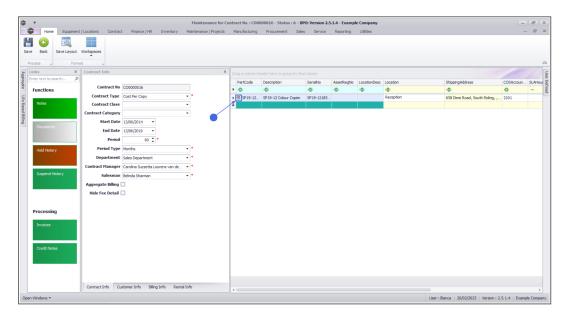


# CONTRACT

# ADD CONTRACT AGGREGATE METERS

All contract items meters and the Aggregate configuration must be correctly configured for aggregate billing to work as intended.

- Meter min (minimum) billing and cost per copy charges are set globally per meter **type** per contract, where aggregate billing is required.
- If a combination of aggregate and standard meter billing is required: One meter type (e.g. Mono) may be set as aggregate, and other meter type (e.g. Colour) may be set to <u>standard meter</u> billing. Note that the type of billing will apply to all items with that meter type.
- An aggregate billing contract only supports a *single billing customer* on meters.



• Click on the row of the contract item you wish to work with.



#### **Item Meters**

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

The meter types available for selection are dependent on the meters configured for the selected <u>contract type</u>, and where the relevant <u>meters are</u> 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.

Enter text to search P Functions	Aggreg Mari	ed	FeeType	FeeTypeDesc				# X												
Functions			FeeType						Drag I											
Functions	۲		-		-				Pa	rtCode	Description		SerialNo	AssetRegNo	LocationDes	c Location		Sh	ppingAddress	
			-O:	10:	-	1 <b>0</b> :	* <b>0</b> ¢	1 <b>0</b> :	7 10	c	( <b>D</b> )		(D)	(D)	4 <b>0</b> 0	×0:		-0		
	•		A E	Admin Fee Evergreen			2130 2200		• =	SP2020	SP2020 Sprint (	Colour	2020-7498	AREG000065		Room 105		Pk	t 91 Leaf Road, F	orest Hi
Notes			1	Evergreen Inhouse Re			2200			Item Fee	g Item Meter	rs Iter	m Indusions	Item Contacts						
			L	Loan			2200			A Marked	MeterC	ode	StartReading	ReadingDate 1	AinBilling	MinQuantity	AccountCode	COSAccour	EscalationP	Escal
			N	Insurance			2203			Y (	10×		-	-	-	-	* <b>0</b> ¢	<ul> <li>Image: Constraint of the second second</li></ul>	-	-
Documents			R	Bank Rental			2200		2	III	Mono		0.000	01/01/1900	0.000	0	1101	2101	1	2 Perce
			REN	Standard R			2200			æ	Colour		0.000	01/01/1900	0.000	0	1101	2101	1	2 Perce
			s	Service	0.00	1101	2101		:	-					)					
Hold History			W	Renew Fee	0.00	1130	2130		: 🕀	SP2020	SP2020 Sprint (	Colour	. 2020-9872	AREG000067		Room 609		Pk	t 91 Leaf Road, F	orest H
									Ð	SP2020	SP2020 Sprint (	Colour	2020-6278	AREG000068		Room 541		Plo	t 91 Leaf Road, F	orest Hi
									Ð	SP2020	SP2020 Sprint (	Colour	2020-5020	AREG000070		Room 136		Pk	t 91 Leaf Road, F	orest H
Suspend History									Ð	SP2020	SP2020 Sprint (	Colour	2020-1144	AREG000071		Room 852		Plo	t 91 Leaf Road, F	orest Hi
											SP2020 Sprint (			AREG000072		Room 147			t 91 Leaf Road, F	
	-										SP2020 Sprint (		2020-8652	AREG000073		Room 145			t 91 Leaf Road, F	
	Mari	ed	MeterCode	Description	MinBilling	MinQuantity	AccountCode	COSAccoun		SP2020	SP2020 Sprint (	Colour	. 2020-0056	AREG000074		Room 325		Pk	t 91 Leaf Road, F	orest Hi
	•		×0:	·O:	-	=	× <b>O</b> :	( <b>0</b> :												
Processing	• 🗉		Mono	Mono meter	0.00	0	1101	2101												
			Colour	Colour Meter	0.00		1101	2101												
Invoices	E		MonoA3	Mono A3	0.00	0	1101	2101	1											
			ColourA3	Colour A3	0.00	0	1101	2101	1											
	Ð																			

• In the *Item Meters* frame, only populate the following fields for the meters that need to be aggregate:



- Marked: Select the item meters that need to be aggregate in the Item Meters tab on all contract items included in aggregate billing, e.g. if Mono meter is aggregate, select the Mono meter on all contract items included in aggregate billing.
- **Start Reading:** Type in the start reading of the meter.
- **Reading Date:** Click in this text box to display the calendar function, use this to select the reading date.
- Ensure that all meters with this meter type have these fields set for all asset items on this contract.

In this example, I am setting up the basic item meter information for *Mono meters* across all items on this contract.

Home Equipment	÷	Contract F	inance / HR Ir	wentory M	aintenance / Pro	ijects Mani	Ifacturing	Procurement	Sales	5	Service	Repo	rting Utilit	bes					-	6
nks #	Aggregate							# >	ĸ	rag a	columo be	ader he	ere to group by	(that column						
ter text to search ۶		FeeType		ChargeAmo			InvoiceDesc.	. StartDate	E		Code	Descri		SerialNo	AssetRegNo	LocationDesc	Location		Shipping	Ad
Functions	Y 🗎	×0:	1 <b>0</b> :	-	* <b>0</b> :	1 <b>0</b> :	( <b>D</b> :	-	1,	10		-0-		-0:	( <b>D</b> )	<ul> <li>O:</li> </ul>	-0-		10:	
	> 🗆	A	Admin Fee	0.00	1130	2130		24/02/2023	2		P2020	SP202	20 Sprint Colou	r 2020-7498	AREG000065		Room 105		Plot 91 L	Leaf
Notes			Evergreen		1200	2200		24/02/2023	2		Item Fe	_			item Contacts					
			Inhouse Re		1200	2200		24/02/2023	2		A Marke		MeterCode	StartReading	ReadingDate	MinBilling	MinQuantity	AccountCode	COSAccoun	E
			Loan		1200	2200		24/02/2023	2			8	(D)	-	-	-	=	( <b>D</b> )	× <b>O</b> :	
		N	Insurance		1203	2203		24/02/2023	2		8 🗉	M	Mono	1.278.000	27/02/2023	0.000	0	1101	2101	
			Bank Rental Standard R		1200	2200			2		u		Colour		01/01/1900	0.000		1101	2101	
		KEN S			1200	2200		24/02/2023	2		4									Þ
Hold History		-	Service Renew Fee		1101 1130	2101 2130		24/02/2023	-	E S	P2020	SP202	20 Sprint Colou	r 2020-9872	AREG000067		Room 609		Plot 91 L	eat
Suspend History											<ul> <li>Marke</li> <li>♥</li> <li>●</li> <li>●</li> </ul>		MeterCode		ReadingDate 	MinBilling 		AccountCode	2101 2101	
	Marked	MeterCode	Description	MinBilling	MinQuantity	AccountCode	COSAccoun	EscalationT	E		-									Þ
	Y 10	-0:	10:	-	=	-0:	10:	=	1	E 5	P2020	SP202	20 Sprint Colou	r 2020-6278	AREG000068		Room 541		Plot 91 L	Leaf
Processing		Mono	Mono meter	0.00	0	1101	2101	Percentage			Item Fe	es It	tem Meters	Item Inclusions I	Item Contacts					
		Colour	Colour Meter	0.00		1101	2101	Percentage			9. Marke	d	MeterCode	StartReading	ReadingDate	MinBilling	MinQuantity	AccountCode	COSAccoun	E
Invoices	E (	MonoA3	Mono A3	0.00		1101	2101	Percentage			•	8	<ul> <li>(D)</li> </ul>	-	-	-	-	<ul> <li>Image: Constraint of the second second</li></ul>	4 <b>0</b> 0	
	æ (	ColourA3	Colour A3	0.00	0	1101	2101	Percentage			• 🕀	$\checkmark$	Mono	0.000	27/02/2023	0.000	0	1101	2101	
	<b>H</b>	ClearA3	Clear A3	0.00	0	1101	2101	Percentage			Ð		Colour	0.000	01/01/1900	0.000	0	1101	2101	
Credit Notes											-				_					Þ
										⊞ s	P2020	SP202	20 Sprint Colou	r 2020-5020	AREG000070		Room 136		Plot 91 L	leaf
	11								-	± s	P2020	SP202	20 Sprint Colou	r 2020-1144	AREG000071		Room 852		Plot 91 L	Leaf
														r 2020-2698	AREG000072		Room 147		Plot 91L	
	1								1.	H 5	P2020	SP202	20 Sprint Colou	2020-2098	ANL 000072					lea

## **AGGREGATE METERS SECTION**

• Click on the *Aggregate* tab if this tab is closed.



	Back		Ð,	ent/L ut W			ontract Fin	ance / HR In	ventory M	intenance / Pro	jects Manı	Ifacturing	Procurement	Sales Serv	rice	Reporting	Utilities						_ 1
	ess ks			armat	\ggre	gate								# X	Drag	a column ha	der here to oros	p by that column					
1¢	er text	to search.		٩	Mar	ked	FeeType	FeeTypeDesc	ChargeAmo	AccountCode	COSAccoun	InvoiceDesc.	StartDate	EndDate		rtCode	Description	Serial	o AssetReal	No LocationDes	. I seekee		1
					,		8 <b>0</b> 0	1 <b>0</b> 1	-	× <b>O</b> ¢	1 <b>0</b> 1	( <b>D</b> )	-	-	Y 10		Uescription	senar IO:	O Asseticegr	vo LocationDes	C Location		
	unctio	ons					A	Admin Fee	0.00	1130	2130		24/02/2023	24/02/2028			-				Room 105		
	Notes						E	Evergreen	0.00	1200	2200		24/02/2023	24/02/2028			SP2020 Sprint C				Koom 105		
							I	Inhouse Re	0.00	1200	2200		24/02/2023	24/02/2028		Item Fe							
							L	Loan	0.00	1200	2200		24/02/2023	24/02/2028		<ul> <li>Market</li> </ul>			ling ReadingDate		MinQuantity	AccountCode	
	Docum	ents -		10			N	Insurance	0.00	1203	2203		24/02/2023	24/02/2028				-		-		1 <b>0</b> :	· <b>O</b> :
							R	Bank Rental	0.00	1200	2200		24/02/2023	24/02/2028		• 🕀	Mono Colour		.000 27/02/2023	0.000		0 1101	2101
							REN	Standard R	0.00	1200	2200		24/02/2023	24/02/2028			Colour	0	.000 01/01/1900	0.000		0 1101	2101
ī							S	Service	0.00	1101	2101		24/02/2023	24/02/2028					-		Room 609		,
	Hold H	istory					W	Renew Fee	0.00	1130	2130		24/02/2023	24/02/2028			SP2020 Sprint C	_			K00m 609		
																Item Fe			ns Item Contact				_
F																A Marker			ing ReadingDate		MinQuantity	AccountCode	
	Suspe			l le												-	-0: 	-	-	-	-	10:	( <b>D</b> :
																•	Mono		.000 27/02/2023	0.000		0 1101	2101
1				- 1Ľ	• =				9					+			Colour	0	.000 01/01/1900	0.000		0 1101	2101
					Mar	ked	MeterCode	Description	MinBilling	MinQuantity	AccountCode	COSAccoun	EscalationT	EscalationA							Room 541		,
_					,		1 <b>0</b> 4	10C	-	-	H <b>O</b> C	1 <b>0</b> 0	-	-	• •		SP2020 Sprint C	_			R00m 541		
P	roces	ising		- 12			Mono	Mono meter	0.00	0	1101	2101	Percentage	10.00		Item Fe			ns Item Contact				
	Invoic	es.			Œ		Colour	Colour Meter	0.00	0	1101	2101	Percentage	10.00		<ul> <li>Market</li> </ul>				-	MinQuantity	AccountCode	
					Œ		MonoA3	Mono A3	0.00		1101	2101	Percentage	10.00			a .o.	-	-	-	-	-O:	·0:
							ColourA3	Colour A3	0.00		1101	2101	Percentage	10.00		•	Mono Mono		.000 27/02/2023	0.000		0 1101	2101
	Credit			11			ClearA3	Clear A3	0.00	0	1101	2101	Percentage	10.00			Colour	0	.000 01/01/1900	0.000		0 1101	2101
		Notes														-							+
																SP2020	SP2020 Sprint C				Room 136		
1				1												SP2020	SP2020 Sprint C				Room 852 Room 147		
															E	SP2020	SP2020 Sprint C	olour 2020-3	1698 AREG0000	72	коот 147		
				-								•		•									
					Cont	ract Info	Customer In	fo Billing Info	<ul> <li>Rental Inf</li> </ul>	o Aggregat					10								

# Meter Header and Minimum Billing Details

#### In the *Aggregate Meters* section.

Populate the following fields:

- Marked:
  - Select the same meter type as configured in the in the *Item Meters* frame above.
    - In this image the **Mono** meter has been selected.



٠	2																				
Back	Save Layo	out We	orkspaces																		
cess 4	F	ormat																			
nks ter text to s		# # 0	lggregate Marked	FeeType	FacT. anDeres	ChargeAmo	AnnualCada	COC1	InvoiceDesc.	StartDate	# EndDate	×									
uer text to s	earch	μ.	Markeu	AD:	reerypepesc	=		RO:	InvoiceDesc	=	=		Part	Code I	Description	SerialNo	AssetRegNo	LocationDes	c Location		
Functions		- 16		4	Admin Fee	- 0.00		2130	101	24/02/2023	24/02/2028		r (0)		0	<ul> <li>(0)</li> </ul>	<ul> <li>ID</li> </ul>	-O-	( <b>D</b> :		
		- Hi		F	Evergreen	0.00		2130		24/02/2023	24/02/2028	_	🗄 S	P2020	5P2020 Sprint Colour	2020-7498	AREG000065	5	Room 105		
Notes				1	Inhouse Re	0.00		2200		24/02/2023	24/02/2028			Item Fees	Item Meters	tem Inclusions	Item Contacts				
		-			Loan	0.00		2200		24/02/2023	24/02/2028	_		A Marked	MeterCode	StartReading	ReadingDate	MinBilling	MinQuantity	AccountCode	COSA
				N	Insurance	0.00		2203		24/02/2023	24/02/2028			<del>۲</del>	10:	-	-	-	-	1 <b>0</b> :	<b>ال</b> د
				R	Bank Rental	0.00	1200	2200		24/02/2023	24/02/2028	_		• 🗉 🛛	Mono Mono	1,278.000	27/02/2023	0.000		0 1101	2101
				REN	Standard R	0.00	1200	2200		24/02/2023	24/02/2028	3	1	']⊞ [	Colour	0.000	01/01/1900	0.000		0 1101	2101
	_			s	Service	0.00	1101	2101		24/02/2023	24/02/2028	3		•							•
Hold Histo				W	Renew Fee	0.00	1130	2130		24/02/2023	24/02/2028	3	🗄 S	P2020	SP2020 Sprint Colour	2020-9872	AREG000067	7	Room 609		
														Item Fees	Item Meters	tem Inclusions	Item Contacts				
		- 11							1.00					Marked	MeterCode	StartReading	ReadingDate	MinBilling	MinQuantity	AccountCode	
Suspend H				-				1,125				_		7		-	-	-	-	1 <b>0</b> :	<b>ا</b> ۵:
				9										t ⊞ [	Mono Mono	-	27/02/2023	0.000		0 1101	2101
		- 14				۰. بر	21			Sec. 2		F		<b>±</b>	Colour	0.000	01/01/1900	0.000		0 1101	2101
			Marked	MeterCode	Description	MinBilling	MinQuantity	AccountCode	COSAccoun	EscalationT	EscalationA			•							•
			· 🔳 1	×0:	Partie		-	1 <b>0</b> :	( <b>D</b> )	-	-		• 🗄 S	P2020 !	SP2020 Sprint Colour	2020-6278	AREG000068	3	Room 541		
Processin	ng	1	: 🖽 🛛 🗹	Mono	Mono meter	n H H L <b>0.09</b>	0	1101	2101	Percentage	10	.00		Item Fees			Item Contacts				
Invoices			±	Colour	Colour Meter	0.00	0	1101	2101	Percentage	10	.00		<ul> <li>Marked</li> </ul>	MeterCode	-	ReadingDate	-	MinQuantity	AccountCode	
			<b>E</b>	MonoA3	Mono A3	0.00		1101	2101	Percentage	10			Y 📄		-	-	-	-	1 <b>0</b> :	• <b>D</b> ¢
			<b>E</b>	ColourA3	Colour A3	0.00		1101	2101	Percentage	10	_		¥ 🗄 = 📲		-	27/02/2023	0.000		0 1101	2101
Credit Not	tes	• H	<b>H</b>	ClearA3	Clear A3	0.00	0	1101	2101	Percentage	10.	.00		1	Colour	0.000	01/01/1900	0.000		0 1101	2101
													me		Contract Color	2020-5020	AREG00007		Room 136		,
															5P2020 Sprint Colour 5P2020 Sprint Colour	2020-5020	AREG00007		Room 852		
		- 11													SP2020 Sprint Colour SP2020 Sprint Colour		AREG00007		Room 147		
															a soco operit colour	2020-2090	12 2000007				
							Aggregate					-									

- Note: The minimum billing amount and quantity for aggregate meters should be set so as to cover the charge for all contract items for this meter type.
- 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 <u>configured</u> 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 <u>configured</u> for the contract type. This code can be changed if required, but ensure a valid general ledger code is used.

e Back Save Layout V	-															
									* ×	Dran a column b	eader here to group by th	at columo				/
nter text to search P	Marked	FeeType	FeeTypeDesc	ChargeAmo	AccountCode		InvoiceDesc	StartDate	EndDate	PartCode	Description	SerialNo	AssetRegNo	LocationDesc	Location	
Functions	Y 🗎	×0:	1 <b>0</b> :	-	1 <b>0</b> 0	×0:	1 <b>0</b> :	-	-	1 (0:	(0)	( <b>D</b> :	-0-	×0:	·O:	
	•	A	Admin Fee			2130		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-7498	AREG000065		Room 105	
Notes		E	Evergreen		1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-9872	AREG000067		Room 609	
		I	Inhouse Re		1200	2200		24/02/2023	24/02/2028	▶ ⊞ SP2020	SP2020 Sprint Colour	2020-6278	AREG000068		Room 541	
		L	Loan	0.00		2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-5020	AREG000070		Room 136	
Documents		N	Insurance		1203	2203		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-1144	AREG000071		Room 852	
		R	Bank Rental	0.00		2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-2698	AREG000072		Room 147	
		REN	Standard R Service	0.00		2200 2101		24/02/2023 24/02/2023	24/02/2028	⊞ SP2020	SP2020 Sprint Colour	2020-8652	AREG000073		Room 145	
					1101											
Hold History Suspend History		W	Renew Fee		1130	2130		24/02/2023	24/02/2028 24/02/2028	B SP2020	SP2020 Sprint Colour	2020-0056	AREG000074		Room 325	
	•	w	Renew Fee	0.00	1130	2130		24/02/2023	24/02/2028		SP2020 Sprint Colour	2020-0056	AREG000074		Room 325	
	4 Contraction of the second se	W MeterCode	Renew Fee Description	0.00 MinBilling	1130 MinQuantity	2130 AccountCode		24/02/2023 EscalationT	24/02/2028		SP2020 Sprint Colour	2020-0056	AREG000074		Room 325	
Suspend History	Marked	w	Renew Fee	0.00 MinBilling	1130 MinQuantity =	2130 AccountCode	0:	24/02/2023 EscalationT	24/02/2028 EscalationA		SP2020 Sprint Colour	2020-0056	AREG000074		Room 325	
Suspend History Processing	Marked P	W MeterCode	Renew Fee Description	0.00 MinBilling	1130 MinQuantity = 8000	2130 AccountCode		24/02/2023 EscalationT	24/02/2028		SP2020 Sprint Colour	2020-0056	AREG000074		Room 325	
Suspend History	Marked	W MeterCode 40: Mono	Renew Fee Description	0.00 MinBilling = 2,000.00	1130 MinQuantity = 8000 0	2130 AccountCode	( <b>0</b> : 2101	24/02/2023 EscalationT Percentage	24/02/2028 EscalationA = 10.00		SP2020 Sprint Colour	2020-0056	AREG000074		Room 325	
Suspend History Processing	Marked P E C C C C C C C C C C C C C	W MeterCode 40: Mono Colour	Renew Fee Description I Colour Meter Colour Meter	0.00 MinBilling = 2,000.00 0.00	1130 MinQuantity = 8000 0 0	2130 AccountCode •©: 1101 1101	2101 2101	24/02/2023 EscalationT Percentage Percentage	24/02/2028 EscalationA = 10.00 10.00		SP2020 Sprint Colour	2020-0056	AREG000074		Room 325	
Suspend History Processing	Marked	W MeterCode AC Mono Colour MonoA3	Description IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	0.00 MinBilling = 2,000.00 0.00 0.00	1130 MinQuantity = 8000 0 0 0 0	2130 AccountCode •©: 1101 1101 1101	2101 2101 2101 2101	24/02/2023 EscalationT Percentage Percentage Percentage	> EscalationA = 10.00 10.00 10.00		SP2203 Sprint Colour	2020-0056	AREG000074		Room 325	
Suspend History Processing	Marked	W MeterCode AC Mono Colour MonoA3 ColourA3	Renew Fee Description IDEscription IDEscript	0.00 MinBilling = 2,000.00 0.00 0.00 0.00	1130 MinQuantity = 8000 0 0 0 0	2130 AccountCode (C) 1101 1101 1101 1101	2101 2101 2101 2101 2101	24/02/2023 EscalationT Percentage Percentage Percentage Percentage	24/02/2028 * EscalationA = 10.00 10.00 10.00 10.00		SP2020 Spint Colour	2020-0056	AREG000074		Room 325	

• *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.

Back Save La	0	lorkspaces						-				-					
inks	a /	Aggregate								# X							
nter text to search	P	Marked	FeeType	FeeTypeDesc	-			InvoiceDesc		EndDate	PartCode	Description	SerialNo	AssetRegNo	LocationDesc	Location	
Functions	1	۲ 🗎	×0:	* <b>0</b> :		0	×0:	( <b>0</b> :	-	-	T 10:	0	(D)	-O-	-0:	( <b>0</b> :	
	_ 12	•	A	Admin Fee	0.00 1		2130		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-7498	AREG000065		Room 105	
Notes			E	Evergreen	0.00 1		2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-9872	AREG000067		Room 609	
			I	Inhouse Re	0.00 1		2200		24/02/2023	24/02/2028		SP2020 Sprint Colour	2020-6278	AREG000068		Room 541	
			L	Loan	0.00 1		2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-5020	AREG000070		Room 136	
Documents			R	Insurance Bank Rental	0.00 1		2203 2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-1144	AREG000071		Room 852	
			REN	Standard R	0.00 1		2200		24/02/2023	24/02/2028	⊞ SP2020	SP2020 Sprint Colour	2020-2698	AREG000072		Room 147	
	_		S	Standard R	0.00 1		2101		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-8652	AREG000073		Room 145	
				Jel Vice		1101	2101							AREG000074		Room 325	
Hold History Suspend History			W	Renew Fee	0.00 1	1130	2130		24/02/2023	24/02/2028	€ SP2020	SP2020 Sprint Colour	2020-0056	ARE3000074			
			W	Renew Fee	0.00 1	1130	2130		24/02/2023			SP2020 Sprint Colour	2020-0056	ARE3000074			
		4	W Billing MinQu	antity AccountCo	ode COSAccou		2130 scalationPeriod	EscalationT		24/02/2028		SP2020 Sprint Colour	2020-0056	ARES00074			
Suspend History		4		antity AccountCi		untCode Et		EscalationT =		24/02/2028 > onAmount CL + (E)		SP2020 Sprint Colour	2020-0056	ACCOUNT			
		tion Min v =	3iling MinQu 	antity AccountC +D: 8000 1101	ode COSAccou II: 2101	untCode Et	scalationPeriod =	= 12 Percentage	ype Escalati	24/02/2028 onAmount C. 10.00		SP2020 Sprint Colour	2020-0036	ACCOUNT			
Suspend History		t con Min to Min to eter 2 Vieter	3iling MinQu — .000.00 0.00	antity AccountC •D: 8000 1101 0 1101	ode COSAccou 10: 2101 2101	untCode Et	scalationPeriod =1 1	= 12 Percentage 12 Percentage	ype Escalati	24/02/2028 onAmount C. 10.00 10.00		SP2020 sprint Colour	2020-0036	ACCOUNT			
Suspend History Processing		t min bon Min v eter 2 Vieter 3	Biling MinQu 	antity AccountC 10: 8000 1101 0 1101 0 1101	ode COSAccou 10: 2101 2101 2101	untCode Et	scalationPeriod = 1	Percentage     Percentage     Percentage     Percentage	ype Escalati	24/02/2028 onAmount C. 10.00 10.00 10.00		SP2020 Sprint Colour	2020-0036				
Suspend History Processing		ton Min ton Min teter 2 Vieter 3 4.3	Biling MinQu 000.00 0.00 0.00 0.00	AccountC	ode COSAccou 10: 2101 2101 2101 2101 2101	untCode Et	scalationPeriod = 1	Percentage     Percentage     Percentage     Percentage     Percentage	ype Escalati	24/02/2028 onAmount CL 10.00 10.00 10.00 10.00		SP2U2D sprint Colour	2020-0056				
Suspend History Processing		t min bon Min v eter 2 Vieter 3	Biling MinQu 	antity AccountC 10: 8000 1101 0 1101 0 1101	ode COSAccou 10: 2101 2101 2101	untCode Et	scalationPeriod = 1	Percentage     Percentage     Percentage     Percentage	ype Escalati	24/02/2028 onAmount C. 10.00 10.00 10.00		9-2/3 Spint Coour	2020-0056	AC30000 7			

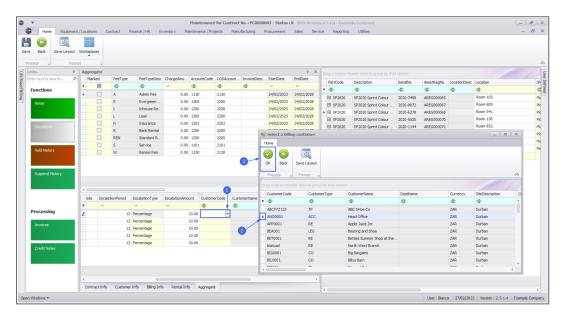
#### **Billing Customer**

- 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.



	Equipment			Finance / HR In	wentory Mai						Service Reportin						
- C)   E	2																
Back Save	ve Layout	Workspa	ces														
	Forma																
cess 4																	
nks	# h P									3	× Drag a column						
ter text to search	n p	Mari	ked FeeTyp	e Peerypepesc	ChargeAmo		ICOSACCOUN	InvoiceDesc.	. StartDate	EndDate	PartCode	Description	SerialNo	AssetRegNo	LocationDesc	Location	
Functions		*						ill:			T 10:	<ul> <li>(D)</li> </ul>	(0)	(I)	×0:	(0)	
	_	•	A	Admin Fee	0.00		2130		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-7498	AREG000065		Room 105	
Notes			E	Evergreen	0.00		2200		24/02/2023	24/02/2028	FI SP2020	SP2020 Sprint Colour	2020-9872	AREG000067		Room 609	
			1 L	Inhouse Re	0.00		2200		24/02/2023	24/02/2028		SP2020 Sprint Colour	2020-6278	AREG000068		Room 541	
							2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-5020	AREG000070		Room 136	
			R	Insurance Bank Rental	0.00		2203		24/02/2023	24/02/2028		SP2020 Sprint Colour	2020-1144	AREG000071		Room 852	
			REN	Standard R	0.00		2200		24/02/2023	24/02/2028		SP2020 Sprint Colour	2020-2698	AREG000072		Room 147	
			S S	Service	0.00		2101		24/02/2023	24/02/2028		SP2020 Sprint Colour	2020-8652	AREG000073		Room 145	
				Del Vice	0.00	1101	2101		24/02/2023	24/02/2020	B SP2020	SP2020 Sprint Colour	2020-0056	AREG000074		Room 325	
Hold History Suspend History	ry		w	Renew Fee	0.00	1130	2130		24/02/2023	24/02/2028	8	342020 Sprint Colour	. 2020/0030				
	ŋ		u w	Renew Fee	0.00	1130	2130		24/02/2023	24/02/2028	8		. 2020-0030				
	n	4 (C)			2			tomerfileme	24/02/2023	24/02/2028	8	Se 2020 Spinit Colouir	. 2020-0030				
	ry	۲ در ا	EscalationPerior	EscalationType	EscalationAmou	ant Custome	erCode Cust	tomerName	24/02/2023	24/02/2028	8	SP 2020 Spirit Colour	. 2020-0030				
	γ	ode •	EscalationPeriod	EscalationType =	EscalationAmou	ant Custome		tomerName	24/02/2023	24/02/2028	8	S2222 Sprit Cood	. 2020-0030				
Suspend History	Υ	ode	EscalationPeriod	EscalationType = 12 Percentage	EscalationAmou =	ant Custome *Ec 10.000	erCode Cust	tomerName	24/02/2023	24/02/2028	8	3222 Sprit Cool	. 2020-0030				
Suspend History	εγ	ode •	EscalationPeriod	EscalationType = 2 Percentage 2 Percentage	EscalationAmou =	ant Custome *©: 10.00	erCode Cust	tomerName	24/02/2023	24/02/2028	8	3222 Sprit Cool 1	. 2020-0030				
Suspend History Processing	α	ode •	EscalationPeriod	EscalationType = 2 Percentage 2 Percentage 2 Percentage	EscalationAmou =	ant Custome •©: 10.000 10.000	erCode Cust	tomerName	24/02/2023	24/02/2028	8	3222 grift Cool 1	. 2020-0030				
Suspend History Processing	Ω.	ode •	EscalationPeriod	EscalationType = 2 Percentage 2 Percentage 2 Percentage 2 Percentage	EscalationAmou 1 1 1 1 1 1	ant Custome *©: 10.00	erCode Cust	tomerName	24/02/2023	24/02/2028	8	2222 grift 000 -	. 2020-0030				
Suspend History Processing	ry	ode •	EscalationPeriod	EscalationType = 2 Percentage 2 Percentage 2 Percentage	EscalationAmou 1 1 1 1 1 1	ant Custome •©: 10.000 10.000 10.000	erCode Cust	tomerName	24/02/2023	24/02/2028	8						
Suspend History Processing Invoices	ry	ode •	EscalationPeriod	EscalationType = 2 Percentage 2 Percentage 2 Percentage 2 Percentage	EscalationAmou 1 1 1 1 1 1	ant Custome •©: 10.000 10.000 10.000	erCode Cust	tomerName	24/02/2023	24/02/2028	8		. 222/030				
Suspend History Processing Invoices	ny	ode •	EscalationPeriod	EscalationType = 2 Percentage 2 Percentage 2 Percentage 2 Percentage	EscalationAmou 1 1 1 1 1 1	ant Custome •©: 10.000 10.000 10.000	erCode Cust	tomerName	24/02/2023	24/02/2028	8						
Suspend History Processing Invoices	ny -	ode •	EscalationPeriod	EscalationType = 2 Percentage 2 Percentage 2 Percentage 2 Percentage	EscalationAmou 1 1 1 1 1 1	ant Custome •©: 10.000 10.000 10.000	erCode Cust	tomerName	24/02/2023	24/02/2028	8						
Suspend History Processing Invoices	ŋ	ode •	EscalationPeriod	EscalationType = 2 Percentage 2 Percentage 2 Percentage 2 Percentage	EscalationAmou 1 1 1 1 1 1	ant Custome •©: 10.000 10.000 10.000	erCode Cust	tomerName	24/02/2023	24/02/2028	8						

- 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.

	ut Workspa	ices														
	Aggre								# ×	Drag a column l						
nter text to search	,Р Mar			ChargeAmo			. InvoiceDesc		EndDate	PartCode	Description	SerialNo	AssetRegNo	LocationDesc	Location	
Functions	P	B 40:	1 <b>0</b> :		×∎¢	1 <b>0</b> 1	( <b>D</b> )	-	-	· · · · · ·	0	( <b>0</b> )	-0-	-0:	( <b>0</b> :	
	•	A	Admin Fee	0.00		2130		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-7498	AREG000065		Room 105	
Notes		E	Evergreen	0.00	1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-9872	AREG000067		Room 609	
		<b>I</b>	Inhouse Re	0.00		2200		24/02/2023	24/02/2028	▶ E SP2020	SP2020 Sprint Colour .	2020-6278	AREG000068		Room 541	
		L .	Loan	0.00		2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour		AREG000070		Room 136	
Documents		N	Insurance	0.00		2203		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour .	2020-1144	AREG000071		Room 852	
		R	Bank Rental	0.00		2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour .	2020-2698	AREG000072		Room 147	
		REN	Standard R	0.00		2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-8652	AREG000073		Room 145	
Hold History		s v	Service	0.00		2101 2130		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour .	2020-0056	AREG000074		Room 325	
Suspend History		W	Renew Fee					24/02/2023	24/02/2028	•						
			Karen rec	-				29/02/2023	24/02/2028	•						
	- C	EscalationPeri		EscalationAmou			tomerName	29/02/2023	24/02/2028	• S						
Suspend History				-				24/02/2023	24/02/2028	• •						
	ode	EscalationPeri	d EscalationType	EscalationAmou	ant Custom	erCode Cus		24/02/2023	24/02/2028	• •						
Suspend History Processing	ode •	EscalationPeri	d EscalationType =	EscalationAmou	unt Custom	erCode Cus		24/02/2023	24/02/2028	•						
Suspend History	ode •	EscalationPeri	EscalationType = 12 Percentage	Escalation Amou	Int Custom	erCode Cus		24/02/2023	24/02/2028	•						
Suspend History Processing	ode •	EscalationPeri	EscalationType = 12 Percentage 12 Percentage	EscalationAmou = 1	ant Custom (D: 10.00 ANCOOL 10.00	erCode Cus		24/02/2023	24/02/2028	• 5 5						
Suspend History Processing	ode •	EscalationPeri	EscalationType = 12 Percentage 12 Percentage 12 Percentage	EscalationAmou = 1 1 1	ant Custom •©+ 10.000 ANCOOR 10.000	erCode Cus		24/02/2023	24/02/2028	• •						

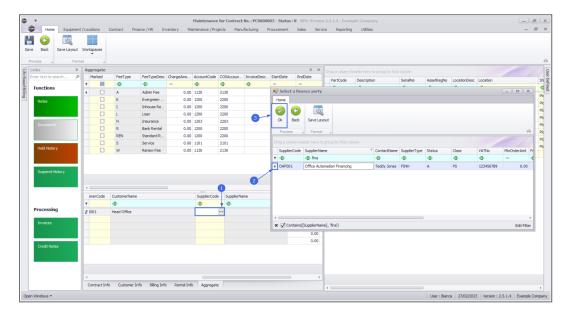
# Back to Back / Finance Details

- 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).



	Jpment /	/Locations	Contract Fi	nance/nk In	wentory Ma	sintenance / Pro	ijects mani	uracturing	Procurement	Sales	Service K	eporting	Utilities					- 8
🚺 🕒 🛛 🖻	J.																	
e Back Save La	ayout 1	Workspaces																
rocess	Forma																	
Links	4	Aggregat	*							2	×							//////
Enter text to search	P	Marked		FeeTypeDesc	ChargeAmo	AccountCode	COSAccoun	InvoiceDesc.	StartDate	EndDate	Urag a							
		<b>T</b>		100	-	i۵:	×0:	( <b>D</b> :	-	-		Code	Description	SerialNo				
Functions		•	A	Admin Fee	0.00	1130	2130		24/02/2023	24/02/202	8 * •0:		(D)	(D)	·0:	* <b>0</b> :	1 <b>0</b> :	
Notes		1	E	Evergreen	0.00	1200	2200		24/02/2023	24/02/202	8	P2020	SP2020 Sprint Colour	2020-7498	AREG000065		Room 105	
restes		0	1	Inhouse Re	0.00	1200	2200		24/02/2023	24/02/202	8	P2020	SP2020 Sprint Colour	2020-9872	AREG000067		Room 609 Room 541	
		1	L .	Loan	0.00	1200	2200		24/02/2023	24/02/202	► ± 5		SP2020 Sprint Colour	2020-6278	AREG000068			
Dog ments		0	N	Insurance	0.00	1203	2203		24/02/2023	24/02/202	8	P2020	SP2020 Sprint Colour		AREG000070		Room 136 Room 852	
ocuments		0	R	Bank Rental	0.00	1200	2200		24/02/2023	24/02/202		P2020 P2020	SP2020 Sprint Colour SP2020 Sprint Colour	2020-1144 2020-2698	AREG000071 AREG000072		Room 147	
		E	REN	Standard R	0.00	1200	2200		24/02/2023	24/02/202	8	P2020 P2020	SP2020 Sprint Colour	2020-2698	AREG000072 AREG000073		Room 145	
		0	s	Service	0.00	1101	2101		24/02/2023	24/02/202	8	P2020	SP2020 Sprint Colour		AREG000073		Room 325	
Hold History Suspend History			W	Renew Fee	0.00	1130	2130		24/02/2023	24/02/202	8							
			3 W	Renew Fee	0.00	1130	2130		24/02/2023	24/02/202	8							
			ie CustomerNam		0.00	SupplierCode	e SupplierNa	ame		24/02/202	)8 (* ) (* )							
Suspend History			ie CustomerNam		0.00			ame		nanceAmount	) ; ; ; ;							
		4 contraction of the second se	ie CustomerNam		0.00	SupplierCode	e SupplierNa	ame	Pi	nanceAmount =0.1	× ; ( 00]							
Suspend History		۲ مستخل	ie CustomerNam		0.00	SupplierCode	e SupplierNa	ame	Pi	nanceAmount = 0.1	18							
Suspend History Processing		۲ مستخل	ie CustomerNam		0.00	SupplierCode	e SupplierNa	me	Pi	nanceAmount 0.1 0.1	8							
Suspend History Processing		۲ مستخل	ie CustomerNam		0.00	SupplierCode	e SupplierNa	ame	Pi	nanceAmount 	× C 00 00 00 00							
Suspend History Processing		۲ مستخل	ie CustomerNam		0.00	SupplierCode	e SupplierNa	ame	Pi	nanceAmount 0.1 0.1	× C 00 00 00 00							
Suspend History Processing Invokes		۲ معالی می از معالی می از معالی می از معالی معالی می از معالی معالی معالی معالی معالی معالی معالی معالی معالی م معالی معالی معال	ie CustomerNam		0.00	SupplierCode	e SupplierNa	ane	Pi	nanceAmount 	× C 00 00 00 00							
Suspend History Processing Invokes		۲ معالی می از معالی می از معالی می از معالی معالی می از معالی معالی معالی معالی معالی معالی معالی معالی معالی م معالی معالی معال	ie CustomerNam		0.00	SupplierCode	e SupplierNa	ane	Pi	nanceAmount 	× C 00 00 00 00							
Suspend History Processing Invokes		۲ معالی می از معالی می از معالی می از معالی معالی می از معالی معالی معالی معالی معالی معالی معالی معالی معالی م معالی معالی معال	ie CustomerNam		0.00	SupplierCode	e SupplierNa	ane	Pi	nanceAmount 	× C 00 00 00 00							
Suspend History Processing Invokes		۲ معالی می از معالی می از معالی می از معالی معالی می از معالی معالی معالی معالی معالی معالی معالی معالی معالی م معالی معالی معال	ie CustomerNam		0.00	SupplierCode	e SupplierNa	ane	Pi	nanceAmount 	× C 00 00 00 00							

- 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.

Home	Equipment /	/ Locations	Contract Fin	hance / HR In	wentory Ma	intenance / Pro	ijects Man	ufacturing	Procurement	Sales Se	rvice Reportin	g Utilities					- 8
e Back San	ve Layout N	÷															
inks		Aggregate								4.2	Drag a column						
nter text to seard	h Р	Marked	FeeType		ChargeAmo					EndDate	PartCode	Description	SerialNo	AssetRegNo	LocationDesc	Location	
Functions		T 🗎	×0:	1 <b>0</b> :	-	* <b>0</b> :	×0:	<b>(D</b> )	-	-	T 10:	0	(D):	0	-0:	( <b>0</b> :	
		•	A	Admin Fee	0.00		2130		24/02/2023		E SP2020	SP2020 Sprint Colour	2020-7498	AREG000065		Room 105	
Notes			E	Evergreen	0.00		2200		24/02/2023		E SP2020	SP2020 Sprint Colour	2020-9872	AREG000067		Room 609	
			I	Inhouse Re	0.00		2200		24/02/2023		▶ E SP2020	SP2020 Sprint Colour .	2020-6278	AREG000068		Room 541	
			L	Loan	0.00		2200		24/02/2023		E SP2020	SP2020 Sprint Colour		AREG000070		Room 136	
Documents			N	Insurance	0.00		2203		24/02/2023		E SP2020	SP2020 Sprint Colour .	2020-1144	AREG000071		Room 852	
			R	Bank Rental	0.00		2200		24/02/2023		E SP2020	SP2020 Sprint Colour .	. 2020-2698	AREG000072		Room 147	
			REN	Standard R	0.00		2200		24/02/2023		E SP2020	SP2020 Sprint Colour	2020-8652	AREG000073		Room 145	
Hold History			s	Service Renew Fee	0.00		2101 2130		24/02/2023		E SP2020	SP2020 Sprint Colour .	2020-0056	AREG000074		Room 325	
Suspend Histor	ny .									2 1000000	•						
Suspend Histor	ry										•						
Suspend Histor	ry	4			5												
Suspend Histor	ry .	xmerCode	CustomerName	2	5	SupplierCode		me	B	inanceAmount	•						
	ry	xmerCode Y	* <b>D</b> ¢	2	2	0	(D)		F	inanceAmount							
	Y	xmerCode		2	2		(D)	ame comation Finance	F	inanceAmount							
	ry	xmerCode Y	* <b>D</b> ¢	2	5	0	(D)		F	inanceAmount 0.00 0.00							
Processing	ŋ	xmerCode Y	* <b>D</b> ¢	2	5	0	(D)		F	inanceAmount 0.00 0.00 0.00							
Processing	n	xmerCode Y	* <b>D</b> ¢	2	2	0	(D)		F	inanceAmount 0.00 0.00 0.00 0.00							
Processing	ŋ	xmerCode Y	* <b>D</b> ¢	2	2	0	(D)		F	inanceAmount 0.00 0.00 0.00							
Processing	ry	xmerCode Y	* <b>D</b> ¢	2	2	0	(D)		F	inanceAmount 0.00 0.00 0.00 0.00							
Processing	ry	xmerCode Y	* <b>D</b> ¢	2	2	0	(D)		F	inanceAmount 0.00 0.00 0.00 0.00							
Processing	ry	xmerCode Y	* <b>D</b> ¢	3	2	0	(D)		F	inanceAmount 0.00 0.00 0.00 0.00							
Processing	ry	xmerCode Y	* <b>D</b> ¢	2	2	0	(D)		F	inanceAmount 0.00 0.00 0.00 0.00							

- **Finance Amount:** Click in this text box and either type in or use the arrow indicators to select the finance amount.
- Note: The finance amount for aggregate meters should be set so as to cover the charge for all contract items for this meter type.

										on 2.5.1.4 - Exan						- 2
Home Equipment	/Locations	Contract Fir	nance / HR In	iventory Ma	intenance / Pro	jects Man	ufacturing	Procurement	Sales Ser	vice Reporting	) Utilities					- 8
Back Save Layout	÷															
inks #	Aggregate								# X		header here to group by t					
inter text to search P	Marked	FeeType	FeeTypeDesc	ChargeAmo	AccountCode	COSAccoun	InvoiceDesc.	. StartDate	EndDate	PartCode		SerialNo		LocationDesc		
	۲ 🗎	×0:	1 <b>0</b> :	-	* <b>D</b> ¢	1 <b>0</b> 0	( <b>0</b> )	-	-	PartLode	Description	senaivo	Asseticegno	LocationDesc +Q:	Location III	
Functions	•	A	Admin Fee	0.00	1130	2130		24/02/2023	24/02/2028					AD:	Room 105	
Notes		E	Evergreen	0.00	1200	2200		24/02/2023	24/02/2028		SP2020 Sprint Colour .	2020-7498	AREG000065		Room 609	
		1	Inhouse Re	0.00	1200	2200		24/02/2023	24/02/2028		SP2020 Sprint Colour . SP2020 Sprint Colour .	. 2020-9872 . 2020-6278	AREG000067 AREG000068		Room 541	
		L	Loan	0.00	1200	2200		24/02/2023	24/02/2028	E SP2020     E SP2020	SP2020 Sprint Colour . SP2020 Sprint Colour .		AREG000068 AREG000070		Room 136	
Documents		N	Insurance	0.00	1203	2203		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour . SP2020 Sprint Colour .	2020-5020	AREG000070 AREG000071		Room 852	
		R	Bank Rental	0.00	1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour .		AREG000072		Room 147	
		REN	Standard R		1200	2200		24/02/2023		E SP2020	SP2020 Sprint Colour .	. 2020-8652	AREG000073		Room 145	
		S	Service		1101	2101		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour		AREG000074		Room 325	
Hold History Suspend History		W	Renew Fee	0.00	1130	2130		24/02/2023	24/02/2028	•	o coco oprine concer .					
		W	Renew Fee	0.00	1130	2130		24/02/2023	24/02/2028							
		W		0.00	1130 SupplierCode		ame		24/02/2028							
				0.00			me	P	•							
Suspend History		CustomerName		0.00	SupplierCode	e SupplerN	ame omation Finance	n	inanceAmount							
Suspend History Processing	۲ ستerCode مراجع	CustomerName *Dr		0.00	SupplierCode	e SupplerN		n	nanceAmount = 1,500 (* 0.00							
Suspend History	۲ ستerCode مراجع	CustomerName *Dr		0.00	SupplierCode	e SupplerN		n	nanceAmount 1,500) - 0.00 0.00							
Suspend History Processing	۲ ستerCode مراجع	CustomerName *Dr		0.00	SupplierCode	e SupplerN		n	nanceAmount 1,500) - 0.00 0.00 0.00							
Suspend History Processing	۲ ستerCode مراجع	CustomerName *Dr		0.00	SupplierCode	e SupplerN		n	nanceAmount 1,500) - 0.00 0.00							
Suspend History Processing Invoices	۲ ستerCode مراجع	CustomerName *Dr		0.00	SupplerCode +D: OAF001	e SupplerN		n	hanceAmount - 1,500 2 0.00 0.00 0.00 0.00							
Suspend History Processing Invokes	۲ ستerCode مراجع	CustomerNamk •©: Head Office		2	SupplerCode 10: OAF001	e SupplerN 10: Office Au		n	nanceAmount 1,500) - 0.00 0.00 0.00							



#### **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.

							Maintenance	for Contract	No. : PC0000	003 - Status :	N - BPO: Versio	on 2.5.1.4 - Exar	nple Company					- 2
	Home	Equipment	/Locations	Contract I	Finance / HR 1	inventory Ma	intenance / Pro	jects Manu	ufacturing I	Procurement	Sales Serv	vice Reporting	g Utilities					- 8
ve Proces		ave Layout	•															
Links		4	Aggregate								# X	Dese a column	header here to group by th	ant cal ma				01
Enter	r text to sear	rch 🔎	Marked	FeeType	FeeTypeDes	c ChargeAmo	AccountCode	COSAccoun	InvoiceDesc.	StartDate	EndDate	PartCode	Description	SerialNo	AssetRegNo	LocationDesc	Inteller	
<b>E</b>	nctions		۲ 🗎	4 <b>0</b> 4	* <b>0</b> ¢	-	N <b>O</b> C	ADC .	1 <b>0</b> 0	-	-	7 10:	(Dc	i Di:	Asseutegrio	RO:	(D:	
FUI	ncuons		•	A	Admin Fee	0.00	1130	2130		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	. 2020-7498	AREG000065		Room 105	
N	Notes			E	Evergreen	0.00	1200	2200		24/02/2023	24/02/2028	E SP2020 E SP2020	SP2020 Sprint Colour SP2020 Sprint Colour	2020-7498	AREG000065 AREG000067		Room 609	
				I	Inhouse Re	. 0.00	1200	2200		24/02/2023	24/02/2028	► SP2020	SP2020 Sprint Colour	2020-9872	AREG000067 AREG000068		Room 541	
				L	Loan	0.00	1200	2200		24/02/2023	24/02/2028	B SP2020     B SP2020	SP2020 Sprint Colour		AREG000088		Room 136	
	Documents			N	Insurance	0.00	1203	2203		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-3020	AREG000070		Room 852	
				R	Bank Rental	0.00	1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour		AREG000072		Room 147	
				REN	Standard R	. 0.00		2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	. 2020-8652	AREG000073		Room 145	
	Hold History			s	Service	0.00		2101		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour		AREG000074		Room 325	
	Hold History			w	Renew Fee	0.00	1130	2130		24/02/2023	24/02/2028							
s	Suspend Hist	bry																
s	Suspend Hist	tory			SumilerCode 9		100	FinanceAm	aust OrderN	in Isactive	AmendDate							
s	Suspend Hist	tory	4		SupplierCode Si	 upplierName ]:		FinanceAmo	ount OrderN	lo IsActive	AmendDate							
	Suspend Hist	ory			0 1		inancing	-		0								
Pro	ocessing	tory	•		0 1	3	Inancing	-	( <b>D</b> )	0	-							
Pro		tory	•		0 1	3	Inancing	-	(D): 500.00 PO7458	(D): 8 Yes								
Pro	ocessing	tory	•		0 1	3	Inancing	-	0.00	ID: No No No								
Pro	rocessing		•		0 1	3	Inancing	-	0.00 PO7458 0.00 0.00	Ves No No								
Pro	ocessing		•		0 1	3	inanding	-	0.00 PO7458 0.00 0.00 0.00 0.00	ID: No No No								
Pro	rocessing		•		0 1	3	inancing	-	0.00 PO7458 0.00 0.00 0.00 0.00	ID: No No No								
Pro	rocessing		• • •		0x 0 DAF001 0	] ffice Automation F		- 1,1	0.00 PO7458 0.00 0.00 0.00 0.00	ID: No No No								
Pro	rocessing		•		0 1	] ffice Automation F		- 1,1	0.00 PO7458 0.00 0.00 0.00 0.00	ID: No No No								

#### **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.



	Back Save Lay	yout V	•	aces																
rocess Links		Format #		egate										× Drag a colum	n header here to group by th	vat column				////
Enter 1	text to search	٩	м	arked	FeeTyp	e FeeType	Desc Charge	Amo A	ccountCode	COSAccoun	InvoiceDesc.	StartDate	EndDate	PartCode	Description	SerialNo	AssetRegNo	LocationDesc	Location	
Fun	ictions		۴	8	1 <b>0</b> 0	100	-	4	<b>0</b> ¢	1 <b>0</b> :	1 <b>0</b> 0	-	-	P (D)	10:	0	0	0	(D)	
	cuono		•		A	Admin Fe	e	0.00 1	130	2130		24/02/2023	24/02/2028				AREG000065		Room 105	
N	otes				E	Evergree		0.00 1		2200		24/02/2023	24/02/2028	E SP202	SP2020 Sprint Colour	2020-9872	AREG000067		Room 609	
					I	Inhouse	Re	0.00 1		2200		24/02/2023	24/02/2028	E SP202			AREG000068		Room 541	
		- 1			L	Loan		0.00 1		2200		24/02/2023	24/02/2028	E SP202	SP2020 Sprint Colour	. 2020-5020	AREG000070		Room 136	
De					N	Insuranc		0.00 1		2203		24/02/2023	24/02/2028	E SP202	SP2020 Sprint Colour	. 2020-1144	AREG000071		Room 852	
					R	Bank Rer		0.00 1		2200		24/02/2023	24/02/2028		SP2020 Sprint Colour	. 2020-2698	AREG000072		Room 147	
					REN	Standard	R	0.00 1		2200 2101		24/02/2023 24/02/2023	24/02/2028 24/02/2028	⊞ SP202	SP2020 Sprint Colour	. 2020-8652	AREG000073		Room 145	
н	old History			- 2	w	Renew F		0.00 1		2101		24/02/2023	24/02/2028	⊞ SP202	SP2020 Sprint Colour	. 2020-0056	AREG000074		Room 325	
	uspend History											2902/2023	24/02/2028	•						
	uspend History											29022023	24/02/2028	*						
	uspend History			arked	MeterCode	Description	MinBilling	MinQuan	tity Accou	intCode CO	SAccountCode	EscalationPe		• •						
s				arked	MeterCode	Description	MinBilling =	MinQuan	tty Accou	intCode CO				• •						
s	uspend History Incessing						-	-				EscalationPe	eriod Escala	»						
S. Pro	cessing		T M		Kono Colour	(D)	-	-	8000 1101 0 1101	210	01	EscalationPe	eriod Escala = 12 Percer 12 Percer	* tior nta						
S. Pro			M 9 10 10 10 10 10 10 10 10 10 10 10 10 10	×	Mono Colour MonoA3	Mono meter Process	2,000.00	-	8000 1101 0 1101 0 1101	210 210 210 210	)1 )1 )1	EscalationPe	eriod Escala = 12 Percer 12 Percer 12 Percer	* tion ntas						
S. Pro	cessing		M 9 10 10 10 10 10 10 10 10 10 10 10 10 10		Mono Colour MonoA3 ColourA3	Mono meter Process Add a lev	2,000.00	-	8000 1101 0 1101 0 1101 0 1101	210 210 210 210 210	01 01 01 01	EscalationPe	eriod Escala = 12 Percer 12 Percer 12 Percer 12 Percer	* tion ntas ntas						
Su Pro	cessing		M 9 10 10 10 10 10 10 10 10 10 10 10 10 10		Mono Colour MonoA3	Mono meter Process	= 2,000.00	-	8000 1101 0 1101 0 1101	210 210 210 210	01 01 01 01	EscalationPe	eriod Escala = 12 Percer 12 Percer 12 Percer	* tion ntas ntas						
Su Pro In	rcessing		M 9 10 10 10 10 10 10 10 10 10 10 10 10 10		Mono Colour MonoA3 ColourA3	Mono meter Process Add Add a lev Delete	= 2,000.00	-	8000 1101 0 1101 0 1101 0 1101	210 210 210 210 210	01 01 01 01	EscalationPe	eriod Escala = 12 Percer 12 Percer 12 Percer 12 Percer	* tion ntas ntas						
Su Pro In	rcessing		M 9 10 10 10 10 10 10 10 10 10 10 10 10 10		Mono Colour MonoA3 ColourA3	Mono meter Process Add Add a lev Delete	= 2,000.00	-	8000 1101 0 1101 0 1101 0 1101	210 210 210 210 210	01 01 01 01	EscalationPe	riod Escala = 12 Percer 12 Percer 12 Percer 12 Percer	* tion ntas ntas						

#### Add Meter Levels - For A Meter with Minimum Billing

- The *Meter Charges* frame will be expanded.
  - 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 <u>standard</u> <u>meter</u> 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.
- 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.



Back Save Lays	out Wo	rkspaces															
inks	# A	ggregate								# ×							
nter text to search	P	Marked	FeeType		sc ChargeAm			InvoiceDesc	StartDate	EndDate	PartCode	Description	SerialNo	AssetRegNo	LocationDesc	Location	:
Functions	٩		×0:	1 <b>0</b> 0	-	×0×	1 <b>0</b> :	(0)	-	-	7 (0:	(D):	10:	(D:	(D)	10:	
unccons	•		A	Admin Fee	0	.00 1130	2130		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-7498	AREG000065		Room 105	
Notes			E	Evergreen		.00 1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-9872	AREG000067		Room 609	
			I	Inhouse Re	C	.00 1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-6278	AREG000068		Room 541	
			L	Loan	0	.00 1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-5020	AREG000070		Room 136	
Documents			N	Insurance	0	.00 1203	2203		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-1144	AREG000071		Room 852	
			R	Bank Renta	1 0	.00 1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-2698	AREG000072		Room 147	
			REN	Standard R		.00 1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-8652	AREG000073		Room 145	
			S	Service	0	.00 1101	2101		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-0056	AREG000074		Room 325	
Hold History Suspend History			W	Renew Fee		1.00 1130	2130		24/02/2023	24/02/2028	•						
			W	Renew Fee					24/02/2023	24/02/2028							
	•		W		-			SAccountCode	EscalationPer	•							
Suspend History	•	Marked		Description	-	nQuantity Ac	countCode CO			•							
Suspend History		Marked	MeterCode	Description	inBiling Mi	nQuantity Ac	countCode CO k ID		EscalationPer	riod Escalabi							
Suspend History Processing		Marked	MeterCode *0:	Description ( <b>0</b> : Mono meter		nQuantity Ac	countCode CO k ID		EscalationPer	riod Escalabi							
Suspend History		Marked	MeterCode *D: Mono	Description ( <b>0</b> : Mono meter		nQuantity Ac 8000 11	countCode CO k ID		EscalationPer	riod Escalabi							
Suspend History Processing		Marked	MeterCode II: Mono gregate Charge romQuantity	Description II: Mono meter s	1inBilling Me 2,000.00 FinanceAm	nQuantity Ac 8000 11	countCode CO k ID		EscalationPer	riod Escalabi							
Suspend History Processing Invoices		Marked	MeterCode II: Mono gregate Charge romQuantity	Description III: Mono meter S UnitCharge	1inBilling Me 2,000.00 FinanceAm	nQuantity Ac 8000 11 ount	countCode CO k Q 01 210	: 01	EscalationPer	riod Escalabi							
Suspend History Processing		Marked	MeterCode • 0: Mono gregate Charge romQuantity	Description IC: Mono meter LunitCharge 0 0.1	1inBilling Mi 2,000.00 FinanceAm 20	nQuantity Ac 9000 11 0.1	countCode CO k J 01 210 01 210	: 01 01	EscalationPer	riod Escalation							
Suspend History Processing Invoices		Marked	MeterCode • 0: Mono gregate Charge romQuantity Colour	Description Construction Description Description Description Mono meter S LinitCharge 0 0 0 0 0 0 0 0 0 0 0 0 0	Institution         Ma           2,000.00         FinanceAm           00         0.00	nQuantity Ac 9000 11 0.1 € 0 11	countCode CO k 1 01 214 01 214 01 214	: 01 01 01	EscalationPer	riod Escalation							
Suspend History Processing Invoices		Marked	MeterCode •©: Mono gregate Charge gregate Charge Colour MonoA3	Description III: Mono meter UnitCharge UnitCharge 0 0.3 Colour Meter Mono A3	4inBiling Ma 2,000.00 FinanceAm 20 0.00 0.00	nQuantity Acc 8000 11 0.4 0 0 11 11	countCode CO k 1 01 214 01 214 01 214	: 01 01 01	EscalationPer	niod Escalation 12 Perc 12 Perc 12 Perc							
Suspend History Processing Invoices		Marked	MeterCode •©: Mono gregate Charge gregate Charge Colour MonoA3	Description III: Mono meter UnitCharge UnitCharge 0 0.3 Colour Meter Mono A3	4inBiling Ma 2,000.00 FinanceAm 20 0.00 0.00	nQuantity Acc 8000 11 0.4 0 0 11 11	countCode CO k 1 01 214 01 214 01 214	: 01 01 01	EscalationPer	niod Escalation 12 Perc 12 Perc 12 Perc							

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.
  - 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.
  - 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.

	ock Save Layo	nent / Lo out Wo		Contract	Finance / HR	Inventory	Maintenance / I	Projects Man	ufacturing F	Procurement	Sales Se	ervice Reporti	ing Utilities					-	8
Links		# A	ggregate								# X								
Enter tex	xt to search	ρ	Marked	FeeType	FeeTypeDe	sc ChargeAmo	AccountCor	de COSAccoun	InvoiceDesc	StartDate	EndDate	PartCode	Description	SerialNo	AssetRegNo	LocationDesc	Location		Sh
Funct	tions	٣		×0:	×0:	-	4 <b>0</b> 4	×0:	( <b>D</b> )	-	-	9 ID:	0:	ill:	ID:	*D:	+Q:		-0
runci	CIONS	•		A	Admin Fee	0.	00 1130	2130		24/02/2023	24/02/2028	▶ E SP2020	SP2020 Sprint Colour	2020-7498	AREG000065		Room 105		Pl
Note				E	Evergreen	0.	00 1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-9872	AREG000067		Room 609		Pk
				1	Inhouse Re	0.	00 1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-6278	AREG000068		Room 541		Pk
				L	Loan	0.	00 1200	2200		24/02/2023	24/02/2028		SP2020 Sprint Colour	2020-5020	AREG000070		Room 136		Pl
Dog				N	Insurance		00 1203	2203		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-1144	AREG000071		Room 852		P
				R	Bank Renta		00 1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-2698	AREG000072		Room 147		P
				REN	Standard R		00 1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-8652	AREG000073		Room 145		P
	l History pend History			S W	Service Renew Fee		00 1101	2101 2130		24/02/2023 24/02/2023	24/02/2028 24/02/2028	⊞ SP2020 ●	SP2020 Sprint Colour	2020-0056	AREG000074		Room 325		PI
				w	Renew Fee	0.	00 1130	2130	EArrount Cada	24/02/2023	24/02/2028	€ SP2020	SP2020 Sprint Colour	2020-0056	AREG000074		Room 325		P
			Marked	W MeterCode	Renew Fee	0.	Quantity Ac	2130 countCode CO	SAccountCode	24/02/2023 EscalationPe	24/02/2028 + eriod Escalat	€ SP2020	SP2020 Sprint Colour	2020-0056	AREG000074		Room 325		F
Susp			Marked	W MeterCode	Renew Fee	inBiling Min	Quantity Ac	2130 countCode CO		24/02/2023	24/02/2028	€ SP2020	SP2020 Sprint Colour	2020-0056	AREG000074		Room 325		P
Susp	pend History		Marked	W MeterCode Code	Renew Fee Description	0.	Quantity Ac	2130 countCode CO		24/02/2023 EscalationPe	24/02/2028 + eriod Escalat	€ SP2020	SP2020 Sprint Colour	2020-0056	AREG000074		Room 325		P
Susp	pend History essing		Marked	W MeterCode Code Mono gregate Charge	Renew Fee Description I G Mono meter s	110881ing Min  0.00	Quantity Ac	2130 countCode CO		24/02/2023 EscalationPe	24/02/2028	€ SP2020	SP2020 Sprint Colour	2020-0056	AREG000074		Room 325		P
Susp	pend History essing		Marked	W MeterCode II: Mono gregate Charge fromQuantity	Renew Fee Description	InBilling Min 0.00	Quantity Ac	2130 countCode CO		24/02/2023 EscalationPe	24/02/2028	€ SP2020	SP2020 Sprint Colour	2020-0056	AREG000074		Room 325		P
Susp Proce	essing		Marked	W MeterCode II: Mono gregate Charge fromQuantity	Renew Fee Description Control	InBilling Min 0.00	Quantity Ac	2130 countCode CO k 0 01 210	c D1	24/02/2023 EscalationPe	24/02/2028	€ SP2020	SP2020 Sprint Colour	2020-0056	AREG000074		Room 325		P
Susp Proce	pend History essing		Marked	W MeterCode •0: Mono gregate Charge fromQuantity	Renew Fee	InBiling Min 0.00 FinanceAmo	00 1130 Quantity Ac 0 1130	2130 countCode CO k OD 01 210 01 210	c D1	24/02/2023 EscalationPe	24/02/2028	€ SP2020	SP2020 Sprint Colour	2020-0056	AREG000074		Room 325		P
Susp Proce	essing		Marked	W MeterCode •0: Mono gregate Charge fromQuantity Colour	Renew Fee	InBiling Min FinanceAmc 0.00	Quantity Acc Quantity Acc 0 11 11 0.500 0 11	2130 countCode CO k 40 01 210 01 210 01 210	c D1 D1 D1 D1	24/02/2023 EscalationPe	24/02/2028	€ SP2020	SP2020 Sprint Colour	2020-0056	AREG000074		Room 325		P
Susp Proce	essing		Marked	W MeterCode Calour Mono Colour MonoA3	Renew Fee Description G Mono meter UnitCharge 0 0.100 Colour Meter Mono A3		Quantity Acc 0 1130 Quantity Acc 11 0 11 0 11 0 11 0 11	2130 countCode CO k 40 01 210 01 210 01 210	c D1 D1 D1 D1	24/02/2023 EscalationPe	eriod Escalat 12 Perc 12 Perc 12 Perc	€ SP2020	SP2020 Sprint Colour	2020-0056	AREG000074		Room 325		P
Susp Proce	essing		Marked	W MeterCode Calour Mono Colour MonoA3	Renew Fee Description		Quantity Acc 0 1130 Quantity Acc 11 0 11 0 11 0 11 0 11	2130 countCode CO k 40 01 210 01 210 01 210	c D1 D1 D1 D1	24/02/2023 EscalationPe	eriod Escalat 12 Perc 12 Perc 12 Perc	€ SP2020	SP2020 Sprint Colour	2020-0056	AREG000074		Room 325		P

# Add an Additional Charge Level

- Right click anywhere in the row of the item that you wish to add anothermeter 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.



	ipment / I	Locations	Contract	Finance / HR	Inventory N	laintenance / Pro	ojects Man	ufacturing I	Procurement	Sales Se	ervice Reporti	ng Ublities					- 6
	syout W	Vorkspaces															
rocess a	Format	Aggregat	4   P							ά X							1
Enter text to search	P	Marked	FeeType	FeeTypeDer	c ChargeAmo	AccountCode	COSAccoun	InvoiceDesc.	StartDate	EndDate	brag a countri	header here to group by the					
Functions		۲ 🗵	×0:	1 <b>0</b> 0	-	•0:	× <b>D</b> :	×0:	-	-	PartCode	Description	SerialNo *0:	Assetkegivo	LocationDesc	+D:	
Functions		•	A	Admin Fee	0.0	0 1130	2130		24/02/2023	24/02/2028				-	PUC	Room 105	
Notes			E	Evergreen .	. 0.0	0 1200	2200		24/02/2023	24/02/2028		SP2020 Sprint Colour SP2020 Sprint Colour	2020-7498 2020-9872	AREG000065 AREG000067		Room 609	
			I	Inhouse Re.	0.0	0 1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-9872	AREG000067 AREG000068		Room 541	
			] L	Loan	0.0	0 1200	2200		24/02/2023	24/02/2028		SP2020 Sprint Colour SP2020 Sprint Colour	2020-6278	AREG000068 AREG000070		Room 136	
Documents			N	Insurance	0.0	0 1203	2203		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-3020	AREG000070		Room 852	
			R	Bank Rental	0.0	0 1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-2698	AREG000072		Room 147	
			REN	Standard R.	0.0	0 1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-8652	AREG000072		Room 145	
Hold History			s	Service		0 1101	2101		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-0056	AREG000074		Room 325	
			W	Renew Fee	0.0	0 1130	2130										
Suspend History							2130		24/02/2023	24/02/2028	•						
		<	MeterCode	Description M	inBilling MinQ	uantity Acco	untCode CO	SAccountCode	EscalationPe	riod Escalat							
Suspend History	- II-	Marked	(D)	Description M	inBiling MinQ	uantity Acco	untCode CO			riod Escalat							
Suspend History	- II-	Marked	Mono	Description M r©: r Mono meter	inBilling MinQ	uantity Acco	untCode CO		EscalationPe	riod Escalat							
Suspend History	- II-	Marked	Mono ggregate Charge	Description M r0: r Mono meter	inBilling MinQ = = 0.00	uantity Account	untCode CO		EscalationPe	riod Escalat							
Suspend History Processing	- II-	Marked	Mono ggregate Charge FromQuantity	Description M r@: c Mono meter s UnitCharge	inBilling MinQ 0.00 FinanceAmou	uantity Account of the second	untCode CO		EscalationPe	riod Escalat							
Suspend History Processing	- II-	Marked P	Mono ggregate Charge FromQuantity	Description M To: Monometer S UnitCharge 0 0.10	inBilling MinQ 0.00 FinanceAmou 0 0	uantity Accor 0 - 1101 nt .500 - P	untCode CO		EscalationPe	riod Escalat = * 12 Perc							
Suspend History Processing	- II-	Marked P	Mono ggregate Charge FromQuantity Colour	Description M s Monometer s UnitCharge 0 0.10 Colour Meter	inBilling MinQ 0.00 FinanceAmou 0 0.00	uantity Accor 0   1101 nt .500   0 11	untCode CO		EscalationPe	riod Escalat							
Suspend History Processing Invoices	- II-	Marked P	Mono ggregate Charge FromQuantity	Description M To: Monometer S UnitCharge 0 0.10	inBilling MinQ 0.00 FinanceAmou 0 0	uantity Accos 0 € 1101 nt .500 € 0 11	untCode CO I 21/ rocess	21	EscalationPe	riod Escalat = * 12 Perc							
Suspend History Processing Invoices	- II-	Marked P A A A A A A A A A A A A A	Mono ggregate Charge FromQuantity Colour MonoA3	Description M rg: c Monometer UnitCharge 0 0.10 Colour Meter Mono A3	inBiling MinQ 0.00	Accos 0 1101 0 11 0 11	untCode CO ·D · 211 rocess Add a level Delete	21	EscalationPe	riod Escalat = 12 Perc 12 Perc 12 Perc 12 Perc							

- 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.



Back Save Layout	t Works	_															
inks a		regate								# ×	Drag a column						
nter text to search J	M	larked	FeeType		esc ChargeAn			InvoiceDesc.	StartDate	EndDate	PartCode	Description	SerialNo	AssetRegNo	LocationDesc	Location	
Functions	Y		×0:	100		0	1 <b>0</b> 1	10:			T 10:	( <b>D</b> )	(0)	(0)	4 <b>0</b> 0	4 <b>0</b> 0	
	•		A	Admin Fee		0.00 1130	2130		24/02/2023	24/02/2028	▶   SP2020	SP2020 Sprint Colour	2020-7498	AREG000065		Room 105	
Notes			E	Evergreen		0.00 1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-9872	AREG000067		Room 609	
			1	Inhouse R		0.00 1200	2200		24/02/2023	24/02/2028	⊞ SP2020	SP2020 Sprint Colour	2020-6278	AREG000068		Room 541	
			L	Loan		0.00 1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-5020	AREG000070		Room 136	
			N	Insurance		0.00 1203	2203		24/02/2023	24/02/2028	⊞ SP2020	SP2020 Sprint Colour	2020-1144	AREG000071		Room 852	
			R	Bank Rent		0.00 1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-2698	AREG000072		Room 147	
			REN	Standard P		0.00 1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-8652	AREG000073		Room 145	
			S	Service		0.00 1101	2101		24/02/2023	24/02/2028		SP2020 Sprint Colour	2020-0056	AREG000074		Room 325	
Hold History Suspend History			W	Renew Fer		0.00 1130	2130		24/02/2023	24/02/2028	•						
			W	Renew Fer	-		2130		24/02/2023	24/02/2028							
	м	larked	MeterCode	Description	MinBilling M	inQuantity Acco	xuntCode CC	ISAccountCode	EscalationPe	riod Escalat							
Suspend History	• M	larked			MinBilling M	inQuantity Acci	xuntCode CC			Þ							
	м	larked	MeterCode	Description	MinBilling M	inQuantity Acco	xuntCode CC		EscalationPe	riod Escalat							
Suspend History Processing	• M	larked	MeterCode 10:	Description (Q: Mono meter	MinBilling M	inQuantity Acci	xuntCode CC		EscalationPe	riod Escalat							
Suspend History	• M	larked	MeterCode *Q: Mono	Description	MinBilling M 0.00 FinanceAn	inQuantity Acco • Q • Q • 110 nount	xuntCode CC		EscalationPe	riod Escalat							
Suspend History Processing	• M	larked	MeterCode C Mono regate Charges cmQuantity	Description	MinBilling M 0.00 FinanceAn 00	inQuantity Acco • 0 + 110 nount 0.500	xuntCode CC		EscalationPe	riod Escalat							
Suspend History Processing Invokes	• M	larked	MeterCode C Mono regate Charges cmQuantity	Description	MinBilling M 0.00 FinanceAn 00	inQuantity Acco • Q • Q • 110 nount	xuntCode CC		EscalationPe	riod Escalat							
Suspend History Processing	• M	larked	MeterCode ©: Mono regate Charges pmQuantity 150	Description	MinBilling M 0.00 FinanceAn 00	inQuantity Acco • 0 + 110 nount 0.500	suntCode CC II 21	c D1	EscalationPe	riod Escalat							
Suspend History Processing Invokes	• M	larked	MeterCode ©: Mono regate Charges pmQuantity 150	Description Mono meter UnitCharge 0 0 0 0 0 0 0 0 0	MinBiling M o.00 FinanceAn 00 50	inQuantity Acco 0 = 110 nount 0.500 0.000 =	xuntCode CC 1 21/ 1 21/	c D1 D1	EscalationPe	riod Escalat							
Suspend History Processing Invokes	• M	larked Agg	MeterCode *D: Mono regate Charges mQuantity 150 Colour	Description  Constant of the second s	MinBilling M =	inQuantity • 0 € 110 nount 0.500 0.000 € 0 110	untCode CO 1 21	c D1 D1	EscalationPe	riod Escalat							
Suspend History Processing Invokes	• M	larked	MeterCode *D: Mono regate Charges mQuantity 150 Colour	Description  Constant of the second s	MinBilling M =	inQuantity • 0 € 110 nount 0.500 0.000 € 0 110	untCode CO 1 21	c D1 D1	EscalationPe	riod Escalat							

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

Pro	Back Save Layout	•																		
Li	nks a	Aggre	gate							ά×										
En	ter text to search P	arke	d	fldFeeType	fldFeeTypeDesc	fidChargeAm	ount fid	AccountCode	fide	OSAccountCode		artCod		Description	SerialNo	Categor			ModelNo	
	Functions	9		1 <b>0</b> 0	a <b>B</b> C	-	-0		880	*	9 1		)e	allc	senaivo #Cc	categori HDc	/Desc		nodelvo	
	Functions			E	Evergreen Rental		0.00 12	02				- 10 - 10 - 10 - 10 - 10 - 10 - 10 - 10	000.050	SP2020 Sprint MF					SP2020	
	Notes			L	Loan		0.00 12	00					20MFC	-	10 Jan 201 1999 199		e		5P2020	_
				R	Bank Rental		0.00 12	04		U			tem Fees			Item Contacts				
				S	Service		350.00 11	01	210	1		•	Marked	MeterCode	StartReading	ReadingDate	Minbilling =		MinQuant	.ty
1	Documents			I	Inhouse Rental		0.00 12	01		-		1.1			048		1770			
												-	1000			10/10/2019		0.00		
		+ =		5						F.		•		Colour	0.00	10/10/2019		0.00		
1	Hold History	fidi	Marked	fidMeterCode	fldDescription	fidMinBilling	fidMinQuant	ity fidAccour	tCode	fidCOSAccountCode		1 0000	20MFC	SP2020 Sprint MF	c 2020 00024	Hardwar	2		SP 2020	
	The second s	7		R <b>O</b> C	+ <b>O</b> :	=	=	8 <b>0</b> 0		8 C							-		3F 2020	
		• 🗉	V	Mono	Mono meter	500.00	1	000 1101		2101		115	tem Fees Marked	Item Meters I MeterCode		Item Contacts ReadingDate	MaDilian		MinQuant	
	Suspend History		Acc	regate Charges	1	10.50	105					•	Markeu	indic .	Starokeaurig	RedurigDate	Periodelig		minquari	ity.
	Susperio History				fidUnitCharge	fidFinanceAm	ount fidAme	andDate		1						10/10/2019		0.00		-
					0 50.00		0.00 18/10	/2019						al constant		10/10/2019		0.00		
				200	0.00		0.00 18/10	2019				12			0.00	10/10/2019		0.00		
		E	V	Colour	Colour Meter	0.00		0 1101		2101	*	-		1						Ē
١.	Processing		1000		1.0000000000000000000000000000000000000					lose o				1						
	Frocessing																			
	Invoices																			
		•								Þ										
		Cont	ract In	fo Customer	Info Biling Info	Rental Int	o Aggre	nate			4.0									

#### 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.

Home Equipment /					Maintenanc	e for Contract	( No. : PC00000	003 - Status : I	N - BPO: Versie	on 2.5.1.4 - Exa	mple Company					- 8
Home Equipment /	/Location	Contract	Finance / HR	Inventory	Maintenance / Pro	ojects Mani	ufacturing P	Procurement	Sales Ser	vice Reportir	ng Utilities					- 8
e Back Save Layout	÷	es														
rocess a Forma Links #	Aggreg	- I							# X							
Enter text to search P	Mark		ype FeeTypeDr	esc ChargeAmo	AccountCode	COSAccoun	InvoiceDesc	StartDate	EndDate							1
	<b>y</b>	B 40:	* <b>0</b> :	-	-O-	×0:	( <b>D</b> :	-	-	PartCode	Description	SerialNo		LocationDesc		9
Functions		A 1	Admin Fee	0.	00 1130	2130		24/02/2023	24/02/2028	* 10:	(D)	1 <b>0</b> :	(D)	* <b>D</b> :	-O:	
Notes		<u>Е</u>	Evergreen	0.	00 1200	2200		24/02/2023	24/02/2028	▶ ⊞ SP2020	SP2020 Sprint Colour	2020-7498	AREG000065		Room 105 Room 609	1
inores .		I I	Inhouse Re		00 1200	2200		24/02/2023	24/02/2028		SP2020 Sprint Colour	2020-9872	AREG000067		Room 541	1
		🗆 L	Loan	0.	00 1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-6278	AREG000068		Room 136	
Documents		N	Insurance	0.	00 1203	2203		24/02/2023	24/02/2028		SP2020 Sprint Colour SP2020 Sprint Colour	2020-5020	AREG000070 AREG000071		Room 852	
botomens		🗌 R	Bank Renta	i 0.	00 1200	2200		24/02/2023	24/02/2028	E SP2020 E SP2020	SP2020 Sprint Colour	2020-2698	AREG000071 AREG000072		Room 147	
		REN	Standard R		00 1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-2098	AREG000072		Room 145	
		S S	Service	0.	00 1101	2101		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-0052	AREG000074		Room 325	
Hold History		🗌 w	Renew Fee	0.	00 1130	2130		24/02/2023	24/02/2028		or zozo oprine colour	2020 0000	HILLOODDO / I			
	+ C	ed MeterCod		-					÷							
	Pidrk			MinBilling Min			SAccountCode	EscalationPer	iod Escalati							
Processing	<b>T</b>			-	Quantity Acco	0	k									
	<b>T</b>	- 10×	Mono meter		0	0	k		- 1							
Processing Invoices	•	Mono	Mono meter arges		0 ÷ 1101	0	k		- 1							
Processing	•	Mono Aggregate Chi	Mono meter arges	0.00	0 ÷ 1101	0	k		- 1							
Invokes	•	Mono Aggregate Chi	y UnitCharge		0 (1) 1101 0 (1) 1101 0.500 0.000 (1)	0	k		- 1							
-	•	Mono Aggregate Chi FromQuantit	y UnitCharge 0 0.1		0  1103 0.500 0.000 ESS	0	k 01		- 1							
Invokes	•         •           •         •           •         •           •         •	Aggregate Chi	Image: Noncommetter           arges           y           UnitCharge           0           1500           0.8		0 ⊕ 1101 0 ⊕ 1101 0.500 0.000 ⊕ ess	1 210	01		12 Perc							
Invoices	•         •           •         •           •         •           •         •	Mono Aggregate Chu FromQuantit Colour	V UnitCharge UnitCharge 0 0.1 1500 0.8 Colour Meter	0.00 FinanceAmo 50 0.0 0.0 0.0		1 210	01		12 Perc							
Invoices		Mono Aggregate Chu FromQuantit Colour	V UnitCharge UnitCharge 0 0.1 1500 0.8 Colour Meter		0 ⊕ 1101 0 ⊕ 1101 0.500 0.000 ⊕ ess	1 210 210 210	01		12 Perc 12 Perc 12 Perc							
Invokes		Mono Aggregate Chi FromQuantit Colour MonoA3	V UnitCharge UnitCharge 0 0.1 1500 0.8 Colour Meter			210 210 210	01		12 Perc							

• The selected meter level will now be *removed* from the *Meter Charges* matrix.

										ion 2.5.1.4 - Exa						- 8
Home Equipment	t / Locations	Contract F	Finance / HR	Inventory	Maintenance / Pr	ojects Manu	Ifacturing Pr	rocurement	Sales Se	rvice Reportir	ng Utilities					- 8
Back Save Layout	•															
ocess a Form																
inks # nter text to search P		e FeeType	FeeTypeD	esc ChargeAm	AccountCode	COSAccoun	InvoiceDesc	StartDate	# × EndDate	trag a countri						
	y 関		10:	=	× <b>O</b> :	× <b>O</b> :	( <b>D</b> :	-	=	PartCode	Description	SerialNo		LocationDesc		
Functions			Admin Fee		00 1130	2130		24/02/2023	24/02/2028	1 10:	( <b>D</b> :	1 <b>0</b> :	0	× <b>۵</b> :	-O:	
Notes			Evergreen		00 1200	2200			24/02/2028	▶   SP2020	SP2020 Sprint Colour	2020-7498	AREG000065		Room 105	
Notes			Inhouse R		00 1200	2200		24/02/2023	24/02/2028		SP2020 Sprint Colour	2020-9872	AREG000067		Room 609	
		L	Loan	0	00 1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-6278	AREG000068		Room 541	
Documents		N	Insurance	0	00 1203	2203		24/02/2023	24/02/2028		SP2020 Sprint Colour	2020-5020	AREG000070		Room 136 Room 852	
Documents		R	Bank Rent	al 0	00 1200	2200		24/02/2023	24/02/2028		SP2020 Sprint Colour SP2020 Sprint Colour	2020-1144 2020-2698	AREG000071 AREG000072		Room 147	
		REN	Standard P	<b>٤</b> 0.	00 1200	2200		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour	2020-2698	AREG000072 AREG000073		Room 145	
		s	Service	0.	00 1101	2101		24/02/2023	24/02/2028	E SP2020	SP2020 Sprint Colour		AREG000073 AREG000074		Room 325	
Hold History		w	Renew Fer	ė 0.	00 1130	2130		24/02/2023	24/02/2028		3P2020 Sprint Colour	2020-0030	AREGUUUTY			
									,							
	4 Contraction Marked		Description	MinBilling Min			SAccountCode	EscalationPeri								
Burnardan	Marked	( <b>D</b> )	Description	MinBilling Min	0	(D)		EscalationPeri =	od Escalat	9						
Processing	Marked	( <b>D</b> )	Description	MinBilling Min		(D)										
Processing	Marked	Mono ggregate Charges	Description  Control of the second se	MinBiling Min 	0 🗘 110	(D)			- 1	8						
-	Marked	Mono ggregate Charges FromQuantity	Description	MinBilling Min 	0 🔹 110	(D)			- 1	8						
-	Marked	Mono ggregate Charges	Description	MinBiling Min 	0 🗘 110	(D)			- 1							
-	Marked	Mono ggregate Charges FromQuantity 0	Description	MinBilling Min 	0 🔹 110	1 210	: 01		- 1	8						
Invoices	Marked Marked	Mono ggregate Charges FromQuantity 0 Colour MonoA3	Description  Colour Meter  Mono Meter  UnitCharge  Colour Meter  Mono A3	MinBiling Min ■ 0.00 FinanceAmo 100 0.00 0.00	0 € 110 0.500 0 110 0.500 0 110 0 110 0 110	1 210 1 210 1 210 1 210	: 01 01 01		12 Perc 12 Perc 12 Perc	8						
Invoices	Marked  Marked  Aq  Aq  Aq  Aq  Aq  Aq  Aq  Aq  Aq  A	Mono ggregate Charges FromQuantity 0 Colour MonoA3	Description	MinBilling Min 	0 € 110 unt 0.500 0 110	1 210 1 210 1 210 1 210	: 01 01 01		12 Perc							
Invoices	Marked Marked	Mono ggregate Charges FromQuantity 0 Colour MonoA3	Description  Colour Meter  Mono Meter  UnitCharge  Colour Meter  Mono A3	MinBiling Min ■ 0.00 FinanceAmo 100 0.00 0.00	0 € 110 0.500 0 110 0.500 0 110 0 110 0 110	1 210 1 210 1 210 1 210	: 01 01 01		12 Perc 12 Perc 12 Perc							
Invoices	Marked Marked	Mono ggregate Charges FromQuantity 0 Colour MonoA3	Description  Colour Meter  Mono Meter  UnitCharge  Colour Meter  Mono A3	MinBiling Min ■ 0.00 FinanceAmo 100 0.00 0.00	0 € 110 0.500 0 110 0.500 0 110 0	1 210 1 210 1 210 1 210	: 01 01 01		12 Perc 12 Perc 12 Perc							

• Click on the *Hide* button to close the *Meter Charges* matrix.



Next: Add Contract Item Prepaid Meters or Link Contract Item Inclusions

NUCL.CTRT.004.007