

CONTRACTS

MANUAL CONTRACT INVOICE -CONSOLIDATED 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



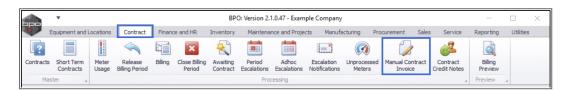
period. This will mean your contract will **not** bill at the end of the month. Instead:

- 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 **Consolidated** Customers.

Ribbon Access: Contract > Manual Contract Invoice



The *Contract Invoices* screen will be displayed.

Select the Site and Status

- 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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1. The *Manual Contract Invoice : Add a new invoice* screen will be displayed.

INVOICE HEADER DETAILS

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



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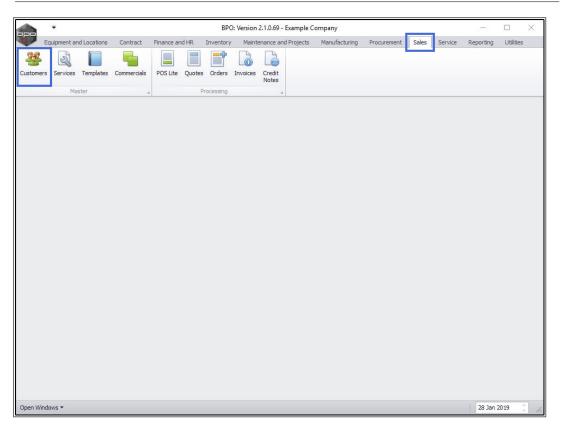
- The *Select a customer for this Invoice* screen will pop up.
- Select the *row* of the *'consolidated' customer* that you wish to *create* a *manual invoice* for.



Check for Consolidated Customer

You can check if a customer <u>is</u> **consolidated** 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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- 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.
- In this image, the check box is <u>ticked</u>, meaning this customer <u>is</u> consolidated.



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- 1. Close the screen or use the
- 2. *Open Windows* menu 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;

 The *Customer Name* field populates with the selected (*consolidated*) customer and the *search* button will disappear from the *Contract* field. This is because the invoice will incorporate all the Item Fees and Item Meters linked to this customer - you cannot select any one contract.

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.
- If there is a *Salesman* already linked to this contract then that *Sales-man name* will populate this field.
- 4. The Items Fees data grid and



 Meters Fees data grid will populate with <u>all</u> of the *Items Fees* and Meters Fees linked to this consolidated customer.

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CONTRACT ITEM FEES AND METERS

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

REMOVE INACTIVE LINES

1. You can *Remove Inactive Lines* by selecting the check box

REMOVE CHARGES

2. You can delete item lines <u>not to be billed</u>, by selecting the row of the item and clicking on *Delete Item*.



PF	Home	Equipment an	dlassiers	Contras			nvoice : Add a Inventory M							uico D	marting	Utilities	- 6	×
		Equipment an	o Locations	T to prove the	t Fina	nce and HK	inventory M	ainter	lance and Proj	jects Manura	icturing Procu	rement	sales sel	VICE R	eporting	Utilities		5 - 14 -
ŀ		×		2														
S	ave Back		Calculate	Save La	out													
	1		ggregate															
_	Maintain	a P	roce a	Format	- 14													
	Custor	ner Name	Samanthas	Diner		• م				Invoice No.								
	2	Contract				*				Status	N							
	Invoice D	ate/Time	03 Feb 201	9 - 0	0:00:00) ‡				Salesman								
	A REAL PROPERTY AND A REAL OF	Order No.			N.G.M.C.				Invoi	ice Currency	-							
		illing Date	03 Feb 201	9 -						Tax Rate				12				
1					6				Eve	change Rate								
R	emove Inact	ive Lines			-1	· · .			LAG	analige rate	2.0700							
1	LocationDesc	SerialNo		FeeType		FeeTypeDes	Acco	untCo	de Invoice	Description	Due	VAT	Status					
Y								÷ .										
۲		20-1472	58	S		Service	1101		Monthly	service fee	1 395.39	0.0	A 00					
		20-1472	58	N		Insurance	1203		Insuran	nce -	338.45	0.0	A 00					
		19-12/12	202	S		Service	1101		Monthly	y service	1023.28	0.0	A 00					
		19-12/12	202	N		Insurance	1203		Insurar	nce	338.45	0.0	A 00					
		1912-10	2031	S		Service	1101		Service	fee	487.28	0.0	- A 00					
_		1912-10	2031	N		Insurance	1203		Insuran		307.68	0.0	A 00					_
	SerialNo	MeterDefCoo	de Acco	untCode	Openir	ngReading	ClosingReading	R	eadingDate	MinBilling	MinQuantity	Usage	Due	VAT	IsActive		_	
٩																		7
•	20-147258	Colour	1101			0.00	0	.00 0	3 Feb 2019	0.00	0	0	0.00	0.00	Yes		1	
	19-12/1202	Mono				0.00	0	.00 0	3 Feb 2019	0.00	0	0	0.00	0.00	Yes		1	
		Colour	1101			0.00			3 Feb 2019	0.00	0	0	0.00	0.00		1		
	1912-102031		1101			0.00			3 Feb 2019	0.00	0	0	0.00	0.00		L		
	2020-102046		1101			0.00			3 Feb 2019	0.00	0	0	0.00	0.00	r			
	2020-102046	Colour	1101			0.00	0	.00 0	3 Feb 2019	0.00	0	0	0.00	0.00	No			
	Comment										*	Sub T	otal				9 20	0.53
	connent											VAT						0.00
										1		Gran	d Total				9 26	60.53

- 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.



	-				Manu	ial Contract li	nvoice : Add a i	new i	invoice - BPC	: Version 2.1.0).69 - Example	Compan	у		2000			×
ел н	lome E	quipment a	nd Location	Contrac	t Fina	ance and HR	Inventory Ma	sinter	nance and Proj	ects Manufa	cturing Procu	rement	Sales Ser	vice Re	eporting Utiliti	es —	₽	3
H	\bigcirc	×		2														
Save	Back	Delete Item	Calculate Aggregate	Save La	yout													
Mai	intain		Proce	Format	-													
	Custom	er Name	Samanthas	Diner		* م				Invoice No.				-				
		Contract		- Dirici		*				Status	N							
Inv	-		03 Feb 20	19 - 0	0:00:0	• • -	-	-		Salesman	10-11 10-11							
200.5c		Order No.					2		Invoi	ce Currency	-							
			03 Feb 20	19 -						Tax Rate	1.5.00							
Demove		ve Lines			-		-3		Exe	hange Rate								
1				10 200		140 460 520	-	3423			1	1.7122	125555					_
Location	nDesc	SerialN	0	FeeType		FeeTypeDes	c Accou	intCo	de Invoice	Description	Due	VAT	Status					
9														_				1
•		20-147		S		Service Insurance	1101		Insurar	y service fee	1 395.39		A 00 A 00					
		19-12/		S		Service	1203			/ service	1 023.28		00 A					
		19-12/		N		Insurance	1203		Insurar		338.45		00 A					
		1912-1		S		Service	1101		Service		487.28		00 A					
		1912-1	02031	N		Insurance	1203		Insurar	ice	307.68	0.0	A 00					
SerialNo	o 1	/eterDefCo	de Acco	untCode	Openi	ingReading	ClosingReading	R	eadingDate	MinBilling	MinQuantity	Usage	Due	VAT	IsActive			
9																		
20-147	258 0	Colour	110			0.00	0.	0 00	3 Feb 2019	0.00	0	0	0.00	0.00	Yes			
19-12/1	1202	lono				0.00	0.	0 00	3 Feb 2019	0.00	0	0	0.00	0.00	Yes			
19-12/1	1202 0	Colour	110			0.00	0.	0 00	3 Feb 2019	0.00	0	0	0.00	0.00	Yes			
	02031 N		110			0.00			3 Feb 2019	0.00	0	-	0.00					
	02046 1		110			0.00			3 Feb 2019	0.00	0		0.00					
2020-10	02046 0	Colour	110			0.00	0.	0 00	3 Feb 2019	0.00	0	0	0.00	0.00	No			
Com	ment										*	Sub 1	otal				9 260). 53
												VAT					0	0.00
										-		Gran	d Total				9 260).53
	2																	

INVOICE NO.

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



	Ŧ				Manual	Contract In	nvoice : Add a	a new	invoice - BP	O: Version 2.1.	0.69 - Example	Company				8 <u>-</u> 8			X
0	Home E	Equipment a	nd Locations	Contrac	t Financ	e and HR	Inventory I	Mainte	nance and Pro	ojects Manufa	cturing Procu	irement S	ales Ser	vice Re	eporting	Utilities	-	Ð	>
H	\bigcirc	×		2															
Save	Back	Delete	Calculate	Save Lay	/out														
	Maintain		Aggregate	Format															
1	nairttain	a .	Process a	Furmat										_					-
	Custon	ner Name	Samanthas	Diner		* م				Invoice No.									
		Contract				*				Status	N								
I	nvoice D	ate/Time	03 Feb 201	.9 🔻 0	0:00:00	\$			1	Salesman	Abigail Milne			*					
		Order No.							Invo	ice Currency	USD								
	Bi	lling Date	03 Feb 201	.9 -						Tax Rate	0.00								
Remo	ve Inact	ive Lines							Ex	change Rate	9.8700								
Locat	tionDesc	SerialN	0	FeeType	F	eeTypeDes	ac Aco	ountC	ode Invoio	eDescription	Due	VAT	Status						-
9																			-
•		20-147	258	S	5	Service	110	1	Month	ly service fee	1 395.39	0.00	A						
		20-147	258	N	I	nsurance	120	3	Insura	nce	338.45	0.00	A						
		19-12/	1202	S	5	Service	110	1	Month	ly service	1 023.28	0.00	A						1
		19-12/	1202	N	I	insurance	120	3	Insura	nce	338.45	0.00	A						
		1912-1	02031	S	5	Service	110	1	Service	e fee	487.28	0.00	A						
		1912-1	02031	N	I	nsurance	120	3	Insura	nce	307.68	0.00	A						
Seria	lNo	MeterDefCo	ode Acco	untCode	Opening	Reading	ClosingReadin	ng l	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	IsActive				
9																			
> 20-14	47258	Colour	1101			0.00			03 Feb 2019	0.00	0	0	0.00	0.00	Yes				
		Mono				0.00			03 Feb 2019	0.00	0		0.00	0.00					
	The second	Colour	1101			0.00			03 Feb 2019	0.00	0	-	0.00	0.00					
	-102031		1101			0.00			03 Feb 2019	0.00	0	-	0.00	0.00					
	-102046		1101			0.00			03 Feb 2019	0.00	0		0.00	0.00					
2020	-102046	Colour	1101			0.00		0.00	03 Feb 2019	0.00	0	0	0.00	0.00	No				
Cor	mment									A.		Sub To	otal				3	9 260.	53
												VAT						0.	.00
												Grand	Total					9 260.	52
												oranu	Total					200.	33

METER READINGS

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

Comments

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



	-				Manual Contract	t Invoice : Add a ne	ew invoi	ce - BPC): Version 2.1.0	0.69 - Example	Company			10-10		×
-	Home	Equipment a	and Location	ns Contract	Finance and HR	R Inventory Mair	ntenance	and Pro	jects Manufa	cturing Procu	rement Sa	ales Ser	vice Re	porting Utilit	ies —	8
I	-	×		2												
S	ave Back	Delete Item	Calculate Aggregate	Save Lay	out											
	Maintain	al.	Proce	J Format	4											
	Custo	mer Name	Samantha	as Diner	* م	10 C			Invoice No.							
		Contract			*	17			Status	N						
	Invoice E	ate/Time	03 Feb 20	019 🔻 00	0:00:00 🛟		Ĩ		Salesman	Abigail Milne			*			
		Order No.					5	Invo	ice Currency	USD						
	В	illing Date	03 Feb 20	019 •					Tax Rate	0.00						
R	emove Inac	tive Lines						Exe	change Rate	9.8700						
	LocationDesc	SerialN	lo	FeeType	FeeTypeD	Desc Account	tCode	Invoice	Description	Due	VAT	Status				
٩																
		20-147	258	S	Service	1101		Monthl	y service fee	1 395.39	0.00	A				
		20-147	258	N	Insurance	1203		Insurar	nce	338.45	0.00	A				
		19-12/	1202	S	Service	1101		Monthly	y service	1 023.28	0.00	A				
		19-12/		N	Insurance			Insurar		338.45	0.00					
		1912-1		S	Service	1101		Service		487.28	0.00					
	SerialNo	1912-1 MeterDefC		N countCode	Insurance OpeningReading	2 1203 ClosingReading	Deadi	Insurar	1	307.68 MinQuantity	0.00 Usage	L A Due	VAT	IsActive		
ę	Senaino	Meterbero	oue Au	ountcode	OpeningReading	ClosingReading	Reauir	iguate	Mirioniiriy	MiniQuartery	Usage 1	Due	VAI	ISACUVE		
	20-147258	Colour	110)1	0.00	÷ 0.0	0 03 Feb	2019	0.00	0	0	0.00	0.00	Yes		
	19-12/1202	Mono	1-		0.0		03Feb		0.00	0	0	0.00	0.00			
	19-12/1202	Colour	110)1	0.0	0.0	03 Feb	2019	0.00	0	0	0.00	0.00	Yes		
	1912-102031	Mono	110)1	0.0	0.0	03 Feb	2019	0.00	0	0	0.00	0.00	Yes		
	2020-102046	Mono	110)1	0.0		03 Feb		0.00	0	0	0.00	0.00	No		
	2020-102046	Colour	110)1	0.0	0.0	03 Feb	2019	0.00	0	0	0.00	0.00	No		
	Comment								A.		Sub To	tal				9 260.5
											-2					0.0

NOTE ON AGGREGATE BILLING

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



				Manual Contract	Invoice : Add a n	ew inv	oice - BP(D: Version 2.1.	0.69 - Example	Company			25 2			\times
Home	Equipment ar	nd Locations	Contrac	t Finance and HR	Inventory Ma	intenan	ice and Pro	jects Manufa	acturing Procu	rement S	ales Ser	vice Re	eporting Utilit	es —	Ð	2
8	×	V	2	2												
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Maintain	a F	Proce a	Format	4												
Custo	ner Name	Samanthas	Diner	* م				Invoice No.				-				
custo	Contract	Contarterido	Dirici	*				Status								
Invoice [ate/Time	03 Eeb 201	9 0	0:00:00 🛟				Salesman	1.01							
	Order No.			•			Invo	ice Currency	-							
В	illing Date	03 Feb 201	• •					Tax Rate				-				
Remove Inac							Fx	change Rate								
	Pacification and an		180 - 180 - 50	No. 3000-1974		500.00		2010		HOM:	12003773					_
LocationDesc	SerialNo		FeeType	FeeTypeDe	esc Accou	ntCode	Invoice	Description	Due	VAT	Status					
٩																
	20-1472	22	S	Service	1101			y service fee	1 395.39	0.00						
	20-1472		N	Insurance	1203		Insura		338.45	0.00						
	19-12/1		S	Service	1101			y service	1 023.28	0.00						
	19-12/1		N S	Insurance	1203		Insura		338.45 487.28	0.00						
	1912-10		N	Insurance	1203		Insura		307.68							
SerialNo	MeterDefCo		IntCode	OpeningReading	ClosingReading	Rea	dingDate		MinQuantity		Due	VAT	IsActive			
9											7.77					
20-147258	Colour	1101		0.00	0.0	0 03 F	eb 2019	0.00	0	0	0.00	0.00	Yes			
19-12/1202	Mono			0.00	0.0	0 03 F	eb 2019	0.00	0	0	0.00	0.00	Yes			
19-12/1202	Colour	1101		0.00	0.0	0 03 F	eb 2019	0.00	0	0	0.00	0.00	Yes			
1912-102031	Mono	1101		0.00	0.0	0 03 F	eb 2019	0.00	0	0	0.00	0.00	Yes			
2020-102046	Mono	1101		0.00	0.0	0 03 F	eb 2019	0.00	0	0	0.00	0.00	No			
2020-102046	Colour	1101		0.00	0.0	0 03 F	eb 2019	0.00	0	0	0.00	0.00	No			
Comment	Test Conso	lidated Cust	omer Manu	al Contract Invoice				A.	*	Sub To	otal				9 26	0.53
1742.000.000.000										VAT						0.00
										Grand	Total				9 26	
										Grund					5 20	0.00

SAVE MANUAL INVOICE

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



						nvoice : Add a n								1.000			×
Home	Equipment a	nd Locations	Contract	Finance	and HR	Inventory Mai	ntenan	ice and Pro	jects Manufa	icturing Procu	rement	Sales Ser	vice Re	eporting Utilitie	s –	Ð	3
	×		2														
Save Back	Delete	Calculate	Save Lay	out													
		Aggregate															
Maintain	al.	Proce a	Format	- 4											_		_
Custor		Samanthas	Diner		* م				Invoice No.								
	Contract				*				Status	N							
Invoice D	ate/Time	03 Feb 201	9 🔻 00	:00:00	÷		-		Salesman	Abigail Milne			*				
	Order No.						-	Invo	ice Currency	USD							
В	illing Date	03 Feb 201	.9 🔻						Tax Rate	0.00							
Remove Inac	ive Lines							Ex	change Rate	9.8700							
LocationDesc	SerialN		FeeType	Fee	TypeDes	sc Accour	tCode	Invoice	Description	Due	VAT	Status					-
9																	
	20-147	258	S	Ser	vice	1101		Month	v service fee	1 395.39	0.0	00 A					
	20-147	258	N	Ins	urance	1203		Insura	nce	338.45	0.0	00 A					
	19-12/	1202	s	Ser	vice	1101		Month	y service	1 023.28	0.0	A 00					
	19-12/	1202	N	Ins	urance	1203		Insura	nce	338.45	0.0	A 00					
	1912-1	02031	S	Ser	vice	1101		Service	e fee	487.28	0.0	A 00					
	1912-1	02031	N	Ins	urance	1203		Insura	nce	307.68	0.0	A 00					
SerialNo	MeterDefCo	ode Acco	untCode	OpeningRe	ading	ClosingReading	Rea	dingDate	MinBilling	MinQuantity	Usage	Due	VAT	IsActive			
٩																	
20-147258	Colour	1101			150.00	220.0	03F	eb 2019	0.00	0	70	156.28	0.00	Yes			
19-12/1202	Mono				200.00	400.0	03F	eb 2019	0.00	0	200	19.97	0.00	Yes			
19-12/1202	Colour	1101			190.00			eb 2019	0.00	0	90	226.05					
1912-102031		1101			300.00			eb 2019	0.00	0	260	36.28					
2020-102046		1101			350.00			eb 2019	0.00	0	140	0.00	0.00				
2020-102046	Colour	1101			270.00	390.0	0 03 F	eb 2019	0.00	0	120	0.00	0.00	No			
Comment	Test Conso	lidated Cust	tomer Manua	Contract I	nvoice					* Sub Total				9 699.1			.11
											VAT					0	.00
											Gran	d Total				9 699	

INVOICE NO. ALLOCATION

- 1. The invoice will be *saved* and you will return to the *Contract Invoices* Listing screen.
- 2. The newly created invoice will be selected in this screen and you will note that an *Invoice No.* has now been allocated.

PRINT MANUAL INVOICE

3. Keeping the invoice selected, click on *Print*.



	nvoice Save	Layout Worksp		voices Expo	rt New	✓ Ref	resh				
Maintain	. 3	Format	Print			Current					
	eader here to a		mp							1	
	1	CustomerCode		DeptCode	Currency	DeptName	ExchangeRate	CustomerOrderNo	TaxBate	InvoiceDate	InvoiceTim
invoicent	, ,	Customercour	Costonerranc	Depressie	currency	beputane	Excitation	customeroraerno	TUNITUTE	Involcebute	anvoice min
IN0000453	N [′]	HOP001	Hope Works	Tech	ZAR	Technical	1.00		14.00	17 Nov 2017	00:00:00
IN0000454	1	HOP001	Hope Works	Tech	ZAR	Technical	1.00			17 Nov 2017	00:00:00
IN0000455,	N	DER001	Derton Technologies		ZAR		1.00		14.00	17 Nov 2017	00:00:00
IN0000456	N	OFF001	Office Supplies Unlimited		ZAR		1.00		14.00	17 Nov 2017	00:00:00
IN0000457	N	OFF001	Office Supplies Unlimited		ZAR		1.00		14.00	17 Nov 2017	00:00:00
IN0000458	N	YES001	Young Electric	Sales	ZAR	Sales Department	1.00		14.00	17 Nov 2017	00:00:00
IN0000459	N	TIA001	Titan Group		ZAR		1.00		14.00	17 Nov 2017	00:00:00
IN0000460	N	BOT0001	Bothas Networking inc		USD		9.87		0.00	17 Nov 2017	00:00:00
IN0000461	N	SAM001	Samanthas Diner		ZAR		1.00		0.00	17 Nov 2017	00:00:00
IN0000462	Ν	HOP001	Hope Works	Tech	ZAR	Technical	1.00	OHW11111	14.00	22 Feb 2018	12:00:00
IN0000463	N	SAM001	Samanthas Diner		USD		9.87		0.00	03 Feb 2019	12:00:00
PIN0000020	N	DAN002	Dancing Shoes		ZAR	4	1.00		14.00	17 Nov 2017	00:00:00
STI0000020	N	HOP001	Hope Works	Tech	ZAR	Technical	1.00	test	14.00	25 Jul 2018	10:23:30
STI0000021	N	HOP001	Hope Works	Tech	ZAR	Technical	1.00	HWSTCD1008	15.00	26 Jul 2018	10:59:40

- 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*.



Interview Interview <t< th=""><th>Invoice Save Layout Workspaces Print Send Invoices Export New Refresh InvoiceStatus Customer/Code Customer/Name PeptCode Current InvoiceStatus Customer/OrderNo TaxRate InvoiceDate InvoiceTime N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N HOP001 Office Supplies Unlimited ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N OFF001 Office Supplies Unlimited Feder ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N OFF001 Office Supplies Unlimited Feder Careet Cono:00 14.00 17 Nov 2017 00:00:00 N SAM001 Samanthas Diner Feder</th><th>-</th><th>-</th><th></th><th></th><th>Contr</th><th>act Invoic</th><th>es - BPC</th><th>: Version 2.1.0.69 -</th><th>Example (</th><th>Company</th><th></th><th></th><th>25-22</th><th></th><th>X</th></t<>	Invoice Save Layout Workspaces Print Send Invoices Export New Refresh InvoiceStatus Customer/Code Customer/Name PeptCode Current InvoiceStatus Customer/OrderNo TaxRate InvoiceDate InvoiceTime N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N HOP001 Office Supplies Unlimited ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N OFF001 Office Supplies Unlimited Feder ZAR Technical 1.00 14.00 17 Nov 2017 00:00:00 N OFF001 Office Supplies Unlimited Feder Careet Cono:00 14.00 17 Nov 2017 00:00:00 N SAM001 Samanthas Diner Feder	-	-			Contr	act Invoic	es - BPC	: Version 2.1.0.69 -	Example (Company			25-22		X
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The *Print Preview* screen will open.

- 1. Here you can see that <u>all</u> contracts linked to this customer have been invoiced as this is a *consolidated* 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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		VAT No.: 0000000 Tel No.: 031 123 4567 Document No.: 1N0000463 Date: 03 Feb 2019 Account Manager: Susan Cooper	
	Customer : SAM001 Samanthas Diner		
	Billing Address : PO Box 1234 New Town 1234	Attention : Samantha Marshall	
	VAT No.: 123456789		
	Machine and Shipping Details		
	Contract : STC0000017 Location : On Site with client Serial No. :	Shipping Address : 147 Tar Road	
	Serial No. : Model No. :	Shipping Address : 147 Tar Road New Town	
	Order No. :	1234	
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Related Topics

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

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