

# 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



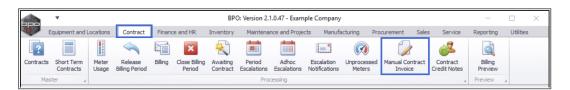
period. This will mean your contract will **not** bill at the end of the month. Instead:

- 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.



				Contract Invo	oices - B	PO: Version 2.1.0.47 -	Example Cor	mpany					-		$\times$
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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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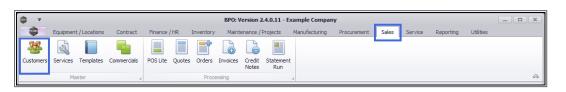
- The *Select a customer for this Invoice* screen will pop up.
- Select the *row* of the customer for whom you wish to create a manual contract invoice.



# 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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NOLES	▶ HOP001	RE	Hope Works	Durban	Tech	Technical	100 000.00	No Check	90 Days
	OFF001	RE	Office Supplies Unlimited	Durban			75 000.00	Terms and Limit	30 Days
	YES001	co 2	Young Electric	Durban	Sales	Sales De	100 000.00		COD
Contacts	BOT0001	п	Bothas Networking inc	Durban				No Check	30 Days
	SAM001	RE	Samanthas Diner	Durban				No Check	30 Days
	DAN001	п	Danny Storm IT Cafe	Durban				No Check	30 Days
Addresses	PAN001	RE	Panda Copiers	Durban				No Check	COD
	HAC001	Π	Hack PC - IT Shop	Durban				No Check	COD
	PIN0001	GV	Pink Shoes	Durban				Terms and Limit	30 Days
Documents	GIL000001	GILLITTSPA	Dolf Lundgren	Durban				Terms and Limit	COD
	HIL000001	HILLCRESTP	Mary Contrary	Durban				Terms and Limit	COD
	JUS001	RE	Just In Time	Durban				No Check	30 Days
Call History	LIT0001	RE	Little Bee Honey	Durban				Terms and Limit	
	GRE001	RE	Green Tea Supplies	Durban			10000	Terms and Limit	30 Days
	FIN0001	RE	Fine Hair Salon	Durban				Terms and Limit	COD
Project History	BET0001	RE	Betties Summer Shop at					Terms and Limit	
rojecchistory	biancad	RE	North West Branch	Durban				Terms and Limit	COD
	DAN002	П	Dancing Shoes	Durban				No Check	COD
	BIG0001	CO	Big Bargains	Durban				Terms and Limit	COD
History	MAN0001	RE	Mandy Norton	Durban				Terms and Limit	COD
	DAN0003	Π (0)	Dance Shoes Billys Baro	Durban			7427	Terms and Limit	000
	4	170	Hillve Barn	himban			0.00	Larme and Limit	100



- 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'*.

	1	View Customer - HOP001 - B				-		×
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inks 4	Detail Commercial							
nter text to search P	Туре	Retail	* Primary Contact	Jane, Alrich.				
Functions	Customer Code			standard@noemail.coza				
	Customer Name		* Invoice Method	and the second second second				
Notes	Credit Limit	100000		Primary is Accounts Contact				
		www.hopeworks.co.za	Accounts Contact					
		031 123 4567		bianca@co3.co.za				
Contacts	Tax Rate	15.00 -	* Billing Address	PO Box 7452				
	VAT No.	987654321	*	Forest Hills				
	Registered Name	Hope Works (Pty) Lts		New Town				
Addresses	Registration No.	123456789	i l	Durban South				
	Holding Company	No Holding Co		South Africa				
	Currency	South African Rand	* Bill Postal Code					
Documents	Account Code			Copy Billing to Shipping	1			
	Credit Check	No Check	Physical Address	Plot 91 Leaf Road Forest Hills	-			
	Credit Terms			New Town				
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	Account Manager	Bianca Du Toit	Postal Code	1234	1			
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uthorisation Information		-				28 Jan 2	010	0

- 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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Open	Windo	ows -		-										28 Jan 3	2019	: 4
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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.



	Ŧ				Man	ual Contra	ct Invoice	: Add a new in	voice - BPO: Versio	n 2.1	1.0.47 - Examp	le Compar	IV			_			×
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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.



Image: Second	
Image: Sack Delete Item Proce       Image: Sack Delete Item Proce       Image: Sack Delete Item Proce         Maintain       Proce       Format         Customer Name Hope Works       P       Invoice No.         Contract       Co0000043       P         Invoice Date/Time       12:00:00 AM C       Salesman	lities — 🗗 .
ave     Back     Delete Aggregate     Calculate Aggregate     Save Layout Format       Maintain     Proce     Format       Customer Name     Hope Works     P       Contract     C0000043     P       Contract     C0000043     P       Invoice Date/Time     22 Feb 2018     12:00:00 AM C	
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temove Inactive Lines Exchange Rate	
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Comment         Sub Total         Sub Total         Sub Total         Sub Total         Comment         Sub Total         Comment	es es 2 822.71

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



	Ŧ				Manual Contra	ct Invoice : Add a	new invoice - B	PO: Version 2	.1.0.47 - Exam	ole Comp	anv			-		×
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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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	3053	MeterDefCo	ode Accou	intCode (	OpeningReading	ClosingReading 563.00	ReadingDate	MinBilling	MinQuantity	Usage 563	Due 1 150.93	161.13				
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2020-103	03053	MeterDefCo	ode Accou	intCode (	OpeningReading 0.00	ClosingReading 563.00	ReadingDate	MinBilling 1 100.00	MinQuantity 100	Usage 563 298	Due 1 150.93	161.13 157.05	CO000043	Yes		822.71
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# **SAVE MANUAL INVOICE**

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



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Open Windo	ows 🕶													21 Feb 2	018	 	

#### **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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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.



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			Document No. : Date : Account Manager :	<b>IN0000462</b> 27/02/2018 00:00:00 Bianca Du Toit		
	Customer : Billing Address :	APP0001 Apple Juice Inc 1234	Attention :	Contact person		
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	Serial No. : Model No. :	2020-606060 SP2020	Shipping Address :	65 Meadow Lane New Heights		
	Order No. :			South Africa 1234		
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	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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