

CONTRACT

AGGREGATE BILLING (PRE V2.3.0.0)

BPO2 now accommodates aggregate billing.

Where the previous aggregate billing work-around was used, with **Aggregate Meter Definitions**, these contracts should now be reviewed and configured as described in the manual below.

Contracts <u>cannot</u> be configured for **aggregate billing** where the customer is **consolidated**.

Fees - contract **item fees** are still charged / calculated separately.

Meters

- Meter min (minimum) billing is global per meter **type**.
- Each meter type should be configured with the <u>same</u> cost per copy charges on <u>each</u> machine on the contract.
- An aggregate billing contract only supports a <u>single billing cus</u>-<u>tomer</u> on meters.

The Aggregate Billing flag can be found in the **Contract Info** panel in the **Add New Contract** screen (when creating a new contract) or the **Maintenance for Contract No.:** [] screen (when editing an existing contract).

Ribbon Access: Contract > Contracts

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The *Contract Listing* screen will be displayed.



- Click on the *row selector* in front of the contract you wish to view.
- Click on *Edit*.

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The *Maintenance for Contract No. : []* screen will be displayed.

THE AGGREGATE BILLING FLAG

• Click on the *Contract Info* tab and check whether the *Aggregate Billing* flag is selected.



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Note: If the Aggregate Billing flag is <u>not</u> selected, select it and click on *Save*.

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THE ITEMS FRAME

In the *Maintenance for Contract No.: []* screen,



• Click on the *expand* button in the row of a *Part Code* linked to the contract.

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The *Item* frames will be expanded.

- 1. Here you can view details of the:
 - Fees
 - Meters
 - Inclusions and
 - Contacts

linked to the selected item.

ITEM FEES

2. Select the *Item Fees* tab.



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- If you have **1** global fee to charge for <u>all</u> machines, then link that fee to the *first* machine on the contract.
 - In this example, the customer will be billed a R300 insurance fee for *all three* machines on the contract but only the *first* machine contains the Insurance amount.

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• If each machine has <u>its own</u> insurance charge, then linked those fees accordingly.

For example;

- Serial No: 2020-00018 the charge is R150
- Serial No: 2020-00019 the charge is R100
- Serial No: 2020-2314R the charge is R50

This will bill the client **R300** in total, but this charge will be **split** per machine.

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ITEM METERS

Example:

- 1. Mono:
- 2. Min Billing : R500 (for all three machines)
- 2. Min Quantity : 3000 copies (across all three machines)
- 3. **Copy Charge** : 5c after total usage of 3000 (across all 3 machines)



4. Colour:

- 5. No Min Billing or Free Copies
- 6. Copy Charge: 10c

The configuration must be exactly the same on each machine:

- For serial no.: 2020-00018
 - 1. Mono Meter
 - 2. Min Billing: R500, Min Qty: 3000
 - 3. Copy Charge: 5c
 - 4. Colour Meter
 - 5. Min Billing: 0, Min Qty: 0
 - 6. Copy Charge: 10c

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- For Serial No,: 2020-00019
 - 1. Mono Meter
 - 2. Min Billing: R500, Min Qty: 3000
 - 3. Copy Charge: 5c



- 4. Colour Meter
 - 5. Min Billing: 0, Min Qty: 0
 - 6. Copy Charge: 10c

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- For serial no,:2020-2314R
 - 1. Mono Meter
 - 2. Min Billing: R500, Min Qty: 3000
 - 3. Copy Charge: 5c
 - 4. Colour Meter
 - 5. Min Billing: 0, Min Qty: 0
 - 6. Copy Charge: 10c



Aggregate Billing (pre v2.3.0.0)

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	End Date	01 Jan 2024	•			🖃 SP	2020	MFC	SP2020 S	orint MFC	2020-	2314R				Receptio
	Period	60	*				Iten	n Fees	Item Mete	rs Iten	n Inclusions	Item Conta	acts			
Documents	Period Type	Months		•			a. Ma	arked	Meter	Code 5	StartReading	ReadingDa	ate Min	Billing	MinQua	antity
	Department	Sales Department					9									
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Hold History	Manager							Met	er Charges				2			
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