

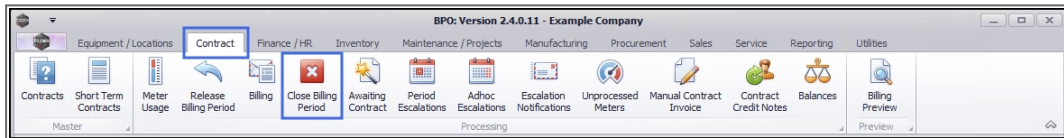
CONTRACTS

CLOSE BILLING PERIOD

After processing **contract billing**, the current contract billing period must be **closed** . If this billing period is not closed, you will not be able to **release the next billing period**.

This process will close the contract billing period and not the **financial period**.

Ribbon Access: *Contract > Close Billing Period*



The **Contract Billing Period Closure** screen will be displayed.

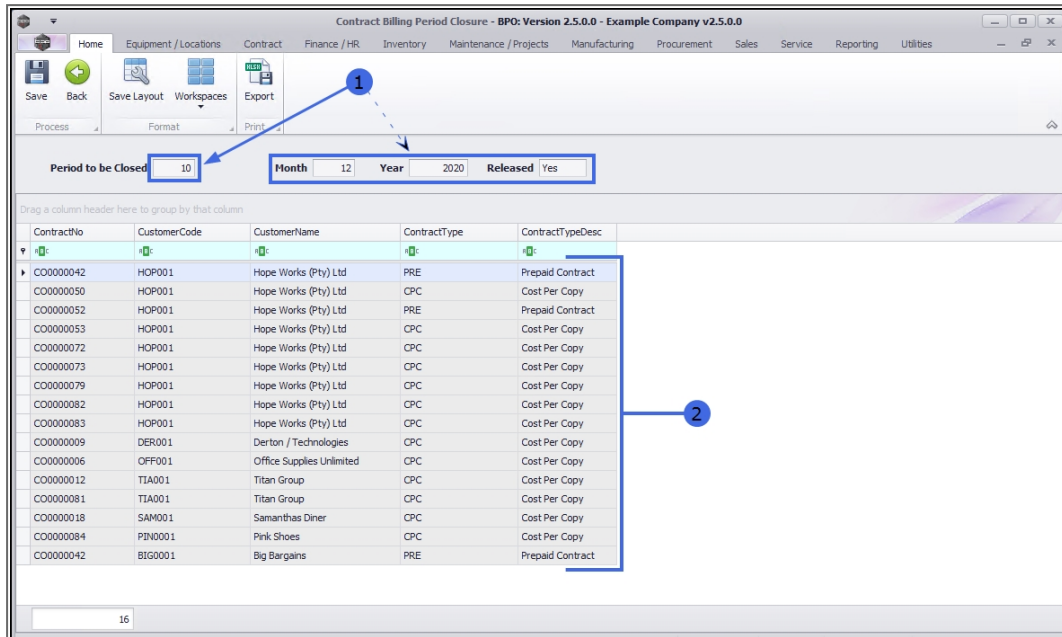
CONTRACT BILLING PERIOD CLOSURE SCREEN

1. **Period to be closed** - this shows the billing period to be closed (and not the financial period).
 - **Month** - this shows the billing month to be closed.
 - **Year** - this shows the billing year.
 - **Released** - this shows whether the period to be closed was initially **released for billing**.

UNBILLED CONTRACTS

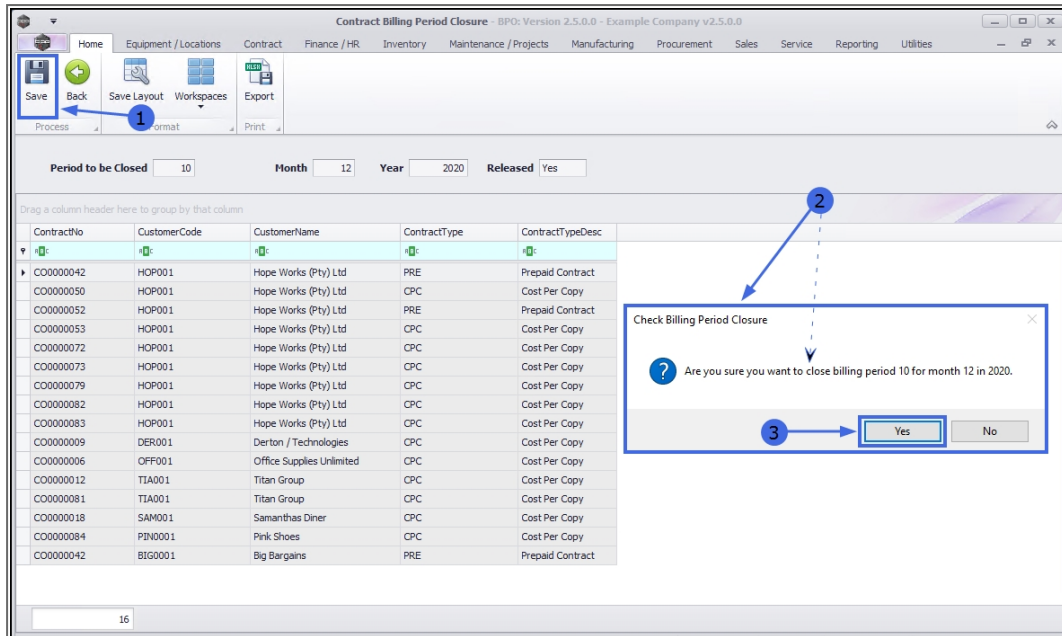
2. If there are contracts still to be billed in this billing period, then they will be listed in the **Contracts** data grid.

Any unbilled contracts displayed in the is screen will prevent will prevent the billing period closure.

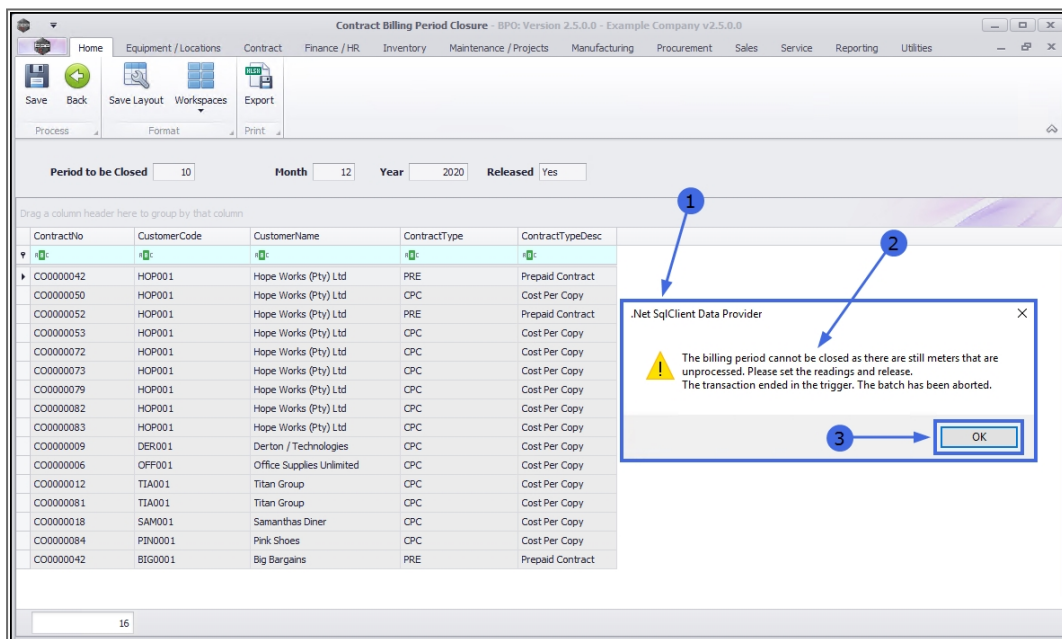


CLOSURE ERROR

1. If you click on **Save** when there are still items to be billed, you will first receive the following **Check Billing Period Closure** message:
2. **Are you sure you want to close the billing period [] for month [] in []**.
3. Click on **Yes**.



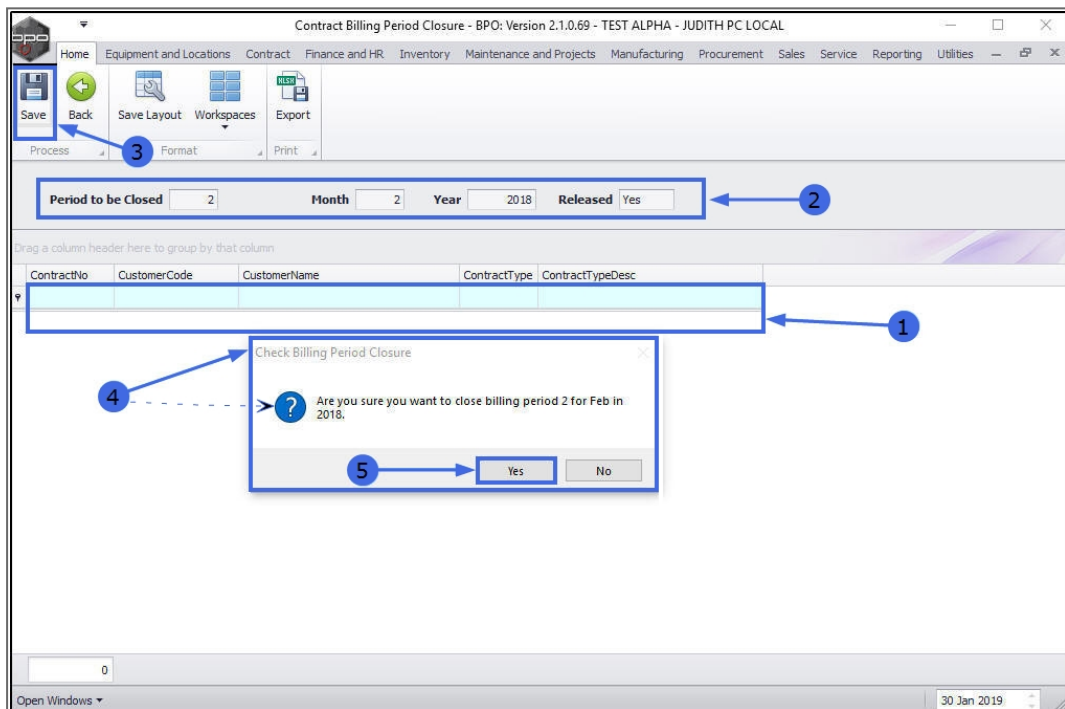
1. An **error message** will pop up warning you;
2. **'The billing period cannot be close as there are still meters that are unprocessed. Please set the readings and release.'**
3. Click on **OK**.



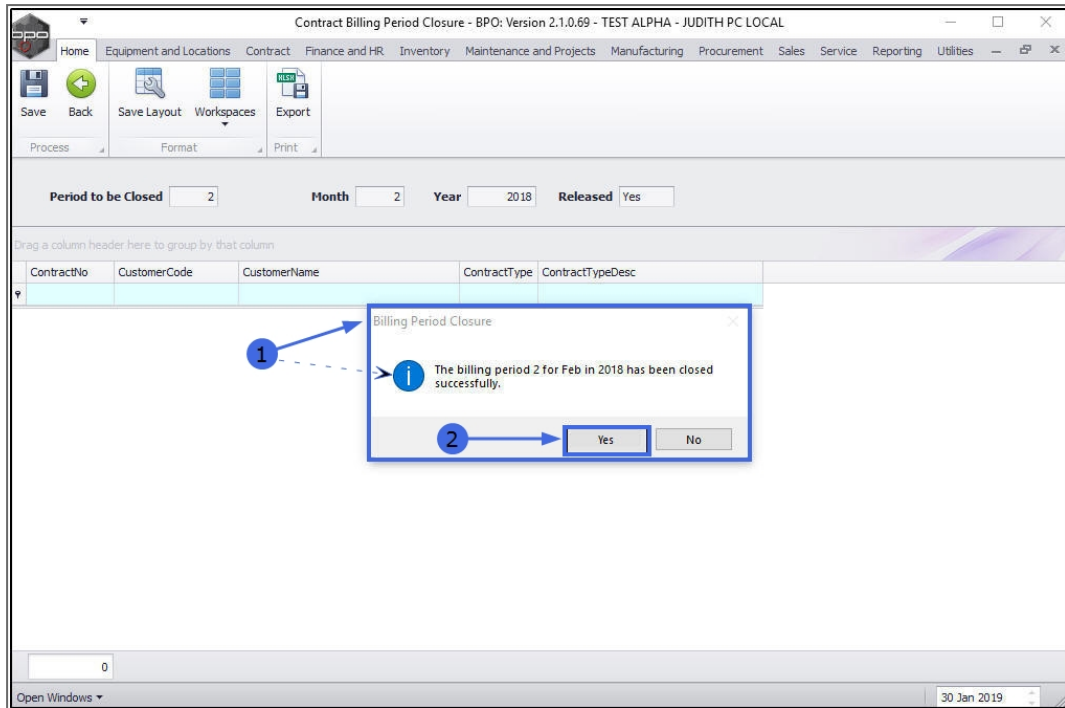
- Bill **all the unbilled items** first, then come back and close the billing period.

SUCCESSFULLY CLOSE BILLING PERIOD

1. If there are no contracts yet to be billed in this screen
2. then you will be able to close the billing period successfully.
3. Click on **Save**.
4. A **Check Billing Period Closure** message box will pop up, asking;
 - **Are you sure you want to close billing period [] for [] in []?**
5. Click on **Yes**.



1. A **Billing Period Closure** message box will pop up informing you that;
 - **The billing period [] for [] in [] has been closed successfully.**
2. Click on **Yes**.



VIEW NEXT BILLING PERIOD CONTRACTS TO BE BILLED

1. Contracts waiting to be billed in the **next** billing period will now be displayed in the **Contracts** data grid.
2. **Note:** The **Periods to be Closed**, **Month**, **Year** and **Released** fields have not yet changed to reflect the new billing period.
 - Only when you **exit** the screen and then **re-open** the screen will these details be updated.
3. Click on **Back** or **Close** the screen to exit when you are done.

ContractNo	CustomerCode	CustomerName	ContractType	ContractTypeDesc
MTC0000005	HOP001	Hope Works	MTC	Maintenace Contract
CO0000141	HOP001	Hope Works	CPC	Cost Per Copy
CO0000181	HOP001	Hope Works	CPC	Cost Per Copy
CO0000182	HOP001	Hope Works	CPC	Cost Per Copy
CO0000186	HOP001	Hope Works	CPC	Cost Per Copy
CO0000233	HOP001	Hope Works	CPC	Cost Per Copy
CO0000234	HOP001	Hope Works	CPC	Cost Per Copy
CO0000199	CON001	Consolidated	CPC	Cost Per Copy
MTC0000006	DER001	Derton Technologies	MTC	Maintenace Contract
CO0000142	DER001	Derton Technologies	CPC	Cost Per Copy
CO0000143	DER001	Derton Technologies	CPC	Cost Per Copy
MTC0000007	TIA001	Titan Group	MTC	Maintenace Contract
CO0000169	TIA001	Titan Group	CPC	Cost Per Copy
CO0000170	TIA001	Titan Group	CPC	Cost Per Copy
CO0000174	TIA001	Titan Group	CPC	Cost Per Copy
CO0000175	TIA001	Titan Group	CPC	Cost Per Copy

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