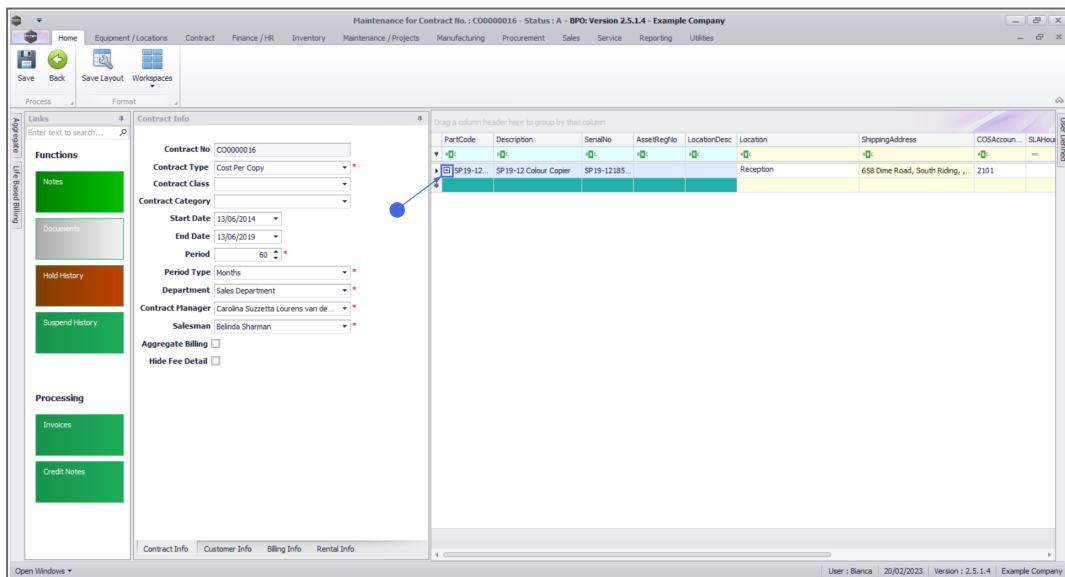


CONTRACT

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 standard meter 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.



The screenshot displays the 'Maintenance for Contract No.: C00000016 - Status: A - BPO: Version 2.5.1.4 - Example Company' window. The 'Contract Info' section on the left contains fields for Contract No., Contract Type (Cost Per Copy), Contract Class, 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 ...), and Salesman (Belinda Sharmen). The 'Aggregate Billing' checkbox is checked, and 'Hide Fee Detail' is unchecked. The main table lists contract items with columns: PartCode, Description, SerialNo, AssetRegNo, LocationDesc, Location, ShippingAddress, COSAccount, and SLA/No. A blue arrow points to the first row of the table.

PartCode	Description	SerialNo	AssetRegNo	LocationDesc	Location	ShippingAddress	COSAccount	SLA/No
SP 19-12	SP 19-12 Colour Copier	SP 19-12185		Reception		658 Dime Road, South Riding, ...	2101	

Item Meters

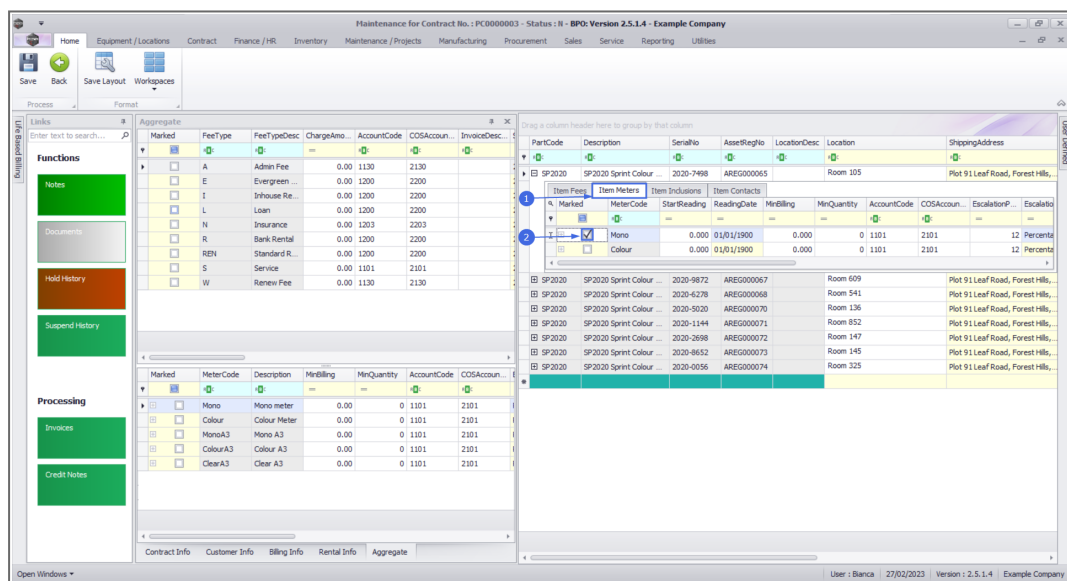
Meters charges can only be configured on Machine Items (assets).

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.

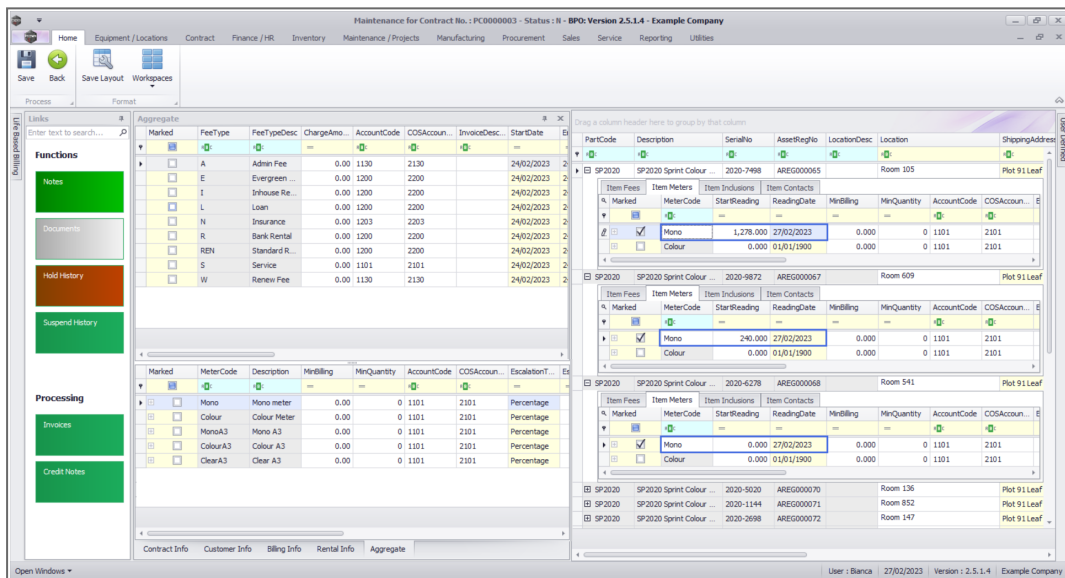
- Click on the **Item Meters** tab.
- **Marked:** Click on the check box in front of the name of the Meter to be billed on this contract.



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

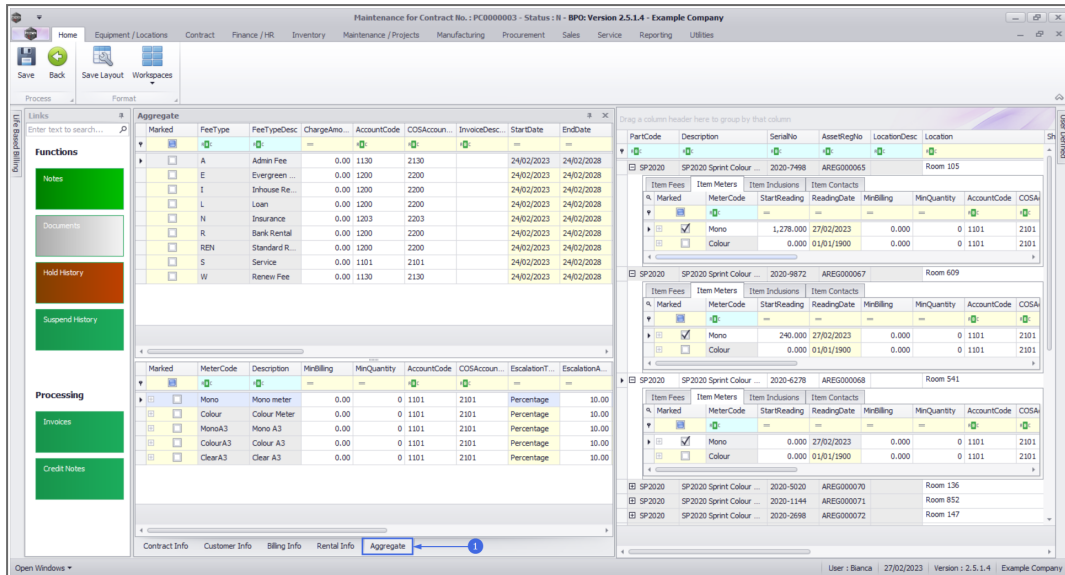
- Marked:** Select the item meters that need to be aggregate in the Item Meters tab on all contract items included in aggregate billing, e.g. if Mono meter is aggregate, select the Mono meter on all contract items included in aggregate billing.
- Start Reading:** Type in the start reading of the meter.
- 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.



AGGREGATE METERS SECTION

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

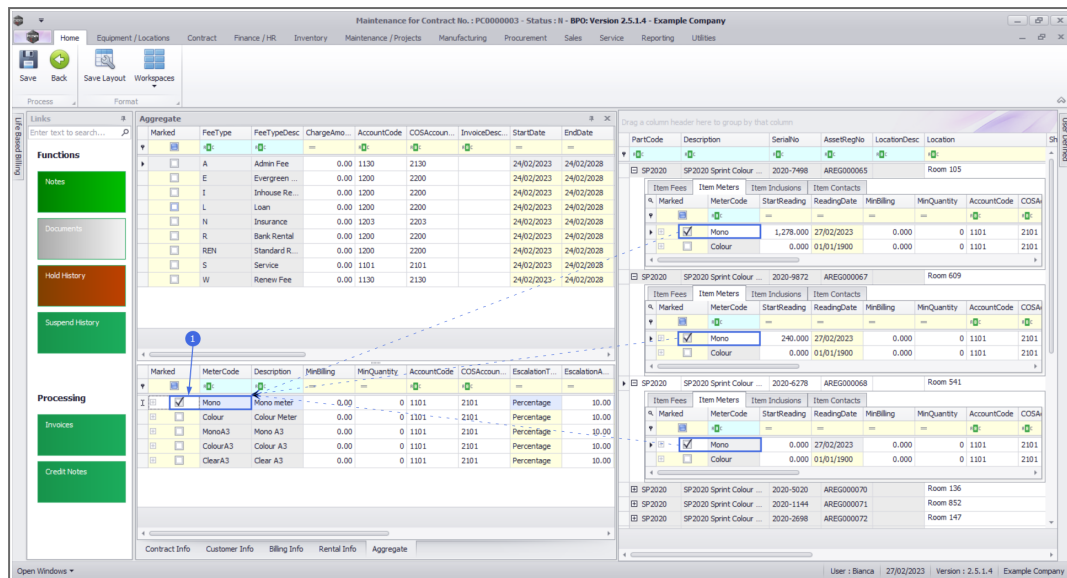


Meter Header and Minimum Billing Details

In the **Aggregate Meters** section.

Populate the following fields:

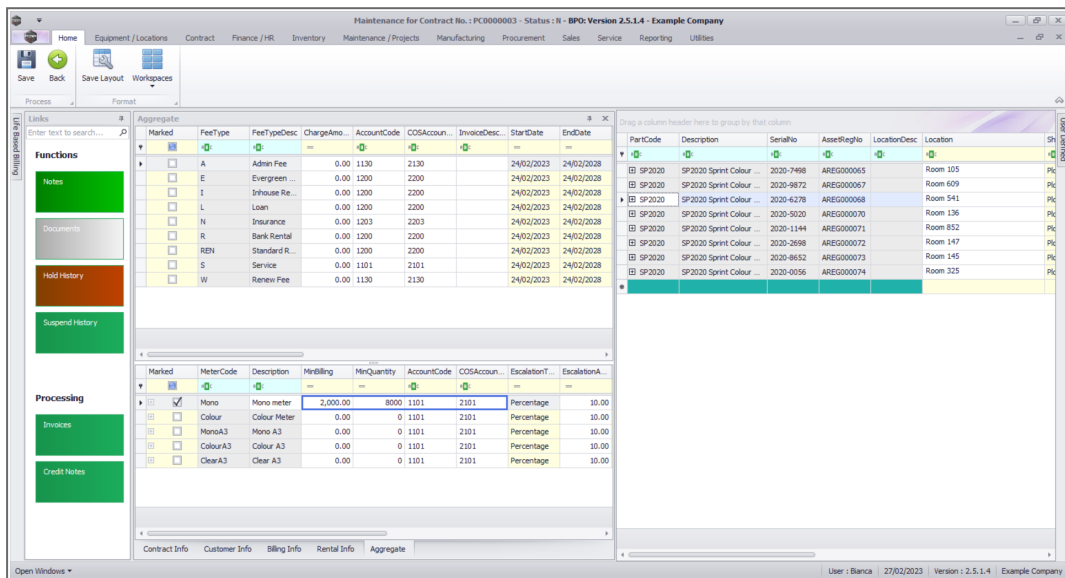
- **Marked:**
 1. Select the same meter type as configured in the in the **Item Meters** frame above.
 - In this image the **Mono** meter has been selected.



- **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 [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.

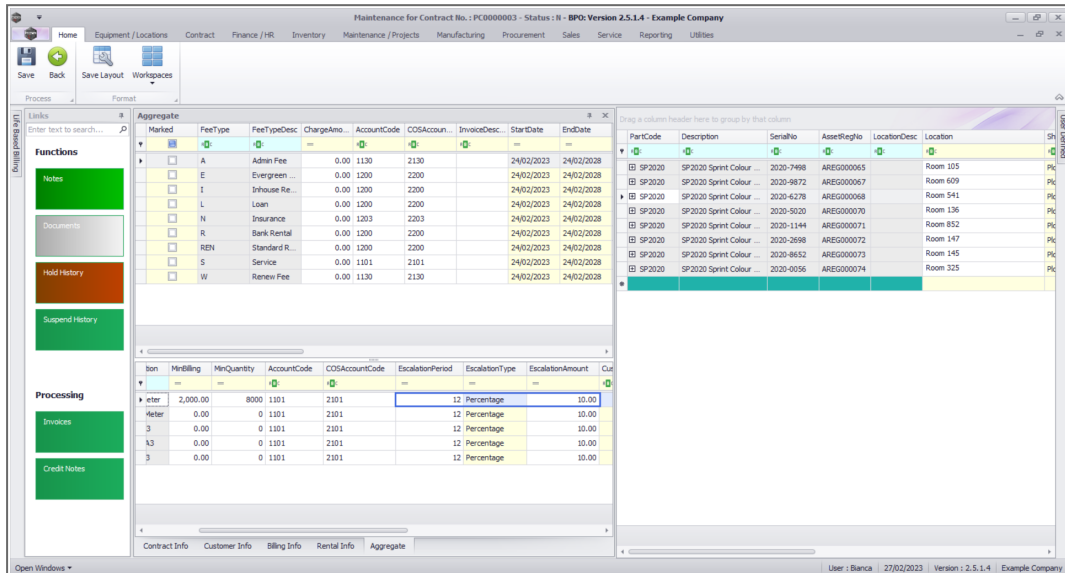


- **Scroll right** to view the remaining columns in this frame.

Escalation Details

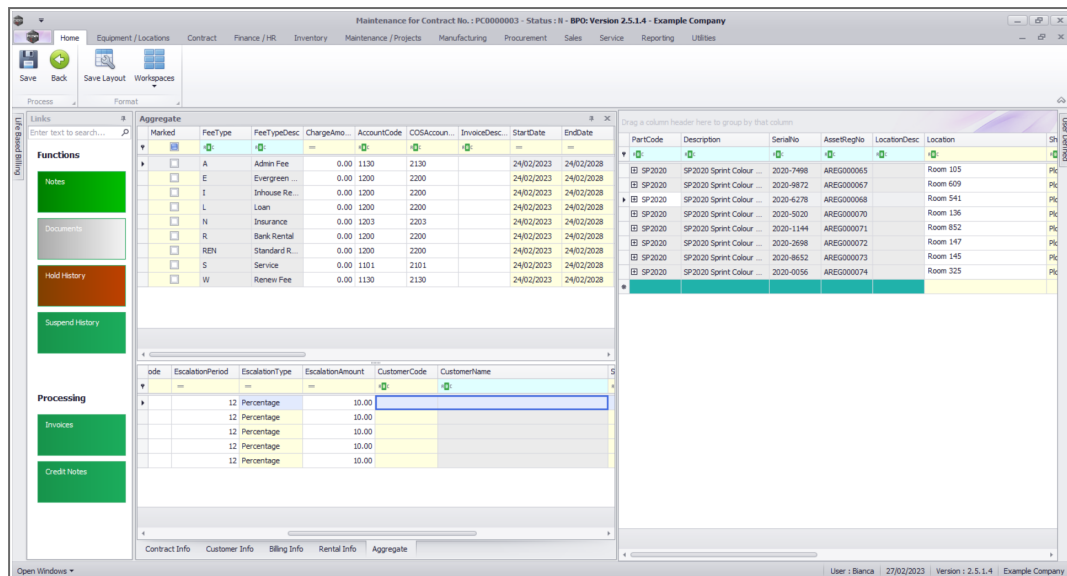
- **Escalation Period:** This will auto populate according to the escalation period recorded in the **Billing Info panel**. You can click on the text boxes and either type in or use the drop-down arrow to select an alternative escalation period if required.
- **Escalation Type:** This will auto populate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

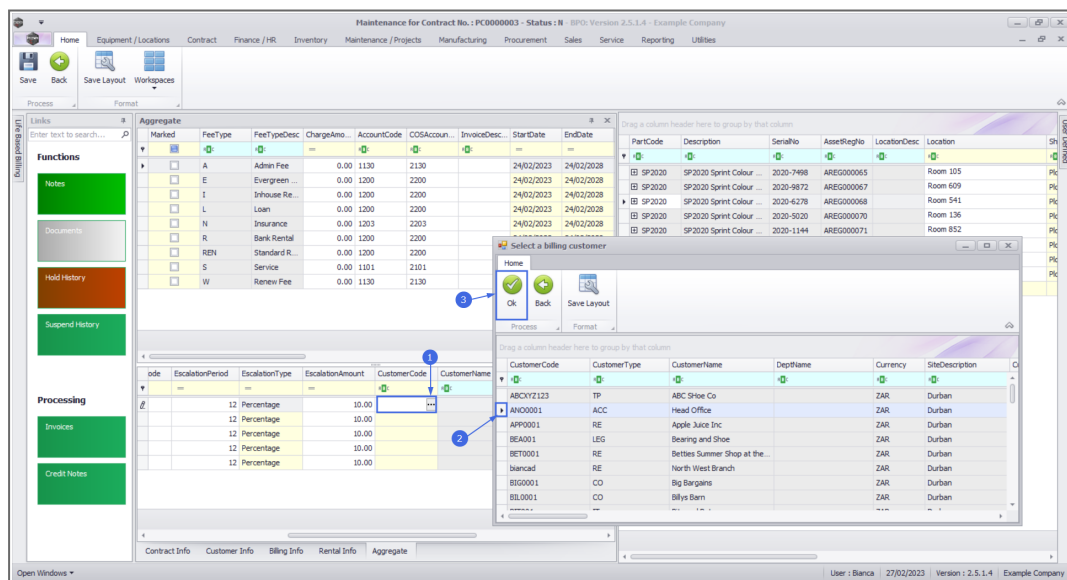
- Only populate these 2 fields if another party (a separate billing customer) is going to pay the **Item Fees** on behalf of the customer.
- If these fields are left blank, **BPO** will bill the customer linked to the contract.
 - **Note 1:** **BPO** only supports different billing customers on an aggregate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



Marked	FeeType	FeeTypeDesc	ChargeAmo	AccountCode	COSAccount	InvoiceDesc	StartDate	EndDate
<input type="checkbox"/>	A	Admin Fee	0.00	1130	2130		24/02/2023	24/02/2028
<input type="checkbox"/>	E	Evergreen ...	0.00	1200	2200		24/02/2023	24/02/2028
<input type="checkbox"/>	I	Inhouse Re...	0.00	1200	2200		24/02/2023	24/02/2028
<input type="checkbox"/>	L	Loan	0.00	1200	2200		24/02/2023	24/02/2028
<input type="checkbox"/>	N	Insurance	0.00	1203	2203		24/02/2023	24/02/2028
<input type="checkbox"/>	R	Bank Rental	0.00	1200	2200		24/02/2023	24/02/2028
<input type="checkbox"/>	REN	Standard R...	0.00	1200	2200		24/02/2023	24/02/2028
<input type="checkbox"/>	S	Service	0.00	1101	2101		24/02/2023	24/02/2028
<input type="checkbox"/>	W	Renew Fee	0.00	1130	2130		24/02/2023	24/02/2028

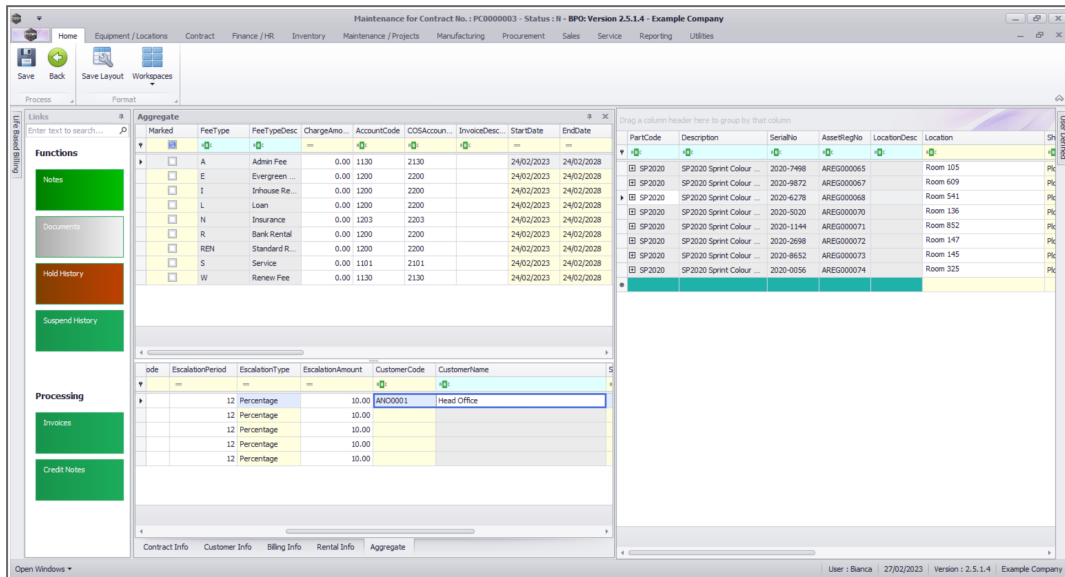
ode	EscalationPeriod	EscalationType	EscalationAmount	CustomerCode	CustomerName
12	Percentage		10.00		
12	Percentage		10.00		
12	Percentage		10.00		
12	Percentage		10.00		
12	Percentage		10.00		

- 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**.



CustomerCode	CustomerType	CustomerName	DeptName	Currency	SiteDescription
ABCVZ123	TP	ABC Shoe Co		ZAR	Durban
ANCO001	ACC	Head Office		ZAR	Durban
ANPO001	RE	Apple Juice Inc		ZAR	Durban
BEAO01	LEG	Beating and Shoe		ZAR	Durban
BETO001	RE	Bettes Summer Shop at the		ZAR	Durban
BLAND	RE	North West Branch		ZAR	Durban
BIG0001	CO	Big Bargains		ZAR	Durban
BIL0001	CO	Biglys Barn		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.

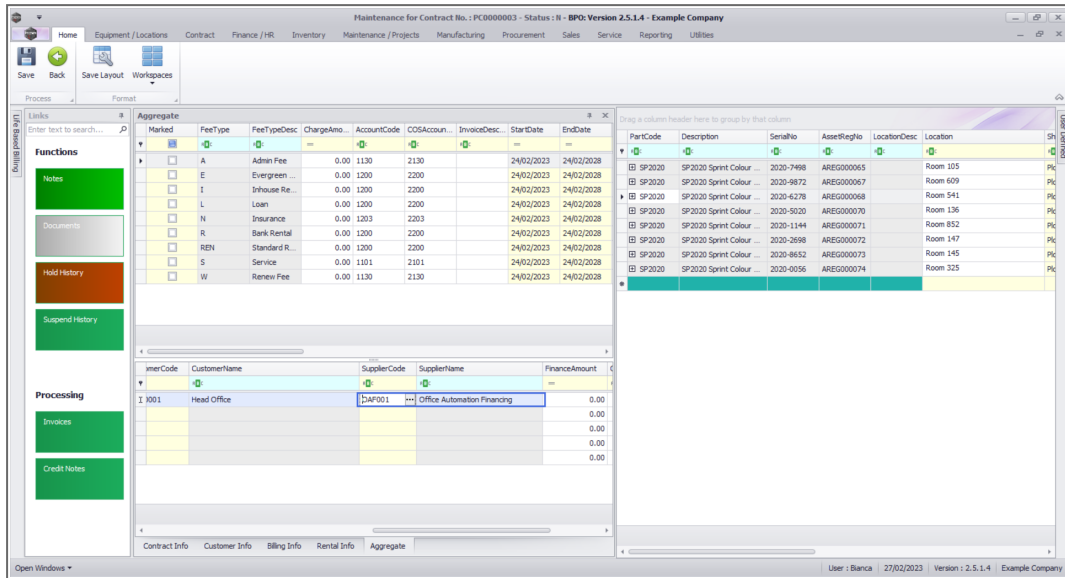


Back to Back / Finance Details

- 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**.

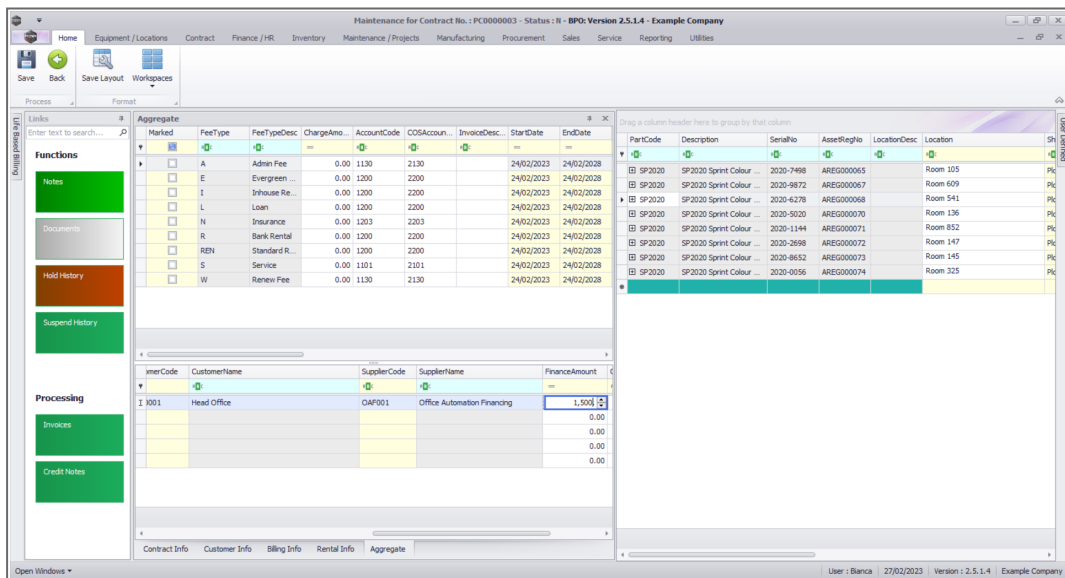
- **Supplier Name:** This will auto populate once the supplier code has been selected.



Marked	FeeType	FeeTypeDesc	ChargeAmo	AccountCode	COSAccount	InvoiceDesc	StarDate	EndDate
<input type="checkbox"/>	A	Admin Fee	0.00	1130	2130		24/02/2023	24/02/2028
<input type="checkbox"/>	E	Evergreen	0.00	1200	2200		24/02/2023	24/02/2028
<input type="checkbox"/>	I	Inhouse Re...	0.00	1200	2200		24/02/2023	24/02/2028
<input type="checkbox"/>	L	Loan	0.00	1200	2200		24/02/2023	24/02/2028
<input type="checkbox"/>	N	Insurance	0.00	1203	2203		24/02/2023	24/02/2028
<input type="checkbox"/>	R	Bank Rental	0.00	1200	2200		24/02/2023	24/02/2028
<input type="checkbox"/>	REN	Standard R...	0.00	1200	2200		24/02/2023	24/02/2028
<input type="checkbox"/>	S	Service	0.00	1101	2101		24/02/2023	24/02/2028
<input type="checkbox"/>	W	Renew Fee	0.00	1130	2130		24/02/2023	24/02/2028

InnerCode	CustomerName	SupplierCode	SupplierName	FinanceAmount
I 1001	Head Office	0AF001	Office Automation Financing	0.00
				0.00
				0.00
				0.00

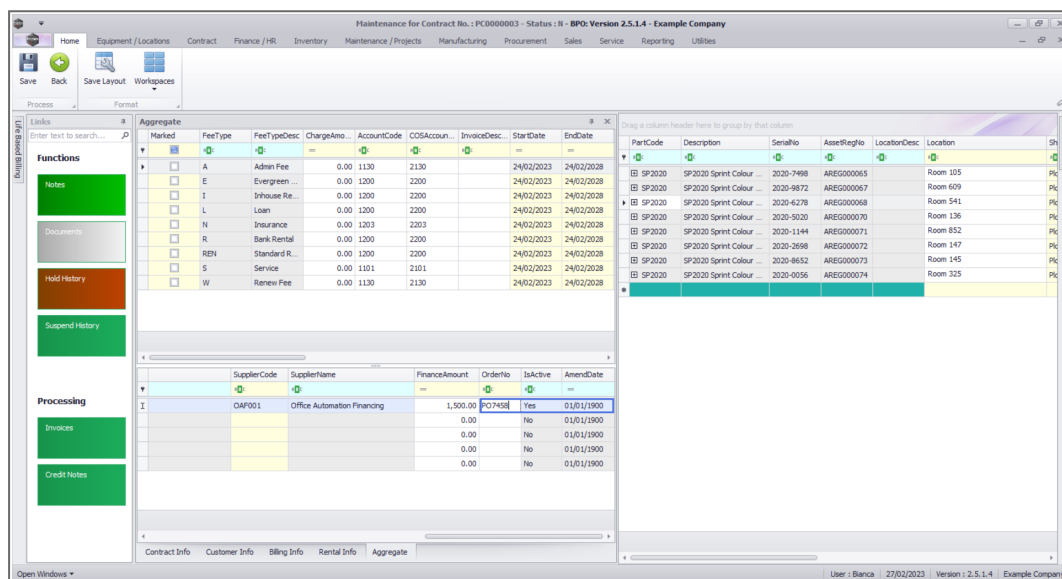
- **Finance Amount:** Click in this text box and either type in or use the arrow indicators to select the finance amount.
- **Note:** The finance amount for aggregate meters should be set so as to cover the charge for all contract items for this meter type.



InnerCode	CustomerName	SupplierCode	SupplierName	FinanceAmount
I 1001	Head Office	0AF001	Office Automation Financing	1,500.00
				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.

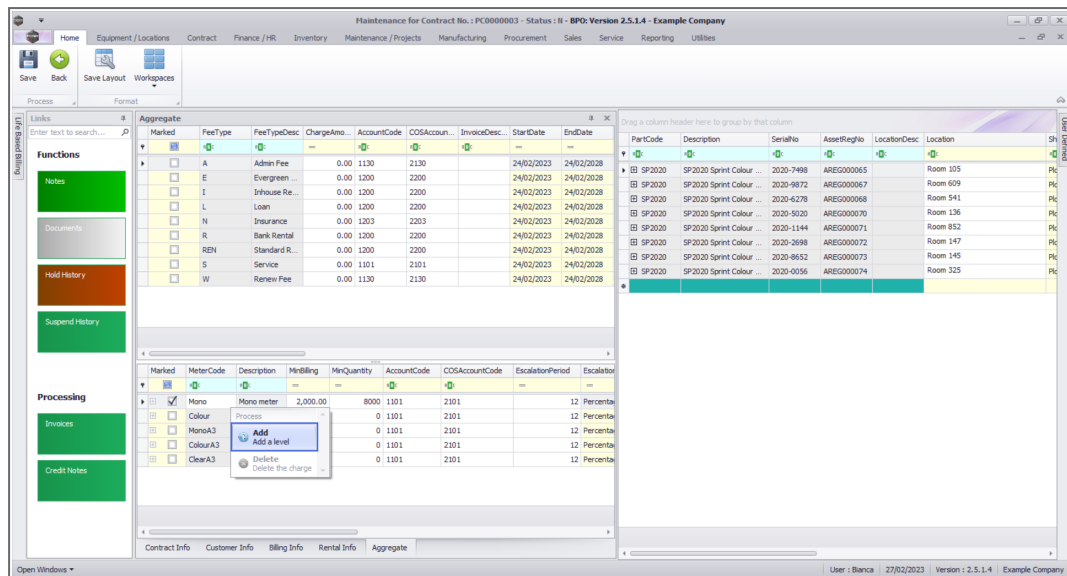


Marked	FeeType	FeeTypeDesc	ChargeAmo	AccountCode	COSAccount	InvoiceDesc	StartDate	EndDate
<input type="checkbox"/>	A	Admin Fee	0.00	1130	2130		24/02/2023	24/02/2028
<input type="checkbox"/>	E	Evergreen ...	0.00	1200	2200		24/02/2023	24/02/2028
<input type="checkbox"/>	I	Inhouse Re...	0.00	1200	2200		24/02/2023	24/02/2028
<input type="checkbox"/>	L	Loan	0.00	1200	2200		24/02/2023	24/02/2028
<input type="checkbox"/>	N	Insurance	0.00	1203	2203		24/02/2023	24/02/2028
<input type="checkbox"/>	R	Bank Rental	0.00	1200	2200		24/02/2023	24/02/2028
<input type="checkbox"/>	REN	Standard R...	0.00	1200	2200		24/02/2023	24/02/2028
<input type="checkbox"/>	S	Service	0.00	1101	2101		24/02/2023	24/02/2028
<input type="checkbox"/>	W	Renew Fee	0.00	1130	2130		24/02/2023	24/02/2028

Supplier Code	Supplier Name	Finance Amount	Order No	Is Active	Amend Date
DAF001	Office Automation Financing	1,500.00	PO7458	Yes	01/01/1900
		0.00		No	01/01/1900
		0.00		No	01/01/1900
		0.00		No	01/01/1900

Add Meter Levels

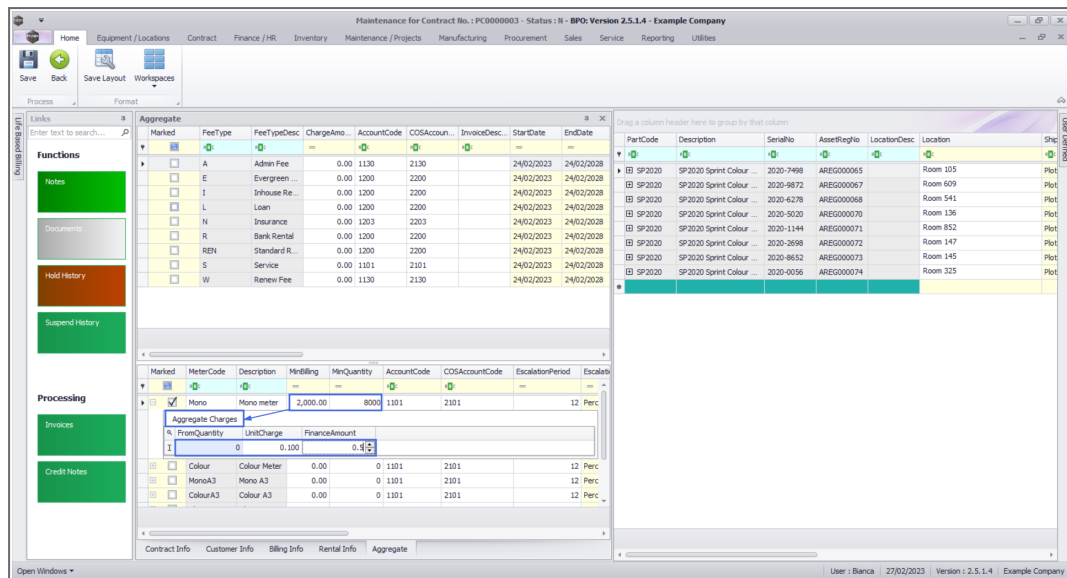
- **Scroll left** to return to the **Marked** column.
- **Right click** in the **row** of the 'active' **item** you wish to **add** a **meter level** to.
 - In this image the **Mono** meter has been selected.
- A **Process** menu will pop up.
- Click on **Add** - Add a level.



Add Meter Levels – For A Meter with Minimum Billing

- The **Meter Charges** frame will be expanded.
 - 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.
 - 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**.



The screenshot shows the 'Add New Contract - Aggregate Meters' screen in the CO3 Maintenance software. The interface includes a top menu bar with options like Home, Equipment / Locations, Contract, Finance / HR, Inventory, Maintenance / Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. A left sidebar contains 'Functions' (Notes, Documents, Hold History, Suspend History) and 'Processing' (Invoice, Credit Notes). The main area displays several tables:

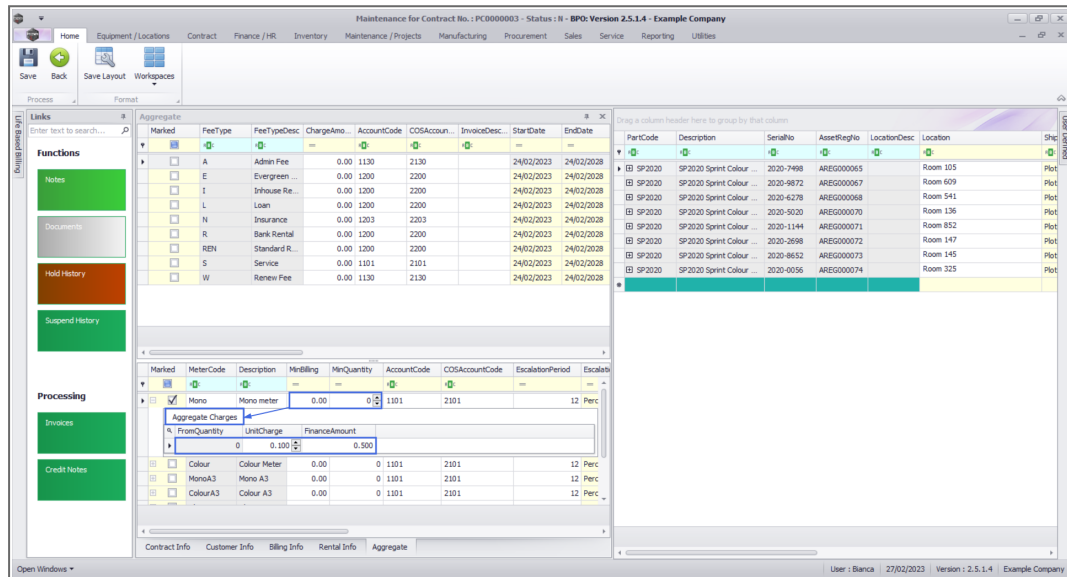
- Aggregate Table:** Columns include Marked, FeeType, FeeTypeDesc, ChargeAmount, AccountCode, COSAccountCode, InvoiceDesc, StartDate, and EndDate. It lists various fees like Admin Fee, Evergreen, Inhouse Re., Loan, Insurance, Bank Rental, Standard R., Service, and Renew Fee.
- Part Table:** Columns include PartCode, Description, SerialNo, AssetRegNo, LocationDesc, and Location. It lists various parts like SP2020 Sprint Colour.
- Meter Table:** Columns include Marked, MeterCode, Description, MinBilling, MinQuantity, AccountCode, COSAccountCode, EscalatorPeriod, and Escalate. It lists meters like Mono, Colour, MonoA3, and ColourA3.
- Aggregate Charges Table:** Columns include FromQuantity, UnitCharge, and FinanceAmount. It shows a row for 'Mono' with a unit charge of 0.100 and a finance amount of 0.41.

The bottom status bar shows 'User: Bianca', '27/02/2023', 'Version: 2.5.1.4', and 'Example Company'.

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.

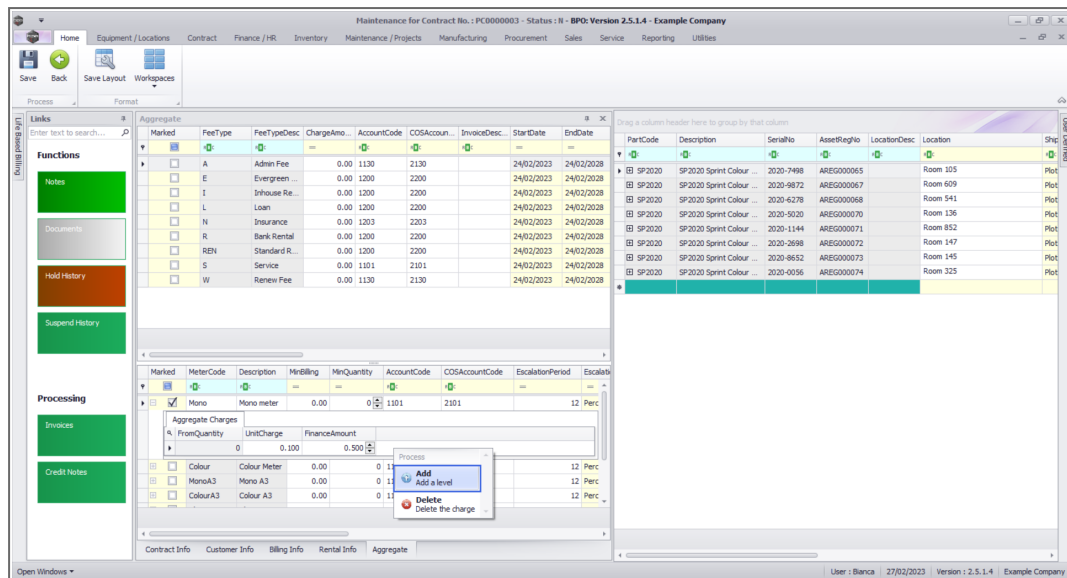


The screenshot displays the 'Maintenance for Contract No. PC0000003 - Status: N - BPO: Version 2.5.1.4 - Example Company' window. The 'Aggregate' tab is active, showing a table of charges. The 'Aggregate Charges' section is expanded, showing a table with columns: Marked, MeterCode, Description, MinBilling, MinQuantity, AccountCode, COSAccountCode, EscalatorPeriod, and Escalate. The table contains three rows: 'Mono', 'Mono A3', and 'Colour A3'. The 'Mono' row is selected, and the 'UnitCharge' and 'FinanceAmount' fields are visible, with values 0 and 0.500 respectively.

Marked	MeterCode	Description	MinBilling	MinQuantity	AccountCode	COSAccountCode	EscalatorPeriod	Escalate
<input checked="" type="checkbox"/>	Mono	Mono meter	0.00	0	1101	2101	12	Perc
<input type="checkbox"/>	Colour	Colour Meter	0.00	0	1101	2101	12	Perc
<input type="checkbox"/>	Mono A3	Mono A3	0.00	0	1101	2101	12	Perc
<input type="checkbox"/>	Colour A3	Colour A3	0.00	0	1101	2101	12	Perc

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.



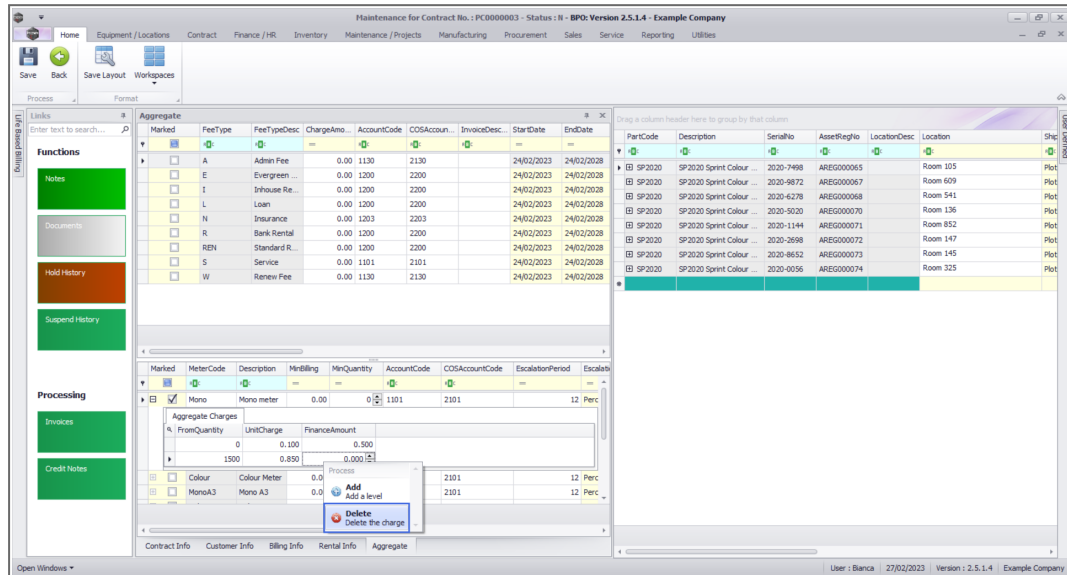
- A **second level** has now been added to the **Meter Charges** matrix.
 - **From Quantity:** Type in or use the arrow indicators to select the number of copies from which this charge will be effective.
 - For a more detailed explanation, read this [important note on Minimum Billing and Meter Charge 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

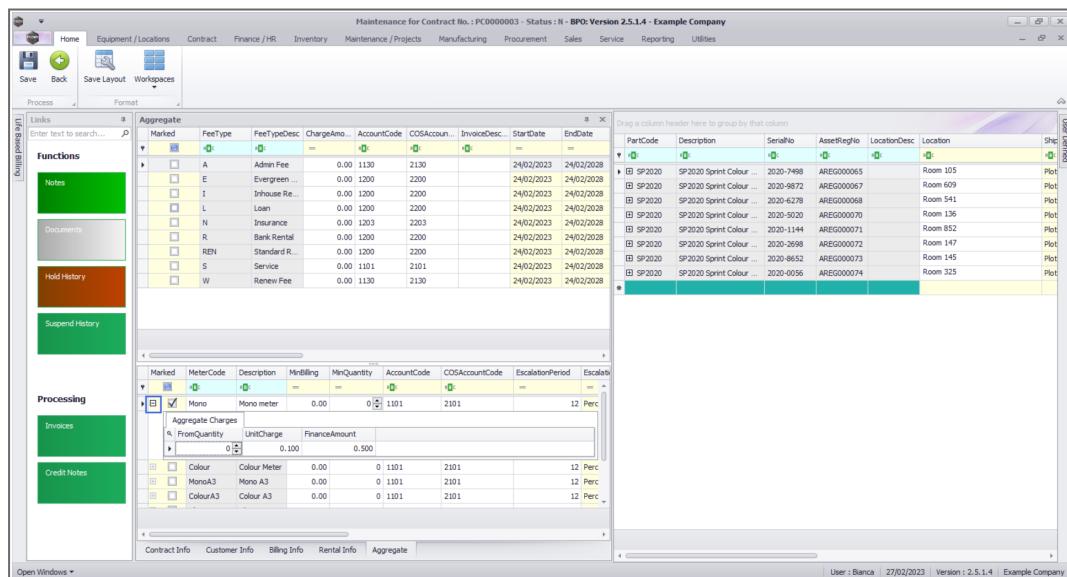
- The final option in the **Add Meter Level Process** menu is **Delete** the Charge.

- **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 screenshot shows the 'Aggregate' tab in the CO3 Maintenance for Contract No. PC0000003 - Status: R - BPO: Version 2.5.1.4 - Example Company. The 'Aggregate' table lists various charges with columns for FeeType, FeeTypeDesc, ChargeAmount, AccountCode, COSAccountCode, InvoiceDesc, StarDate, and EndDate. A right-click context menu is open over the 'Mono' meter level, showing options like 'Process', 'Add a level', and 'Delete'. The 'Delete' option is highlighted.

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



The screenshot shows the 'Aggregate' tab in the CO3 Maintenance for Contract No. PC0000003 - Status: R - BPO: Version 2.5.1.4 - Example Company. The 'Aggregate' table lists various charges. The 'Mono' meter level has been removed from the 'Meter Charges' matrix. The 'Hide' button is visible at the bottom of the 'Meter Charges' matrix.

Next: Add Contract Item [Prepaid Meters](#) or Link Contract Item [Inclusions](#)

NUCL.CTRT.004.007