

We are currently updating our site; thank you for your patience.

CONTRACT

SHORT TERM CONTRACT - INVOICE

A **Short Term Contract Invoice** is created at the end of the contract. (Multiple invoices can be raised, if for example, the contract is extended).

Important Note: Remember to **subtract** the deposit amount from the invoice total, if applicable.

Ribbon Access: Contract > Short Term Contracts



- The **Short Term Contract Listing** screen will be displayed.
- Ensure that you have selected the correct **site** and that the **status** is set to **Active**.

Short Term Contract Listing - BPO: Version 2.1.0.62 - Example Company

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

Add | Edit | Close | Machine Return WOs | Short Term Invoice | Save Layout | Workspaces | Save Filter | Print | Active | Refresh

Drag a column header here to group by that column

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType	PeriodType
STC0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	Days	
STC0000020	ST	Short Term Contracts	BPO2 Test 7	HOP001	Hope Works	Tech	Technical		14 Nov 2016	15 Nov 2016	1 d	Days	
STC0000021	ST	Short Term Contracts	Main	APP001	Apple Juice Inc	Sales	Sales Department	1234	08 Jun 2017	08 Jun 2017	2 h	Hour	
STC0000022	ST	Short Term Contracts	BPO_RSI	ABCKY7123	ABC Shoe Co			fdg	26 Jun 2017	03 Jul 2017	1 w	Week	
STC0000024	ST	Short Term Contracts	Hilcrest	APP001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	Days	
STC0000027	ST	Short Term Contracts	Durban Area	HOP001	Hope Works	Tech	Technical	HW STC 001	16 Jul 2018	30 Jul 2018	2 w	Week	
STC0000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2 d	Days	

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SELECT THE CONTRACT

- Select the **row** of the **short term contract** where you wish to raise an invoice.

- Click on **Short Term Invoice**.

Short Term Contract Listing - BPO, Version 2.1.0.62 - Example Company

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

Add Edit Close Machine Return WOs **Short Term Invoice** Save Layout Workspaces Save Filter Print Durban Active Refresh

Drag a column header here to group by that column

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType	Peri
STC0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	Day	
STC0000020	ST	Short Term Contracts	BPO2 Test 7	HCP001	Hope Works	Tech	Technical		14 Nov 2016	15 Nov 2016	1 d	Day	
STC0000021	ST	Short Term Contracts	Main	APP001	Apple Juice Inc	Sales	Sales Department	1234	08 Jun 2017	08 Jun 2017	2 h	Hour	
STC0000022	ST	Short Term Contracts	BPO_RSI	ABCKY2123	ABC Shoe Co			fdg	26 Jun 2017	03 Jul 2017	1 w	Week	
STC0000024	ST	Short Term Contracts	Hilcrest	APP001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	Day	
STC0000027	ST	Short Term Contracts	Main	HCP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1 w	Week	
STC0000028	ST	Short Term Contracts	Main	HCP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2 d	Day	
STC0000029	ST	Short Term Contracts	Main	HCP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2 d	Day	

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CLOSURE INVOICE DETAILS

The **Closure Invoice for Contract no. []** screen will be displayed.

- **Customer Name:** This will auto populate with the name configured on the contract.
- **Contract:** This is un-editable in this screen but the contract number will pull across on the printed invoice.
- **Invoice Date/Time:** This will auto populate with the current date and time.
 - **Date:** You can either type in click on the drop-down arrow and use the calendar function to select an alternative date if required.
 - **Time:** You can either type in or use the arrow indicators to select an alternative time if required.
- **Order No:** This will auto populate with the reference no. set up on the contract.
- **Billing Date:** This will auto populate with the billing date set up on the contract. You can click on the drop-down arrow and select an alternative date if required.

Closure Invoice for Contract no. STC0000029 - BPO: Version 2.1.0.62 - Example Company

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

Save | Back | Delete Item | Calculate Aggregate | Save Layout

Customer Name: Hope Works | Invoice No.: | Status: N
 Contract: | Salesman: Bianca Du Toit
 Invoice Date/Time: 19 Jul 2018 12:48:34 | Invoice Currency: ZAR
 Order No.: HW STC 010 | Tax Rate: 15.00
 Billing Date: 19 Jul 2018 | Exchange Rate: 1.00

Remove Inactive Lines

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	test121212	S	Service	1101	Service	1 500.00	112.50	A

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	ContractNo	IsActive
test121212	Mono	1101	0.00	0.00	19 Jul 2018	0.00	0	0	0.00	0.00	STC0000029	Yes
test121212	Colour	1101	0.00	0.00	19 Jul 2018	0.00	0	0	0.00	0.00	STC0000029	Yes

Comment:

Sub Total	1 500.00
VAT	112.50
Grand Total	1 612.50

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- **Invoice No:** The system will create an invoice number based on the contract type configuration.
- **Status:** This will be set to **N** - New.

- **Salesman:** This will auto populate with the person originally set up on this contract.
- **Currency:** This will auto populate with the currency set up on the customer.
- **Tax Rate:** This will auto populate with the tax rate set up on the customer.
- **Exchange Rate:** This will auto populate with the exchange rate set up in the system.

Closure Invoice for Contract no. STC0000029 - BPO: Version 2.1.0.62 - Example Company

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

Save | Back | Delete Item | Calculate Aggregate | Save Layout

Customer Name: Hope Works
 Contract: [Yellow]
 Invoice Date/Time: 19 Jul 2018 12:48:34
 Order No.: HW STC 010
 Billing Date: 19 Jul 2018

Remove Inactive Lines

Invoice No.	Status	Salesman	Invoice Currency	Tax Rate	Exchange Rate
	N	Bianca Du Toit	ZAR	15.00	1.00

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	test121212	S	Service	1101	Service	1 500.00	112.50	A

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	ContractNo	IsActive
test121212	Mono	1101	0.00	0.00	19 Jul 2018	0.00	0	0	0.00	0.00	STC0000029	Yes
test121212	Colour	1101	0.00	0.00	19 Jul 2018	0.00	0	0	0.00	0.00	STC0000029	Yes

Comment: [Empty]

Sub Total	1 500.00
VAT	112.50
Grand Total	1 612.50

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THE FEES FRAME

This frame will auto populate with the details of the fees configured on the contract.

1. If a **deposit** was paid for this contract, **subtract** this deposit amount from the total in the **Due** column.

CHECK DEPOSIT AMOUNT TO DEDUCT FROM INVOICE

2. If you need to check the **amount** of the deposit, click on **Back** to return to the **Short Term Contract Listing** screen.

Closure Invoice for Contract no. STC0000029 - BPO: Version 2.1.0.62 - Example Company

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

Save | Back | Delete Item | Calculate Aggregate | Save Layout

Customer Name: Hope Works | Invoice No. | Contract: | Status: N | Invoice Date/Time: 19 Jul 2018 12:48:34 | Salesman: Bianca Du Toit | Order No.: HW STC 010 | Invoice Currency: ZAR | Billing Date: 19 Jul 2018 | Tax Rate: 15.00 | Exchange Rate: 1.00

Remove Inactive Lines

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	test121212	S	Service	1101	Service	1,500.00	112.50	A

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	ContractNo	IsActive
test121212	Mono	1101	0.00	0.00	19 Jul 2018	0.00	0	0	0.00	0.00	STC0000029	Yes
test121212	Colour	1101	0.00	0.00	19 Jul 2018	0.00	0	0	0.00	0.00	STC0000029	Yes

Comment:

Sub Total	1,500.00
VAT	112.50
Grand Total	1,612.50

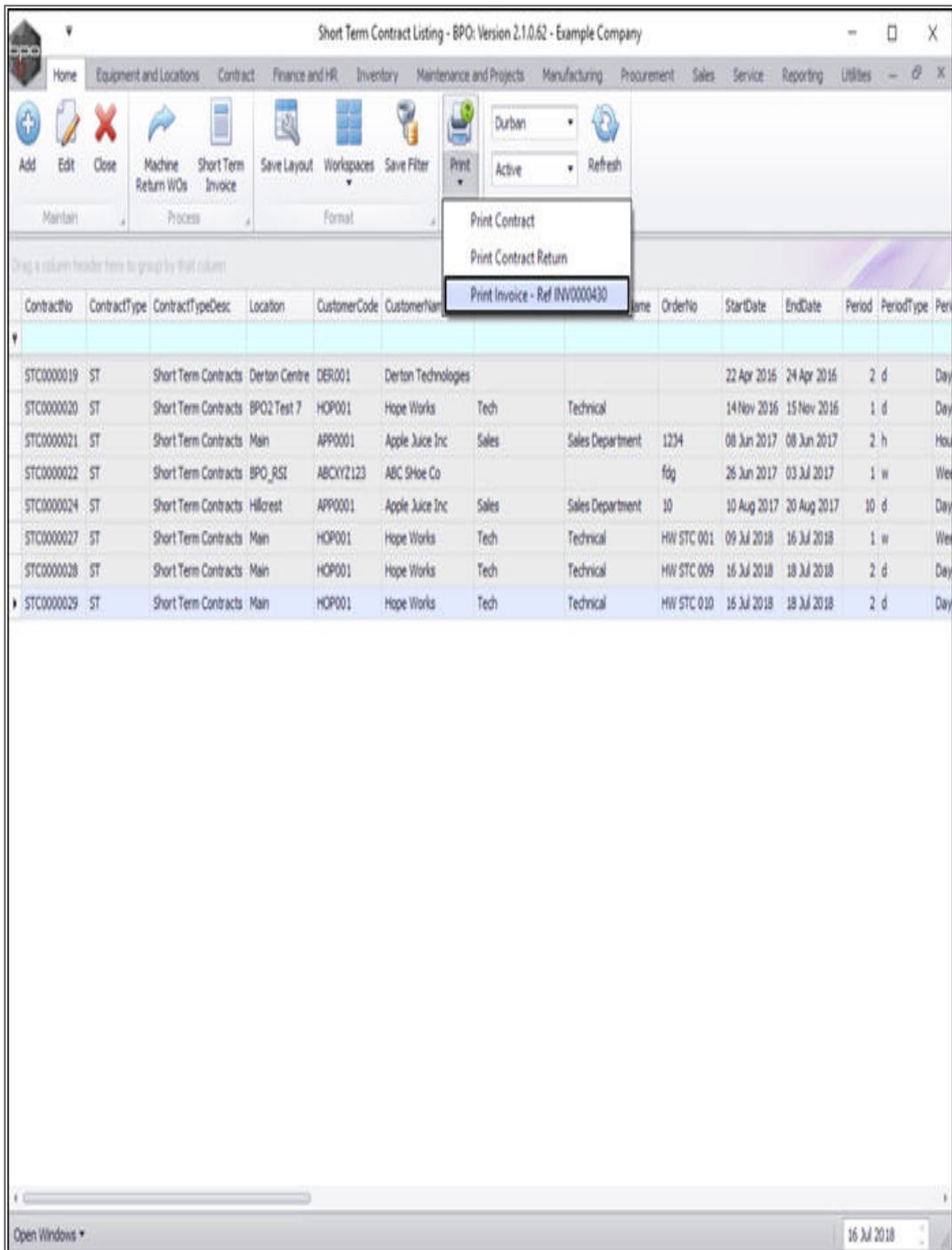
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PRINT DEPOSIT INVOICE

- Click on the **row selector** in front of the **relevant contract**.
- Click on the drop-down **arrow** on the **Print** button.

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType	Per
STC000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	Day	
STC000020	ST	Short Term Contracts	BPO2 Test 7	HOP001	Hope Works	Tech	Technical		14 Nov 2016	15 Nov 2016	1 d	Day	
STC000021	ST	Short Term Contracts	Main	APP001	Apple Juice Inc	Sales	Sales Department	1234	08 Jun 2017	08 Jun 2017	2 h	Hour	
STC000022	ST	Short Term Contracts	BPO_RSI	ABCKY2123	ABC Shoe Co			fdg	26 Jun 2017	03 Jul 2017	1 w	Week	
STC000024	ST	Short Term Contracts	Hilcrest	APP001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	Day	
STC000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1 w	Week	
STC000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2 d	Day	
STC000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2 d	Day	

- Select from the drop-down list, the **Print Invoice - Ref []** option.



- A **Select the option as desired** screen will pop up.
- Click on the **radio button** in front of **Print Invoice**.

- Click on **Accept**.

The screenshot shows the 'Short Term Contract Listing - BPO: Version 2.1.0.62 - Example Company' application. The interface includes a menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with icons for Add, Edit, Close, Machine Return WOs, Short Term Invoice, Save Layout, Workspaces, Save Filter, Print, and Refresh. A data table is displayed with columns for ContractNo, ContractType, ContractTypeDesc, Location, CustomerCode, CustomerName, CustomerDeptCode, CustomerDeptName, OrderNo, StartDate, EndDate, Period, and PeriodType. The table contains several rows of contract data. A modal dialog titled 'Select the option as desired' is open, showing 'Accept' and 'Cancel' buttons at the top, and 'Print Invoice', 'Email Invoice', and 'Print and Email Invoice' options below. The 'Accept' button is highlighted with a green checkmark icon.

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType	Peri
STC0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	Day	
STC0000020	ST	Short Term Contracts	BPO2 Test 7	HCP001	Hope Works	Tech	Technical		14 Nov 2016	15 Nov 2016	1 d	Day	
STC0000021	ST	Short Term Contracts	Main	APP001	Apple Juice Inc	Sales	Sales Department	1234	08 Jun 2017	08 Jun 2017	2 h	Hour	
STC0000022	ST	Short Term Contracts	BPO_RSI	ABCXY2123	ABC Shoe Co			fdg	26 Jun 2017	03 Jul 2017	1 w	Week	
STC0000024	ST	Short Term Contracts	Hilcrest	APP001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	Day	
STC0000027	ST	Short Term Contracts	Main	HCP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1 w	Week	
STC0000028	ST	Short Term Contracts	Main	HCP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2 d	Day	
STC0000029	ST	Short Term Contracts	Main	HCP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2 d	Day	

The **Report Preview** screen will be displayed.

Short Term Contract Listing - BPO: Version 2.1.0.62 - Example Company

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

Add | Edit | Close | Machine Return WOs | Short Term Invoice | Save Layout | Workspaces | Save Filter | Print | Active | Refresh

Drag a column header here to group by that column

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType	Per
STC0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	Day	
STC0000020	ST	Short Term Contracts	BPO2 Test 7	HCP001	Hope Works	Tech	Technical		14 Nov 2016	15 Nov 2016	1 d	Day	
STC0000021	ST	Short Term Contracts	Main	APP0001	Apple Juice Inc	Sales	Sales Department	1234	08 Jun 2017	08 Jun 2017	2 h	Hour	
STC0000022	ST	Short Term Contracts	BPO_RSI	ABCXYZ123	ABC Shoe Co			fdg	26 Jun 2017	03 Jul 2017	1 w	Week	
STC0000024	ST	Short Term Contracts	Hilcrest	APP0001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	Day	
STC0000027	ST	Short Term Contracts	Main	HCP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1 w	Week	
STC0000028	ST	Short Term Contracts	Main	HCP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2 d	Day	
STC0000029	ST	Short Term Contracts	Main	HCP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2 d	Day	

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- A list of all the windows **currently open** in BPO2 will display.
- Select the **Closure Invoice for Contract no. []** option to take you back to the Closure Invoice screen that you were working in.

Short Term Contract Listing - BPO: Version 2.1.0.62 - Example Company

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

Add | Edit | Close | Machine Return WOs | Short Term Invoice | Save Layout | Workspaces | Save Filter | Print | Durban | Active | Refresh

Drag a column header here to group by that column

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType	Per
STC0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	Day	
STC0000020	ST	Short Term Contracts	BPO2 Test 7	HQP001	Hope Works	Tech	Technical		14 Nov 2016	15 Nov 2016	1 d	Day	
STC0000021	ST	Short Term Contracts	Main	APP0001	Apple Juice Inc	Sales	Sales Department	1234	08 Jun 2017	08 Jun 2017	2 h	Hour	
STC0000022	ST	Short Term Contracts	BPO_RSI	ABCKY2123	ABC Shoe Co			fdg	26 Jun 2017	03 Jul 2017	1 w	Week	
STC0000024	ST	Short Term Contracts	Hilcrest	APP0001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	Day	
STC0000027	ST	Short Term Contracts	Main	HQP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1 w	Week	
STC0000028	ST	Short Term Contracts	Main	HQP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2 d	Day	
STC0000029	ST	Short Term Contracts	Main	HQP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2 d	Day	

1 Short Term Contract Listing

2 Closure Invoice for Contract no. STC0000029

3 Short Term Contract Listing

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DEDUCT DEPOSIT AMOUNT

- Now that the deposit amount has been confirmed, it can be **deducted** from the **Fees Due** column.
- In this image, the fees due were **R1500** minus the deposit of **R1150** gives a total of **R350** still owing on the fees.
 1. Change the amount in the **Due** column accordingly.
 2. You will note that the **Sub Total, VAT** and **Grand Total** amounts will auto calculate to accommodate the new figures.

Closure Invoice for Contract no. STC0000029 - BPO: Version 2.1.0.62 - Example Company

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

Save Back Delete Item Calculate Aggregate Save Layout

Customer Name: Hope Works Invoice No. []
 Contract [] Status: N
 Invoice Date/Time: 19 Jul 2018 12:48:34 Salesman: Bianca Du Toit
 Order No.: HW STC 010 Invoice Currency: ZAR
 Billing Date: 19 Jul 2018 Tax Rate: 15.00
 Exchange Rate: 1.00

Remove Inactive Lines

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	test121212	S	Service	1101	Service	350.00	52.50	A

1

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	ContractNo	IsActive
test121212	Mono	1101	0.00	0.00	19 Jul 2018	0.00	0	0	0.00	0.00	STC0000029	Yes
test121212	Colour	1101	0.00	0.00	19 Jul 2018	0.00	0	0	0.00	0.00	STC0000029	Yes

2

Comment []

Sub Total	350.00
VAT	52.50
Grand Total	402.50

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THE METER FEES FRAME

CLOSE READINGS

- In this frame, click in each meter **Closing Reading** field and either type in or use the arrow indicators to select the correct reading.

Closure Invoice for Contract no. STC0000029 - BPO: Version 2.1.0.62 - Example Company

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

Save | Back | Delete Item | Calculate Aggregate | Save Layout

Customer Name: Hope Works | Invoice No.: | Status: N
 Contract: | Salesman: Bianca Du Toit
 Invoice Date/Time: 19 Jul 2018 12:48:34 | Invoice Currency: ZAR
 Order No.: HW STC 010 | Tax Rate: 15.00
 Billing Date: 19 Jul 2018 | Exchange Rate: 1.00

Remove Inactive Lines

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	test121212	S	Service	1101	Service	350.00	52.50	A

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	ContractNo	IsActive
test121212	Mono	1101	0.00	0.1	19 Jul 2018	0.00	0	0	0.00	0.00	STC0000029	Yes
test121212	Colour	1101	0.00	0.00	19 Jul 2018	0.00	0	0	0.00	0.00	STC0000029	Yes

Comment: | Sub Total: 350.00
 VAT: 52.50
 Grand Total: 402.50

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1. As you **update** the meter readings,
2. the **Usage, Due** and **VAT** columns will update,
3. as will the **Sub Total, VAT** and **Grand Total** amounts.

Closure Invoice for Contract no. STC0000029 - BPO: Version 2.1.0.62 - Example Company

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

Save | Back | Delete Item | Calculate Aggregate | Save Layout

Customer Name: Hope Works | Invoice No.: | Status: N
 Contract: | Salesman: Bianca Du Toit
 Invoice Date/Time: 19 Jul 2018 12:48:34 | Invoice Currency: ZAR
 Order No.: HW STC 010 | Tax Rate: 15.00
 Billing Date: 19 Jul 2018 | Exchange Rate: 1.00

Remove Inactive Lines

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	test121212	5	Service	1101	Service	350.00	52.50	A

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MnBilling	MnQuantity	Usage	Due	VAT	ContractNo	IsActive
test121212	Mono	1101	0.00	360.00	19 Jul 2018	0.00	0	360	36.00	5.40	STC0000029	Yes
test121212	Colour	1101	0.00	290.00	19 Jul 2018	0.00	0	290	43.50	6.53	STC0000029	Yes

Comment:

Sub Total	429.50
VAT	64.43
Grand Total	493.93

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INVOICE COMMENT

When you have checked that **all** charge amounts are correct,

1. Type in a **comment** relevant to this Short Term Invoice. (This field is mandatory).

SAVE SHORT TERM INVOICE

2. Click on **Save**.

Customer Name: Hope Works
 Invoice No.:
 Status: N
 Salesman: Blanca Du Toit
 Invoice Currency: ZAR
 Tax Rate: 15.00
 Exchange Rate: 1.00

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	test121212	S	Service	1101	Service	350.00	52.50	A

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	ContractNo	IsActive
test121212	Mono	1101	0.00	360.00	19 Jul 2018	0.00	0	360	36.00	5.40	STC0000029	Yes
test121212	Colour	1101	0.00	290.00	19 Jul 2018	0.00	0	290	43.50	6.53	STC0000029	Yes

Comment: Short Term rental 121212 Copier

Sub Total: 429.50
 VAT: 64.43
 Grand Total: 493.93

- The Short Term Invoice will be **saved** and you will return to the **Short Term Contract Listing** screen.

PRINT INVOICE

- Ensure that the **row selector** is in front of the **contract** that you raised the invoice for.
- Click on the **drop-down arrow** on the **Print** button.

Short Term Contract Listing - BPO: Version 2.1.0.62 - Example Company

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

Add | Edit | Close | Machine Return WOs | Short Term Invoice | Save Layout | Workspaces | Save Filter | Print | Durban | Active | Refresh

Drag a column header here to group by that column

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType	Per
STC0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	Day	
STC0000020	ST	Short Term Contracts	BPO2 Test 7	HOP001	Hope Works	Tech	Technical		14 Nov 2016	15 Nov 2016	1 d	Day	
STC0000021	ST	Short Term Contracts	Main	APP0001	Apple Juice Inc	Sales	Sales Department	1234	08 Jun 2017	08 Jun 2017	2 h	Hour	
STC0000022	ST	Short Term Contracts	BPO_RSI	ABCKY2123	ABC Shoe Co			fdg	26 Jun 2017	03 Jul 2017	1 w	Week	
STC0000024	ST	Short Term Contracts	Hilcrest	APP0001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	Day	
STC0000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1 w	Week	
STC0000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2 d	Day	
STC0000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2 d	Day	

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- Select from the list, the **Print Invoice - Ref STI[]** option.
 - **Note:** You will be able to differentiate from the

Deposit Invoice option by the **reference number** of the invoice.

The screenshot shows a software window titled "Short Term Contract Listing - BPO: Version 2.1.0.62 - Example Company". The interface includes a menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with icons for Add, Edit, Close, Machine Return WOs, Short Term Invoice, Save Layout, Workspaces, Save Filter, Print, Active, and Refresh. A context menu is open over the table, listing options: Print Contract, Print Contract Return, Print Invoice - Ref ST0000019 (highlighted), and Print Invoice - Ref INV0000430.

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	OrderNo	StartDate	EndDate	Period	PeriodType	Per
STC0000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies		22 Apr 2016	24 Apr 2016	2 d	Day	
STC0000020	ST	Short Term Contracts	BPO2 Test 7	HOP001	Hope Works	Tech	14 Nov 2016	15 Nov 2016	1 d	Day	
STC0000021	ST	Short Term Contracts	Main	APP0001	Apple Juice Inc	Sales	08 Jun 2017	08 Jun 2017	2 h	Hour	
STC0000022	ST	Short Term Contracts	BPO_RSI	ABCV2123	ABC Shoe Co	fgg	26 Jun 2017	03 Jul 2017	1 w	Week	
STC0000024	ST	Short Term Contracts	Hilcrest	APP0001	Apple Juice Inc	Sales	10 Aug 2017	20 Aug 2017	10 d	Day	
STC0000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	HW STC 001	09 Jul 2018	16 Jul 2018	1 w	Week
STC0000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	HW STC 009	16 Jul 2018	18 Jul 2018	2 d	Day
STC0000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	HW STC 010	16 Jul 2018	18 Jul 2018	2 d	Day

- The **Select the option as desired** pop up screen will appear.
- Click on **Print Invoice**.
- Click on **Accept**.

The screenshot shows the 'Short Term Contract Listing - BPO, Version 2.1.0.62 - Example Company' application window. The interface includes a menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with icons for Add, Edit, Close, Machine Return WOs, Short Term Invoice, Save Layout, Workspaces, Save Filter, Print, and Refresh. A dropdown menu is open, showing 'Durban' and 'Active' with a 'Refresh' button.

The main area displays a table of contract listings. The table has the following columns: ContractNo, ContractType, ContractTypeDesc, Location, CustomerCode, CustomerName, CustomerDeptCode, CustomerDeptName, OrderNo, StarDate, EndDate, Period, PeriodType, and Per. The data rows are as follows:

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StarDate	EndDate	Period	PeriodType	Per
STC000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	Day	
STC000020	ST	Short Term Contracts	BPO2 Test 7	HOP001	Hope Works	Tech	Technical		14 Nov 2016	15 Nov 2016	1 d	Day	
STC000021	ST	Short Term Contracts	Main	APP001	Apple Juice Inc	Sales	Sales Department	1234	08 Jun 2017	08 Jun 2017	2 h	Hour	
STC000022	ST	Short Term Contracts	BPO_RSI	ABXY2123	ABC Shoe Co			fdg	26 Jun 2017	03 Jul 2017	1 w	Week	
STC000024	ST	Short Term Contracts	Hilcrest	APP001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	Day	
STC000027	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 001	09 Jul 2018	16 Jul 2018	1 w	Week	
STC000028	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 009	16 Jul 2018	18 Jul 2018	2 d	Day	
STC000029	ST	Short Term Contracts	Main	HOP001	Hope Works	Tech	Technical	HW STC 010	16 Jul 2018	18 Jul 2018	2 d	Day	

A dialog box titled 'Select the option as desired' is overlaid on the table. It contains a 'Home' button, a green checkmark icon labeled 'Accept', and a red 'X' icon labeled 'Cancel'. Below these are three radio button options: 'Print Invoice' (which is selected), 'Email Invoice', and 'Print and Email Invoice'. The dialog box also shows a 'Processing' status bar at the bottom.

