

## CONTRACT

### ADD CONTRACT AGGREGATE FEES

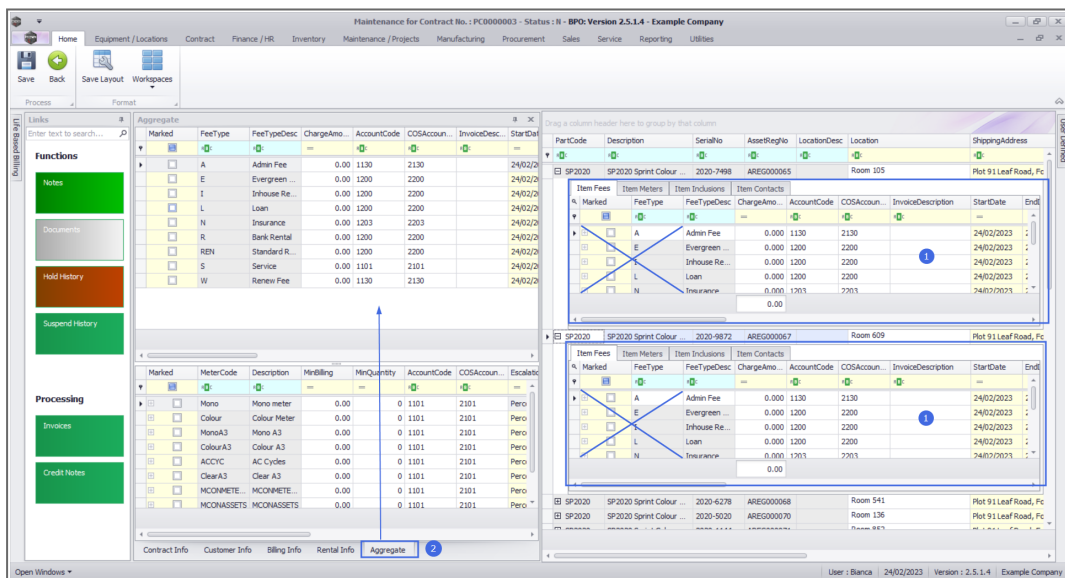
You will be following the process below to configure each aggregate fee for this contract.

- **Note:** The charge amount aggregate fees should be set so as to cover the charge for all contract items for this fee type.

### AGGREGATE FEES SET UP

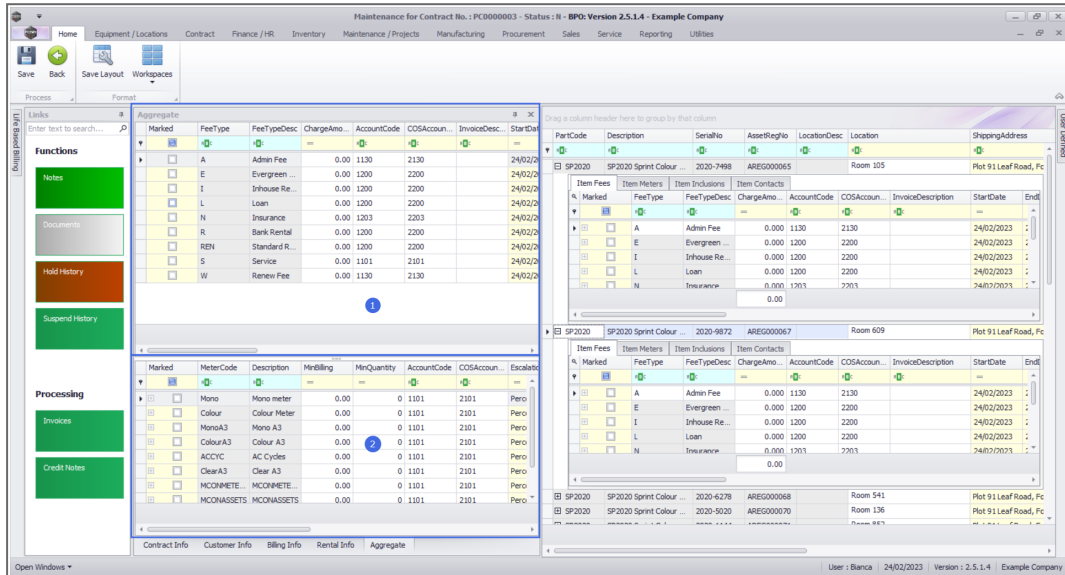
If you have *aggregate billing* on item fees:

1. Do *not* select any *Item Fee* in the *Item Fees* tab as you would do on standard item fees.
2. Instead, click on the *Aggregate* tab.



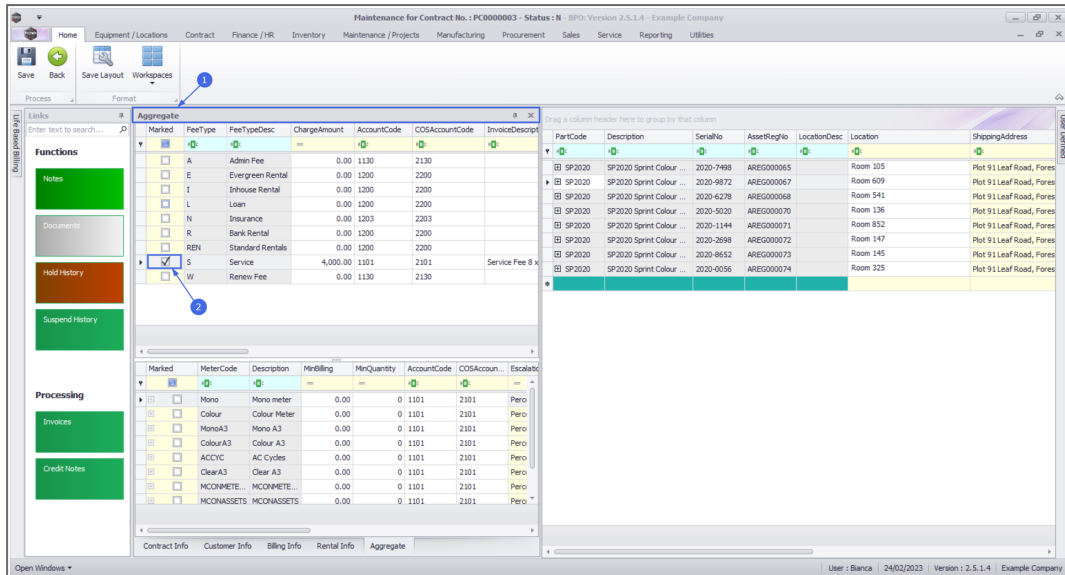
## AGGREGATE FEES SECTION

- The **Aggregate** frame is divided into the following sections:
  - Aggregate **Fees**
  - Aggregate **Meters**

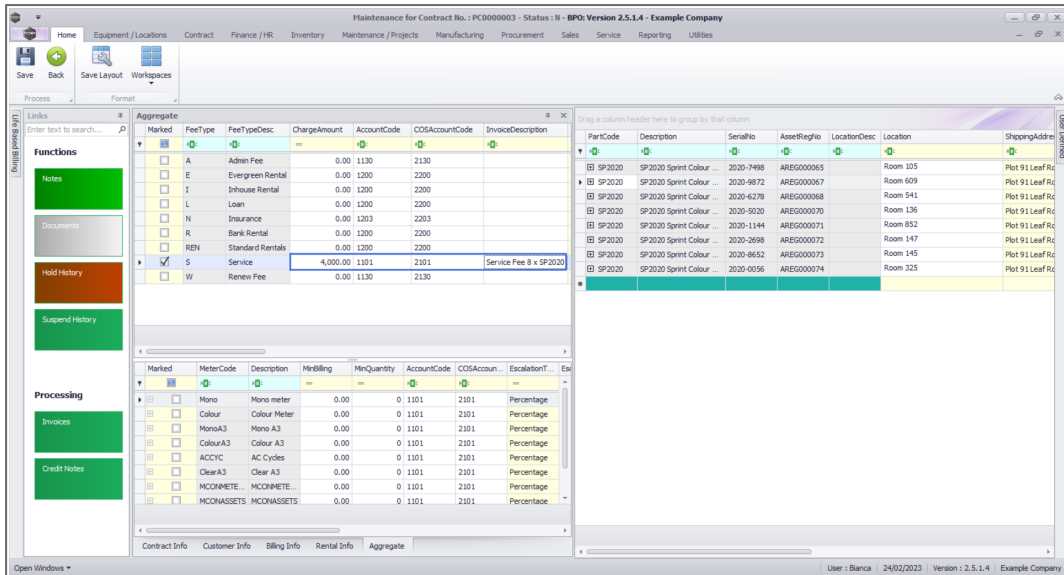


Set up the fees that need to be aggregate in the **Aggregate Fees** section.

- Marked:** Click on the check box in front of the Item **Fee Type** to be charged on the contract item.



- **Charge Amount:** Type in or use the arrow indicators to select the fee amount to be charged.
- **Account Code:** This will auto populate with the Sales GL Account code set on the fee as configured for the contract type. This code can be changed if required, but ensure a valid general ledger code is used.
- **COS Account Code:** This will auto populate with the Sales GL Account code set on the fee as configured for the contract type. This code can be changed if required, but ensure a valid general ledger code is used.
- **Invoice Description:** Type in the description to be used for this fee on the invoice. The description will reflect on the contract invoice.

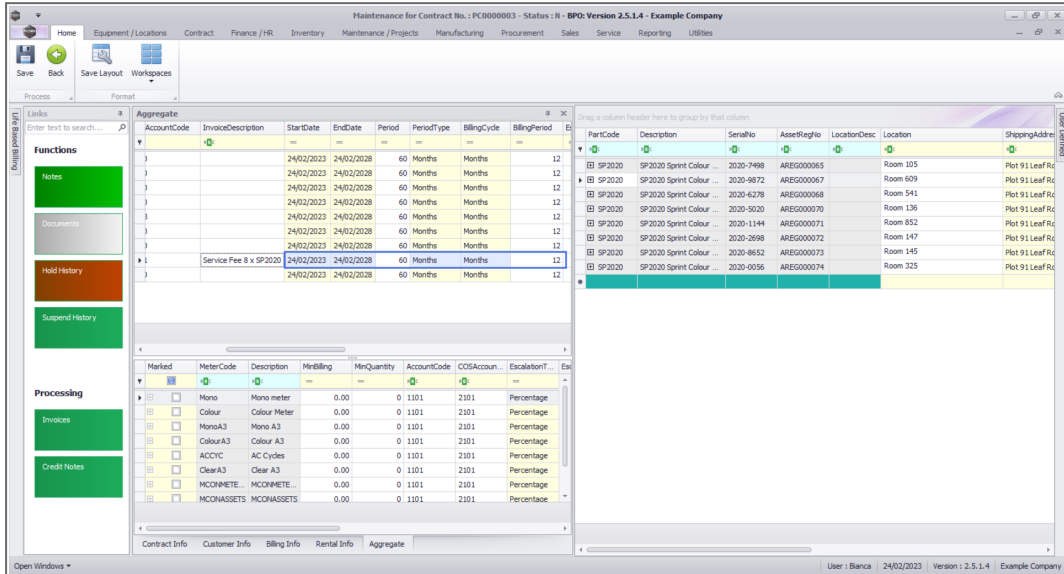


- **Scroll right** to view the remaining columns in this frame.

## Billing Period Details

- **Start Date and End Date:** These will auto populate according to the contract start date and end date selected in the **Contract Info panel**. You can click on the drop-down arrow and use the calendar function to select an alternative start and end date if required.
- **Note:** Take note that the contract fee will only bill from the start date, and will stop billing at the end date.
- **Period & Period Type:** These fields will auto populate according to the contract start and end date recorded in the **Contract Info panel**. You can click on the text boxes and either type in or use the drop-down arrows to select an alternative period and period type if required.
- **Billing Cycle:** This will auto populate according to the contract billing cycle recorded in the **Billing Info panel**. You can click on the text boxes and either type in or use the drop-down arrow to select an alternative billing cycle if required.

- **Billing Period:** This will auto populate according to the contract billing period recorded in the **Billing Info panel**. You can click on the text boxes and either type in or use the drop-down arrow to select an alternative billing period if required.

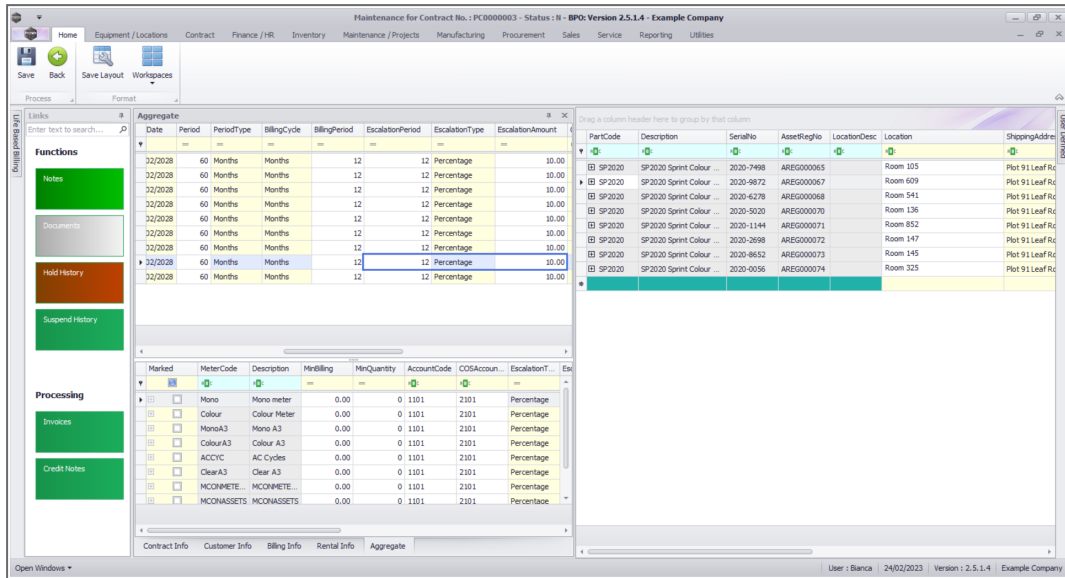


- **Scroll right** to view the remaining columns in this frame.

## Escalation Details

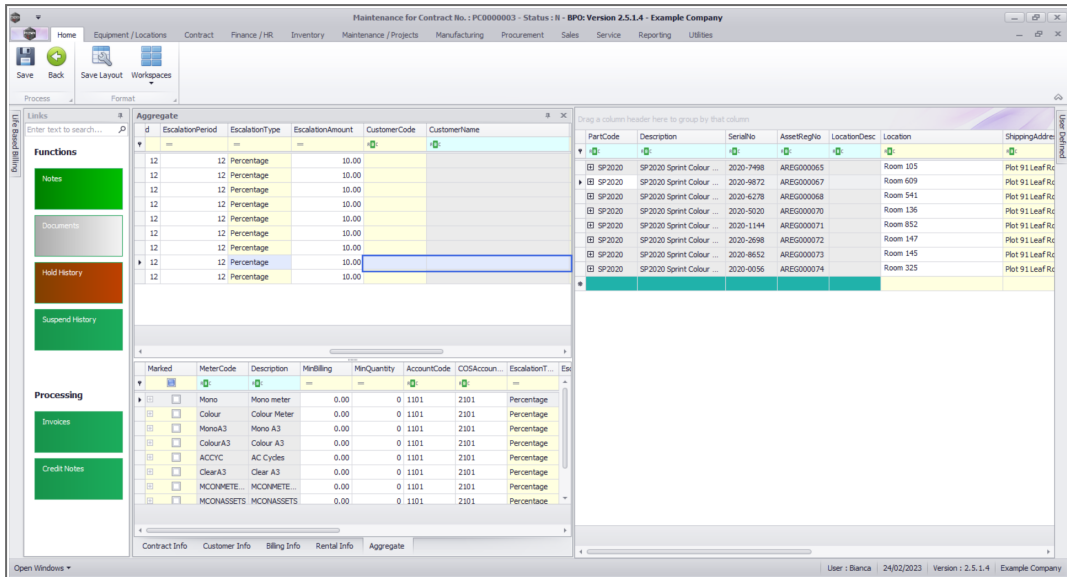
- **Escalation Period:** This will auto populate according to the escalation period recorded in the **Billing Info panel**. You can click on the text boxes and either type in or use the drop-down arrow to select an alternative escalation period if required.
- **Escalation Type:** This will auto populate according to the escalation type recorded in the **Billing Info panel**. You can click on the drop-down arrow in the text box to select an alternative escalation type if required.
- **Escalation Amount:** This will auto populate according to the escalation amount recorded in the **Billing Info panel**. You can click on

the text box and either type in or use the arrow indicators to select an alternative escalation amount if required.

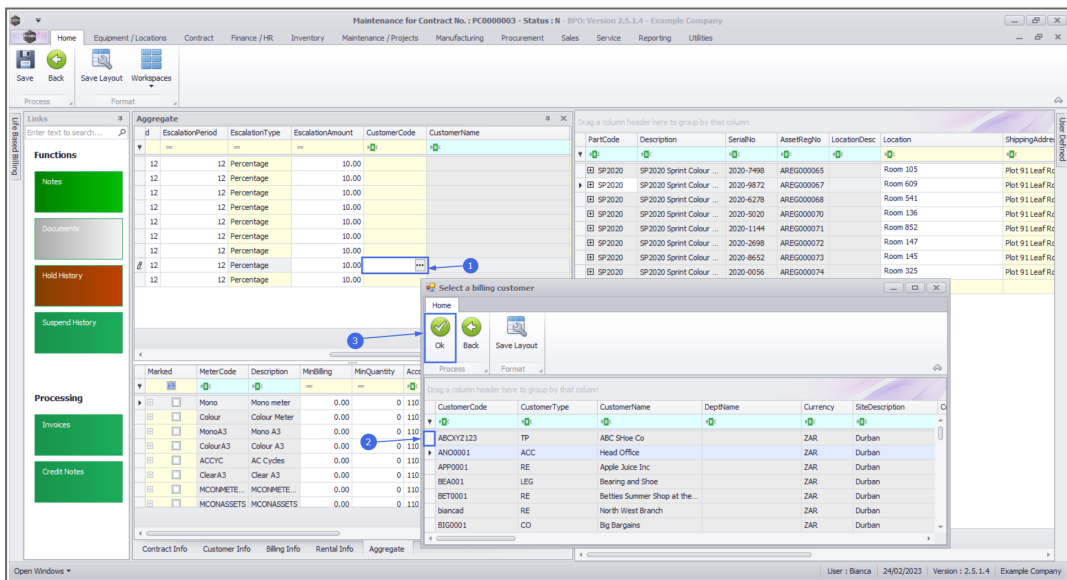


## Billing Customer

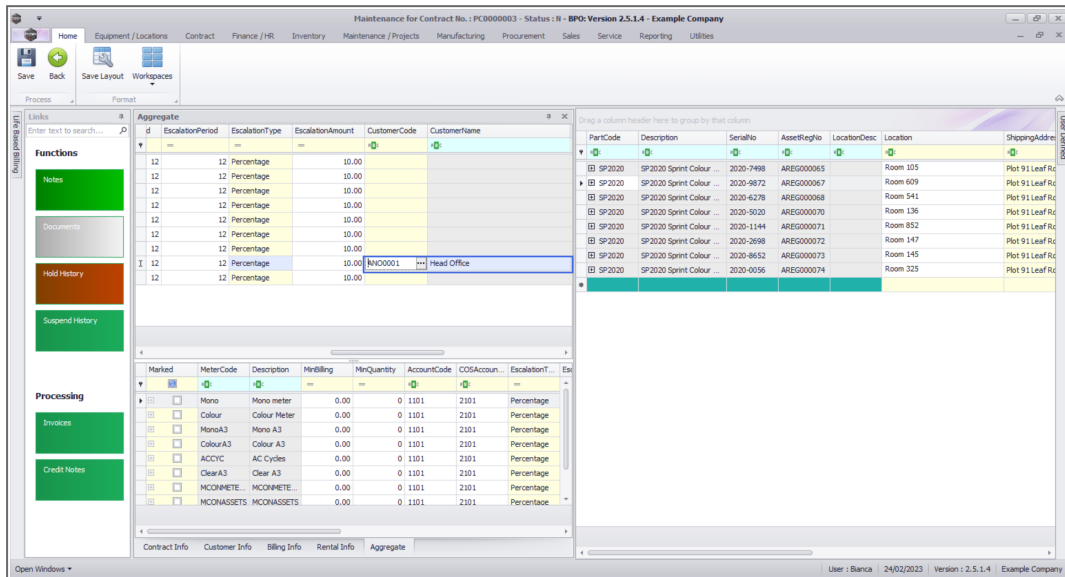
- Only populate these 2 fields if another party (a separate billing customer) is going to pay the **Item Fees** on behalf of the customer.
- If these fields are left blank, **BPO** will bill the customer linked to the contract.
  - **Note 1:** **BPO** only supports different billing customers on an aggregate contract from **BPO v2.3.0.4**.
  - **Note 2:** Follow the next 2 steps only if you wish to link another customer as the billing customer.
  - **Note:** **BPO** only supports different billing customers on an aggregate contracts from **BPO v2.3.0.4**.



- Click in the **Customer Code** text box.
- An **Ellipsis** button will be revealed.
- Click on this button to display the **Select a billing customer** pop up screen.
- Click on the **row selector** in front of the **Billing customer** that you wish to **link** to this **contract**
- Click on **Ok**.



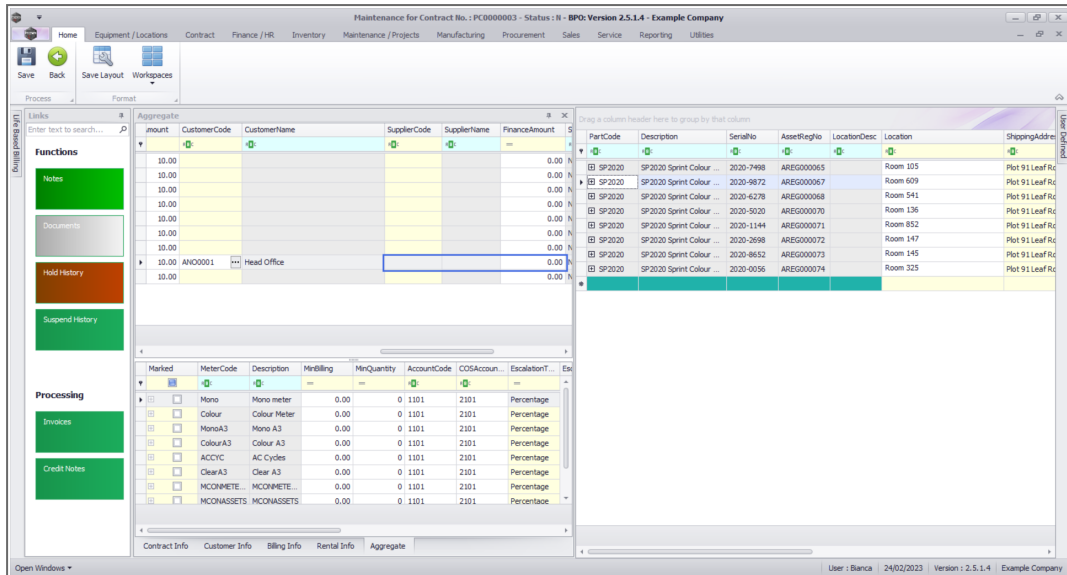
- **Customer Name:** Once you have selected the customer code, the customer name will auto populate with the customer name linked to that code on the system.



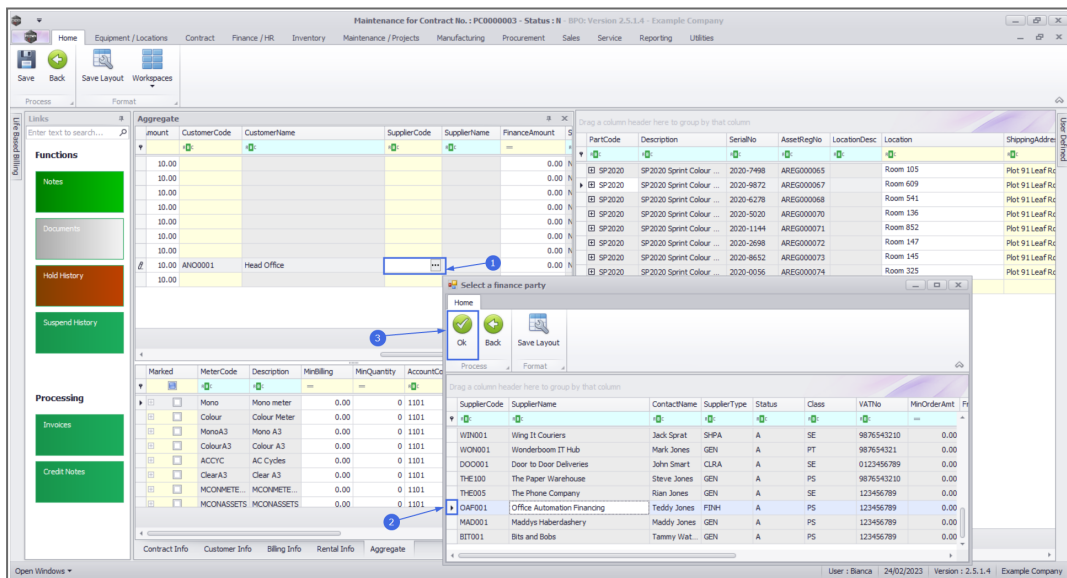
## Back to Back / Finance Details

- These fields should only be populated if there is a **Back to Back Deal** with a third party who is set up on **BPO** as a **Supplier**.
- Follow the next 2 images only if you wish to link a supplier for rental back-to-backs (finance house bills company & company bills client).

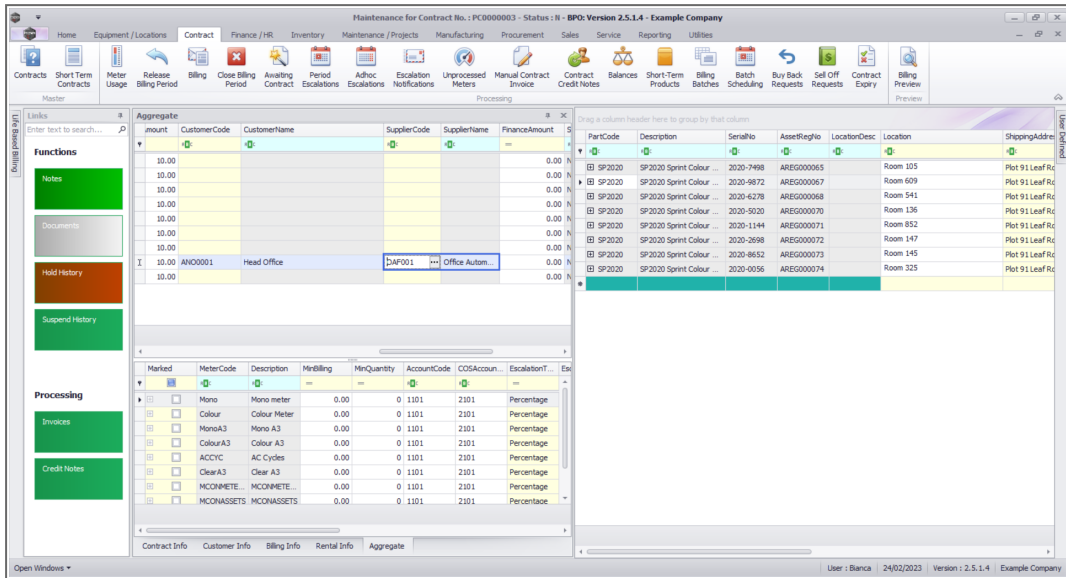




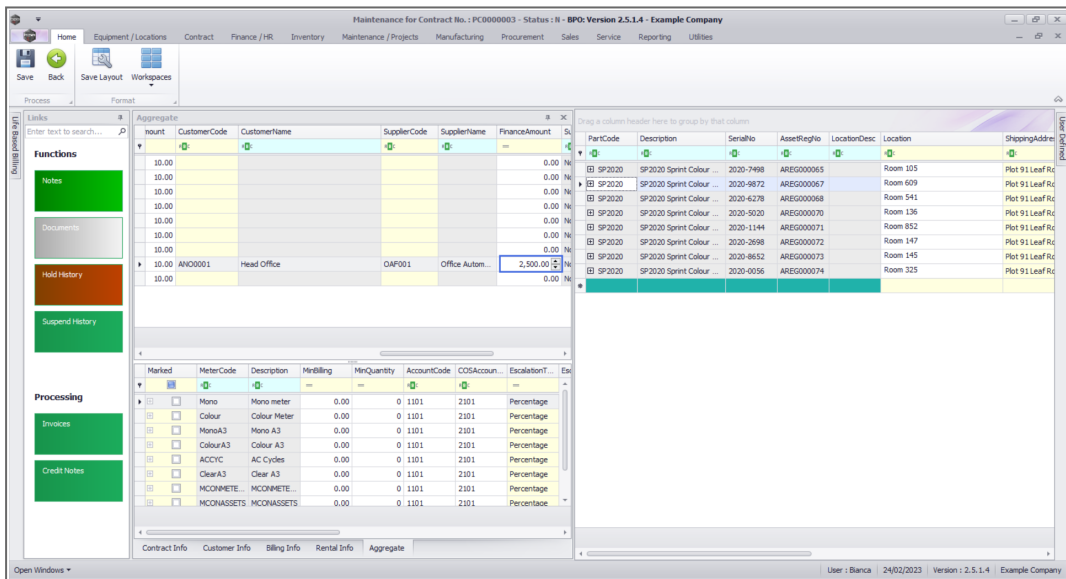
- Click on the **Supplier Code** text box to reveal an **Ellipsis** button.
- Click on this button to display the **Select a finance party** pop up screen.
- Click on the **row selector** in front of the **Supplier** that you wish to **link** to this **item**.
- Click on **Ok**.



- **Supplier Name:** This will auto populate once the supplier code has been selected.

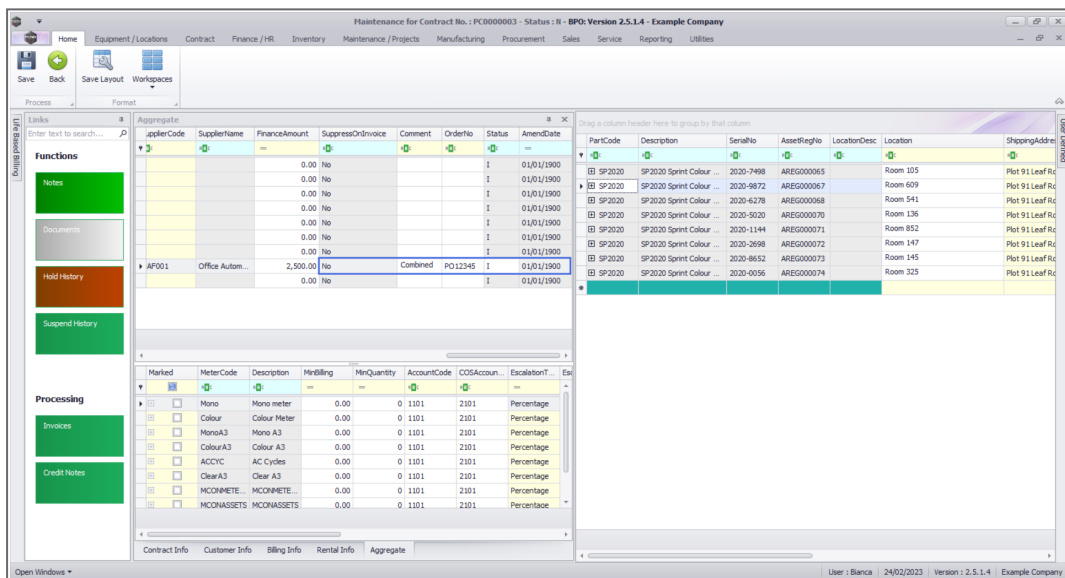


- **Finance Amount:** Click in this text box and either type in or use the arrow indicators to select the finance amount.



## Additional Details

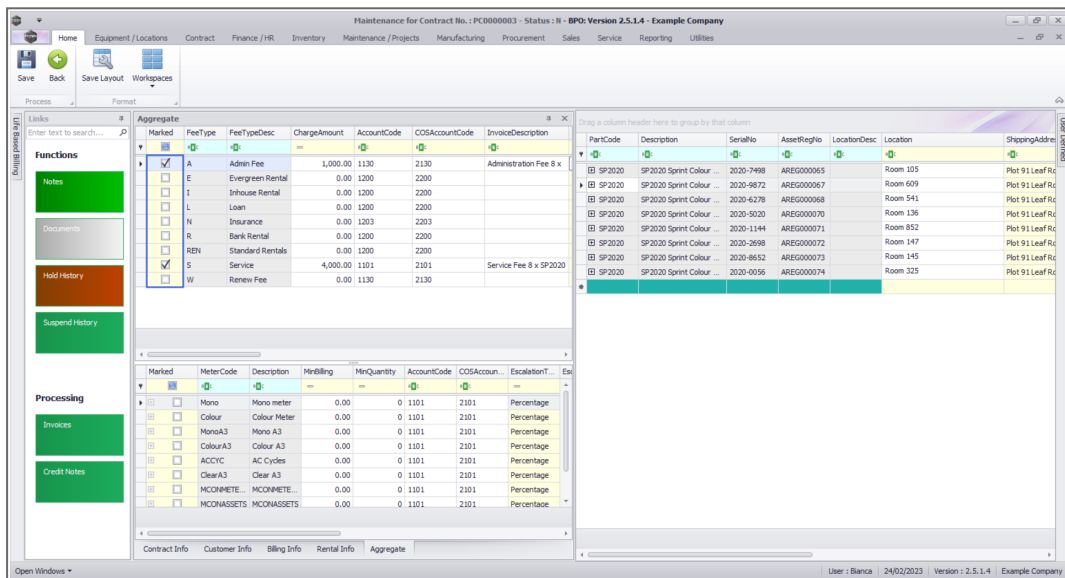
- **Suppress on Invoice:** Only select this if you wish to hide the item fee information on the invoice.
- **Comment:** Click in this text box and type in a comment regarding this contract fee, if required.
- **Order No:** Type in a customer order number relevant to this item, if required. This will be displayed on the contract invoice.
- **Status:** This field will be set to **A** (Active) once the fee has been saved, and is static.
- **Amend Date:** This shows the date the item was last modified and the field is static.
- The 'Add an Item Fee' process is now complete.



## Additional Details

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- **Comment:** Click in this text box and type in a comment regarding this contract fee, if required.
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- The 'Add an Item Fee' process is now complete.



**Next:** Add the Contract Item Meters - [Standard](#) or [Aggregate](#)

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