

CONTRACT

FIND SERIAL NUMBER

Using the **Find** options in the Contract Listing screen, makes it easier to find a contract across multiple Sites.

The **Find Serial No.** functionality can be used when a client has the **serial number** of a machine at hand but does not know the linked contract number.

Ribbon Access: Contract > Contracts



The *Contract Listing* screen will be displayed.

- Note: You do not need to select the Site or Status before starting this process, especially with multi-site configuration. However, this functionality will still work if you have already selected either one.
- Click on Find Serial No.



Find Serial Number

	٠					Contract Listing -	8PO: Version 2.1.0.43	- Example Con	npany			D X
P	tone E	Equipment	and Locati	ons Co	intract Finance	and HR Inventory M	aintenance and Project	s Manufacturi	ng Procurement	Sales Service R	leporting Utilities	- 0
6	Edt t	X Delete	iew i	Save I Works	Layout 🕴 Ipaces • 👸 Filter 🕼	Hold 💰 Release For Suspend 💰 Remove Fis Release 🏴 Approve Cr	Approval m Approval ontract Contract	Durban Active	Find	Serial No. Contract Print	Export Reports	
	Processor	ng		Forme	R 9	Status Process	ing	4	Current	a Print	e a Rem a	
nks		3	Drag #									
iter text	to search	h ₊₊ ,0	Cor	tractivo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	Ordentio	StartDate
Function	ions		+									
	Shirth	_	+ cor	0000006	OFF001	Office Supplies Unlimited		0%	Cost Per Copy	Hildrest	1234	22 Apr 20
Notes			CO	0000007	OFF001	Office Supplies Unlimited		CPC	Cost Per Copy	Forest Hills Centre		07 Jan 20
			CO	0000011	WE5001	Westwood Dynamic		00	Cost Per Copy	Main	ContractOrderNo	09 May 20
			CO	0000013	TIA001	Titan Group		0%	Cost Per Copy	South Riding Centre		16 May 20
			CO	0000014	TIA001	Titan Group		CPC	Cost Per Copy	Main		16 May 20
			CO	0000016	TIA001	Titan Group		090	Cost Per Copy	Main		13 Jun 20
	_		CO	0000019	OFF001	Office Supplies Unlimited		00	Cost Per Copy	Main		28 34 20
Hold H	History		CO	0000020	HOP001	Hope Works	Technical	00	Cost Per Copy	Main		01 Jan 20
			CO	000028	HAC001	Hack PC - IT Shop		CPC	Cost Per Copy	Man		29 Jun 20
			PCO	000001	DAN002	Dancing Shoes		PRE	Prepaid Contract	Kloof	test	23 Mar 20
6.00	end Histor		CO	0000031	YE5001	Young Electric	Sales Department	CPC	Cost Per Copy	Hildrest		24 Mar 20
a line			COC	0000041	PAN001	Panda Copiers		CPC DRD	Cost Per Copy	Main		05 Jul 20
			CO	0000042	H0P001	Hope Works	Technical	CPC	Cost Per Copy	Main		07 Sep 2
			COS	0000043	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area		01 Aug 20
			COC	0000044	B0T0001	Bothas Networking inc		PRE	Prepaid Contract	Durban Area		25 Oct 20
-	-		COC	0000045	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area	1234	10 May 2
Proces	ssing		CO	0000047	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Kloof		16 May 2



SELECT SERIAL NUMBER

- A *Select a machine* screen will pop up.
- Select the *row* of the *serial number* where you wish to find the *linked contract*.
- Click on Ok.



Find Serial Number

			Contract List	ing - BPO: Version 2.1.0	1.43 - Example (Company						0	Х
Home Equip	oment and Locations	Contract Fina	nce and HR Inventory	Maintenance and Pro	jects Manufac	cturing Proc	urement	Sales Service	Repo	xting	Utities	- 0	
👌 🤪 🔉	t Vew	ve Layout vikspaces •	Hold & Relea Suspend & Reno Release M Appro	re For Approval re From Approval Ve Contract Cont	Durban Active ract Ref	resh	🕃 Find S	Serial No.	nt Ex	P	Reports		
Processing	a Fo	mat 🤪	Status P	ocessing		Curre	lt.	9	Print	A	Re		
nks	1	ne le la					_	(777)	m				
ter text to search	Street a mator								(<u>w</u>)(a		-	StartDa	te
unctions	Home	-								-			1
(BALLAN P		2										22 Arx	20
Notes	Ok Back	Save Layout										07 Jan 3	20
										d	tOrderNo	09 May	20
	Procesa a	Format a										16 May	20
	Drag a column head											15 May	20
	SerialNo	AssetRegNo	CustomerName	Description	CategoryDesc	ParentType	ModelNo	IsFixedAsset	Status	De		13 Jun 1	20
	•	Contractor		encontrano	halebbaar and so and	usautto				+		28 XI 2	101
Hold History	2020-102040		Bothas Networking inc	SP2020 Sprint Colou	Hardware	CTRT	\$92020	No	A			01 Jan 3	20
	2020-102041		Danny Storm IT Cafe	SP2020 Sprint Colou	Hardware	SIN	5P2020	No	A			29 Jun 2	20
	2020-102042		Hope Works	SP2020 Sprint Colou	Hardware	CTRT	SP2020	Yes	A			23 Mar	20
Suppend History	2020-102043			SP2020 Sprint Colou	Hardware	CTRT	SP 2020	Yes	A			24 Mar	20
	2020-102044			SP2020 Sprint Colou	Hardware	WKOR	SP2020	Yes	A			05.3/2	01
	2020-102045			SP2020 Sprint Colou	Hardware	WKOR	SP 2020	Yes	A			07 Sep	X
	2020-102046		Derton Technologies	SP2020 Sprint Colou	Hardware	CTRT	\$P2020	Yes	A			01 Aug	20
	2020-102047			SP2020 Sprint Colou	Hardware	WHSE	SP2020	No	A			25 Oct 1	20
Processing	• 2020-102048		Hope Works	SP2020 Sprint Colou	Hardware	CTRT	SP2020	Yes	A			10 May	20
	2020-102049		Big Bargains	SP2020 Sprint Colou	Hardware	SOW	SP2020	No	A			16 May	20
Involces	2020-10205		Bothas Networking inc	SP2020 Sprint Colou	Hardware	SIW	SP2020	No	A				
	2020-103050	AREG000046	Panda Copiers	SP2020 Sprint Colou	Hardware	CTRT	SP2020	Yes	A	0			
	2020-103051	AREG000047	Panda Copiers	SP2020 Sprint Colou	Hardware	CTRT	5P2020	Yes	A				
Credit Notes	2020-103053	AREG000048	Hope Works	SP2020 Sprint Colou	Hardware	CTRT	SP2020	Yes	A				
	2020-103054	AREG000049		SP2020 Sprint Colou	Hardware	WKOR	592020	No	A				
	2020-103055	AREG000050		SP2020 Sprint Colou	Hardware	WKOR	SP 2020	No	A				
	2020-103056	AREG000051	Hope Works	SP2020 Sprint Colou	Hardware	CTRT	SP2020	No	A				
	2020-103057	AREG000052		SP2020 Sprint Colou	Hardware	WHSE	SP2020	No	A	+			

Help v2.5.0.14 - Pg 4 - Printed: 25/06/2024



FIND FILTER RESULTS

- The system will find the linked contract and point it out with the *row selector*.
 - Note: If no record is selected by the system, then the serial number is not linked to a Contract.

Help v2.5.0.14 - Pg 5 - Printed: 25/06/2024



Find Serial Number

30	۷					Contract Listing -	BPO: Version 2.1.0.43	- Example Con	npany		1	D X
2	Home	Equipme	nt and Li	ecations Co	ontract Finance	and HR Inventory M	aintenance and Project	s Manufacturi	ing Procurement	Sales Service R	leporting Utilities	- 8 1
80	Edt	X Delete	Vew	C Save	Layout 👘 spaces • 👸 Filter 👘	Hold 💰 Release For Suspend 💰 Renove Fre Release 🏴 Approve G	r Approval om Approval ontract Contrac	Durban Active	B Find	Senal No. 🤗 Contract Print	Export Reports	
	Proces	. prin		# Forma	at a	Status Process	ing.	4	Current	# Print	t a Ritin a	
nks			8.0									
ter tex	it to sear	(¢)	ρ	Contractivo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate
Funct	tions		۲									
1000	1000			C0000006	OFF001	Office Supplies Unlimited		090	Cost Per Copy	Hildrest	1234	22 Apr 201
Note	15			C0000007	OFF001	Office Supplies Unlimited		CPC DPD	Cost Per Copy	Forest Hills Centre		07 Jan 201
				C0000011	WE5001	Westwood Dynamic		090	Cost Per Copy	Main	ContractOrderNo	09 May 20
				C0000013	TIA001	Titan Group		090	Cost Per Copy	South Riding Centre		15 May 20
				C0000014	TIA001	Titan Group		090	Cost Per Copy	Main		15 May 20
				C00000016	TIA001	Titan Group		CPC	Cost Per Copy	Main		13 Jun 201
				C0000019	OFF001	Office Supplies Unlimited		090	Cost Per Copy	Main		28 34 201
Hold	History			C0000020	HOP001	Hope Works	Technical	090	Cost Per Copy	Main		01 Jan 201
				C0000028	HAC001	Hack PC - IT Shop		090	Cost Per Copy	Main		29 Jun 201
				PC0000001	DAN002	Dancing Shoes		PRE	Prepaid Contract	Koof	test	23 Mar 20
6 m				C0000031	YES001	Young Electric	Sales Department	090	Cost Per Copy	Hildrest		24 Mar 20
- And		e).		C00000041	PAN001	Panda Copiers		CPC	Cost Per Copy	Main		05 34 201
				C0000042	HOP001	Hope Works	Technical	OPC .	Cost Per Copy	Main		07 Sep 20
			2	C00000043	HOP001	Hope Works	Technical	OPC	Cost Per Copy	Durban Area		01 Aug 20
				C00000044	B070001	Bothas Networking inc		PRE	Prepaid Contract	Durban Area		25 Oct 20
	1			C00000045	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area	1234	10 May 20
Proce	assing	8		C0000047	HOP001	Hope Works	Technical	090	Cost Per Copy	Koof		16 May 20

MNU.112.033