

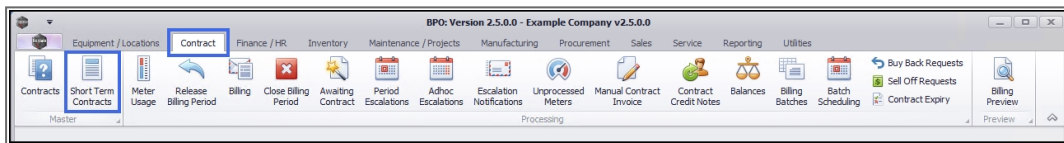
CONTRACT

SHORT TERM CONTRACT - INVOICE

A **Short Term Contract Invoice** is created at the end of the contract. (Multiple invoices can be raised, if for example, the contract is extended).

Important Note: Remember to **subtract** the deposit amount from the invoice total, if applicable.

Ribbon Access: *Contract > Short Term Contracts*



- The **Short Term Contract Listing** screen will be displayed.
- Ensure that you have selected the correct **site** and that the **status** is set to **Active**.

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 | 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 | PeriodType |
|------------|--------------|----------------------|---------------|--------------|---------------------|------------------|------------------|------------|-------------|-------------|--------|------------|------------|
| STC0000019 | ST | Short Term Contracts | Derton Centre | DER001 | Derton Technologies | | | | 22 Apr 2016 | 24 Apr 2016 | 2 d | Days | |
| STC0000020 | ST | Short Term Contracts | BPO2 Test 7 | HOP001 | Hope Works | Tech | Technical | | 14 Nov 2016 | 15 Nov 2016 | 1 d | Days | |
| STC0000021 | ST | Short Term Contracts | Main | APP001 | Apple Juice Inc | Sales | Sales Department | 1234 | 08 Jun 2017 | 08 Jun 2017 | 2 h | Hour | |
| STC0000022 | ST | Short Term Contracts | BPO_RSI | ABCKY2123 | ABC Shoe Co | | | fdg | 26 Jun 2017 | 03 Jul 2017 | 1 w | Week | |
| STC0000024 | ST | Short Term Contracts | Hilcrest | APP001 | Apple Juice Inc | Sales | Sales Department | 10 | 10 Aug 2017 | 20 Aug 2017 | 10 d | Days | |
| STC0000027 | ST | Short Term Contracts | Durban Area | HOP001 | Hope Works | Tech | Technical | HW STC 001 | 16 Jul 2018 | 30 Jul 2018 | 2 w | Week | |
| STC0000028 | ST | Short Term Contracts | Main | HOP001 | Hope Works | Tech | Technical | HW STC 009 | 16 Jul 2018 | 18 Jul 2018 | 2 d | Days | |

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SELECT THE CONTRACT

- Select the **row** of the **short term contract** where you wish to raise an invoice.

- Click on **Short Term Invoice**.

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 | Peri |
|------------|--------------|----------------------|---------------|--------------|---------------------|------------------|------------------|------------|-------------|-------------|--------|------------|------|
| STC0000019 | ST | Short Term Contracts | Derton Centre | DER001 | Derton Technologies | | | | 22 Apr 2016 | 24 Apr 2016 | 2 d | Day | |
| STC0000020 | ST | Short Term Contracts | BPO2 Test 7 | HCP001 | Hope Works | Tech | Technical | | 14 Nov 2016 | 15 Nov 2016 | 1 d | Day | |
| STC0000021 | ST | Short Term Contracts | Main | APP001 | Apple Juice Inc | Sales | Sales Department | 1234 | 08 Jun 2017 | 08 Jun 2017 | 2 h | Hour | |
| STC0000022 | ST | Short Term Contracts | BPO_RSI | ABCKY2123 | ABC Shoe Co | | | fdg | 26 Jun 2017 | 03 Jul 2017 | 1 w | Week | |
| STC0000024 | ST | Short Term Contracts | Hilcrest | APP001 | Apple Juice Inc | Sales | Sales Department | 10 | 10 Aug 2017 | 20 Aug 2017 | 10 d | Day | |
| STC0000027 | ST | Short Term Contracts | Main | HCP001 | Hope Works | Tech | Technical | HW STC 001 | 09 Jul 2018 | 16 Jul 2018 | 1 w | Week | |
| STC0000028 | ST | Short Term Contracts | Main | HCP001 | Hope Works | Tech | Technical | HW STC 009 | 16 Jul 2018 | 18 Jul 2018 | 2 d | Day | |
| STC0000029 | ST | Short Term Contracts | Main | HCP001 | Hope Works | Tech | Technical | HW STC 010 | 16 Jul 2018 | 18 Jul 2018 | 2 d | Day | |

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CLOSURE INVOICE DETAILS

The *Closure Invoice for Contract no. []* screen will be displayed.

- **Customer Name:** This will auto populate with the name configured on the contract.
- **Contract:** This is un-editable in this screen but the contract number will pull across on the printed invoice.
- **Invoice Date/Time:** This will auto populate with the current date and time.
 - **Date:** You can either type in or click on the drop-down arrow and use the calendar function to select an alternative date if required.
 - **Time:** You can either type in or use the arrow indicators to select an alternative time if required.
- **Order No:** This will auto populate with the reference no. set up on the contract.
- **Billing Date:** This will auto populate with the billing date set up on the contract. You can click on the drop-down arrow and select an alternative date if required.

Closure Invoice for Contract no. STC0000029 - 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 | Calculate Aggregate | Save Layout

Customer Name: Hope Works
 Contract: [Yellow]
 Invoice Date/Time: 19 Jul 2018 12:48:34
 Order No.: HW STC 010
 Billing Date: 19 Jul 2018

Invoice No.: [Empty]
 Status: N
 Salesman: Bianca Du Toit
 Invoice Currency: ZAR
 Tax Rate: 15.00
 Exchange Rate: 1.00

Remove Inactive Lines

| LocationDesc | SerialNo | FeeType | FeeTypeDesc | AccountCode | InvoiceDescription | Due | VAT | Status |
|--------------|------------|---------|-------------|-------------|--------------------|----------|--------|--------|
| | test121212 | S | Service | 1101 | Service | 1 500.00 | 112.50 | A |

| SerialNo | MeterDefCode | AccountCode | OpeningReading | ClosingReading | ReadingDate | MinBilling | MinQuantity | Usage | Due | VAT | ContractNo | IsActive |
|------------|--------------|-------------|----------------|----------------|-------------|------------|-------------|-------|------|------|------------|----------|
| test121212 | Mono | 1101 | 0.00 | 0.00 | 19 Jul 2018 | 0.00 | 0 | 0 | 0.00 | 0.00 | STC0000029 | Yes |
| test121212 | Colour | 1101 | 0.00 | 0.00 | 19 Jul 2018 | 0.00 | 0 | 0 | 0.00 | 0.00 | STC0000029 | Yes |

Comment: [Empty]

| | |
|-------------|----------|
| Sub Total | 1 500.00 |
| VAT | 112.50 |
| Grand Total | 1 612.50 |

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- **Invoice No:** The system will create an invoice number based on the contract type configuration.
- **Status:** This will be set to **N** - New.

- **Salesman:** This will auto populate with the person originally set up on this contract.
- **Currency:** This will auto populate with the currency set up on the customer.
- **Tax Rate:** This will auto populate with the tax rate set up on the customer.
- **Exchange Rate:** This will auto populate with the exchange rate set up in the system.

Closure Invoice for Contract no. STC0000029 - 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 | Calculate Aggregate | Save Layout

Customer Name: Hope Works
 Contract: [Yellow]
 Invoice Date/Time: 19 Jul 2018 12:48:34
 Order No.: HW STC 010
 Billing Date: 19 Jul 2018

Remove Inactive Lines

| LocationDesc | SerialNo | FeeType | FeeTypeDesc | AccountCode | InvoiceDescription | Due | VAT | Status |
|--------------|------------|---------|-------------|-------------|--------------------|----------|--------|--------|
| | | | | | | | | |
| | test121212 | S | Service | 1101 | Service | 1 500.00 | 112.50 | A |

| SerialNo | MeterDefCode | AccountCode | OpeningReading | ClosingReading | ReadingDate | MinBilling | MinQuantity | Usage | Due | VAT | ContractNo | IsActive |
|------------|--------------|-------------|----------------|----------------|-------------|------------|-------------|-------|------|------|------------|----------|
| | | | | | | | | | | | | |
| test121212 | Mono | 1101 | 0.00 | 0.00 | 19 Jul 2018 | 0.00 | 0 | 0 | 0.00 | 0.00 | STC0000029 | Yes |
| test121212 | Colour | 1101 | 0.00 | 0.00 | 19 Jul 2018 | 0.00 | 0 | 0 | 0.00 | 0.00 | STC0000029 | Yes |

Comment: [Empty]

| | |
|--------------------|----------|
| Sub Total | 1 500.00 |
| VAT | 112.50 |
| Grand Total | 1 612.50 |

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THE FEES FRAME

This frame will auto populate with the details of the fees configured on the contract.

1. If a **deposit** was paid for this contract, **subtract** this deposit amount from the total in the **Due** column.

CHECK DEPOSIT AMOUNT TO DEDUCT FROM INVOICE

2. If you need to check the **amount** of the deposit, click on **Back** to return to the **Short Term Contract Listing** screen.

Closure Invoice for Contract no. STC0000029 - 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 | Calculate Aggregate | Save Layout

Customer Name: Hope Works | Invoice No. | Contract: | Status: N | Invoice Date/Time: 19 Jul 2018 12:48:34 | Salesman: Bianca Du Toit | Order No.: HW STC 010 | Invoice Currency: ZAR | Billing Date: 19 Jul 2018 | Tax Rate: 15.00 | Exchange Rate: 1.00

Remove Inactive Lines

| LocationDesc | SerialNo | FeeType | FeeTypeDesc | AccountCode | InvoiceDescription | Due | VAT | Status |
|--------------|------------|---------|-------------|-------------|--------------------|----------|--------|--------|
| | test121212 | S | Service | 1101 | Service | 1,500.00 | 112.50 | A |

| SerialNo | MeterDefCode | AccountCode | OpeningReading | ClosingReading | ReadingDate | MinBilling | MinQuantity | Usage | Due | VAT | ContractNo | IsActive |
|------------|--------------|-------------|----------------|----------------|-------------|------------|-------------|-------|------|------|------------|----------|
| test121212 | Mono | 1101 | 0.00 | 0.00 | 19 Jul 2018 | 0.00 | 0 | 0 | 0.00 | 0.00 | STC0000029 | Yes |
| test121212 | Colour | 1101 | 0.00 | 0.00 | 19 Jul 2018 | 0.00 | 0 | 0 | 0.00 | 0.00 | STC0000029 | Yes |

Comment:

| | |
|--------------------|----------|
| Sub Total | 1,500.00 |
| VAT | 112.50 |
| Grand Total | 1,612.50 |

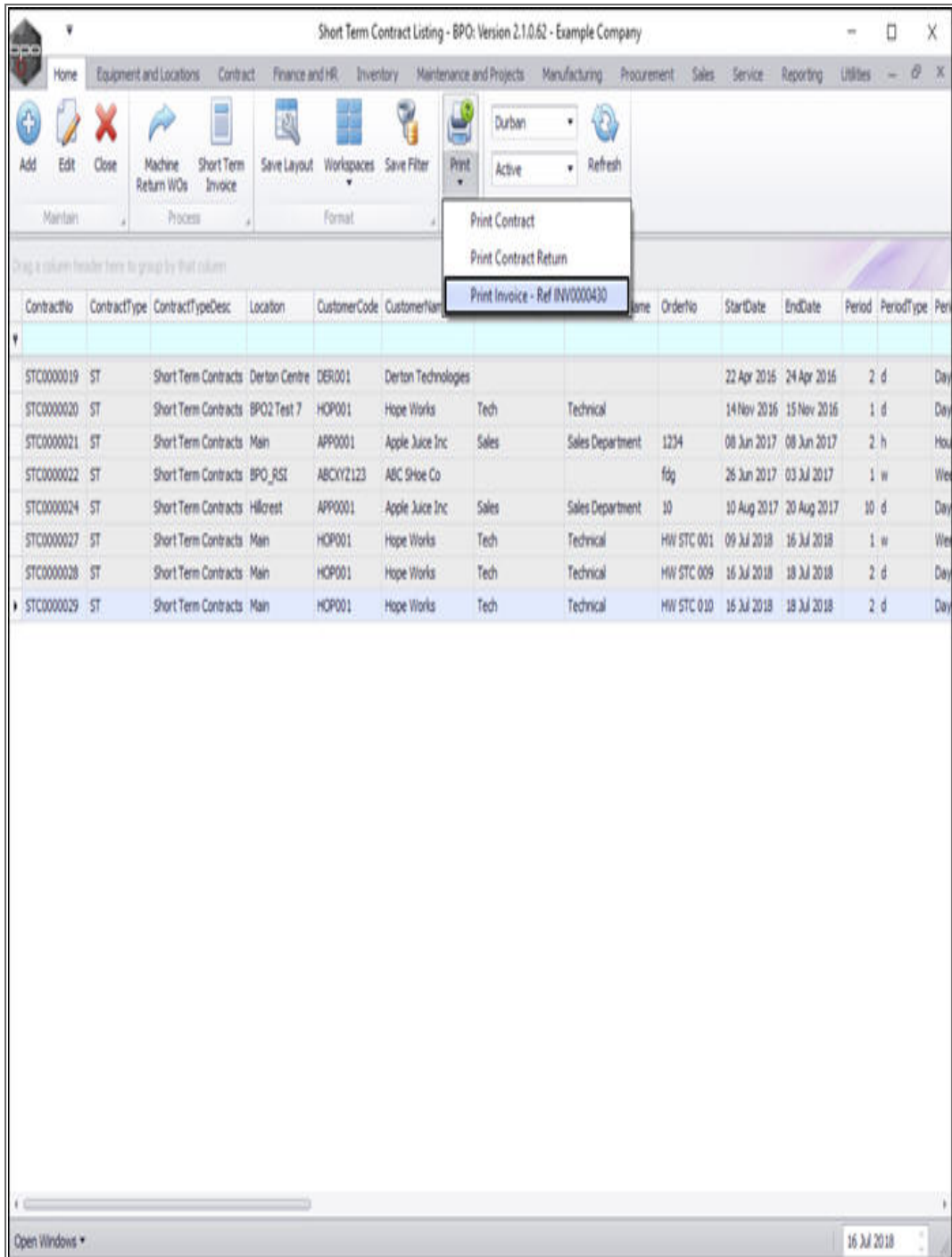
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PRINT DEPOSIT INVOICE

- Click on the **row selector** in front of the **relevant contract**.
- Click on the drop-down **arrow** on the **Print** button.

| ContractNo | ContractType | ContractTypeDesc | Location | CustomerCode | CustomerName | CustomerDeptCode | CustomerDeptName | OrderNo | StartDate | EndDate | Period | PeriodType | Per |
|------------|--------------|----------------------|---------------|--------------|---------------------|------------------|------------------|------------|-------------|-------------|--------|------------|-----|
| STC000019 | ST | Short Term Contracts | Derton Centre | DER001 | Derton Technologies | | | | 22 Apr 2016 | 24 Apr 2016 | 2 d | Day | |
| STC000020 | ST | Short Term Contracts | BPO2 Test 7 | HOP001 | Hope Works | Tech | Technical | | 14 Nov 2016 | 15 Nov 2016 | 1 d | Day | |
| 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 | ABCKY2123 | 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 | Day | |
| STC000027 | ST | Short Term Contracts | Main | HOP001 | Hope Works | Tech | Technical | HW STC 001 | 09 Jul 2018 | 16 Jul 2018 | 1 w | Week | |
| STC000028 | ST | Short Term Contracts | Main | HOP001 | Hope Works | Tech | Technical | HW STC 009 | 16 Jul 2018 | 18 Jul 2018 | 2 d | Day | |
| STC000029 | ST | Short Term Contracts | Main | HOP001 | Hope Works | Tech | Technical | HW STC 010 | 16 Jul 2018 | 18 Jul 2018 | 2 d | Day | |

- Select from the drop-down list, the **Print Invoice - Ref []** option.



- A **Select the option as desired** screen will pop up.
- Click on the **radio button** in front of **Print Invoice**.

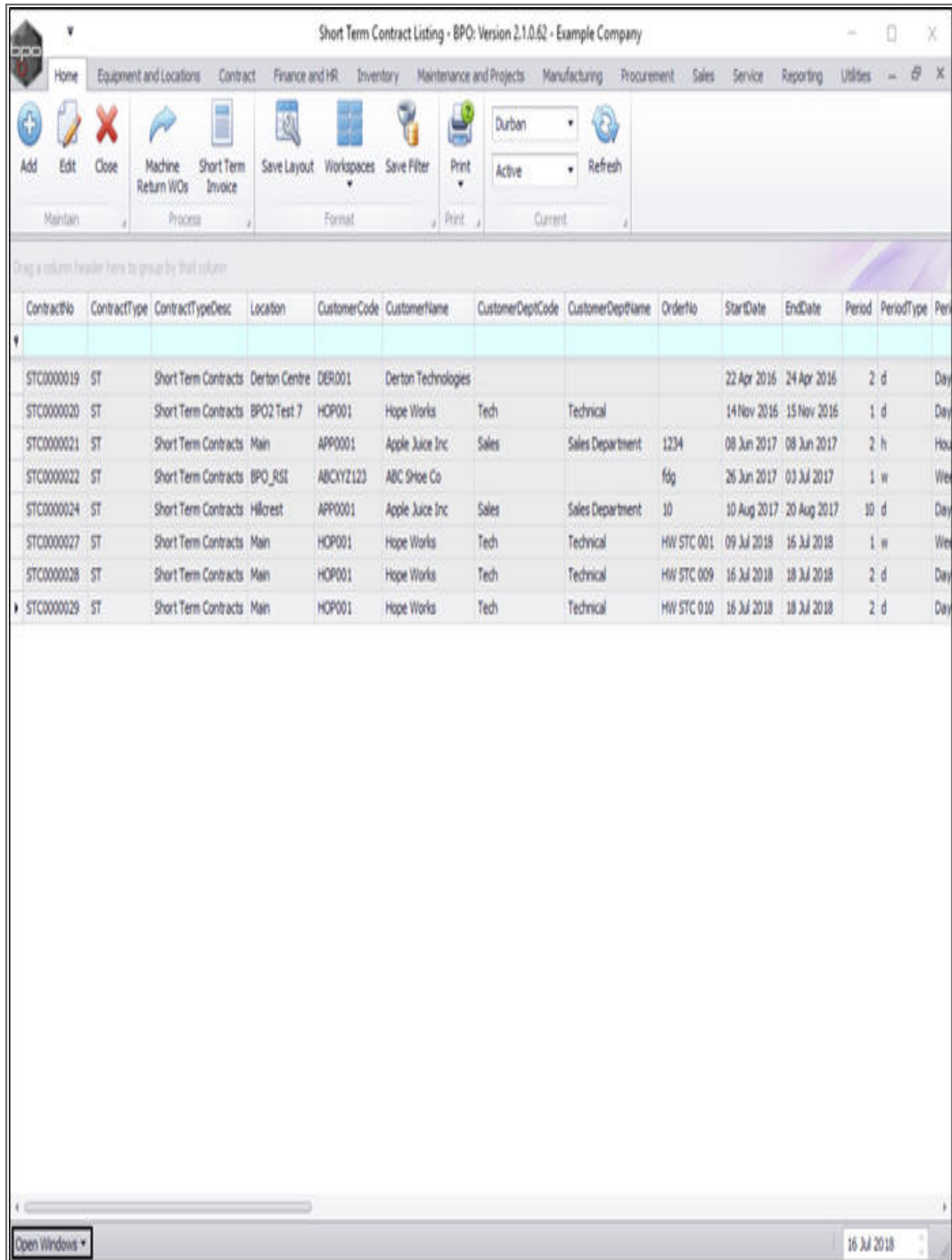
- Click on **Accept**.

The screenshot shows the 'Short Term Contract Listing - BPO: Version 2.1.0.62 - Example Company' application. The main window displays a table with columns: ContractNo, ContractType, ContractTypeDesc, Location, CustomerCode, CustomerName, CustomerDeptCode, CustomerDeptName, OrderNo, StartDate, EndDate, Period, PeriodType, and Period. The table contains several rows of contract data.

A modal dialog titled 'Select the option as desired' is open in the foreground. It features a 'Home' tab, a 'Processing' dropdown, and three radio button options: 'Print Invoice' (which is selected), 'Email Invoice', and 'Print and Email Invoice'. At the top left of the dialog, there are two buttons: 'Accept' (with a green checkmark icon) and 'Cancel' (with a red X icon). The 'Accept' button is highlighted with a black border.

| ContractNo | ContractType | ContractTypeDesc | Location | CustomerCode | CustomerName | CustomerDeptCode | CustomerDeptName | OrderNo | StartDate | EndDate | Period | PeriodType | Period |
|------------|--------------|----------------------|---------------|--------------|---------------------|------------------|------------------|------------|-------------|-------------|--------|------------|--------|
| STC0000019 | ST | Short Term Contracts | Derton Centre | DER001 | Derton Technologies | | | | 22 Apr 2016 | 24 Apr 2016 | 2 d | Day | |
| STC0000020 | ST | Short Term Contracts | BPO2 Test 7 | HOP001 | Hope Works | Tech | Technical | | 14 Nov 2016 | 15 Nov 2016 | 1 d | Day | |
| STC0000021 | ST | Short Term Contracts | Main | APP001 | Apple Juice Inc | Sales | Sales Department | 1234 | 08 Jun 2017 | 08 Jun 2017 | 2 h | Hour | |
| STC0000022 | ST | Short Term Contracts | BPO_RSI | ABCXY2123 | ABC Shoe Co | | | fdg | 26 Jun 2017 | 03 Jul 2017 | 1 w | Week | |
| STC0000024 | ST | Short Term Contracts | Hilcrest | APP001 | Apple Juice Inc | Sales | Sales Department | 10 | 10 Aug 2017 | 20 Aug 2017 | 10 d | Day | |
| STC0000027 | ST | Short Term Contracts | Main | HOP001 | Hope Works | Tech | Technical | HW STC 001 | 09 Jul 2018 | 16 Jul 2018 | 1 w | Week | |
| STC0000028 | ST | Short Term Contracts | Main | HOP001 | Hope Works | Tech | Technical | HW STC 009 | 16 Jul 2018 | 18 Jul 2018 | 2 d | Day | |
| STC0000029 | ST | Short Term Contracts | Main | HOP001 | Hope Works | Tech | Technical | HW STC 010 | 16 Jul 2018 | 18 Jul 2018 | 2 d | Day | |

The **Report Preview** screen will be displayed.



| ContractNo | ContractType | ContractTypeDesc | Location | CustomerCode | CustomerName | CustomerDeptCode | CustomerDeptName | OrderNo | StartDate | EndDate | Period | PeriodType | Per |
|------------|--------------|----------------------|---------------|--------------|---------------------|------------------|------------------|------------|-------------|-------------|--------|------------|-----|
| STC0000019 | ST | Short Term Contracts | Derton Centre | DER001 | Derton Technologies | | | | 22 Apr 2016 | 24 Apr 2016 | 2 d | Day | |
| STC0000020 | ST | Short Term Contracts | BPO2 Test 7 | HCP001 | Hope Works | Tech | Technical | | 14 Nov 2016 | 15 Nov 2016 | 1 d | Day | |
| STC0000021 | ST | Short Term Contracts | Main | APP0001 | Apple Juice Inc | Sales | Sales Department | 1224 | 08 Jun 2017 | 08 Jun 2017 | 2 h | Hour | |
| STC0000022 | ST | Short Term Contracts | BPO_RSI | ABCXYZ123 | ABC Shoe Co | | | fdg | 26 Jun 2017 | 03 Jul 2017 | 1 w | Week | |
| STC0000024 | ST | Short Term Contracts | Hillcrest | APP0001 | Apple Juice Inc | Sales | Sales Department | 10 | 10 Aug 2017 | 20 Aug 2017 | 10 d | Day | |
| STC0000027 | ST | Short Term Contracts | Main | HCP001 | Hope Works | Tech | Technical | HW STC 001 | 09 Jul 2018 | 16 Jul 2018 | 1 w | Week | |
| STC0000028 | ST | Short Term Contracts | Main | HCP001 | Hope Works | Tech | Technical | HW STC 009 | 16 Jul 2018 | 18 Jul 2018 | 2 d | Day | |
| STC0000029 | ST | Short Term Contracts | Main | HCP001 | Hope Works | Tech | Technical | HW STC 010 | 16 Jul 2018 | 18 Jul 2018 | 2 d | Day | |

- A list of all the windows **currently open** in BPO2 will display.
- Select the **Closure Invoice for Contract no. []** option to take you back to the Closure Invoice screen that you were working in.

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 | Per |
|------------|--------------|----------------------|---------------|--------------|---------------------|------------------|------------------|------------|-------------|-------------|--------|------------|-----|
| STC0000019 | ST | Short Term Contracts | Derton Centre | DER001 | Derton Technologies | | | | 22 Apr 2016 | 24 Apr 2016 | 2 d | Day | |
| STC0000020 | ST | Short Term Contracts | BPO2 Test 7 | HQP001 | Hope Works | Tech | Technical | | 14 Nov 2016 | 15 Nov 2016 | 1 d | Day | |
| STC0000021 | ST | Short Term Contracts | Main | APP001 | Apple Juice Inc | Sales | Sales Department | 1234 | 08 Jun 2017 | 08 Jun 2017 | 2 h | Hour | |
| STC0000022 | ST | Short Term Contracts | BPO_RSI | ABCKY2123 | ABC Shoe Co | | | fdg | 26 Jun 2017 | 03 Jul 2017 | 1 w | Week | |
| STC0000024 | ST | Short Term Contracts | Hilcrest | APP001 | Apple Juice Inc | Sales | Sales Department | 10 | 10 Aug 2017 | 20 Aug 2017 | 10 d | Day | |
| STC0000027 | ST | Short Term Contracts | Main | HQP001 | Hope Works | Tech | Technical | HW STC 001 | 09 Jul 2018 | 16 Jul 2018 | 1 w | Week | |
| STC0000028 | ST | Short Term Contracts | Main | HQP001 | Hope Works | Tech | Technical | HW STC 009 | 16 Jul 2018 | 18 Jul 2018 | 2 d | Day | |
| STC0000029 | ST | Short Term Contracts | Main | HQP001 | Hope Works | Tech | Technical | HW STC 010 | 16 Jul 2018 | 18 Jul 2018 | 2 d | Day | |

1 Short Term Contract Listing

2 Closure Invoice for Contract no. STC0000029

3 Short Term Contract Listing

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DEDUCT DEPOSIT AMOUNT

- Now that the deposit amount has been confirmed, it can be *deducted* from the *Fees Due* column.
- In this image, the fees due were **R1500** minus the deposit of **R1150** gives a total of **R350** still owing on the fees.
 1. Change the amount in the *Due* column accordingly.
 2. You will note that the *Sub Total*, *VAT* and *Grand Total* amounts will auto calculate to accommodate the new figures.

Closure Invoice for Contract no. STC0000029 - 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 | Calculate Aggregate | Save Layout

Customer Name: Hope Works | Invoice No. | Status: N
 Contract | Salesman: Bianca Du Toit
 Invoice Date/Time: 19 Jul 2018 12:48:34 | Invoice Currency: ZAR
 Order No.: HW STC 010 | Tax Rate: 15.00
 Billing Date: 19 Jul 2018 | Exchange Rate: 1.00

Remove Inactive Lines

| LocatorDesc | SerialNo | FeeType | FeeTypeDesc | AccountCode | InvoiceDescription | Due | VAT | Status |
|-------------|------------|---------|-------------|-------------|--------------------|--------|-------|--------|
| | test121212 | S | Service | 1101 | Service | 350.00 | 52.50 | A |

1

| SerialNo | MeterDefCode | AccountCode | OpeningReading | ClosingReading | ReadingDate | MinBilling | MinQuantity | Usage | Due | VAT | ContractNo | IsActive |
|------------|--------------|-------------|----------------|----------------|-------------|------------|-------------|-------|------|------|------------|----------|
| test121212 | Mono | 1101 | 0.00 | 0.00 | 19 Jul 2018 | 0.00 | 0 | 0 | 0.00 | 0.00 | STC0000029 | Yes |
| test121212 | Colour | 1101 | 0.00 | 0.00 | 19 Jul 2018 | 0.00 | 0 | 0 | 0.00 | 0.00 | STC0000029 | Yes |

2

Comment

| | |
|-------------|--------|
| Sub Total | 350.00 |
| VAT | 52.50 |
| Grand Total | 402.50 |

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THE METER FEES FRAME

CLOSE READINGS

- In this frame, click in each meter *Closing Reading* field and either type in or use the arrow indicators to select the correct reading.

Closure Invoice for Contract no. STC0000029 - 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 | Calculate Aggregate | Save Layout

Customer Name: Hope Works | Invoice No.: | Status: N
 Contract: | Salesman: Bianca Du Toit
 Invoice Date/Time: 19 Jul 2018 12:48:34 | Invoice Currency: ZAR
 Order No.: HW STC 010 | Tax Rate: 15.00
 Billing Date: 19 Jul 2018 | Exchange Rate: 1.00

Remove Inactive Lines

| LocationDesc | SerialNo | FeeType | FeeTypeDesc | AccountCode | InvoiceDescription | Due | VAT | Status |
|--------------|------------|---------|-------------|-------------|--------------------|--------|--------|--------|
| | test121212 | S | Service | 1101 | Service | 350.00 | \$2.50 | A |

| SerialNo | MeterDefCode | AccountCode | OpeningReading | ClosingReading | ReadingDate | MinBilling | MinQuantity | Usage | Due | VAT | ContractNo | IsActive |
|------------|--------------|-------------|----------------|----------------|-------------|------------|-------------|-------|------|------|------------|----------|
| test121212 | Mono | 1101 | 0.00 | 0.1 | 19 Jul 2018 | 0.00 | 0 | 0 | 0.00 | 0.00 | STC0000029 | Yes |
| test121212 | Colour | 1101 | 0.00 | 0.00 | 19 Jul 2018 | 0.00 | 0 | 0 | 0.00 | 0.00 | STC0000029 | Yes |

Comment: | Sub Total: 350.00
 VAT: \$2.50
 Grand Total: 402.50

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1. As you **update** the meter readings,
2. the **Usage, Due** and **VAT** columns will update,
3. as will the **Sub Total, VAT** and **Grand Total** amounts.

Closure Invoice for Contract no. STC0000029 - 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 | Calculate Aggregate | Save Layout

Customer Name: Hope Works | Invoice No.: | Status: N
 Contract: | Salesman: Bianca Du Toit
 Invoice Date/Time: 19 Jul 2018 12:48:34 | Invoice Currency: ZAR
 Order No.: HW STC 010 | Tax Rate: 15.00
 Billing Date: 19 Jul 2018 | Exchange Rate: 1.00

Remove Inactive Lines

| LocationDesc | SerialNo | FeeType | FeeTypeDesc | AccountCode | InvoiceDescription | Due | VAT | Status |
|--------------|------------|---------|-------------|-------------|--------------------|--------|-------|--------|
| | test121212 | 5 | Service | 1101 | Service | 350.00 | 52.50 | A |

| SerialNo | MeterDefCode | AccountCode | OpeningReading | ClosingReading | ReadingDate | MnBilling | MnQuantity | Usage | Due | VAT | ContractNo | IsActive |
|------------|--------------|-------------|----------------|----------------|-------------|-----------|------------|-------|-------|------|------------|----------|
| test121212 | Mono | 1101 | 0.00 | 360.00 | 19 Jul 2018 | 0.00 | 0 | 360 | 36.00 | 5.40 | STC0000029 | Yes |
| test121212 | Colour | 1101 | 0.00 | 290.00 | 19 Jul 2018 | 0.00 | 0 | 290 | 43.50 | 6.53 | STC0000029 | Yes |

Comment:

| | |
|-------------|--------|
| Sub Total | 429.50 |
| VAT | 64.43 |
| Grand Total | 493.93 |

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INVOICE COMMENT

When you have checked that **all** charge amounts are correct,

1. Type in a ***comment*** relevant to this Short Term Invoice. (This field is mandatory).

SAVE SHORT TERM INVOICE

2. Click on ***Save***.

Closure Invoice for Contract no. STC0000029 - 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 Calculate Aggregate Save Layout

Customer Name: Hope Works Invoice No.:
 Contract: Status: N
 Invoice Date/Time: 19 Jul 2018 12:48:34 Salesman: Blanca Du Toit
 Order No.: HW STC 010 Invoice Currency: ZAR
 Billing Date: 19 Jul 2018 Tax Rate: 15.00
 Exchange Rate: 1.00

Remove Inactive Lines

| LocationDesc | SerialNo | FeeType | FeeTypeDesc | AccountCode | InvoiceDescription | Due | VAT | Status |
|--------------|------------|---------|-------------|-------------|--------------------|--------|-------|--------|
| | test121212 | S | Service | 1101 | Service | 350.00 | 52.50 | A |

| SerialNo | MeterDefCode | AccountCode | OpeningReading | ClosingReading | ReadingDate | MinBilling | MinQuantity | Usage | Due | VAT | ContractNo | IsActive |
|------------|--------------|-------------|----------------|----------------|-------------|------------|-------------|-------|-------|------|------------|----------|
| test121212 | Mono | 1101 | 0.00 | 360.00 | 19 Jul 2018 | 0.00 | 0 | 360 | 36.00 | 5.40 | STC0000029 | Yes |
| test121212 | Colour | 1101 | 0.00 | 290.00 | 19 Jul 2018 | 0.00 | 0 | 290 | 43.50 | 6.53 | STC0000029 | Yes |

Comment: Short Term rental 121212 Copier

| | |
|-------------|--------|
| Sub Total | 429.50 |
| VAT | 64.43 |
| Grand Total | 493.93 |

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- The Short Term Invoice will be **saved** and you will return to the **Short Term Contract Listing** screen.

PRINT INVOICE

- Ensure that the ***row selector*** is in front of the ***contract*** that you raised the invoice for.
- Click on the ***drop-down arrow*** on the ***Print*** button.

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 | Per |
|------------|--------------|----------------------|---------------|--------------|---------------------|------------------|------------------|------------|-------------|-------------|--------|------------|-----|
| STC0000019 | ST | Short Term Contracts | Derton Centre | DER001 | Derton Technologies | | | | 22 Apr 2016 | 24 Apr 2016 | 2 d | Day | |
| STC0000020 | ST | Short Term Contracts | BPO2 Test 7 | HOP001 | Hope Works | Tech | Technical | | 14 Nov 2016 | 15 Nov 2016 | 1 d | Day | |
| STC0000021 | ST | Short Term Contracts | Main | APP0001 | Apple Juice Inc | Sales | Sales Department | 1234 | 08 Jun 2017 | 08 Jun 2017 | 2 h | Hour | |
| STC0000022 | ST | Short Term Contracts | BPO_RSI | ABCKY2123 | ABC Shoe Co | | | fdg | 26 Jun 2017 | 03 Jul 2017 | 1 w | Week | |
| STC0000024 | ST | Short Term Contracts | Hilcrest | APP0001 | Apple Juice Inc | Sales | Sales Department | 10 | 10 Aug 2017 | 20 Aug 2017 | 10 d | Day | |
| STC0000027 | ST | Short Term Contracts | Main | HOP001 | Hope Works | Tech | Technical | HW STC 001 | 09 Jul 2018 | 16 Jul 2018 | 1 w | Week | |
| STC0000028 | ST | Short Term Contracts | Main | HOP001 | Hope Works | Tech | Technical | HW STC 009 | 16 Jul 2018 | 18 Jul 2018 | 2 d | Day | |
| STC0000029 | ST | Short Term Contracts | Main | HOP001 | Hope Works | Tech | Technical | HW STC 010 | 16 Jul 2018 | 18 Jul 2018 | 2 d | Day | |

Open Windows | 16 Jul 2018

- Select from the list, the **Print Invoice - Ref STI[]** option.
 - **Note:** You will be able to differentiate from the

Deposit Invoice option by the **reference number** of the invoice.

The screenshot shows a software window titled "Short Term Contract Listing - BPO: Version 2.1.0.62 - Example Company". The interface includes a menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with icons for Add, Edit, Close, Machine Return WOs, Short Term Invoice, Save Layout, Workspaces, Save Filter, Print, Active, and Refresh. A context menu is open over the table, listing options: Print Contract, Print Contract Return, Print Invoice - Ref ST0000019 (highlighted), and Print Invoice - Ref INV0000430.

| ContractNo | ContractType | ContractTypeDesc | Location | CustomerCode | CustomerName | OrderNo | StartDate | EndDate | Period | PeriodType | Per |
|------------|--------------|----------------------|---------------|--------------|---------------------|---------|-------------|-------------|-------------|------------|------|
| STC0000019 | ST | Short Term Contracts | Derton Centre | DER001 | Derton Technologies | | 22 Apr 2016 | 24 Apr 2016 | 2 d | Day | |
| STC0000020 | ST | Short Term Contracts | BPO2 Test 7 | HOP001 | Hope Works | Tech | 14 Nov 2016 | 15 Nov 2016 | 1 d | Day | |
| STC0000021 | ST | Short Term Contracts | Main | APP001 | Apple Juice Inc | Sales | 08 Jun 2017 | 08 Jun 2017 | 2 h | Hour | |
| STC0000022 | ST | Short Term Contracts | BPO_RSI | ABCXY2123 | ABC Shoe Co | | 26 Jun 2017 | 03 Jul 2017 | 1 w | Week | |
| STC0000024 | ST | Short Term Contracts | Hilcrest | APP001 | Apple Juice Inc | Sales | 10 Aug 2017 | 20 Aug 2017 | 10 d | Day | |
| STC0000027 | ST | Short Term Contracts | Main | HOP001 | Hope Works | Tech | HW STC 001 | 09 Jul 2018 | 16 Jul 2018 | 1 w | Week |
| STC0000028 | ST | Short Term Contracts | Main | HOP001 | Hope Works | Tech | HW STC 009 | 16 Jul 2018 | 18 Jul 2018 | 2 d | Day |
| STC0000029 | ST | Short Term Contracts | Main | HOP001 | Hope Works | Tech | HW STC 010 | 16 Jul 2018 | 18 Jul 2018 | 2 d | Day |

- The **Select the option as desired** pop up screen will appear.
- Click on **Print Invoice**.
- Click on **Accept**.

The screenshot shows the 'Short Term Contract Listing - BPO, Version 2.1.0.62 - Example Company' application window. The interface includes a menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with icons for Add, Edit, Close, Machine Return WOs, Short Term Invoice, Save Layout, Workspaces, Save Filter, Print, and Refresh. The main area displays a table of contract data.

| ContractNo | ContractType | ContractTypeDesc | Location | CustomerCode | CustomerName | CustomerDeptCode | CustomerDeptName | OrderNo | StartDate | EndDate | Period | PeriodType | Peri |
|------------|--------------|----------------------|---------------|--------------|---------------------|------------------|------------------|------------|-------------|-------------|--------|------------|------|
| STC0000019 | ST | Short Term Contracts | Derton Centre | DER001 | Derton Technologies | | | | 22 Apr 2016 | 24 Apr 2016 | 2 d | Day | |
| STC0000020 | ST | Short Term Contracts | BPO2 Test 7 | HOP001 | Hope Works | Tech | Technical | | 14 Nov 2016 | 15 Nov 2016 | 1 d | Day | |
| STC0000021 | ST | Short Term Contracts | Main | APP0001 | Apple Juice Inc | Sales | Sales Department | 1234 | 08 Jun 2017 | 08 Jun 2017 | 2 h | Hour | |
| STC0000022 | ST | Short Term Contracts | BPO_RSI | ABCXY2123 | ABC Shoe Co | | | fdg | 26 Jun 2017 | 03 Jul 2017 | 1 w | Week | |
| STC0000024 | ST | Short Term Contracts | Hilcrest | APP0001 | Apple Juice Inc | Sales | Sales Department | 10 | 10 Aug 2017 | 20 Aug 2017 | 10 d | Day | |
| STC0000027 | ST | Short Term Contracts | Main | HOP001 | Hope Works | Tech | Technical | HW STC 001 | 09 Jul 2018 | 16 Jul 2018 | 1 w | Week | |
| STC0000028 | ST | Short Term Contracts | Main | HOP001 | Hope Works | Tech | Technical | HW STC 009 | 16 Jul 2018 | 18 Jul 2018 | 2 d | Day | |
| STC0000029 | ST | Short Term Contracts | Main | HOP001 | Hope Works | Tech | Technical | HW STC 010 | 16 Jul 2018 | 18 Jul 2018 | 2 d | Day | |

A dialog box titled 'Select the option as desired' is overlaid on the bottom half of the screen. It features a 'Home' button, a green checkmark icon next to 'Accept', and a red 'X' icon next to 'Cancel'. Below these are three radio button options: 'Print Invoice' (which is selected), 'Email Invoice', and 'Print and Email Invoice'. The dialog box also shows a 'Processing' status bar at the bottom.

