

CONTRACT

ADD CONTRACT ITEM METERS

You will be following the process below to add each item to be linked to this contract, where meter charges apply.

Item Meters

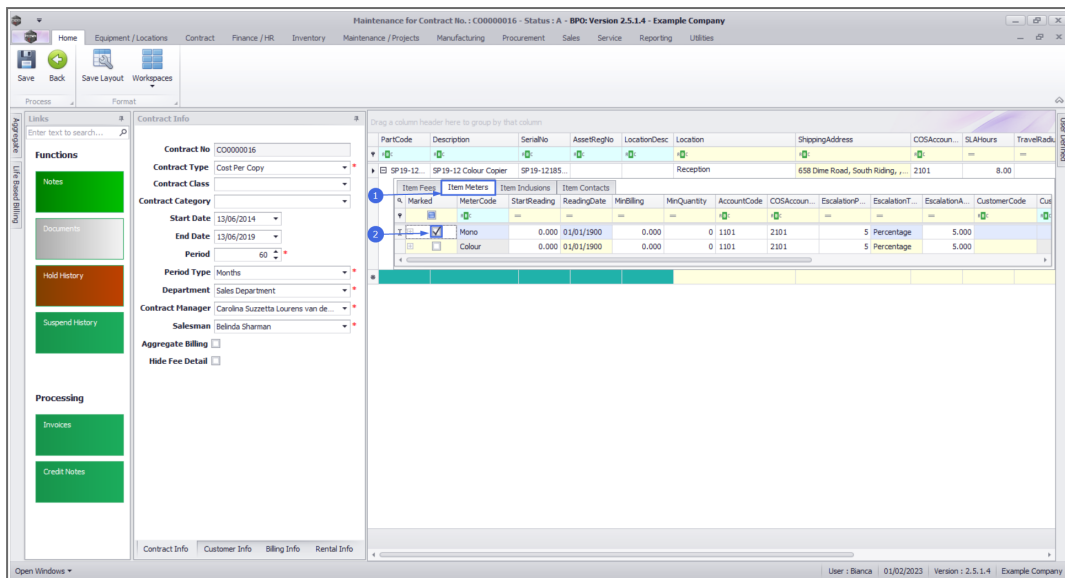
Meters charges can only be configured on Machine Items (assets).

The meter types available for selection are dependant on the meters configured for the selected [contract type](#), and where the relevant [meters are linked to the selected asset](#).

Helpful Hint:

To avoid linking meter definitions to items every time you want to add items on a contract, [link meters to the part codes](#) of the items. This way, when new items are received / adjusted into stores, they will already have meters linked to them. This will not apply to items that are already in stores prior to this step.

- Click on the ***Item Meters*** tab.
- **Marked:** Click on the check box in front of the name of the Meter to be billed on this contract.

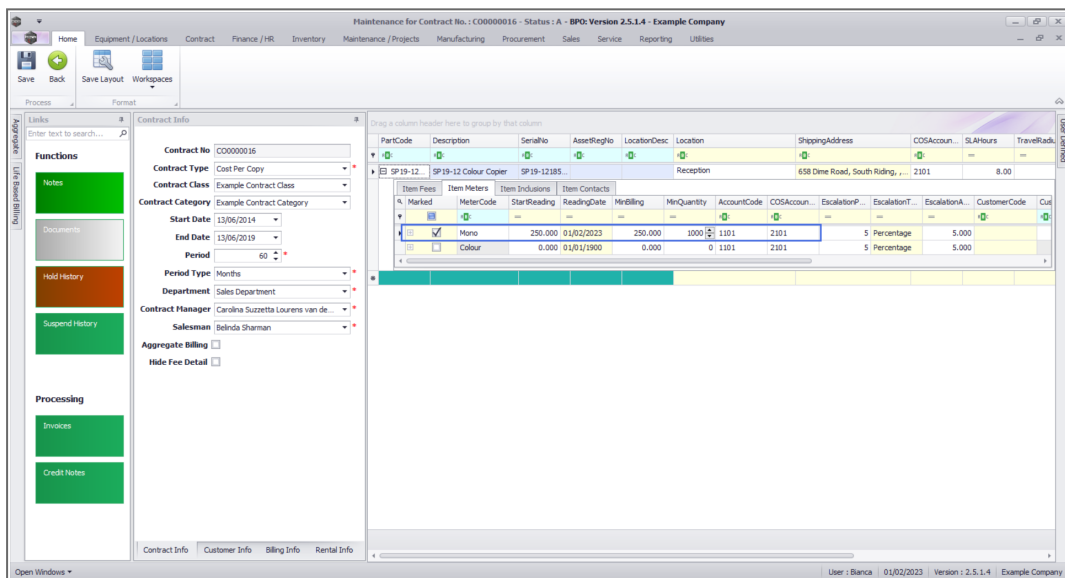


Marked	MeterCode	StartReading	ReadingDate	MinBilling	MinQuantity	AccountCode	COSAccount	EscalationP	EscalationT	EscalationA	CustomerCode
	Mono	0.000	01/01/1900	0.000	0	1101	2101	5	Percentage	5.000	
	Colour	0.000	01/01/1900	0.000	0	1101	2101	5	Percentage	5.000	

Meter Header and Minimum Billing Details

- **Start Reading:** Type in the start reading of the meter. This will be the reading taken from the contract item at the point of installation
- **Reading Date:** Click in this text box to display the calendar function, use this to select the reading date that corresponds to the Start Reading.
- **Min Billing:** Type in the minimum billing amount (in Rand value).
 - Minimum billing is a fixed charge; charged on copies up to and including the Minimum Quantity. For example, a minimum billing fee of R250 for a minimum quantity of 1000 copies means R250 will be charged for any number of copies made from the first copy up to and including 1000.
 - If no minimum billing should be applied, leave the MinBilling and MinQuantity fields as 0.

- For a more detailed explanation, read this [important note on Minimum Billing and Meter Charge Setup](#)
- **Min Quantity:** Type in the minimum quantity (the copies that are included in the minimum billing amount).
- **Account Code:** This will auto populate with the Sales GL Account code set on the meter 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 meter as [configured](#) for the contract type. This code can be changed if required, but ensure a valid general ledger code is used.



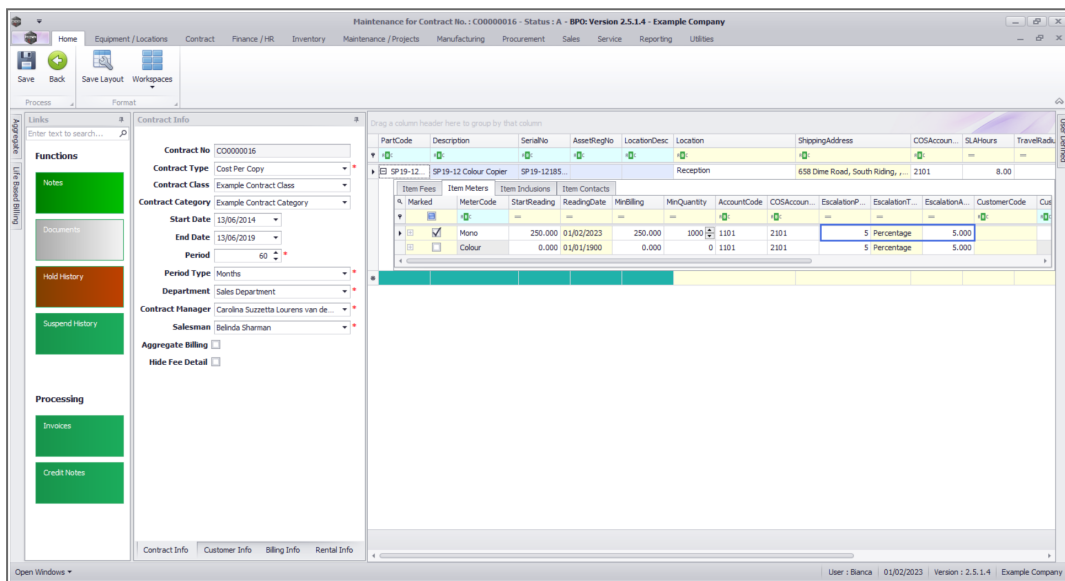
- **Scroll right** to view the remaining columns in this frame.

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.



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.

Sage CRM - Maintenance / Projects

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

Save Back Save Layout Workspaces

Process Format

Contract Info

Enter text to search...

Functions

- Notes
- Documents
- Hold History
- Suspend History

Processing

- Invoices
- Credit Notes

Contract Details:

Contract No. C00000016

Contract Type Cost Per Copy

Contract Class Example Contract Class

Contract Category Example Contract Category

Start Date 13/06/2014

End Date 13/06/2019

Period 60

Period Type Months

Department Sales Department

Contract Manager Carolina Suzette Lourens van de ...

Salesman Belinda Sharman

Aggregate Billing ☐

Hide Fee Detail ☐

Contract Info | Customer Info | Billing Info | Rental Info

PartCode	Description	SerialNo	AssetRegIo	LocatorDesc	Location	ShippingAddress	COSAccount	SLAHours	TravelRad
SP 19-12	SP 19-12 Colour Copier	SP 19-12185		Reception		658 Dime Road, South Riding, ...	1101	8.00	

Item Fees	Item Meters	Item Inclusions	Item Contacts	CustomerCode	CustomerName	SupplierCode	SupplierName	FinanceAmo	OrderHo	IsActive	AmendCl
4 COSAccount	EscalationP	EscalationT	EscalationY					0.000		Yes	01/01/15
2101	5 Percentage	5.000						0.000		No	01/01/15
2101	5 Percentage	5.000						0.000		No	01/01/15

User : Bianca 01/02/2023 Version : 2.5.1.4 Example Company

- 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***.

Contract Info

Contract No: C00000016

Contract Type: Cost Per Copy

Contract Class: Example Contract Class

Contract Category: Example Contract Category

Start Date: 13/06/2014

End Date: 13/06/2019

Period: 60

Period Type: Months

Department: Sales Department

Contract Manager: Carolina Suzzetta Lourens van de ...

Salesman: Belinda Sharnan

Aggregate Billing: ☐

Hide Fee Detail: ☐

Select a billing customer

CustomerCode	CustomerType	CustomerName	DepName	Currency	SiteDescription
ABC000001	TP	ABC Shoe Co	Durban	ZAR	Durban
AN000001	ACC	Head Office		ZAR	Durban
APP00001	RE	Apple Juice Inc	Durban	ZAR	Durban
BEA0001	LEG	Bearing and Shoe	Durban	ZAR	Durban

- **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.

Contract Info

Contract No: C00000016

Contract Type: Cost Per Copy

Contract Class: Example Contract Class

Contract Category: Example Contract Category

Start Date: 13/06/2014

End Date: 13/06/2019

Period: 60

Period Type: Months

Department: Sales Department

Contract Manager: Carolina Suzzetta Lourens van de ...

Salesman: Belinda Sharnan

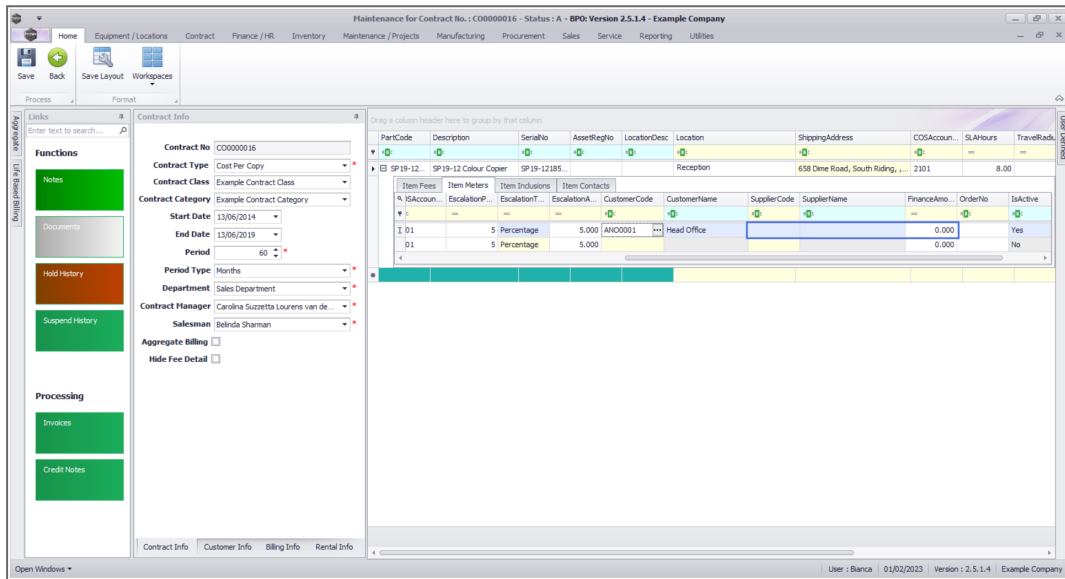
Aggregate Billing: ☐

Hide Fee Detail: ☐

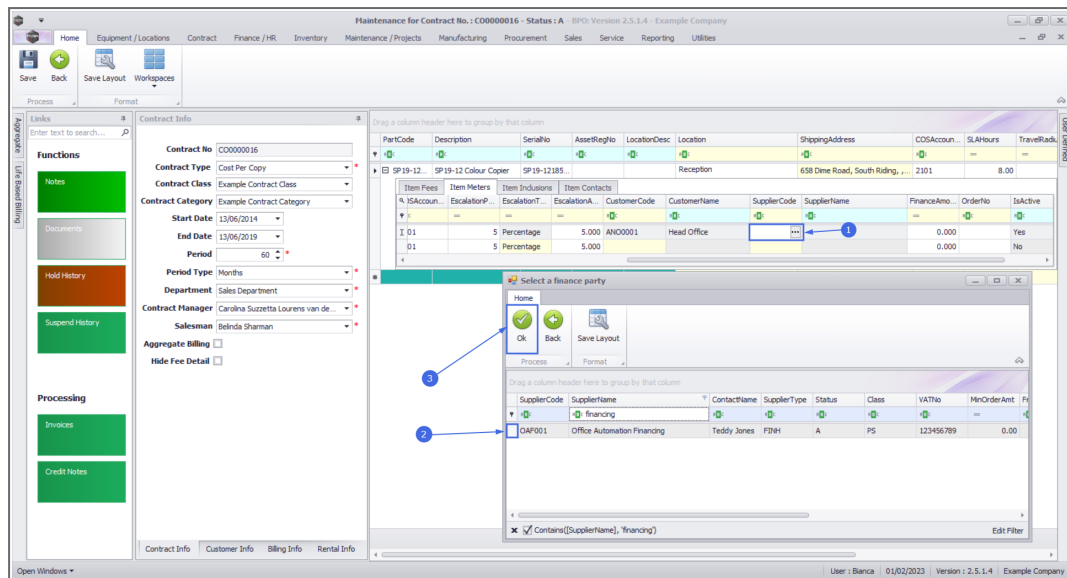
PartCode	Description	SerialNo	AssetRegNo	LocationDesc	Location	ShippingAddress	COSAccount	SLAHours	TravelRad
SP 19-12	SP 19-12 Colour Copier	SP 19-12185		Reception		658 Dime Road, South Riding, ...	2101	8.00	

Back to Back / Finance Details

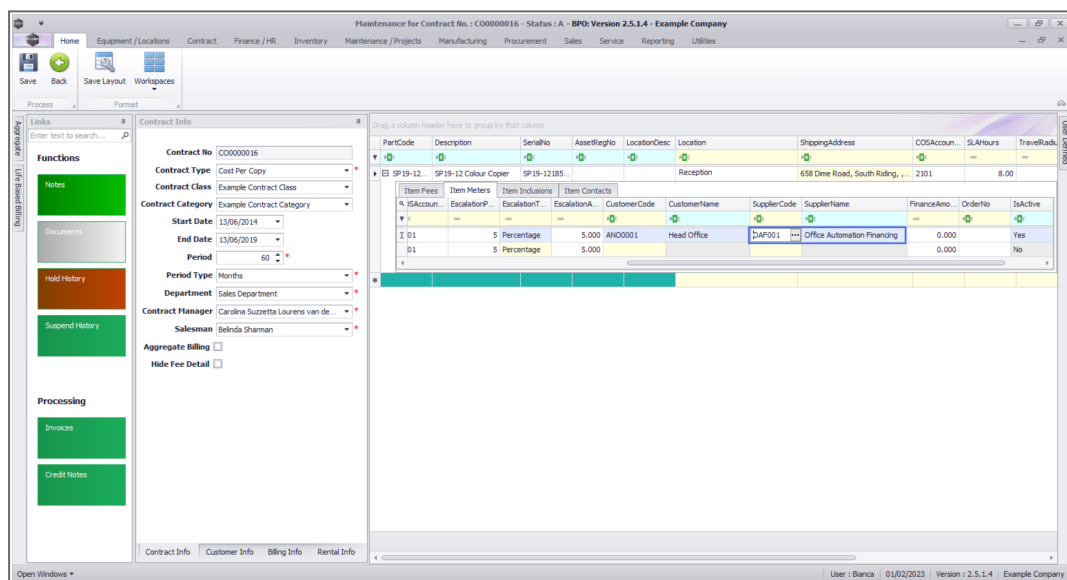
- These fields should only be populated if there is a **Back to Back Deal** with a third party who is set up on **BPO** as a **Supplier**.
- Follow the next 2 images only if you wish to link a supplier for rental back-to-backs (finance house bills company & company bills client).



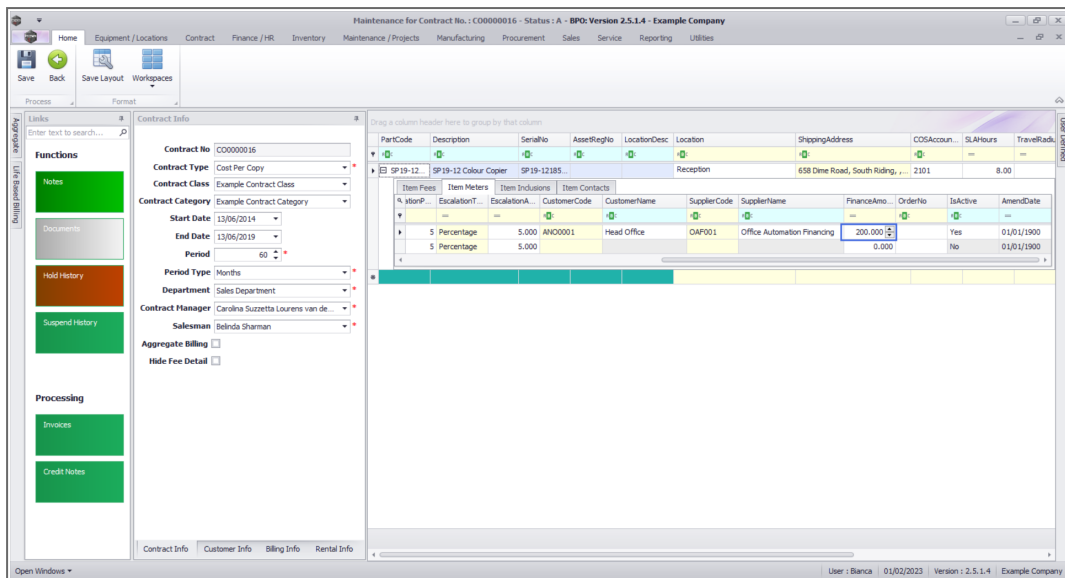
- Click on the **Supplier Code** text box to reveal an **Ellipsis** button.
- Click on this button to display the **Select a finance party** pop up screen.
- Click on the **row selector** in front of the **Supplier** that you wish to **link** to this **item**.
- Click on **Ok**.



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



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



Additional Details

- **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.

Add Meter Levels

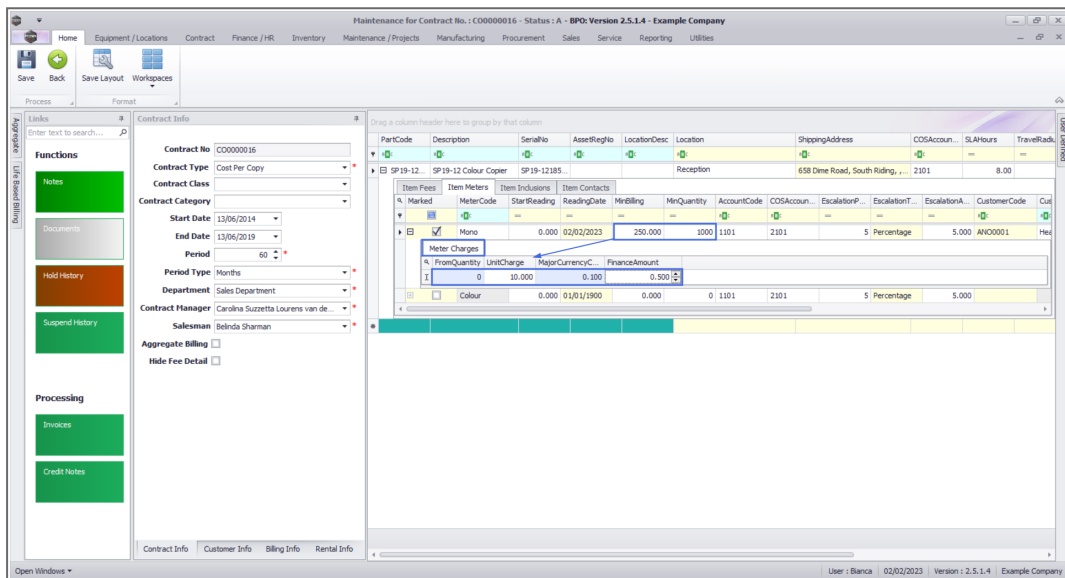
- **Scroll left** to return to the **Marked** column.
- **Right click** in the **row** of the 'active' **item** you wish to **add** a **meter level** to.
 - In this image the **Mono** meter has been selected.
- A **Process** menu will pop up.
- Click on **Add** - Add a level.

Add Meter Levels – For A Meter with Minimum Billing

- The **Meter Charges** frame will be expanded.
 1. In this image, the mono meter has a minimum billing set up of a R250 charge for the first 1000 copies (**Minimum Quantity**). **BPO** calculates the usage charges by first calculating the minimum billing set up. In this example, it means in **BPO**, a fixed charge of R250 will be applied for any number of mono copies made on this contract item the first copy up to and including 1 000 thereafter a unit charge per copy will be applied i.e from 1001.
 2. **From Quantity:** This is the number from which the unit charge will be effective.
 - The first row in the **Meter Charges matrix**, is static at 0. This means if there is minimum billing set up on the meter, the **first** row looks incorrect as the **From Quantity** field is static at 0.
 - If there is minimum billing set up on the meter, **BPO** does not read the **From Quantity** in the first row as 0 (although it displays as 0) but starts counting from (**Minimum Quantity + 1**). In this case, since (minimum billing level) is up to and including 1000, **BPO** will start counting from 1001.
 - For a more detailed explanation, read this [important note on Minimum Billing and Meter Charge Setup](#).
 3. **Major Currency Charge:** (only viewable for [standard meter](#) set up) Once the Unit Charge has been input as

cents, the Major Currency Charge will automatically round the value to two decimal places.

4. **Unit Charge:** Type in the unit charge for the meter (charge per copy) - this needs to be input as the cents value.
5. **Finance Amount:** This should only be populated if there is a Back to Back Deal with a third party who is set up in **BPO** as **Supplier**.



Add Meter Levels - For A Meter with No Minimum Billing

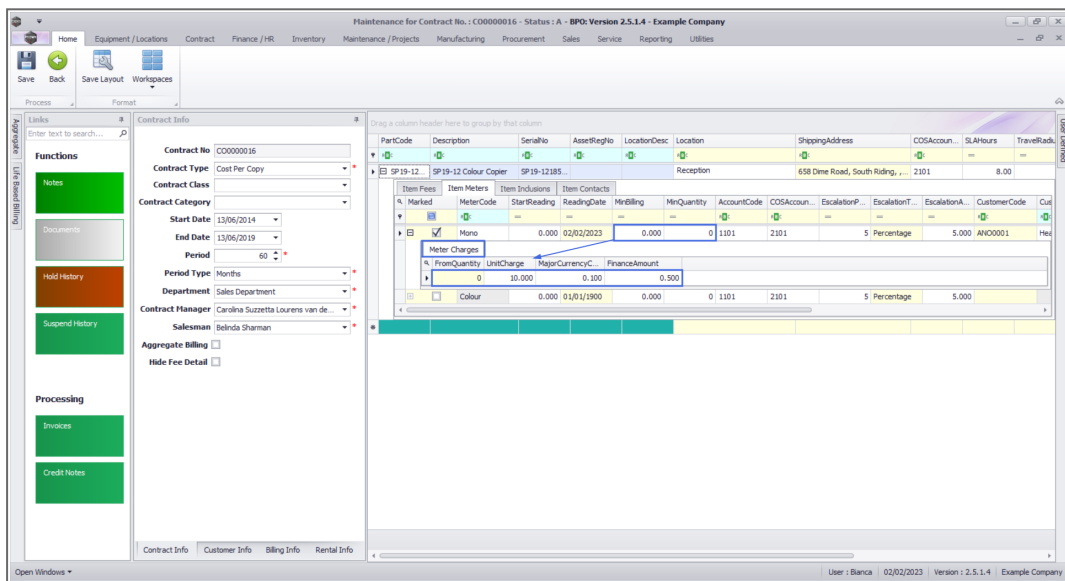
- The **Meter Charges** frame will be expanded.
 - **Note:** The **Colour** meter will be used as an example.
- 1. There is no minimum billing set up on this meter. This means the usage calculation will only be based on what's set up in the Meter Charges matrix.
- 2. **From Quantity:** This is the number from which the unit charge will be effective.

- The first row in the Meter Charges matrix, is static at 0.
 - For a more detailed explanation, read this [important note on Minimum Billing and Meter Charge Setup](#).
3. **Finance Amount:** This should only be populated if there is a Back to Back Deal with a third party who is set up in **BPO** as a **Supplier**.
 4. **Major Currency Charge:** Once the Unit Charge has been input as cents, the Major Currency Charge will automatically round the value to two decimal places.
 5. **Unit Charge:** Type in or use the arrow indicators to select the unit charge for this additional meter (charge per copy) - this needs to be input as the cents value. This charge will usually increase with each new level.

Add Meter Levels – For A Meter with No Minimum Billing

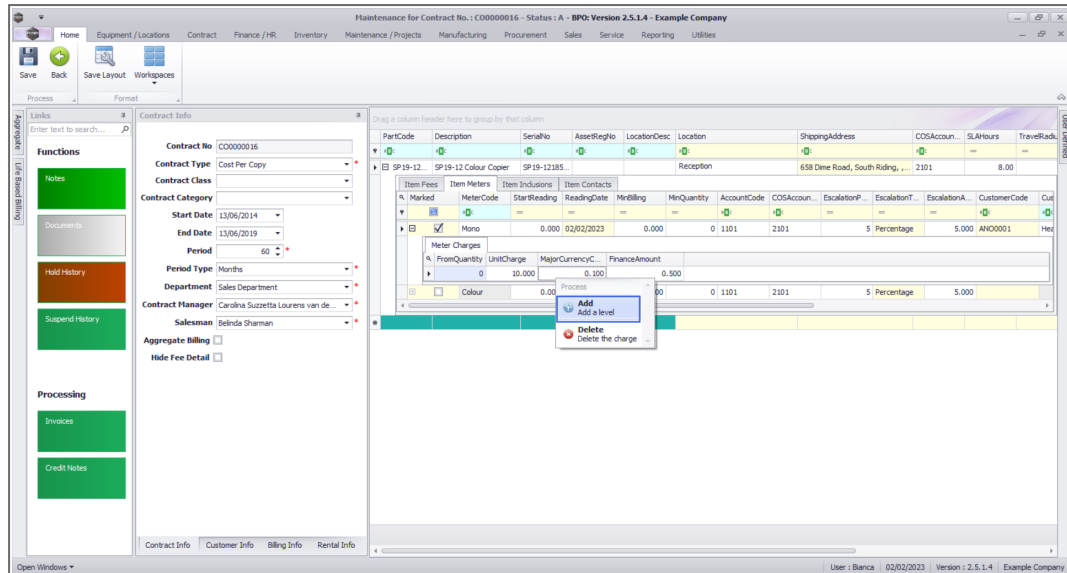
- The **Meter Charges** frame will be expanded.
 - **Note:** The **Colour** meter will be used as an example.
1. There is no minimum billing set up on this meter. This means the usage calculation will only be based on what's set up in the Meter Charges matrix.
 2. **From Quantity:** This is the number from which the unit charge will be effective.
 - The first row in the Meter Charges matrix, is static at 0.
 - For a more detailed explanation, read this [important note on Minimum Billing and Meter Charge Setup](#).

3. **Finance Amount:** This should only be populated if there is a Back to Back Deal with a third party who is set up in **BPO** as a **Supplier**.
4. **Major Currency Charge:** Once the Unit Charge has been input as cents, the Major Currency Charge will automatically round the value to two decimal places.
5. **Unit Charge:** Type in or use the arrow indicators to select the unit charge for this additional meter (charge per copy) - this needs to be input as the cents value. This charge will usually increase with each new level.

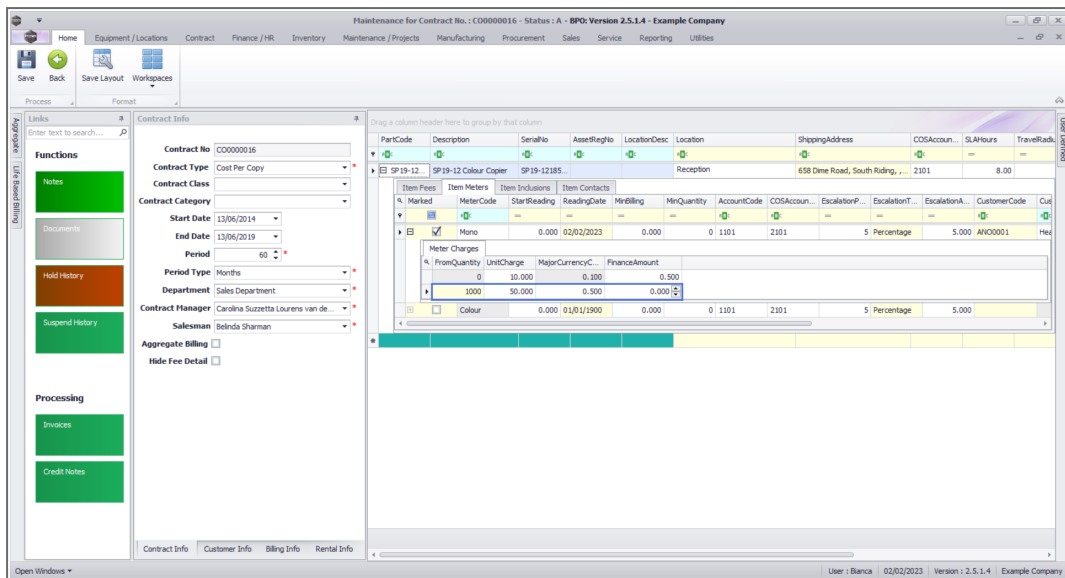


Add an Additional Charge Level

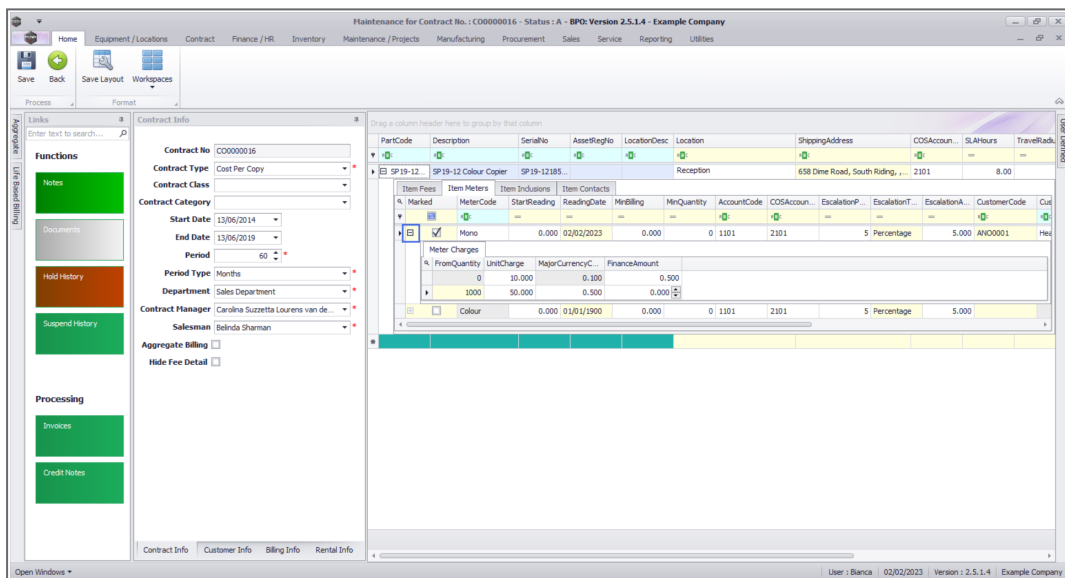
- **Right click** anywhere in the **row** of the **item** that you wish to add **another meter level** to. (You can do this whilst the meter charges matrix is open or closed).
- The **Process** menu will pop up again.
- Click on **Add** - Add a level.



- A **second level** has now been added to the **Meter Charges** matrix.
 - **From Quantity:** Type in or use the arrow indicators to select the number of copies from which this charge will be effective.
 - For a more detailed explanation, read this [important note on Minimum Billing and Meter Charge Setup](#).
 - **Finance Amount:** This should only be populated if there is a Back to Back Deal with a third party who is set up in **BPO** as a **Supplier**.
 - **Unit Charge:** Type in or use the arrow indicators to select the unit charge for this additional meter (charge per copy). This charge will usually increase with each new level.
 - Repeat this process to add more meter charges as required.



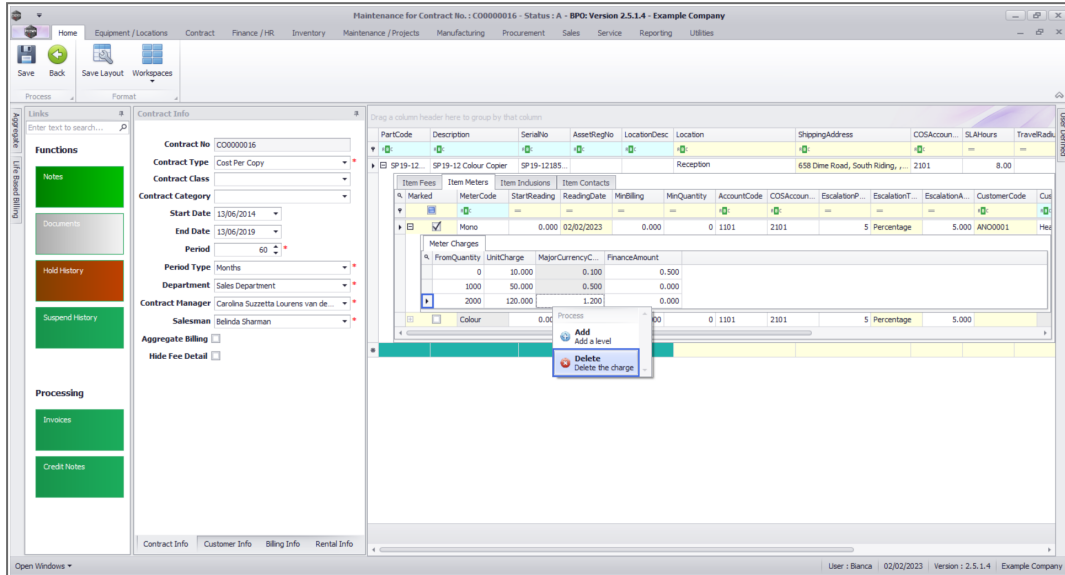
- When you have finished working in the **Meter Charge Levels**, click on the **Hide** button to **close** the sub grid.



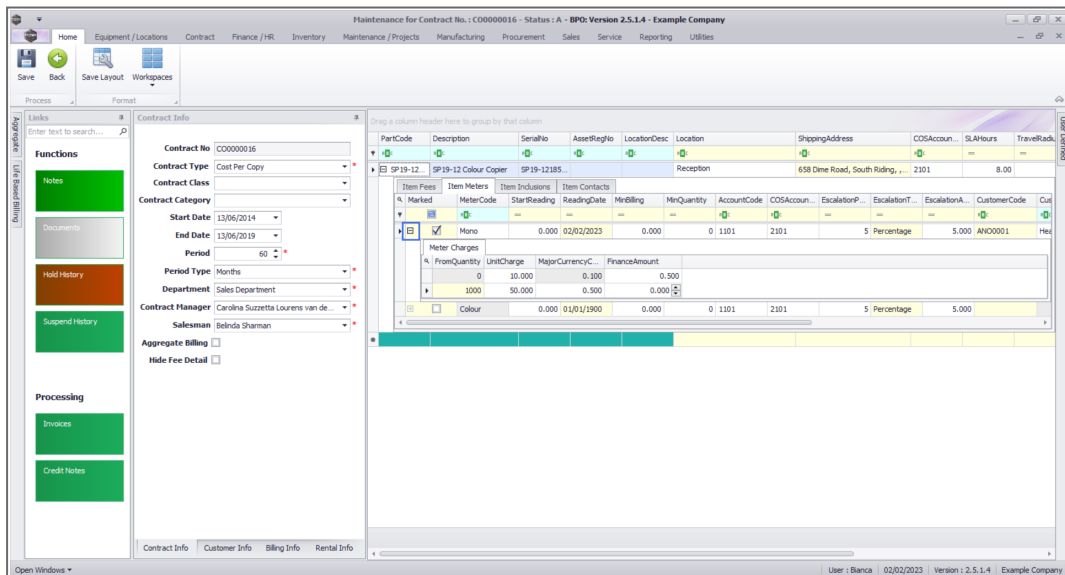
Delete A Meter Level

- The final option in the **Add Meter Level Process** menu is **Delete** the Charge.

- **Right click** in the **row** of the **meter level** that you wish to **delete** from the meter.
- The **Process** menu will pop up.
- Click on **Delete** - Delete the Charge.



- The selected meter level will now be **removed** from the **Meter Charges** matrix.
- Click on the **Hide** button to close the **Meter Charges** matrix.



Next: Link Contract Item [Inclusions](#)

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