

CONTRACT INVOICES

EDIT COMMENT AND ORDER NUMBERS

The contract invoice comment and order numbers are either input manually when creating a Manual Contract Invoice or generated via the Contract Billing process based on what is configured on the contract.

You now have the ability to edit Contract Invoices after they have been printed (billing run) or created (Manual contract invoice) to update the Order number and comments.

The 'Comment and Order' button will only be available for contract invoices in status **New** or **Printed**, and is controlled by user rights.

Ribbon Access: Contract > Manual Contract Invoice



Select the Site

Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

Another site can be selected, if required, and if you have the security rights to access the site.

If *All Sites* displays here, then you do not have a default site configured on your user record, and need to select the required site.



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IN0000796 N	TIA001 Titan Group	ZAR		1.00	15.00		27/02/2020	04:08:29	test	A	Ben Johnson	
IN0000520 N	OFF001 Office Supplies Unit	imited ZAR		1.00	15.00		20/05/2019	00:00:00		A	Ben Johnson	CRO

• By default, this screen will open in the **New** status. You could also filter for **Printed** invoices for this functionality.

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	IN0000520	N	OFF001	Office Supplies Unlimited	ZAR		1.00	15.0		20/05/2019	00:00:00		A	Ben Johnson	CRO



 Select the Contract Invoice to edit and Click on the Comment and Order button.

4	•									Contra	ct Invoices - BPO: V	ersion 2.5.0.	- Example Comp	pany					x
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	Open W	indows *													User : Bianca	D 25/03/2022 V	ersion : 2.5.0.9 E	xample Company	11.

CONTRACT HEADER ORDER NUMBER AND COMMENTS

• Update the Contract Header **Order Number** and/or **Comments** as required.



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			COFee456	2020-1	0201	s	Service	Service	262.50	39.38 1	101				
			COFee789	CUSMA	CH001_TIA001	S	Service	Service	525.00	78.75 1	101				
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FEES ORDER NUMBER AND COMMENTS

• This frame displays all contract item fees.

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			COFee789	CUSMA	CH001_TIA001	S	Service	Service	525.00	78.75 110	1				
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- The Order Number on each fee can be edited.

USAGE CHARGES ORDER NUMBER AND COMMENTS

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• This frame displays all contract item meters.



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• The Order Number on each meter usage charge can be edited.

• Once all required changes have been made, click on the **Save** button.

+			Note	maintain for	Contract Invoice n	io IN0000796	- BPO: Version 2	2.5.0.9 - Example Con	npany				-	
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4			COFee789	CUSMA	CH001_TIA001	S	Service	Service	525.00	78.75 1101				
			COFee012	Aggreg	ate Fee	S	Service	Service	1,270.50	190.58 1101				
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			COUsage 789	CUSMACH	Mono	0.00	0	100.00	500.	0 27/02/2020		400 1101	170.00	25.50
			COUsage012	CUSMACH	Colour	0.00	0	100.00	500.	0 27/02/2020		400 1101	420.00	63.00
			COUsage 345	2020-10201	Mono	0.00	0	100.00	500.	0 27/02/2020		400	170.00	25.50
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Open Windows 🕶										User : BiancaD	25/03/202	2 Version : 2.5.0.9	Example C	ampany //



Related Topics

- Manual Contract Invoice (Consolidated)
- Manual Contract Invoice (Non-consolidated)
- <u>Contract Billing</u>

MNU.113.002