

# CONTRACT

## SHORT TERM CONTRACT - ADD CONTRACT

In order to create a **Short Term Contract** , you need to ensure that a Short Term [Contract Type](#) is configured on the system.

You will also need to configure the standard short term charges for [Short Term Products](#).

Only [internal assets](#) can be linked to short term contracts.

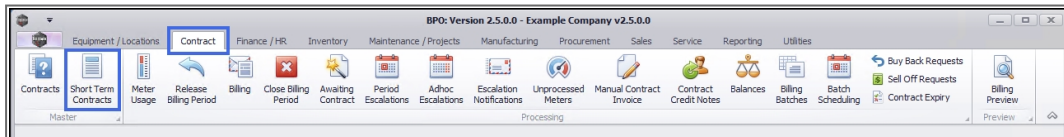
The system auto creates the **work order**, the **part request** and auto issues the **internal asset**.

If a deposit is set at contract creation, the system auto creates the **deposit invoice**.

---

**Ribbon Access:** *Contract > Short Term Contracts*

---



The **Short Term Contract Listing** screen will be displayed.

- Click on **Add**.

Short Term Contract Listing - BPO: Version 2.1.0.62 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Close Machine Return WOs Short Term Invoice Save Layout Workspaces Save Filter Print Durban Active Refresh

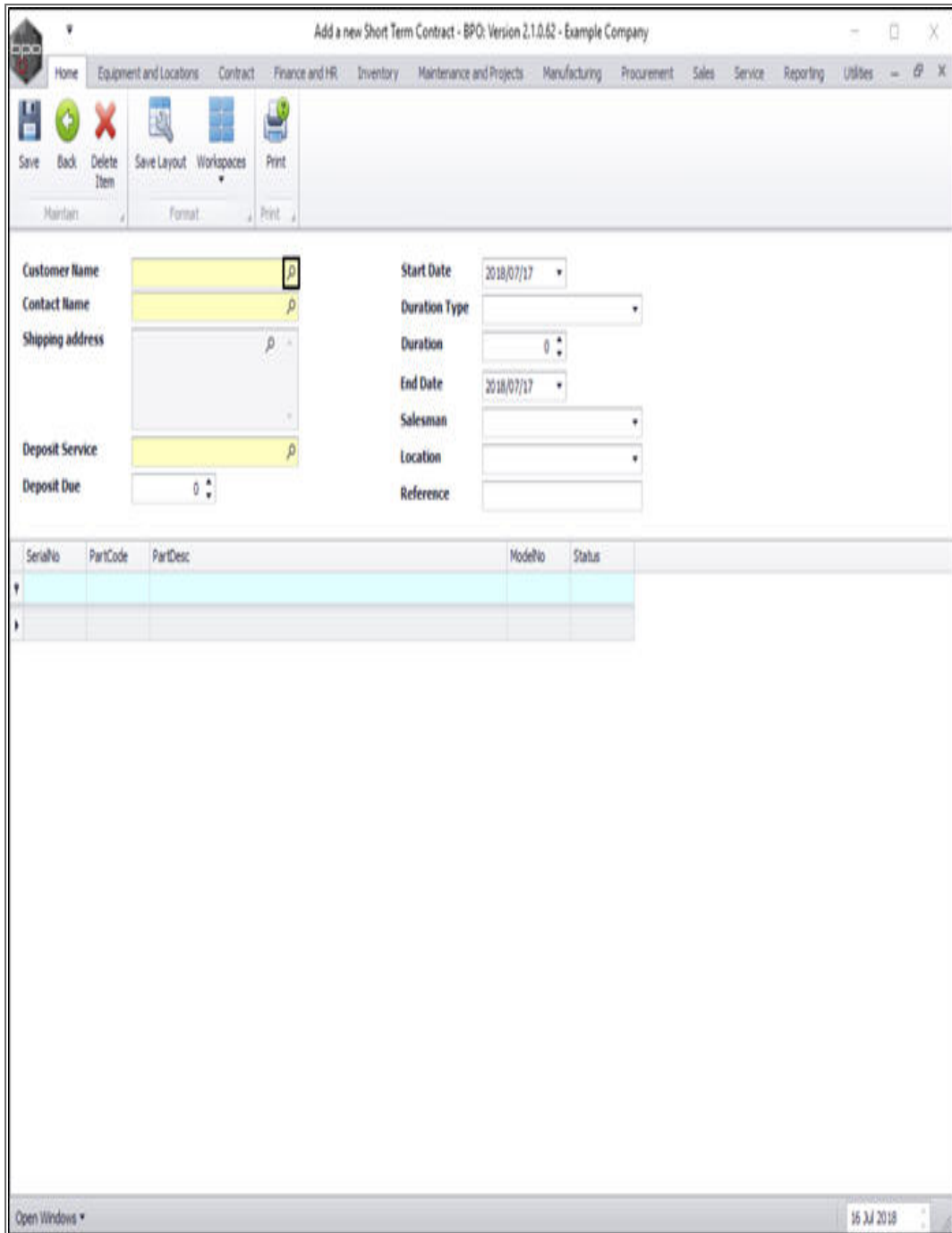
Drag a column header here to group by that column

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	Order...	StartDate	EndDate	Period	PeriodType	PeriodTypeDe
STC000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	Days	
STC000020	ST	Short Term Contracts	BPO2 Test 7	HOP001	Hope Works	Tech	Technical		14 Nov 2016	15 Nov 2016	1 d	Days	
STC000021	ST	Short Term Contracts	Main	APP001	Apple Juice Inc	Sales	Sales Department	1234	08 Jun 2017	08 Jun 2017	2 h	Hour	
STC000022	ST	Short Term Contracts	BPO_RGI	ABCXYZ123	ABC Shoe Co			fgj	26 Jun 2017	03 Jul 2017	1 w	Week	
STC000024	ST	Short Term Contracts	Hilcrest	APP001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	Days	

Open Windows 16 Jul 2018

## ADD CUSTOMER DETAILS

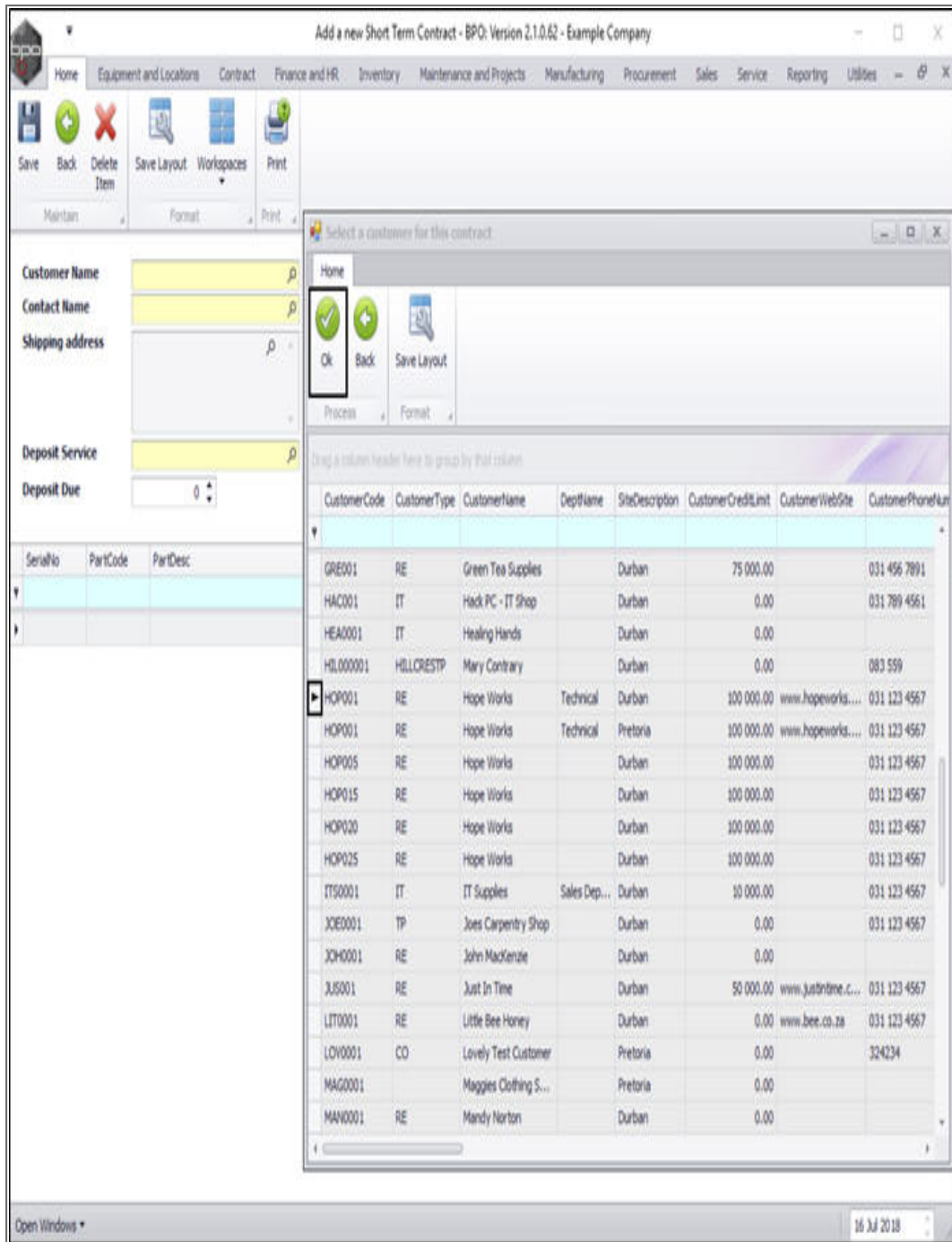
- Click on the **search** button in the **Customer Name** field.



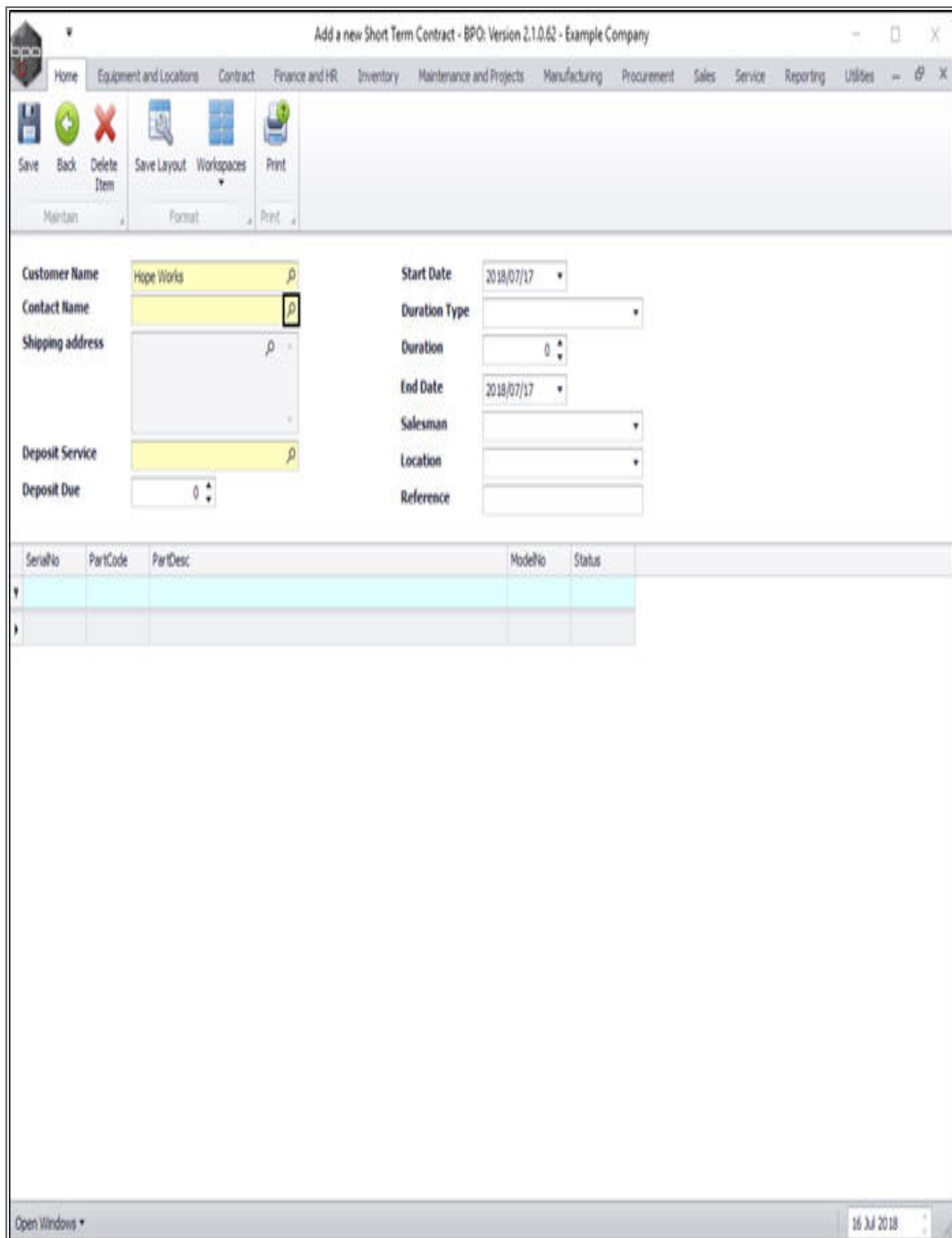
- The **Select a customer for this contract** pop up screen will appear.
- Select the **row** of the **customer** that you wish to **create** a short

term contract for.

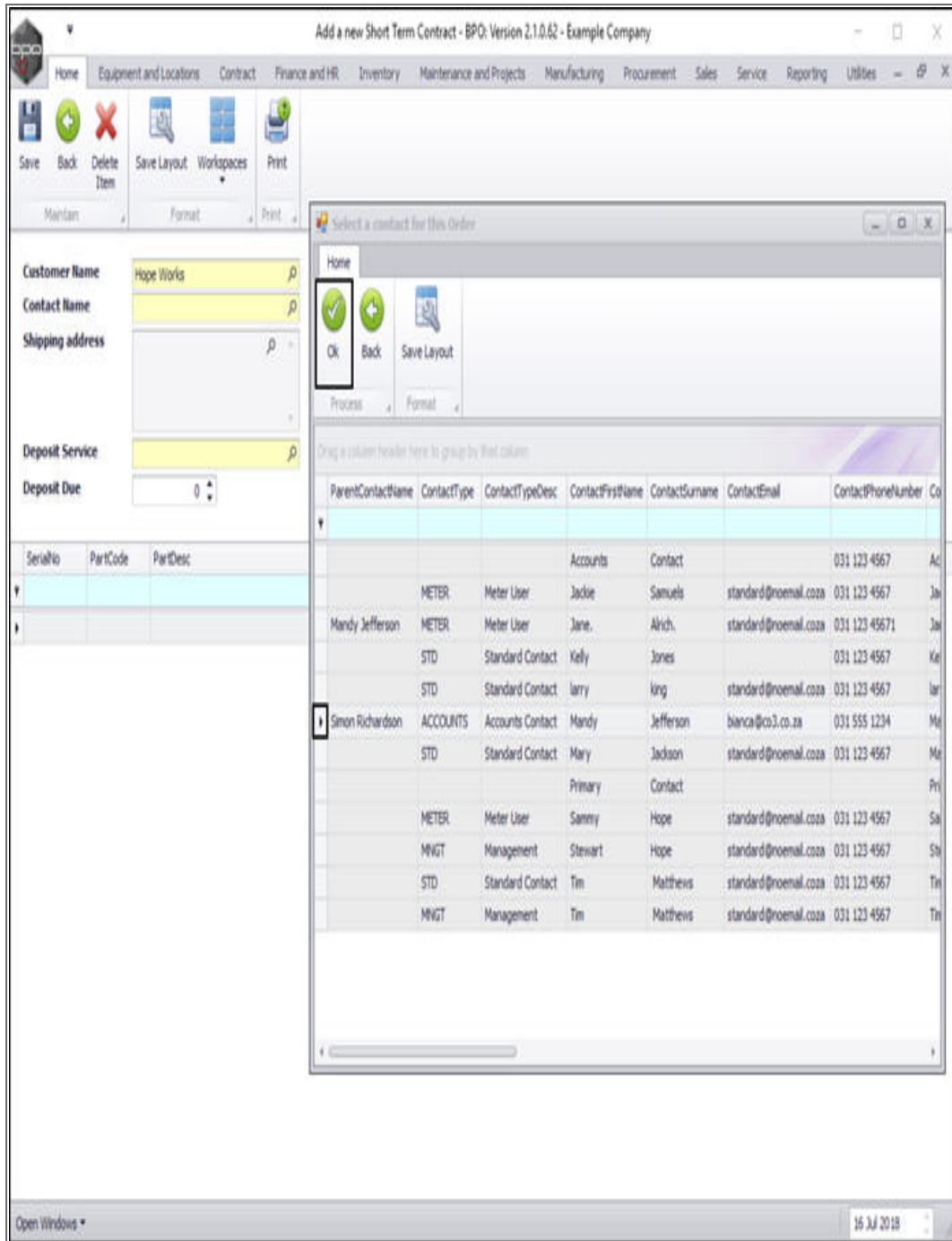
- Click on **Ok**.



- Click on the **search** button in the **Contact Name** field.



- The **Select a contact for this Order** pop up screen will appear.
- Select the **row** of the **contact** that you wish to link to this short term contract.
- Click on **Ok**.



- Click on the **search** button in the **Shipping address** field.

Add a new Short Term Contract - BPO: Version 2.1.0.62 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | Workspaces | Print

Customer Name: Hope Works | Start Date: 2018/07/17

Contact Name: Mandy Jefferson | Duration Type: [Dropdown]

Shipping address: [Text Area] | Duration: 0

Deposit Service: [Dropdown] | End Date: 2018/07/17

Deposit Due: 0 | Salesman: [Dropdown]

Location: [Dropdown]

Reference: [Text Field]

SerialNo	PartCode	PartDesc	ModelNo	Status

Open Windows | 16 Jul 2018

- The **Select an address for this contract** pop up screen will appear.
- Select the **row** of the **address** that you wish to link to this short

term contract.

- Click on **Ok**.

The screenshot shows the 'Add a new Short Term Contract' window. The main window has a ribbon with 'Home', 'Equipment and Locations', 'Contract', 'Finance and HR', 'Inventory', 'Maintenance and Projects', 'Manufacturing', 'Procurement', 'Sales', 'Service', 'Reporting', and 'Utilities'. The 'Contract' ribbon is active, showing 'Save', 'Back', 'Delete Item', 'Save Layout', 'Workspaces', and 'Print' buttons. The 'Customer Name' is 'Hope Works' and the 'Contact Name' is 'Mandy Jefferson'. A modal window titled 'Select an address for this contract' is open, showing a table of address options. The 'Ok' button in the modal is highlighted with a red box.

AddressType	AddressLine1	AddressLine2	AddressLine3	AddressLine4	AddressLine5	PostCode	Country	Locator/Initchboard
SHIP	Plot 91 Leaf Road	Forest Hills	New Town	Durban South	South Africa	1234		031 123 4567
SHIP	Should see this	for physical address				0000		
SHIP	1 Postal	Address	postal 3	postal 4	postal 5	postal code	ZA	



## **DEPOSIT SERVICE AND DEPOSIT DUE**

---

If a deposit is required, you need to ensure that it is logged at this point. In this step you will need to search for and select the **Deposit Service** as configured in **Services**.

If a deposit is not to be paid, continue this process at the [contract details](#) section.

- Click on the **search** button in the **Deposit Service** field.

Add a new Short Term Contract - BPO: Version 2.1.0.62 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | Workspaces | Print

Customer Name: Hope Works ρ | Start Date: 2018/07/17

Contact Name: Mandy Jefferson ρ | Duration Type: [Dropdown]

Shipping address: Plot 91 Leaf Road ρ | Duration: 0

Forest Hills | End Date: 2018/07/17

New Town | Salesman: [Dropdown]

Durban South | Location: [Dropdown]

1234 | Reference: [Text]

Deposit Service: [Dropdown] ρ

Deposit Due: 0

SerialNo	PartCode	PartDesc	ModelNo	Status

Open Windows | 16 Jul 2018

- The **Select the supplied services** pop up screen will appear.
- Select the **row** of the **service** that you wish to link to this short term contract.
- Click on **Ok**.

Customer Name: Hope Works

Contact Name: Mandy Jefferson

Shipping address: Plot 91 Leaf Road, Forest Hills, New Town, Durban South, 1234

Deposit Service: [Empty]

Deposit Due: 0

ServiceCode	ServiceDescription	Type	Class	Rate	Units	TaxType	TaxCode	TaxRate	Status
CALL	Call Out Fee	INT	SER	100.00	ea	VAT	1	15.00	A
INGT	Installation Fee	INT	SER	350.00	ea	VAT	1	15.00	A
DEL	Delivery Fee	INT	SER	150.00	ea	VAT	1	15.00	A
DEA	Dealer Service Fee	EXT	SER	350.00	ea	VAT	1	15.00	A
SET	Settlements	INT	SER	500.00	ea	VAT	1	15.00	A
INSP	Inspection	INT	SER	100.00	ea	VAT	1	15.00	A
TOLL	Toll Fee	EXT	SER	250.00	ea	VAT	1A	0.00	A
STCO	Short Term Contract Deposit	EXT	SER	10.00	ea	VAT	1	15.00	A
MYS	Meter Yield Short Fall	INT	SER	500.00	ea	VAT	1	15.00	A
LTCO	Long Term Contract Deposit	INT	SER	250.00	ea	VAT	1	15.00	A
LTCO	LTCO	INT	SER	250.00	ea	VAT	1	15.00	A
CLA	Clearing Fee	INT	SER	500.00	ea	VAT	1	15.00	A
DES	Design consultation	INT	SER	450.00	ea	VAT	1	15.00	A
PRJ	Printing	INT	SER	350.00	ea	VAT	1	15.00	A
TEST	Test Service	INT	SER	250.00	ea	VAT	1	15.00	A
Retest	Retest	INT	SER	150.00	ea	VAT	1	15.00	A

- In the **Deposit Due** field, either type in or use the arrow indicators to select the amount of deposit due.

Add a new Short Term Contract - BPO: Version 2.1.0.62 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Save Layout Workspaces Print

Maintain Format Print

Customer Name: Hope Works ρ Start Date: 2018/07/17

Contact Name: Mandy Jefferson ρ Duration Type: [Dropdown]

Shipping address: Plot 91 Leaf Road ρ - Duration: 0

Forest Hills End Date: 2018/07/17

New Town Salesman: [Dropdown]

Durban South Location: [Dropdown]

1234 Reference: [Text]

Deposit Service: Short Term Contract Deposit ρ

Deposit Due: 0

SerialNo	PartCode	PartDesc	ModelNo	Status

Open Windows 16 Jul 2018

## CONTRACT DETAILS

- **Start Date:** Either type in or click on the drop-down and use the calendar function to select the start date for this contract.

- **Duration Type:** Click on the drop-down arrow and select from the list the duration type for this short term contract (*Hours, Day, Week*).
- **Duration:** Either type in or use the arrow indicators to select the duration amount.
- **End Date:** This field will auto populate depending on the information entered in the Start Date, Duration Type and Duration fields. You can either type in or click on the drop-down and use the calendar function to select an alternative end date for this contract if required.
- **Salesman:** Click on the drop-down arrow and select from the list the salesman responsible for this short term contract
- **Location:** Click on the drop-down arrow and select from the list the location for this short term contract
- **Reference:** Type in a reference for this short term contract if required. This may be a customer reference.

Add a new Short Term Contract - BPO: Version 2.1.0.62 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | Workspaces | Print

Maintain | Format | Print

Customer Name: Hope Works

Contact Name: Mandy Jefferson

Shipping address: Plot 91 Leaf Road, Forest Hills, New Town, Durban South, 1234

Deposit Service: Short Term Contract Deposit

Deposit Due: 2,500

Start Date: 2018/07/17

Duration Type: [Dropdown]

Duration: 0

End Date: 2018/07/17

Salesman: [Dropdown]

Location: [Dropdown]

Reference: [Text]

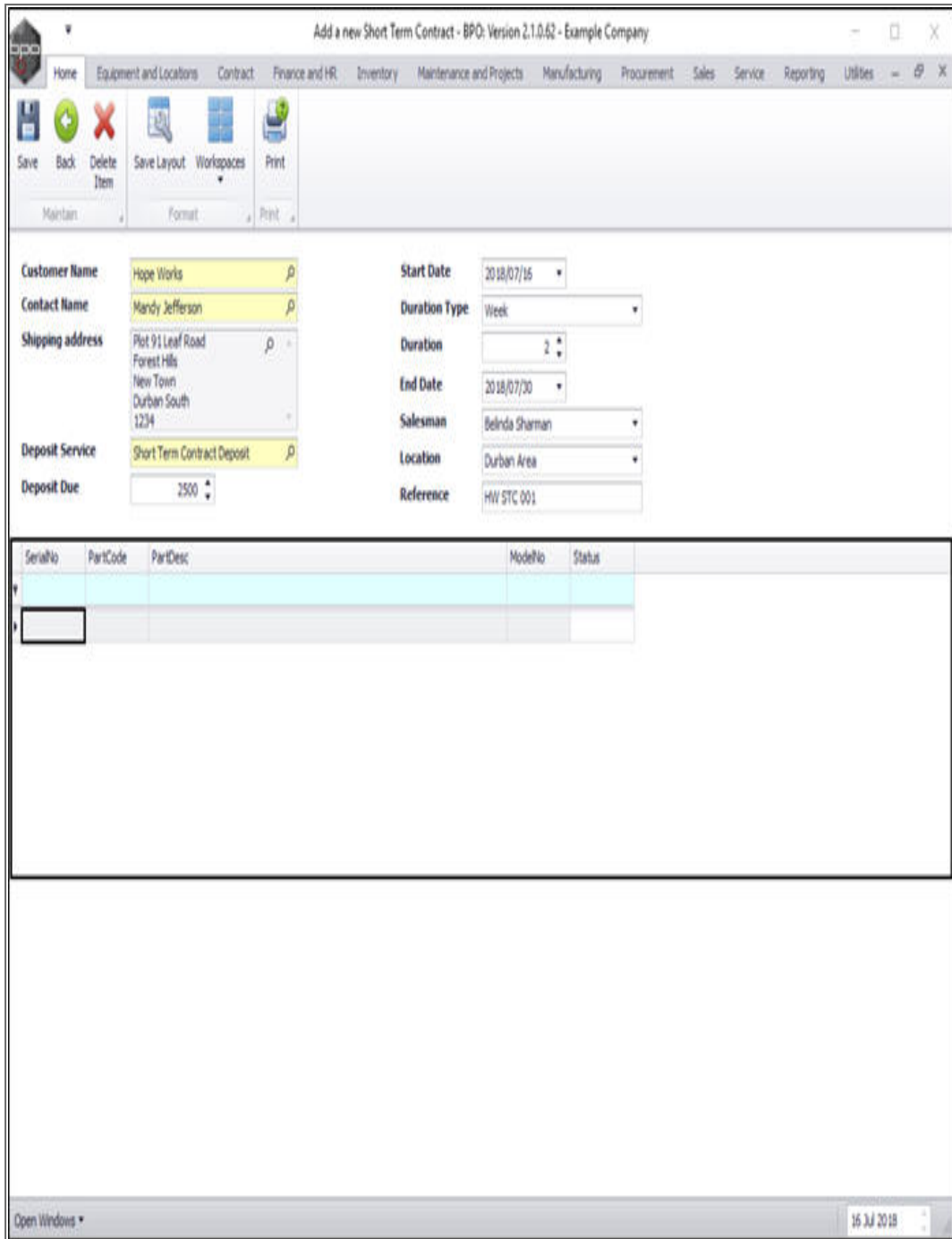
SerialNo	PartCode	PartDesc	ModelNo	Status

Open Windows | 16 Jul 2018

## ADD A NEW PART (ITEM)

When you have finished adding details to the short term contract information frame, move down the screen to the **Parts** frame.

- Click in the **Serial No** field.



SerialNo	PartCode	PartDesc	ModelNo	Status

- The **Select an asset to add to this contract** pop up screen will appear.

- Click on the **row selector** in front of the **asset** that you wish to link to this short term contract.

**Note:** As explained in the introduction, only **internal assets** can be linked to a short term contract. In this image you can see in the **Warehouse Name** and **Bin Name** columns, that the system has only displayed the parts available in the **Assets Warehouse** and the **Internal Assets** bin.

- Click on **Ok**.



Customer Name: Hope Works  
 Contact Name: Mandy Jefferson  
 Start Date: 2018/07/16  
 Duration Type: Week

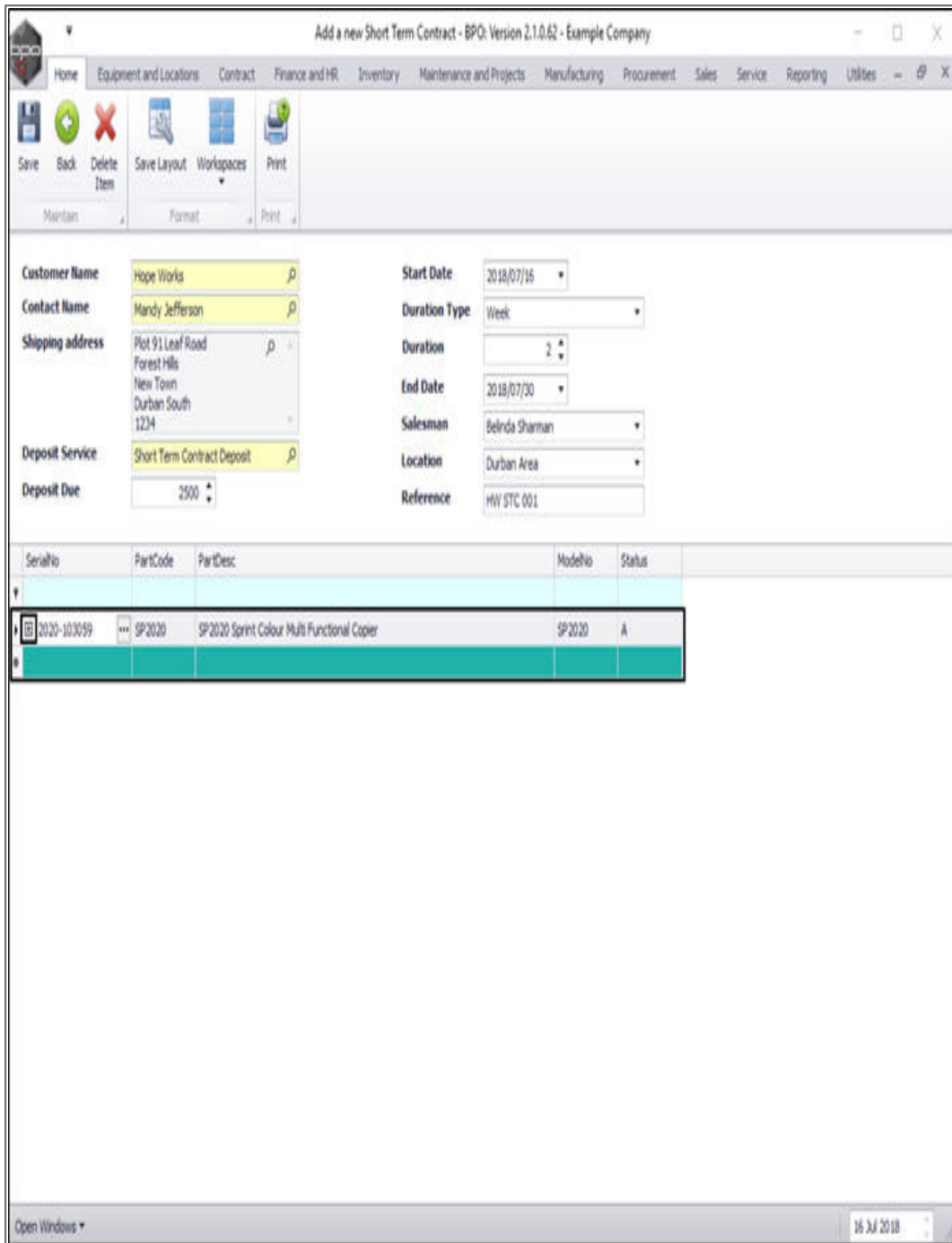
Shipping address: Select an asset to add to this contract.

SerialNo	AssetRegNo	PartCode	PartDesc	ModelNo	WhseName	BinName	Quantity	Cost	Status
abc147a		SP2020	SP 2020 Sprint Colour Multi Functional Copier	SP2020	Assets Warehouse	Internal Assets	1	0.00	A
test121212	AREG000030	SP2020	SP 2020 Sprint Colour Multi Functional Copier	SP2020	Assets Warehouse	Internal Assets	1	0.00	A
2020-103051	AREG000047	SP2020	SP 2020 Sprint Colour Multi Functional Copier	SP2020	Assets Warehouse	Internal Assets	1	0.00	A
2020-103053	AREG000048	SP2020	SP 2020 Sprint Colour Multi Functional Copier	SP2020	Assets Warehouse	Internal Assets	1	0.00	A
2020-103059	AREG000054	SP2020	SP 2020 Sprint Colour Multi Functional Copier	SP2020	Assets Warehouse	Internal Assets	1	0.00	A
lo1234	AREG000169	SP2020	SP 2020 Sprint Colour Multi Functional Copier	SP2020	Assets Warehouse	Internal Assets	1	0.00	A
1818-8594	AREG000241	SP1818	Sprint copier		Assets Warehouse	Internal Assets	1	0.00	A
2020-9867LU	AREG000262	SP1818	Sprint copier		Assets Warehouse	Internal Assets	1	0.00	A
SN13512345	1458-96523	K147	Kyocera Colour Copier	K147	Assets Warehouse	Internal Assets	1	0.00	A
1912-102030	SP19-123456	SP19-12	SP 19-12 Colour Copier	SP19-12	Assets Warehouse	Internal Assets	1	0.00	A
	AREG000208	2020-856	Drum		Assets Warehouse	Internal Assets	1	0.00	A
998-987654		2020-998	Staple Unit		Assets Warehouse	Internal Assets	1	0.00	A
1020-10102	AREG000007	SP1020	Copier	SP1020	Assets Warehouse	Internal Assets	1	0.00	A
121212	AREG000031	SP500	Sprint Colour Copier		Assets Warehouse	Internal Assets	1	0.00	A

- The selected part details will now populate the **Serial No**, **Part Code**, **Parts Description**, **Model No** and **Status** fields.
- A **new row** will be created for **another part** to be added to this

frame if required.

- Click on the **expand** icon in the row of the added part.



- The **Item Fees** and **Item Meters** frames will be expanded

## ITEM FEES

---

- This columns in this frame will populate with the ***default charge (s)*** from the ***product configuration***.
  - **Marked:** Click on this check box if you wish to link this item fee.

Add a new Short Term Contract - BPO: Version 2.1.0.62 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | Workspaces | Print

Customer Name: Hope Works | Start Date: 2018/07/16  
 Contact Name: Mandy Jefferson | Duration Type: Week  
 Shipping address: Plot 91 Leaf Road, Forest Hills, New Town, Durban South, 1234 | Duration: 2  
 Deposit Service: Short Term Contract Deposit | End Date: 2018/07/30  
 Deposit Due: 2500 | Salesman: Belinda Sharman  
 Location: Durban Area | Reference: HW STC 001

SerialNo	PartCode	PartDesc	ModelNo	Status
2020-103059	SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	A

Item Fees | Item Meters

Marked	FeeType	FeeTypeDesc	InvoiceDescription	ChargeRate	AccountCode	COGAccountCode	Period	PeriodType	StartDate	EndDate	Status
<input type="checkbox"/>	S	Service	Service	2 800.00	1101	2101	2 w		16 Jul 2018	30 Jul 2018	A

Open Windows | 16 Jul 2018

## ITEM METERS

- Click on the *Item Meters* tab.

Add a new Short Term Contract - BPO: Version 2.1.0.62 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | Workspaces | Print

Customer Name: Hope Works | Start Date: 2018/07/16  
 Contact Name: Mandy Jefferson | Duration Type: Week  
 Shipping address: Plot 91 Leaf Road, Forest Hills, New Town, Durban South, 1234 | Duration: 2  
 Deposit Service: Short Term Contract Deposit | End Date: 2018/07/30  
 Deposit Due: 2500 | Salesman: Belinda Sharman  
 Location: Durban Area | Reference: HW STC 001

SerialNo	PartCode	PartDesc	ModelNo	Status
2020-103059	SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	A

Item Fees | **Item Meters**

Marked	FeeType	FeeTypeDesc	InvoiceDescription	ChargeRate	AccountCode	COSAccountCode	Period	PeriodType	StartDate	EndDate	Status
I	<input checked="" type="checkbox"/>	S	Service	2 800.00	1101	2101	2	w	16 Jul 2018	30 Jul 2018	A

Open Windows | 16 Jul 2018

The *Item Meters* frame will be expanded.

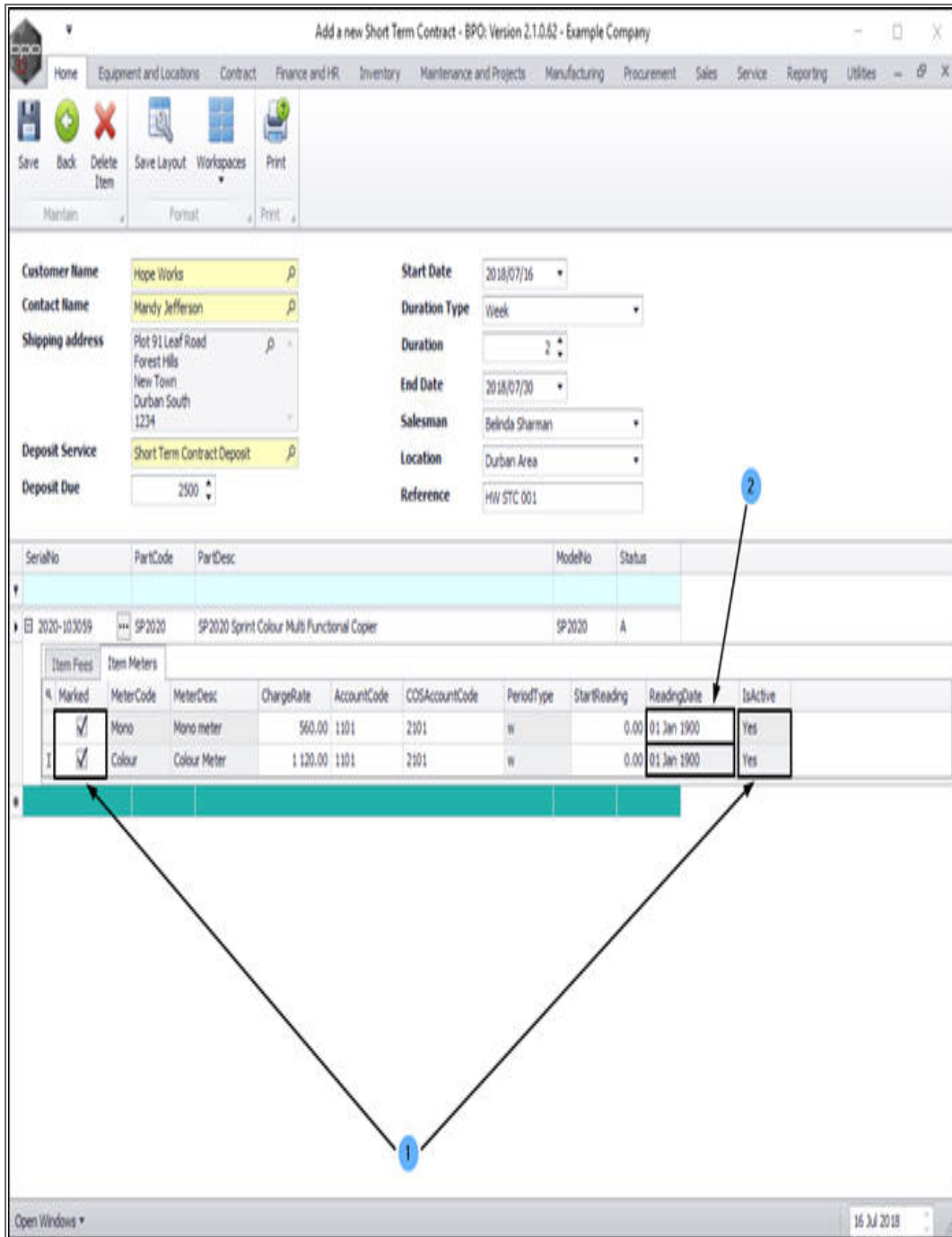
1. You will note that the **Is Active** column initially states 'No'.
2. Click on the **Marked** check box(es) in front of the **meters**(s) you wish to link to this short term contract.

Customer Name: Hope Works  
 Contact Name: Mandy Jefferson  
 Shipping address: Plot 91 Leaf Road, Forest Hills, New Town, Durban South, 1234  
 Deposit Service: Short Term Contract Deposit  
 Deposit Due: 2500  
 Start Date: 2018/07/16  
 Duration Type: Week  
 Duration: 2  
 End Date: 2018/07/30  
 Salesman: Belinda Sharman  
 Location: Durban Area  
 Reference: HW STC 001

SerialNo	PartCode	PartDesc	ModelNo	Status
2020-103059	SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	A

Marked	MeterCode	MeterDesc	ChargeRate	AccountCode	COSAccountCode	PeriodType	StarReading	ReadingDate	Is Active
<input type="checkbox"/>	Mono	Mono meter	560.00	1101	2101	w	0.00	01 Jan 1900	No
<input type="checkbox"/>	Colour	Colour Meter	1 120.00	1101	2101	w	0.00	01 Jan 1900	No

1. In this image you can see that the **Marked** check boxes are now **ticked** and the **Is Active** fields now display **'Yes'**.
2. Now go to the **Reading Date** fields and either type in or click on the drop-down arrow and use the calendar function to select the date. (This reading should be taken on the date the contract starts - so that the contract invoice will be correct).



- Click in the **Start Reading** fields and either type in or use the directional arrows to select the correct meter reading amount. (This reading must be recorded - so that the contract invoice will be correct).



Add a new Short Term Contract - BPO: Version 2.1.0.62 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | Workspaces | Print

Customer Name: Hope Works | Start Date: 2018/07/16

Contact Name: Mandy Jefferson | Duration Type: Week

Shipping address: Plot 91 Leaf Road, Forest Hills, New Town, Durban South, 1234 | Duration: 2

Deposit Service: Short Term Contract Deposit | End Date: 2018/07/30

Deposit Due: 2500 | Salesman: Belinda Sharman

Location: Durban Area | Reference: HW STC 001

SerialNo	PartCode	PartDesc	ModelNo	Status
2020-103059	SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	A

Item Fees	Item Meters								
Marked	MeterCode	MeterDesc	ChargeRate	AccountCode	COSAccountCode	PeriodType	StarReading	ReadingDate	IsActive
<input checked="" type="checkbox"/>	Mono	Mono meter	560.00	1101	2101	w	0.00	16 Jul 2018	Yes
<input checked="" type="checkbox"/>	Colour	Colour Meter	1 120.00	1101	2101	w	0.00	16 Jul 2018	Yes

Open Windows | 16 Jul 2018

- Click in the **Charge Rate** fields and either type in or use the directional arrows to select an alternative charge rate if required.

Add a new Short Term Contract - BPO: Version 2.1.0.62 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | Workspaces | Print

Customer Name: Hope Works | Start Date: 2018/07/16  
 Contact Name: Mandy Jefferson | Duration Type: Week  
 Shipping address: Plot 91 Leaf Road, Forest Hills, New Town, Durban South, 1234 | Duration: 2  
 Deposit Service: Short Term Contract Deposit | End Date: 2018/07/30  
 Deposit Due: 2500 | Salesman: Belinda Sharman  
 Location: Durban Area | Reference: HW STC 001

SerialNo	PartCode	PartDesc	ModelNo	Status
2020-103059	SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	A

Item Fees	Item Meters								
Marked	MeterCode	MeterDesc	ChargeRate	AccountCode	COSAccountCode	PeriodType	StartReading	ReadingDate	IsActive
<input checked="" type="checkbox"/>	Mono	Mono meter	560.00	1101	2101	w	200.00	16 Jul 2018	Yes
<input checked="" type="checkbox"/>	Colour	Colour Meter	1 120.00	1101	2101	w	200.00	16 Jul 2018	Yes

Open Windows | 16 Jul 2018

## LINK ADDITIONAL ITEMS

- If you wish to add additional items to this contract, click in the **Serial No** field in the **new row** of the Parts frame.

Add a new Short Term Contract - BPO: Version 2.1.0.62 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | Workspaces | Print

Customer Name: Hope Works *p* | Start Date: 2018/07/16

Contact Name: Mandy Jefferson *p* | Duration Type: Week

Shipping address: Plot 91 Leaf Road, Forest Hills, New Town, Durban South, 1234 *p* | Duration: 2

Deposit Service: Short Term Contract Deposit *p* | End Date: 2018/07/30

Deposit Due: 2500 | Salesman: Belinda Sharman

Location: Durban Area | Reference: HW STC 001

SerialNo	PartCode	PartDesc	ModelNo	Status
2020-103059	SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	A

Item Fees		Item Meters							
Marked	MeterCode	MeterDesc	ChargeRate	AccountCode	COSAccountCode	PeriodType	StarReading	ReadingDate	IsActive
<input checked="" type="checkbox"/>	Mono	Mono meter	560.00	1101	2101	w	200.00	16 Jul 2018	Yes
<input checked="" type="checkbox"/>	Colour	Colour Meter	1 120.00	1101	2101	w	200.00	16 Jul 2018	Yes

Open Windows | 16 Jul 2018

- An *ellipsis* button will be revealed. Follow the [Add a New Part \(Item\)](#) steps to complete this process.

Add a new Short Term Contract - BPO: Version 2.1.0.62 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | Workspaces | Print

Customer Name: Hope Works | Start Date: 2018/07/16

Contact Name: Mandy Jefferson | Duration Type: Week

Shipping address: Plot 91 Leaf Road, Forest Hills, New Town, Durban South, 1234 | Duration: 2

Deposit Service: Short Term Contract Deposit | End Date: 2018/07/30

Deposit Due: 2500 | Salesman: Belinda Sharman

Location: Durban Area | Reference: HW STC 001

SerialNo	PartCode	PartDesc	ModelNo	Status
2020-103059	SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	A

Item Fees	Item Meters								
Marked	MeterCode	MeterDesc	ChargeRate	AccountCode	COSAccountCode	PeriodType	StarReading	ReadingDate	IsActive
<input checked="" type="checkbox"/>	Mono	Mono meter	560.00	1101	2101	w	200.00	16 Jul 2018	Yes
<input checked="" type="checkbox"/>	Colour	Colour Meter	1 120.00	1101	2101	w	200.00	16 Jul 2018	Yes

Open Windows | 16 Jul 2018

## SAVE SHORT TERM CONTRACT

- When you have finished adding the details and linking the parts to the short term contract, click on **Save**.

Add a new Short Term Contract - BPO: Version 2.1.0.62 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Save Layout | Workspaces | Print

Maintain | Format | Print

Customer Name: Hope Works ρ | Start Date: 2018/07/16

Contact Name: Mandy Jefferson ρ | Duration Type: Week

Shipping address: Plot 91 Leaf Road ρ  
Forest Hills  
New Town  
Durban South  
1234

Duration: 2

End Date: 2018/07/30

Deposit Service: Short Term Contract Deposit ρ | Salesman: Belinda Sharman

Deposit Due: 2500 | Location: Durban Area

Reference: HW STC 001

SerialNo	PartCode	PartDesc	ModelNo	Status
2020-103059	SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	A

Item Fees	Item Meters								
Marked	MeterCode	MeterDesc	ChargeRate	AccountCode	COSAccountCode	PeriodType	StarReading	ReadingDate	IsActive
<input checked="" type="checkbox"/>	Mono	Mono meter	560.00	1101	2101	w	200.00	16 Jul 2018	Yes
<input checked="" type="checkbox"/>	Colour	Colour Meter	1 120.00	1101	2101	w	200.00	16 Jul 2018	Yes

Open Windows | 16 Jul 2018

- The contract will be **saved** and you will return to the **Short Term Contract Listing** screen.
- Here you can view the new contract information.

Short Term Contract Listing - BPO: Version 2.1.0.62 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add | Edit | Close | Machine Return WOs | Short Term Invoice | Save Layout | Workspaces | Save Filter | Print | Durban | Active | Refresh

Drag a column header here to group by that column

ContractNo	ContractType	ContractTypeDesc	Location	CustomerCode	CustomerName	CustomerDeptCode	CustomerDeptName	OrderNo	StartDate	EndDate	Period	PeriodType	PeriodT
STC000019	ST	Short Term Contracts	Derton Centre	DER001	Derton Technologies				22 Apr 2016	24 Apr 2016	2 d	Days	
STC000020	ST	Short Term Contracts	BPO2 Test 7	HOP001	Hope Works	Tech	Technical		14 Nov 2016	15 Nov 2016	1 d	Days	
STC000021	ST	Short Term Contracts	Main	APP001	Apple Juice Inc	Sales	Sales Department	1234	08 Jun 2017	08 Jun 2017	2 h	Hour	
STC000022	ST	Short Term Contracts	BPO_RSI	ABCXY2123	ABC Shoe Co			fdg	26 Jun 2017	03 Jul 2017	1 w	Week	
STC000024	ST	Short Term Contracts	Hilcrest	APP001	Apple Juice Inc	Sales	Sales Department	10	10 Aug 2017	20 Aug 2017	10 d	Days	
STC000027	ST	Short Term Contracts	Durban Area	HOP001	Hope Works	Tech	Technical	HW STC 001	16 Jul 2018	30 Jul 2018	2 w	Week	

Open Windows | 16 Jul 2018

- If you updated the Deposit Charge details, a [Sales Deposit Invoice](#) will be automatically created, which you can [print](#).

## Related Topics

- [Edit Short Term Contract](#)
- [Short Term Contract Invoice](#)
- [Reprint Short Term Contract Invoice](#)
- [Create Machine Return Work Order](#)
- [Close Short Term Contract](#)
- [Contract and Return Report](#)

MNU.158.002

