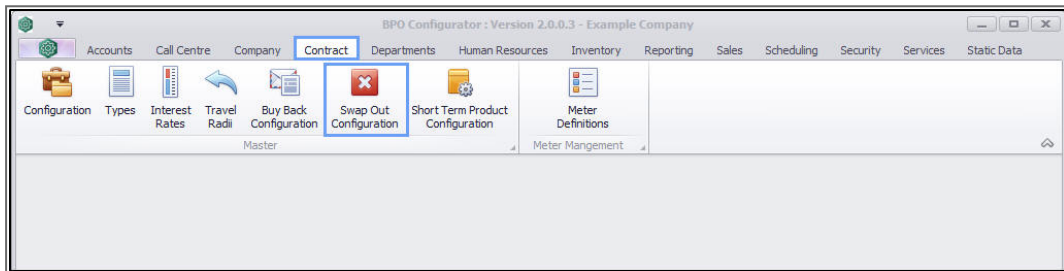


CONTRACT

SWAP OUT CONFIGURATION

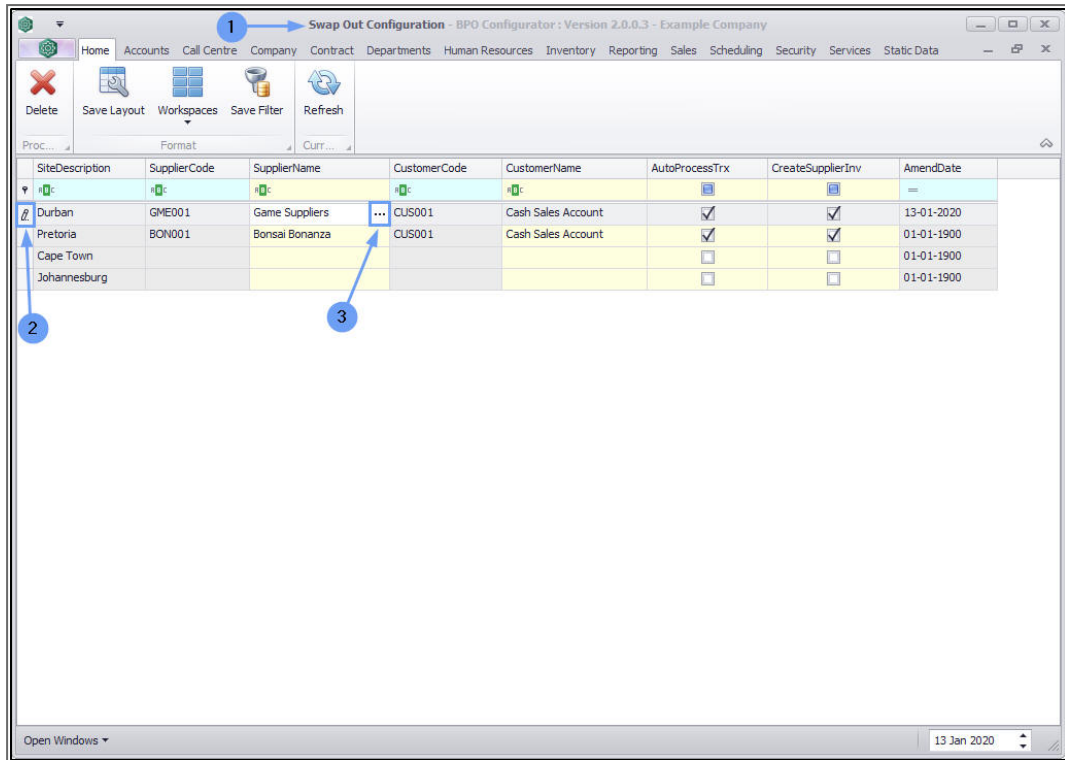
Ribbon Access: *Configurator > Contract > Swap Out Configuration*



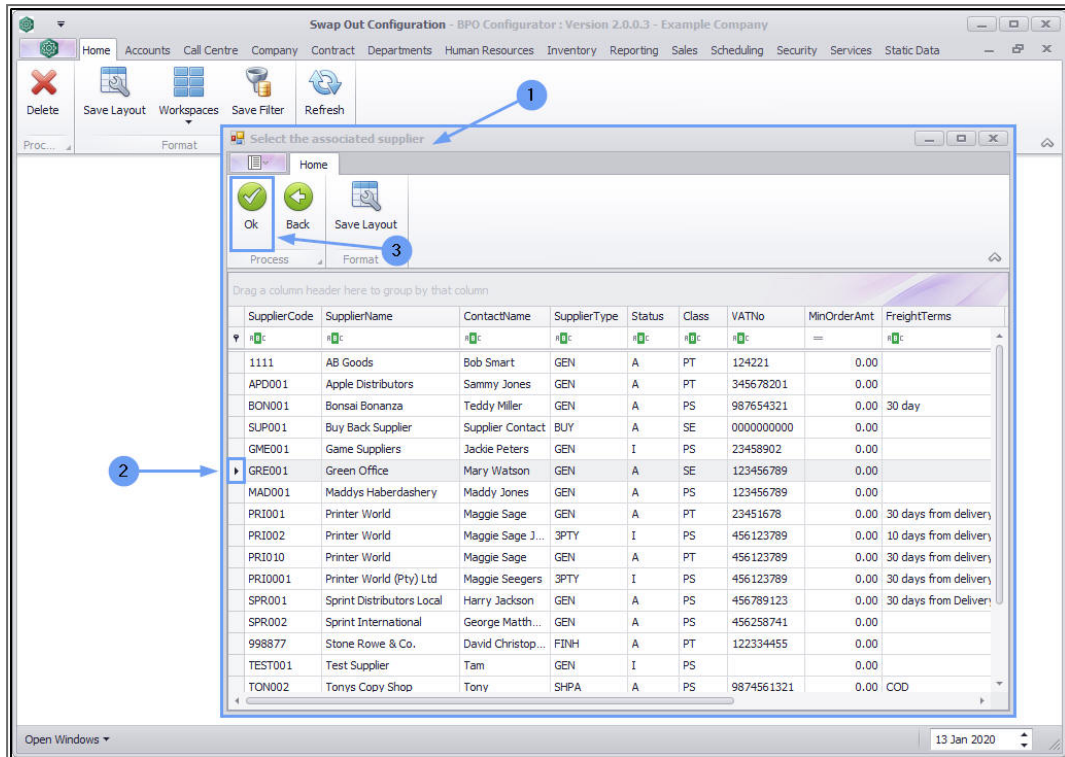
1. The **Swap Out Configuration** screen will be displayed.
2. Select the site that you wish to configure.
 - In this example, Durban is selected.

SELECT SUPPLIER

3. Click in the **Supplier Name** field to reveal an ellipsis button, click on this button.



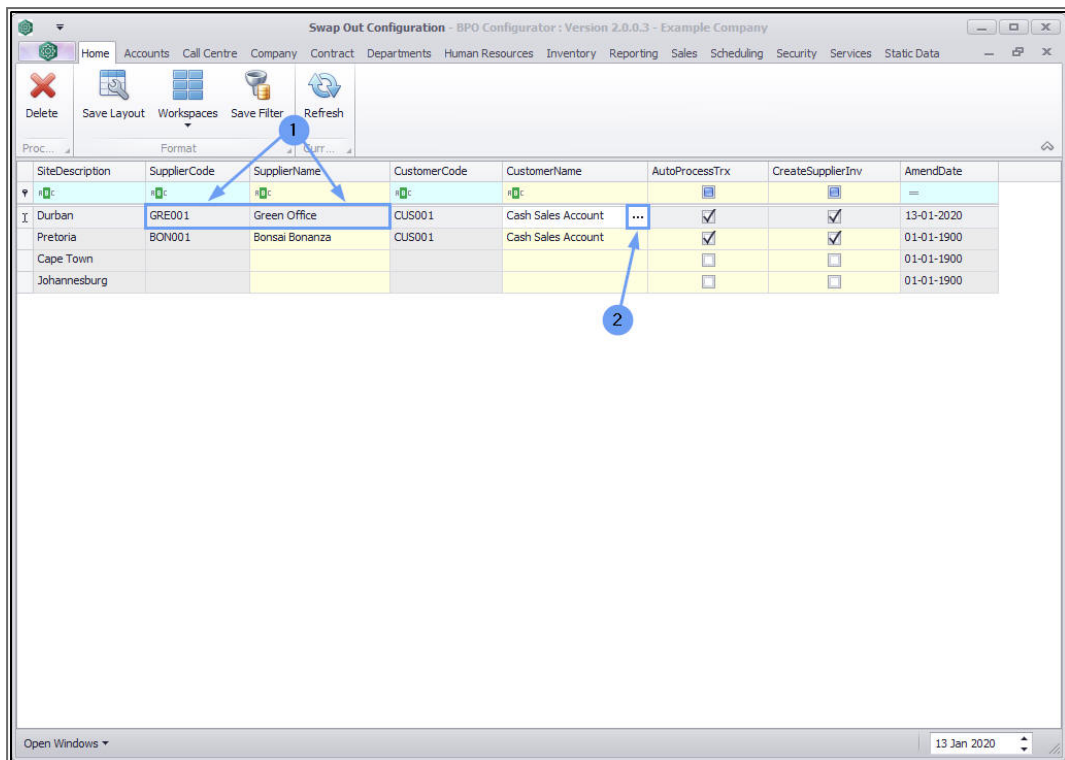
1. The **Select the associated supplier** screen will pop up.
2. Select from the list, the supplier that you wish to link to the swap out process.
3. Click on **Ok**.



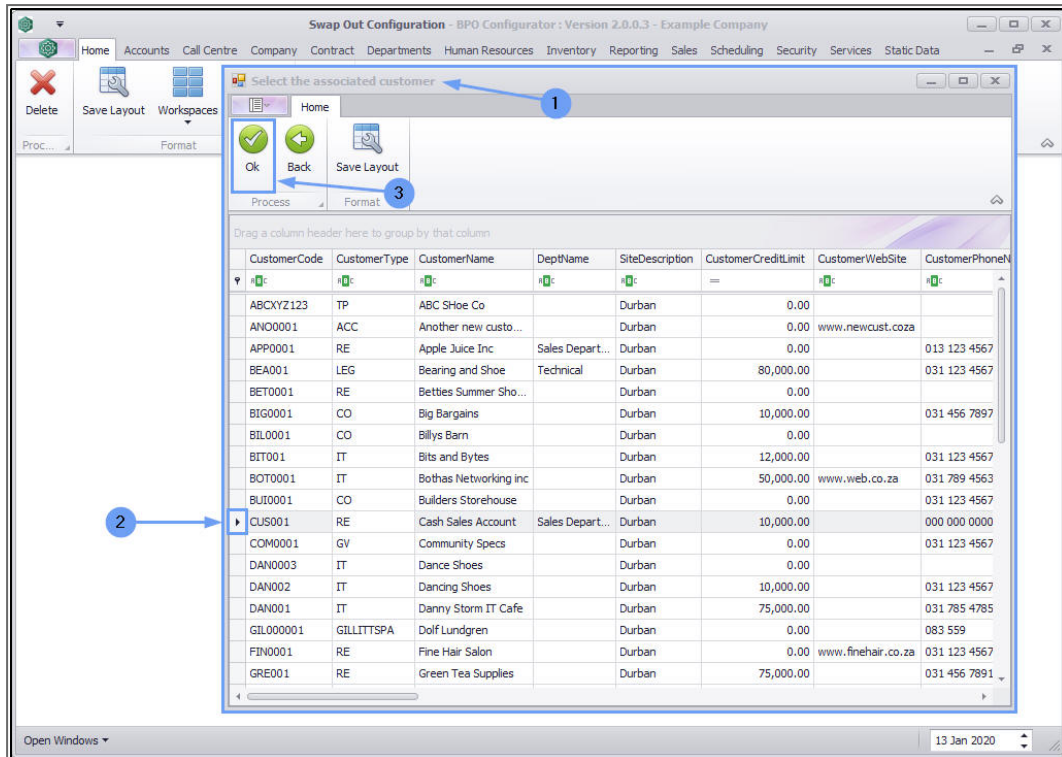
1. The **Supplier Name** and **Supplier Code** fields will populate with the name and code of the new selection.

SELECT CUSTOMER

2. Click in the **Customer Name** field to reveal an ellipsis button, click on this button.



1. The **Select the associated customer** screen will pop up.
2. Select from the list, the customer that you wish to link to the swap out process.
3. Click on **Ok**.



1. The **Customer Name** and **Customer Code** fields will populate with the name and code of the new selection.

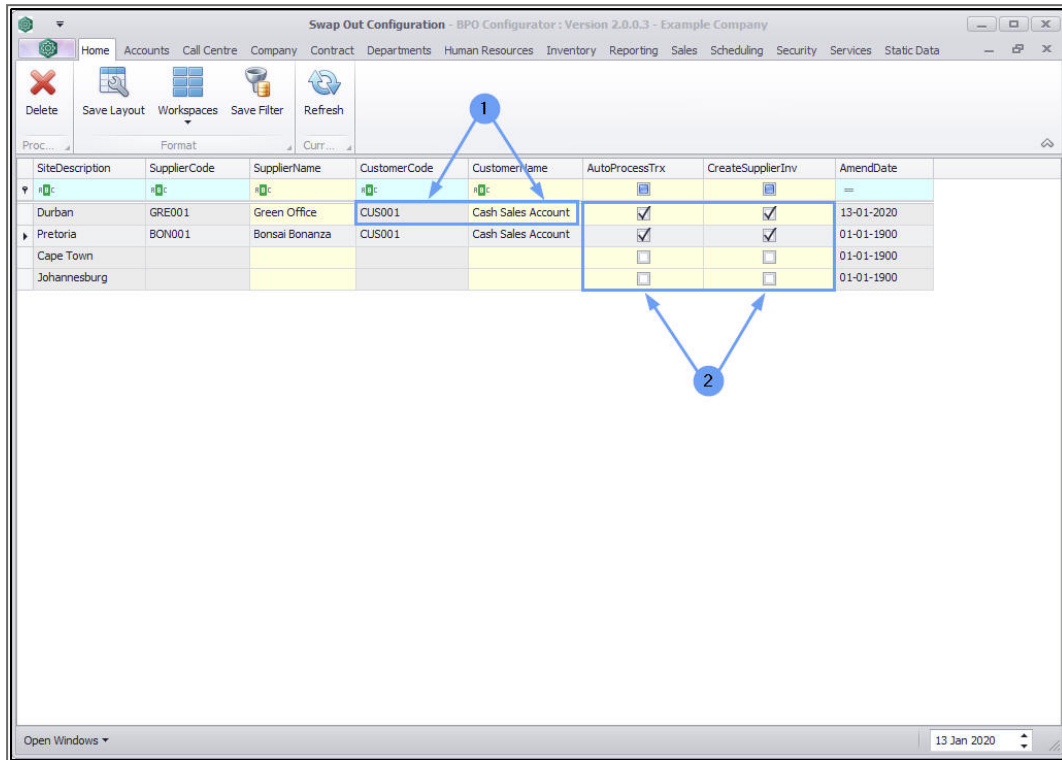
Important Note:

The **documents** that are processed as a result of the swap out depend on the following factors:

- i. Whether the item being returned is an **Internal Asset** or a **Client (Customer) Asset** and
- ii. Whether the item replacing the returned item is a **Serialized Stock item** or an **Internal Asset**

as well as

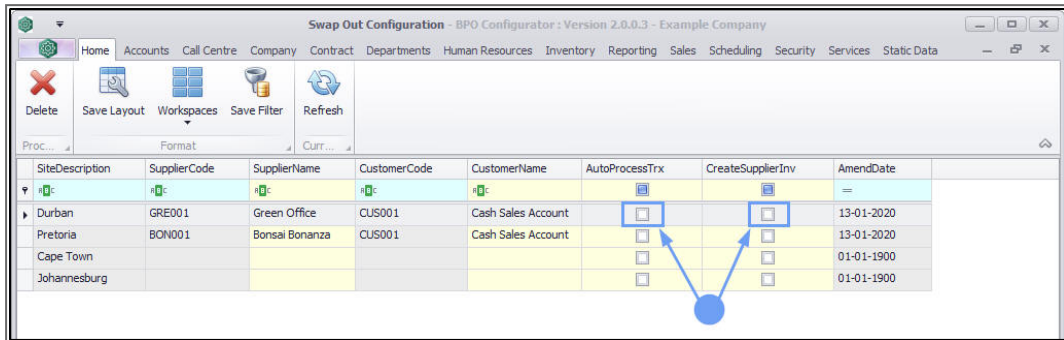
2. Which check boxes are selected in the **Auto Process Trx** and the **Create Supplier Inv** columns.



Scenario 1 - **Auto Process Trx** and **Create Supplier Inv** Unselected

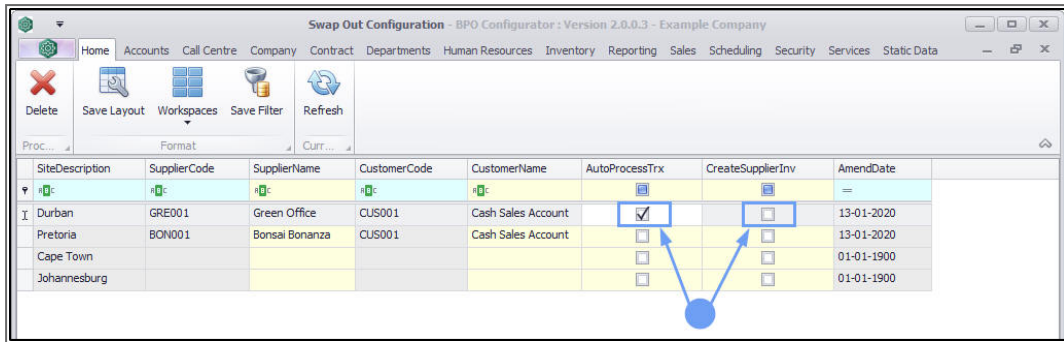
- If both the **Auto Process Trx** check box and the **Create Supplier Inv** check boxes are unselected then when you process a Swap Out for:
 - i. an internal asset and replace with another internal asset, you will need to manually raise...
 - ii. an internal asset and replace with a serialised stock item, you will need to manually raise...
 - iii. a client (customer) asset and replace it with a serialised stock item, you will need to manually raise....

- iv. a client (customer) asset and replace it with an internal asset, you will need to manually raise....



Scenario 2 - **Auto Process** is selected and **Create Supplier Inv** is Unselected

- If the **Auto Process Trx** check box is selected and the **Create Supplier Inv** check box is unselected then when you process a Swap Out for
 - i. an internal asset and replace with another internal asset, the ... and the... are auto-created by the system but you will need to manually create a supplier invoice.
 - ii. an internal asset and replace with a serialised stock item, the ... and the... are auto-created by the system but you will need to manually create a supplier invoice.
 - iii. a client (customer) asset and replace it with a serialised stock item, the ... and the... are auto-created by the system but you will need to manually create a supplier invoice.
 - iv. a client (customer) asset and replace it with an internal asset, the ... and the... are auto-created by the system but you will need to manually create a supplier invoice.



Scenario 3 - **Auto Process** and **Create Supplier Inv** are both selected

- If the **Auto Process Trx** check box and the **Create Supplier Inv** check box are both selected then when you process a Swap Out for:
 - i. an internal asset and replace with another internal asset, the ..., the ... and the supplier invoice are auto-created by the system.
 - ii. an internal asset and replace with a serialised stock item, the ..., the... and the supplier invoice are auto-created by the system.
 - iii. a client (customer) asset and replace it with a serialised stock item, the ..., the... and the supplier invoice are auto-created by the system.
 - iv. a client (customer) asset and replace it with an internal asset,
 - the **GRN**, the **Supplier Invoice**, the **Part Issue note** and the **Sales Invoice** are auto-created by the system

In all scenarios you will need to conclude the process by **Accepting the Supplier Invoice**.

SiteDescription	SupplierCode	SupplierName	CustomerCode	CustomerName	AutoProcessTrx	CreateSupplierInv	AmendDate
Durban	GRE001	Green Office	CUS001	Cash Sales Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13-01-2020
Pretoria	BON001	Bonsai Bonanza	CUS001	Cash Sales Account	<input type="checkbox"/>	<input type="checkbox"/>	13-01-2020
Cape Town					<input type="checkbox"/>	<input type="checkbox"/>	01-01-1900
Johannesburg					<input type="checkbox"/>	<input type="checkbox"/>	01-01-1900

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