

CONTRACTS

MANUAL CONTRACT INVOICE -UNCONSOLIDATED CUSTOMER

Using a Manual Contract Invoice to bill any one machine on a contract for either fees or meters or both within the current billing period, will prevent a contract invoice from being raised at month end for that contract – for either fees, meters or both.

- If any one machine on a contract is billed for fees and meters, <u>none</u> of the machines on that contract will bill at month end.
- If any one fee is billed, <u>none</u> of the other machines fees will bill at month end (for that contract). Meters will still be billed.
- If any one meter is billed, <u>none</u> of the other machines' meter charges will bill at month end (for that contract). Fees will still be billed.

It is important to understand that Manual Contract Invoices should only be used to fix a problem as a last resort. i.e.:

- To re-invoice contract billing where a contract credit note was raised (without auto re-invoice option) for incorrect start reading / incorrect fee or meter charges.
- For incorrect prior period billing. Raise a contract credit note (without auto re-invoice) and create a manual contract invoice with the correct readings / fee or meter charges.
- To invoice the client where prior period billing was missed.

Do **not** use a Manual Contract Invoice to 'bill' a pro-rata amount at the start of a contract, if the manual contract invoice is being raised in the <u>same</u> billing



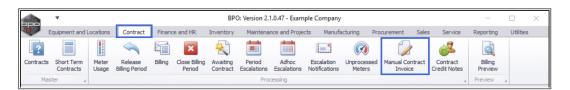
period. This will mean your contract will **not** bill at the end of the month. Instead:

- Either bill the pro-rata amount in the <u>current</u> billing period and set the contract to start billing in the <u>following</u> billing period, or
- Create a Sales Invoice with an Internal Service configured to post to the same general ledger account codes as the contract fee /meter charges.

If you are using the Auto Debit Order Processing option on BPO, make sure that you print the Manual Contract Invoice(s) from the **Print Queue**.

The process is slightly different for **Un**consolidated customers as compared to Consolidated customers. The process below documents **Unconsolidated** Customers.

Ribbon Access: Contract > Manual Contract Invoice



The *Contract Invoices* screen will be displayed.

- Select the *Site* that you wish to work in.
 - In this image *Durban* has been selected.



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- By default, this screen will open in the **New** status. This does not need to be changed to add a new manual contract invoice.
- Click on Add.



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The *Manual Contract Invoice : Add a new invoice* screen will open.

INVOICE HEADER DETAILS

• **Customer Name:** Click on the *search* button in this field.



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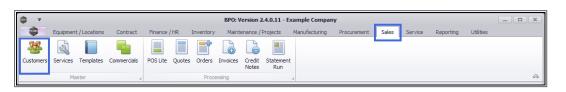
- The *Select a customer for this Invoice* screen will pop up.
- Select the *row* of the customer for whom you wish to create a manual contract invoice.



Check for <u>Un</u>consolidated Customer

You can check if a customer is unconsolidated by viewing the *Is Consolidated* check box in the Customer Maintenance screen.

Ribbon Access: Sales > Customers



- 1. The *Customer Listing* screen will be displayed.
- 2. Click on the *row selector* in front of the customer you wish to view.
- 3. Click on *View*.

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	PIN0001	GV	Pink Shoes	Durban				Terms and Limit	30 Days
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	HIL000001	HILLCRESTP	Mary Contrary	Durban				Terms and Limit	COD
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Call History	LIT0001	RE	Little Bee Honey	Durban				Terms and Limit	
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- 1. The *View Customer* screen will be displayed.
- 2. Ensure that the *Detail* tab is selected.
- 3. Find the *Is Consolidated* check box in this screen.
- 4. In this image, the check box is <u>un</u>-ticked, meaning this customer is *'unconsolidated'*.

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- 1. Close the screen or use the
- Open Windows functionality to return to the Manual Contract Invoice: Add a new invoice screen.



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When you have navigated back to the *Manual Contract Invoice: Add a new invoice* screen, you will note that;

- As the *Customer Name* field populates with the selected <u>un</u>consolidated customer, the following financial fields will now auto populate based on the customer contract details that have originally been set up:
- 2. Invoice Currency, Tax Rate and Exchange Rate.
- 3. If there is a *Salesman* already linked to this contract then that *Salesman name* will populate this field.



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SELECT CONTRACT

• Click on the **search** button in the **Contract** field.



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- The *Select the Contract* screen will pop up.
- Select the *row* of the *contract* that you wish to *raise* a *manual invoice* against.
- Click on *Ok*.



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CONTRACT ITEM FEES AND METERS

- 1. As the *Contract field* populates with the selected contract, the
- 2. The **Items** data grid and The **Meters** data grid will now auto populate with the item(s) and meter(s) details that have originally been set up on the selected contract.



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This screen lists both the *Active* and *Inactive* item or meter charges.

- In the *Status* column this will display as *either*;
 - A -Active or I-Inactive
- In the *Is Active* column this will display as *either*,
 - Yes -Active or No-Inactive



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These inactive contract fees will remain on the list, so that you can back date a bill for that fee when it was still applicable.

REMOVE INACTIVE LINES

- 1. Click on the *Remove Inactive Lines* check box if you do not wish to see these items.
- 2. In this image you can now only view the *Active* fee and meter lines.
 - Note: Un-tick the checkbox if you wish to view both the Active and Inactive lines again.



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REMOVE CHARGES

Ensure that you have the <u>correct</u> Fee and Meter charges listed. You can *delete/remove* the items that you do <u>not</u> wish to bill;

- 1. Select the *row* of the *item* or *fee* charge that you wish to *remove*.
 - In this image the *Service* charge has been selected.
- 2. Click on *Delete Item*.



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- A *Confirm delete line* message box will pop up asking;
 - Are you sure you want to remove this fee line from the contract invoice?
- Click on Yes.



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• The selected line will now be *removed* from the frame.



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- 1. **Invoice Date/Time:** These will be auto populated with the current date and time.
 - Either type in or click on the drop-down arrow and use the calendar function to select an alternative date, if required.
 - Either type in or use the directional arrows to select an alternative time, if required.
- 2. Order No: Type in a customer order number if required.
- 3. **Billing Date:** Ensure you have selected the <u>correct</u> billing date. This will adjust the meter reading date for the items on this invoice.



	Ŧ				Manual Contr	act Invoice : Add a	new invoice - BP	O: Version 2.1	.0.47 - Examp	le Compan	iy				_		\times
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INVOICE NO.

- Invoice No: When you save the details in this screen, the system will calculate the invoice number based on the selected <u>contract</u> <u>configuration</u> details set up.
- **Status:** This field will auto populate with *N* New.



	Ŧ				Manual Contrac	ct Invoice : Add a	new invoice - E	PO: Version 2	.1.0.47 - Examp	ole Compar	ıy					\times
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METER READINGS

- **Opening Readings** Type in or use the directional arrows to select the **Opening Meter Readings** for this invoice
- **Closing Readings** Type in or use the directional arrows to select the *Closing Meter Readings* for this invoice.



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- **Comments:** Type in a *comment* relating to this invoice.
 - This field is mandatory [*].



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NOTE ON AGGREGATE BILLING

- If you click on *Calculate Aggregate*.
- This will recalculate the aggregate billing charge.
- The correct amount will be billed regardless, but this will give you the ability to view the charges before saving the manual contract invoice.
- Note: Contracts <u>cannot</u> be configured for aggregate billing where the customer <u>is</u> consolidated.



	Ŧ				Manual Contrac	t Invoice : Add a	new invoice -	BPO: Version 2	.1.0.47 - Examp	ole Compa	ny			_		\times
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SAVE MANUAL INVOICE

• When you have finished editing the Manual Contract Invoice screen, click on *Save*.



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INVOICE NO. ALLOCATION

1. You will return to the *Contract Invoices* screen where you can now view the new manual invoice which now has an *invoice number* allocated to it.

PRINT MANUAL INVOICE

2. You can now <u>Print the Contract Invoice</u> (Print Queue).



PIN000020 N DAN002 Daning Shoes ZAR Income Shoes ZAR 1.00 H4.00 17 Nov 2017 000 IN0000462 N HOP001 Hope Works Tech ZAR Technical 1.00 OHW11111 14.00 27 Feb 2018 122 IN0000461 N SAM001 Samanthas Diner ZAR Technical 1.00 OHW11111 14.00 27 Feb 2018 122 IN0000460 N BOT0001 Bothas Hetworking inc USD 9.87 0.00 17 Nov 2017 000 IN0000459 N TIA001 Titan Group ZAR Sales Department 1.00 1.4.00 17 Nov 2017 000 IN0000458 N YES001 Young Electric Sales ZAR Sales Department 1.00 14.00 17 Nov 2017 000 IN0000457 N OFF001 Office Supplies Unlimited ZAR Sales Department 1.00 14.00 17 Nov 2017 000 IN0000455 N OFF	oiceTime 00:00 00:00	17 Nov 2017	TaxRate			▼ Refresh	Durban New	Print Send Invo	Layout Workspi	3	dd View I
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- 1. A *Select the option as desired* pop up screen will appear.
- 2. Select the *Print/Email* method.
 - In this image, *Print Invoice* has been selected.
- 3. Click on *Accept*.



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IN0000451	P	BOT0001	Bothas Networking inc						0.00	08/11/2017		
IN0000450	P	TIA001	Titan Group		Print I	nvoice			14.00	08/11/2017		
IN0000449	P	YES001	Young Electric						14.00	08/11/2017		
IN0000448	P	OFF001	Office Supplies Unlimited		🔘 Email I	Invoice		2	14.00	08/11/2017		
IN0000447	P	OFF001	Office Supplies Unlimited		🔘 Print a	and Email Invoi	ce		14.00	08/11/2017		
IN0000446	P	DER001	Derton / Technologies						14.00	08/11/2017		
IN0000445	P	HOP001	Hope Works (Pty) Ltd						14.00	08/11/2017		
IN0000444	P	SAM001	Samanthas Diner		ZAR.		1.00		0.00	31/08/2017		

The *Print Preview* screen will be displayed.

- 1. Here you can see that <u>only the selected contract linked to this customer</u> has been invoiced as this is an *unconsolidated* customer.
- 2. From here you can *View*, *Print*, *Export* or *Email* the invoice.
- 3. *Close* the preview screen when you are done.



Preview						_ — ×
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2	Con	apany Logo	Example Company Street No and Road N Area City South Africa 1234	In voice ame PO Box 1234 New Town Durban South Africa 1234 1234 1234 ra4521 Fax No.: 031 12 4545 Tel No.: 031 12 34567		
			Document No. : Date : Account Manager :	IN0000462 27/02/2018 00:00:00 Bianca Du Toit		
	Customer : Billing Address :	APP0001 Apple Juice Inc 1234	Attention :	Contact person		
	VAT No. :	123546789				
	Machine and Shi	pping Details				
	Contract : Location :	CO000054 <	-1			U
	Serial No. : Model No. :	2020-606060 SP2020	Shipping Address :	65 Meadow Lane New Heights		
	Order No. :			South Africa 1234		
	Fees Description				Sub Total	
	Monthly Service Fee				540.00	
Page 1 of 1	·					100% ⊝ ⊕

Related Topics

- <u>Create Manual Contract Invoice Consolidated Customer</u>
- Edit Comment and Order Number
- Month End Billing Run
- <u>Contract Credit Notes</u>

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