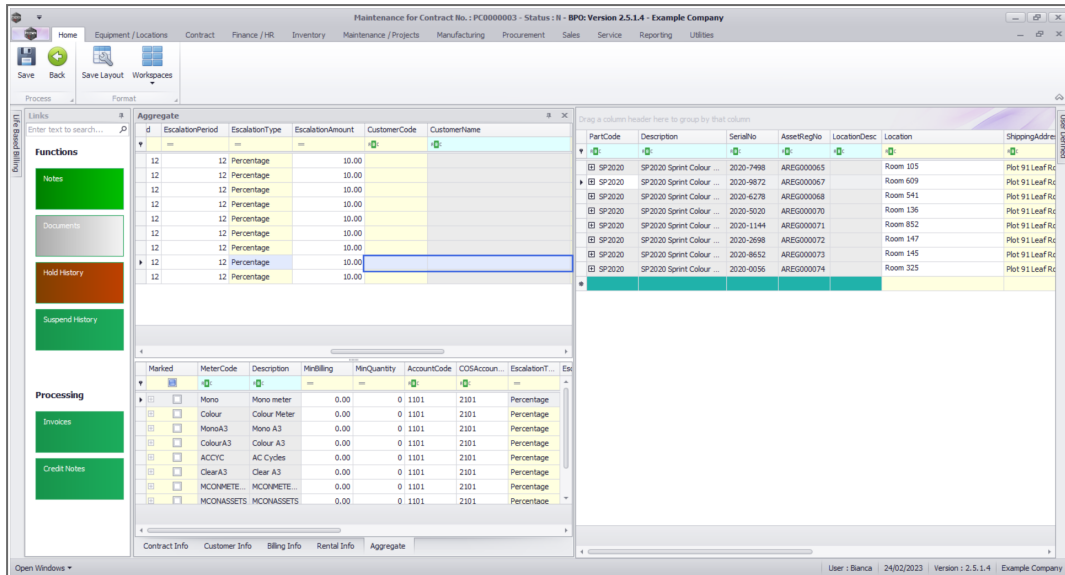


The screenshot displays the BPO software interface for adding a new contract. The main window is titled 'Maintenance for Contract No.: PC0000003 - Status: H - BPO: Version 2.5.1.4 - Example Company'. The interface is divided into several sections:

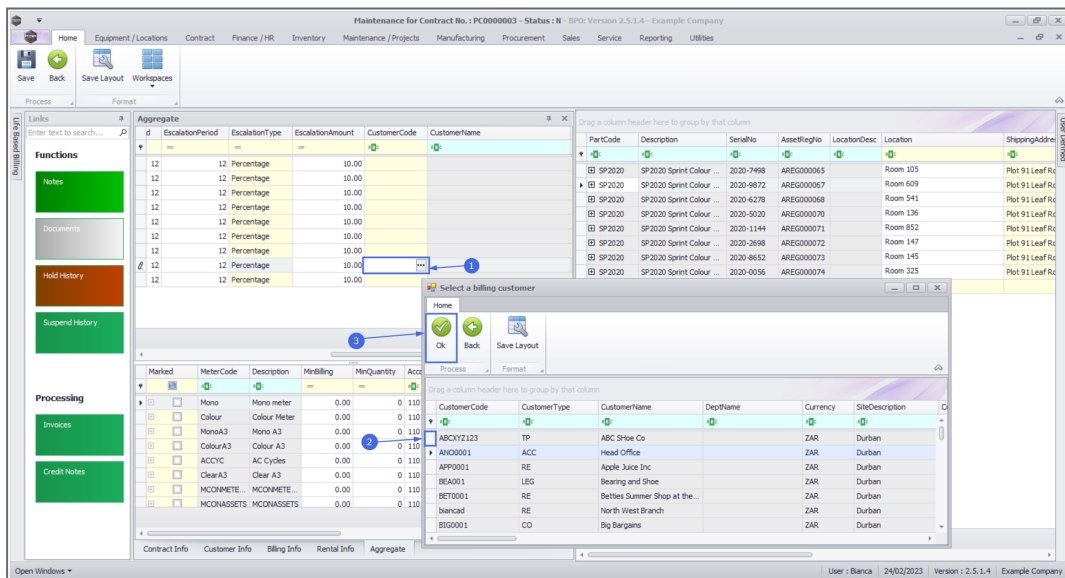
- Top Menu:** Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, Utilities.
- Left Sidebar:**
  - Functions:** Notes, Documents, Hold History, Suspend History.
  - Processing:** Invoice, Credit Notes.
- Main Data Entry Area:**
  - Aggregate Table:** A table with columns: Date, Period, PeriodType, BillingCycle, BillingPeriod, EscalationPeriod, EscalationType, EscalationAmount. It shows multiple rows of data for different dates and periods.
  - PartCode Table:** A table with columns: PartCode, Description, SerialNo, AssetRegNo, LocationDesc, Location, ShippingAddr. It lists various equipment items like 'SP2020 Sprint Colour'.
  - Processing Table:** A table with columns: MeterCode, Description, MeterQuantity, AccountCode, COSAccount, EscalationType. It lists different meter types like 'Mono meter', 'Colour Meter', 'Mono A3', 'Colour A3', 'AC/DC', 'Clear A3', 'MCONMETER', 'MCONASSETS'.
- Bottom Bar:** Contract Info, Customer Info, Billing Info, Rental Info, Aggregate. User: Bianca, 24/02/2023, Version: 2.5.1.4, Example Company.

### Billing Customer

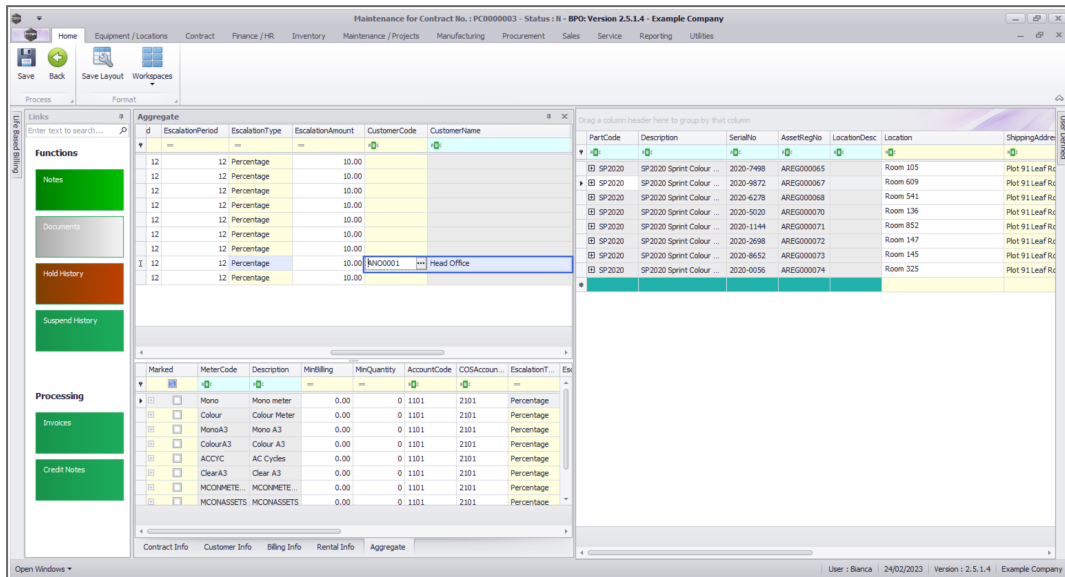
- Only populate these 2 fields if another party (a separate billing customer) is going to pay the **Item Fees** on behalf of the customer.
- If these fields are left blank, **BPO** will bill the customer linked to the contract.
  - **Note 1:** **BPO** only supports different billing customers on an aggregate contract from **BPO v2.3.0.4**.
  - **Note 2:** Follow the next 2 steps only if you wish to link another customer as the billing customer.
  - **Note:** **BPO** only supports different billing customers on an aggregate contracts from **BPO v2.3.0.4**.



- Click in the **Customer Code** text box.
- An **Ellipsis** button will be revealed.
- Click on this button to display the **Select a billing customer** pop up screen.
- Click on the **row selector** in front of the **Billing customer** that you wish to **link** to this **contract**
- Click on **Ok**.



- **Customer Name:** Once you have selected the customer code, the customer name will auto populate with the customer name linked to that code on the system.



### Back to Back / Finance Details

- These fields should only be populated if there is a **Back to Back Deal** with a third party who is set up on **BPO** as a **Supplier**.
- Follow the next 2 images only if you wish to link a supplier for rental back-to-backs (finance house bills company & company bills client).



- Click on the **Supplier Code** text box to reveal an **Ellipsis** button.
- Click on this button to display the **Select a finance party** pop up screen.
- Click on the **row selector** in front of the **Supplier** that you wish to **link** to this **item**.
- Click on **Ok**.

- **Supplier Name:** This will auto populate once the supplier code has been selected.

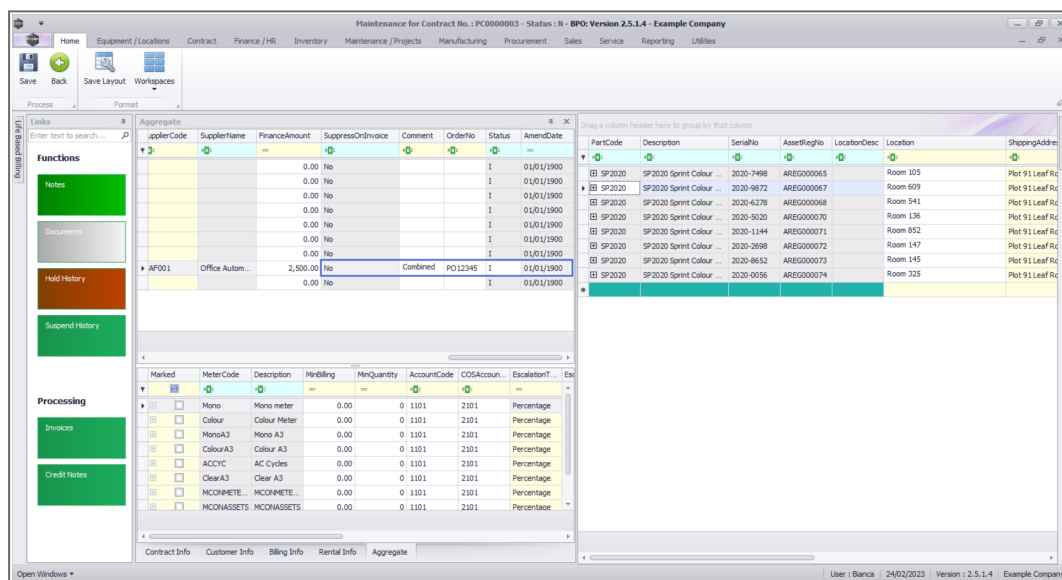
The screenshot shows the 'Add New Contract - Aggregate Fees' screen in the CO3 software. The 'Aggregate' table is visible with columns: amount, CustomerCode, CustomerName, SupplierCode, SupplierName, FinanceAmount. The 'Processing' table is also visible with columns: MeterCode, Description, Metering, MeterQuantity, AccountCode, COSAccount, EscalationT. The 'Contract Info' tab is selected at the bottom.

- **Finance Amount:** Click in this text box and either type in or use the arrow indicators to select the finance amount.

The screenshot shows the 'Add New Contract - Aggregate Fees' screen in the CO3 software. The 'FinanceAmount' field in the 'Aggregate' table is highlighted with a blue box, showing the value '2,500.00'. The 'Contract Info' tab is selected at the bottom.

## Additional Details

- **Suppress on Invoice:** Only select this if you wish to hide the item fee information on the invoice.
- **Comment:** Click in this text box and type in a comment regarding this contract fee, if required.
- **Order No:** Type in a customer order number relevant to this item, if required. This will be displayed on the contract invoice.
- **Status:** This field will be set to **A** (Active) once the fee has been saved, and is static.
- **Amend Date:** This shows the date the item was last modified and the field is static.
- The 'Add an Item Fee' process is now complete.



SupplierCode	SupplierName	FinanceAmount	SuppressOnInvoice	Comment	OrderNo	Status	AmendDate
		0.00	No			I	01/01/1900
		0.00	No			I	01/01/1900
		0.00	No			I	01/01/1900
		0.00	No			I	01/01/1900
		0.00	No			I	01/01/1900
		0.00	No			I	01/01/1900
		0.00	No			I	01/01/1900
AF001	Office Autom...	2,500.00	No	Combined	PO12345	I	01/01/1900
		0.00	No			I	01/01/1900

PartCode	Description	SerialNo	AssetRegNo	LocationDesc	Location	ShippingAddress
SP2020	SP2020 Sprint Colour	2020-7498	AREG0000065	Room 105	Plot 91 Leaf Rd	
SP2020	SP2020 Sprint Colour	2020-9672	AREG0000067	Room 609	Plot 91 Leaf Rd	
SP2020	SP2020 Sprint Colour	2020-6278	AREG0000068	Room 541	Plot 91 Leaf Rd	
SP2020	SP2020 Sprint Colour	2020-5020	AREG0000070	Room 136	Plot 91 Leaf Rd	
SP2020	SP2020 Sprint Colour	2020-1144	AREG0000071	Room 852	Plot 91 Leaf Rd	
SP2020	SP2020 Sprint Colour	2020-2698	AREG0000072	Room 147	Plot 91 Leaf Rd	
SP2020	SP2020 Sprint Colour	2020-8652	AREG0000073	Room 145	Plot 91 Leaf Rd	
SP2020	SP2020 Sprint Colour	2020-0056	AREG0000074	Room 325	Plot 91 Leaf Rd	

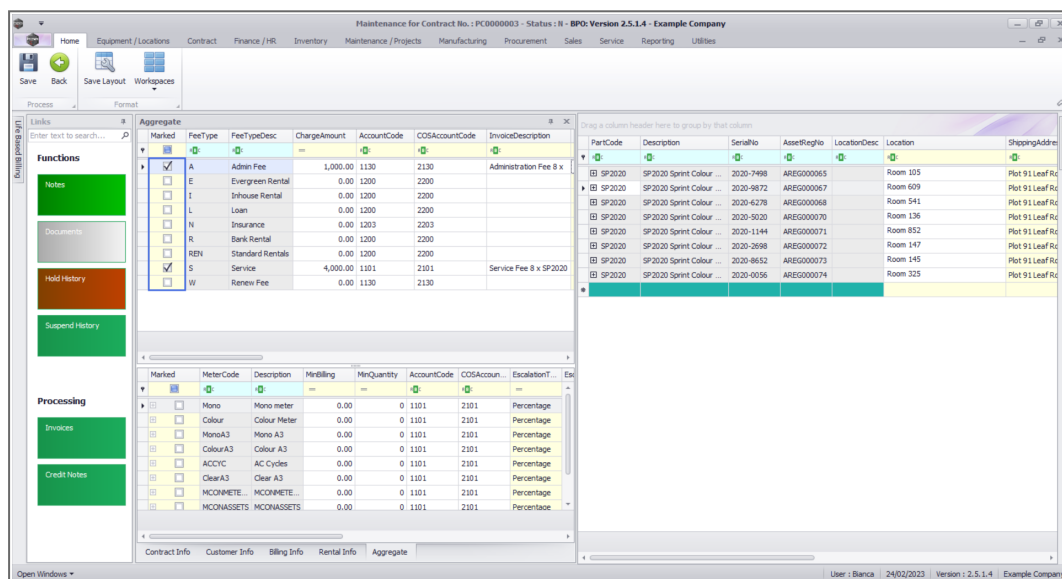
  

Marked	MeterCode	Description	MtrBilling	MtrQuantity	AccountCode	COSAccount	EscalationT...
	Mono	Mono meter	0.00	0	1101	2101	Percentage
	Colour	Colour Meter	0.00	0	1101	2101	Percentage
	MonoA3	Mono A3	0.00	0	1101	2101	Percentage
	ColourA3	Colour A3	0.00	0	1101	2101	Percentage
	AC/CH	AC Cycles	0.00	0	1101	2101	Percentage
	ClearA3	Clear A3	0.00	0	1101	2101	Percentage
	MCONMETE	MCONMETE	0.00	0	1101	2101	Percentage
	MCONASSETS	MCONASSETS	0.00	0	1101	2101	Percentage

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- **Order No:** Type in a customer order number relevant to this item, if required. This will be displayed on the contract invoice.
- **Status:** This field will be set to **A** (Active) once the fee has been saved, and is static.
- **Amend Date:** This shows the date the item was last modified and the field is static.
- The 'Add an Item Fee' process is now complete.



**Next:** Add the Contract Item Meters - [Standard](#) or [Aggregate](#)

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