

# CONTRACT

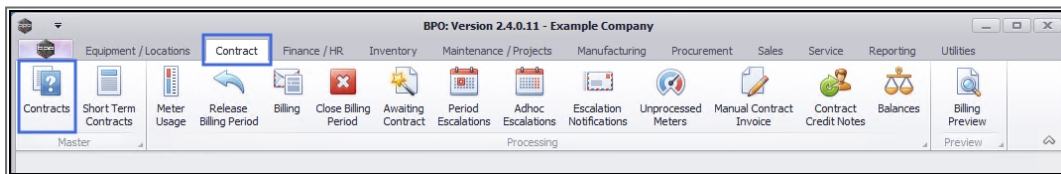
## INVOICES

The Invoices tile in the Contract Listing screen allows you to create a manual Contract Invoice, to bill a machine on a contract, for either fees, meters, or both, within the current billing period. This will prevent a contract invoice from being raised at month end for the contract (fees and / or meters).

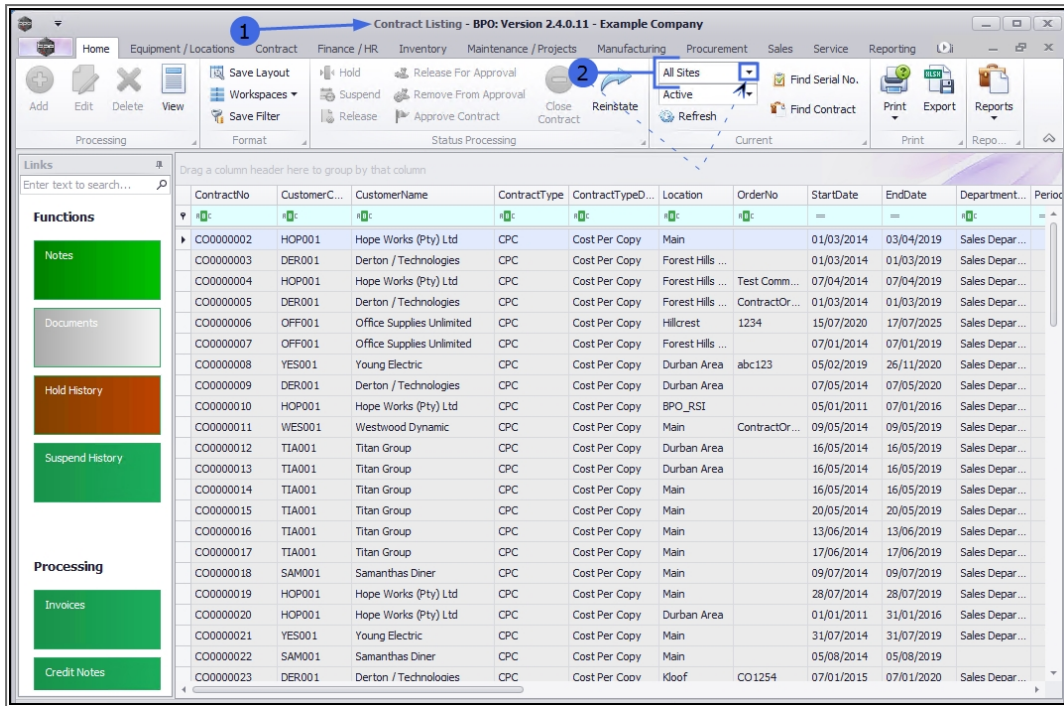
It is important to note, that **Manual Contract Invoices should only be used to fix a problem as a last resort.**

This manual provides a brief outline of the process from the Invoices tile in the Contract Listing screen. For a more thorough explanation, refer to [Create a Manual Contract Invoice, Billing](#) and [Short Term Contract Invoice](#).

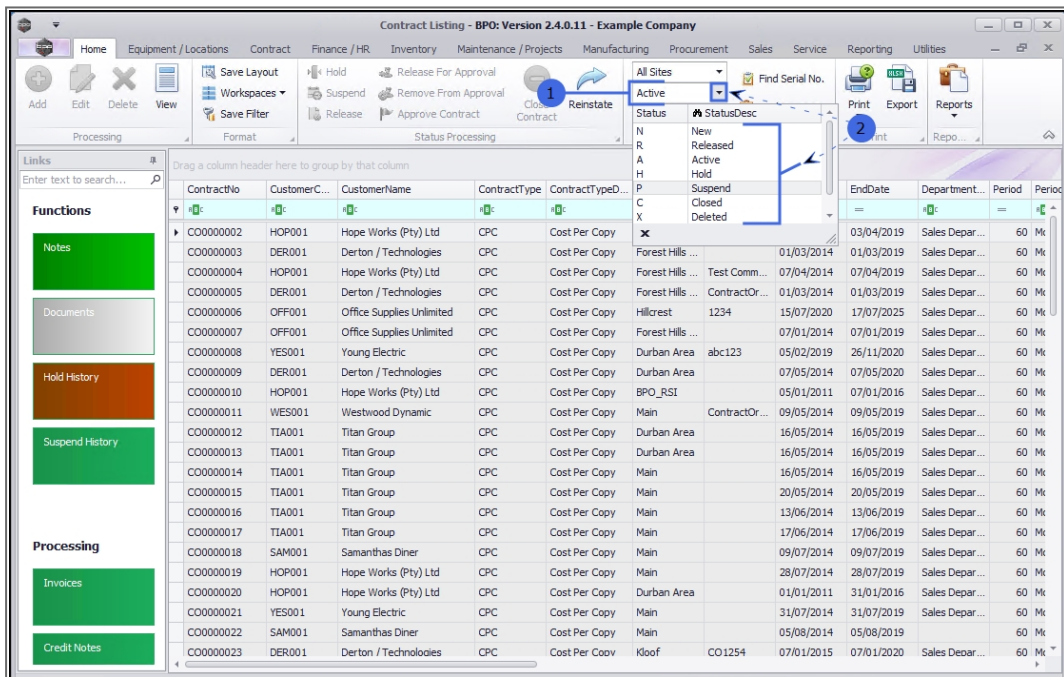
**Ribbon Access:** *Contract > Contracts*



1. The **Contract Listing** screen will be displayed.
2. Select the **Site** that you wish to work in.



1. This screen defaults to the **Active** status.
2. Select a different **status** from the drop-down menu, if required.



## INVOICES FOR CONTRACT SCREEN

- Select the **row** of the **contract** where you wish to **view** the linked Invoices.
- Click on the **Invoices** tile.

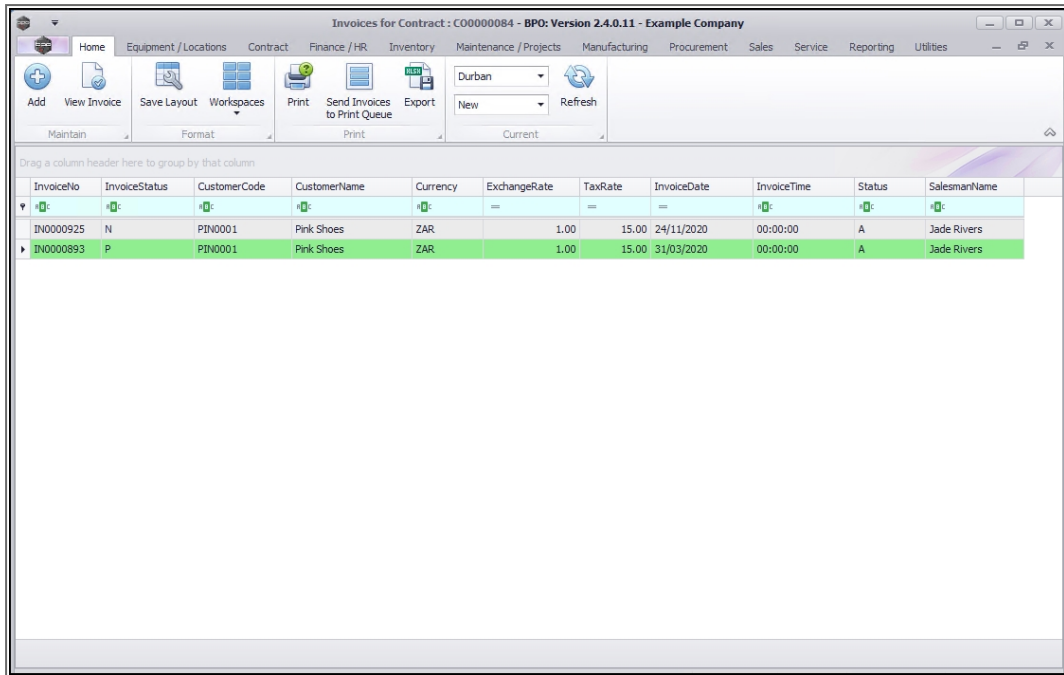
The screenshot shows the 'Contract Listing - BPO: Version 2.4.0.11 - Example Company' window. The main area contains a table with the following columns: ContractNo, CustomerCode, CustomerName, ContractType, ContractTypeD..., Location, OrderNo, StartDate, EndDate, Department..., Period, and PeriodTyp. The table lists various contracts, with the last row (ContractNo: CO0000084) selected. On the left sidebar, under the 'Processing' section, the 'Invoices' tile is highlighted.

ContractNo	CustomerCode	CustomerName	ContractType	ContractTypeD...	Location	OrderNo	StartDate	EndDate	Department...	Period	PeriodTyp
CO0000012	TIA001	Titan Group	CPC	Cost Per Copy	Durban Area		16/05/2014	16/05/2019	Sales Depart...	60	Months
CO0000009	DER001	Derton / Technologies	CPC	Cost Per Copy	Durban Area		07/05/2014	07/05/2020	Sales Depart...	60	Months
CO0000042	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Contract	Main		07/09/2016	07/09/2021	Sales Depart...	60	Months
CO0000049	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		16/05/2017	16/05/2022	Sales Depart...	60	Months
CO0000050	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		23/05/2017	23/05/2022	Sales Depart...	60	Months
CO0000052	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Contract	Durban Area		29/05/2017	29/05/2022	Sales Depart...	60	Months
CO0000053	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Cen...		26/07/2017	26/07/2022	Sales Depart...	60	Months
CO0000067	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area	1234	05/03/2018	05/03/2023	Sales Depart...	60	Months
CO0000071	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area	1144	07/03/2018	07/03/2023	Sales Depart...	60	Months
CO0000072	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area	1234	07/03/2018	07/03/2023	Sales Depart...	60	Months
CO0000073	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		29/05/2018	29/05/2023	Sales Depart...	60	Months
CO0000079	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		18/06/2018	18/06/2023	Sales Depart...	60	Months
CO0000082	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		10/09/2019	10/09/2024	Sales Depart...	60	Months
CO0000083	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		05/02/2020	05/02/2025	Sales Depart...	60	Months
CO0000085	BIG0001	Big Bargains	CPC	Cost Per Copy	Durban Area		16/04/2020	16/04/2025	Sales Depart...	60	Months
CO0000006	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Hillcrest	1234	15/07/2020	17/07/2025	Sales Depart...	60	Months
CO0000084	PIW001	Pink Shoes	CPC	Cost Per Copy	Hillcrest		09/03/2020	09/03/2027	Sales Depart...	60	Months

1. The **Invoices for Contract No.: []** screen will open.
2. All the invoices linked to the selected contract will be listed.

## ADD CONTRACT INVOICE

3. Click on **Add**.



The **Maintain Contract Invoice: Add a new invoice** screen will display.

Complete the **Contract Invoice Header** Information:

1. **Customer Name:** Click on the search button in this field and select the customer linked to the contract in the previous screen.
2. **Contract:** Click on the search button in this field and select the row of the contract that you wish to raise a manual invoice against. This should be the contract originally selected in image 4.

Manual Contract Invoice : Add a new invoice - BPO: Version 2.4.0.11 - Example Company

Home | Equipment / Locatons | Contract | Finance / HR | Inventory | Maintenance / Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

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

Maintain | Process... | Format

Customer Name [ ] \* Invoice No. [ ]  
 Contract [ ] \* Status N  
 Invoice Date/Time 06/04/2021 00:00:00 \* Salesman [ ] \*  
 Order No. [ ] Invoice Currency [ ]  
 Billing Date 06/04/2021 Tax Rate [ ]  
 Remove Inactive Lines  Exchange Rate [ ]

Location/ItemDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	Due	InvoiceLineDescription	VAT
▼ [ ]	[ ]	[ ]	[ ]	[ ]	=	[ ]	=

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT
▼ [ ]	[ ]	[ ]	=	=	=	=	=	=	=	=

Comment [ ] \* Sub Total 0.00  
 VAT 0.00  
 Grand Total 0.00

## PRINT CONTRACT INVOICE

1. You can also Print a contract invoice or send a contract invoice to Print Queue.
2. Click on **Back** to return to the **Contract Listing** screen.

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