

We are currently updating our site; thank you for your patience.

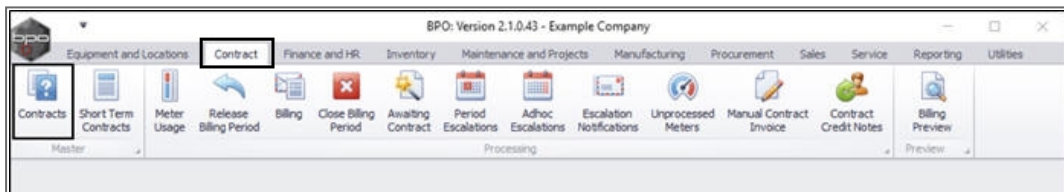
CONTRACT

FIND SERIAL NUMBER

Using the **Find** options in the Contract Listing screen, makes it easier to find a contract across multiple Sites.

The **Find Serial No.** functionality can be used when a client has the **serial number** of a machine at hand but does not know the linked contract number.

Ribbon Access: Contract > Contracts



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

- **Note:** You do not need to select the Site or Status before starting this process, especially with multi-site configuration. However, this functionality will still work if you have already selected either one.
- Click on **Find Serial No.**

Contract Listing - BPO: Version 2.1.0.43 - Example Company

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

Add | Edit | Delete | View | Save Layout | Hold | Release For Approval | Durban | Find Serial No. | Print | Export | Reports
 Workspaces | Suspend | Remove From Approval | Active | Find Contract
 Save Filter | Release | Approve Contract | Refresh

Processing | Format | Status Processing | Current | Print | Re...

Links
 Enter text to search...
 Drag a column header here to group by that column

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate
CO000006	OFF001	Office Supplies Unlimited		CPC	Cost Per Copy	Hilcrest	1234	22 Apr 2014
CO000007	OFF001	Office Supplies Unlimited		CPC	Cost Per Copy	Forest Hills Centre		07 Jan 2014
CO000011	WES001	Westwood Dynamic		CPC	Cost Per Copy	Main	ContractOrderNo	09 May 2014
CO000013	TIA001	Titan Group		CPC	Cost Per Copy	South Riding Centre		16 May 2014
CO000014	TIA001	Titan Group		CPC	Cost Per Copy	Main		16 May 2014
CO000016	TIA001	Titan Group		CPC	Cost Per Copy	Main		13 Jun 2014
CO000019	OFF001	Office Supplies Unlimited		CPC	Cost Per Copy	Main		28 Jul 2014
CO000020	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main		01 Jan 2011
CO000028	HAC001	Hack PC - IT Shop		CPC	Cost Per Copy	Main		29 Jun 2015
PC000001	DAN002	Dancing Shoes		PRE	Prepaid Contract	Kloof	test	23 Mar 2016
CO000031	YES001	Young Electric	Sales Department	CPC	Cost Per Copy	Hilcrest		24 Mar 2016
CO000041	PAN001	Panda Copiers		CPC	Cost Per Copy	Main		05 Jul 2016
CO000042	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main		07 Sep 2016
CO000043	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area		01 Aug 2016
CO000044	BOT001	Bothas Networking inc		PRE	Prepaid Contract	Durban Area		25 Oct 2016
CO000045	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area	1234	10 May 2017
CO000047	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Kloof		16 May 2017

Functions: Notes, Documents, Hold History, Suspend History
 Processing: Invoices, Credit Notes

Open Windows | 25 Jan 2018

SELECT SERIAL NUMBER

- A **Select a machine** screen will pop up.
- Select the **row** of the **serial number** where you wish to find the **linked contract**.
- Click on **Ok**.

Contract Listing - BPO: Version 2.1.0.43 - Example Company

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

Add Edit Delete View Save Layout Hold Release For Approval Find Serial No. Find Contract Print Export Reports
 Workspaces Suspend Remove From Approval Active Refresh
 Save Filter Release Approve Contract Close Contract

Processing Format Status Processing Current Print Re...

Links
Enter text to search...

Functions
Notes
Documents
Hold History
Suspend History
Processing
Invoices
Credit Notes

Open Windows

Select a machine

Home
 Ok Back Save Layout
 Process Format

SerialNo	AssetRegNo	CustomerName	Description	CategoryDesc	ParentType	ModelNo	IsFixedAsset	Status	De	StartDate
2020-102040		Bothas Networking inc	SP2020 Sprint Colou...	Hardware	CTRT	SP2020	No	A		22 Apr 2014
2020-102041		Danny Storm IT Cafe	SP2020 Sprint Colou...	Hardware	SDW	SP2020	No	A		07 Jan 2014
2020-102042		Hope Works	SP2020 Sprint Colou...	Hardware	CTRT	SP2020	Yes	A		09 May 2014
2020-102043			SP2020 Sprint Colou...	Hardware	CTRT	SP2020	Yes	A		16 May 2014
2020-102044			SP2020 Sprint Colou...	Hardware	WKOR	SP2020	Yes	A		16 May 2014
2020-102045			SP2020 Sprint Colou...	Hardware	WKOR	SP2020	Yes	A		13 Jun 2014
2020-102046		Derton Technologies	SP2020 Sprint Colou...	Hardware	CTRT	SP2020	Yes	A		28 Jul 2014
2020-102047			SP2020 Sprint Colou...	Hardware	WHSE	SP2020	No	A		01 Jan 2011
2020-102048		Hope Works	SP2020 Sprint Colou...	Hardware	CTRT	SP2020	Yes	A		29 Jun 2015
2020-102049		Big Bargains	SP2020 Sprint Colou...	Hardware	SDW	SP2020	No	A		23 Mar 2016
2020-10205		Bothas Networking inc	SP2020 Sprint Colou...	Hardware	SDW	SP2020	No	A		24 Mar 2016
2020-103050	AREG000046	Panda Copiers	SP2020 Sprint Colou...	Hardware	CTRT	SP2020	Yes	A		05 Jul 2016
2020-103051	AREG000047	Panda Copiers	SP2020 Sprint Colou...	Hardware	CTRT	SP2020	Yes	A		07 Sep 2016
2020-103053	AREG000048	Hope Works	SP2020 Sprint Colou...	Hardware	CTRT	SP2020	Yes	A		01 Aug 2016
2020-103054	AREG000049		SP2020 Sprint Colou...	Hardware	WKOR	SP2020	No	A		25 Oct 2016
2020-103055	AREG000050		SP2020 Sprint Colou...	Hardware	WKOR	SP2020	No	A		10 May 2017
2020-103056	AREG000051	Hope Works	SP2020 Sprint Colou...	Hardware	CTRT	SP2020	No	A		16 May 2017
2020-103057	AREG000052		SP2020 Sprint Colou...	Hardware	WHSE	SP2020	No	A		

25 Jan 2018

FIND FILTER RESULTS

- The system will find the linked contract and point it out with the **row selector**.
 - **Note:** If **no** record is selected by the system, then the serial number is **not** linked to a Contract.

Contract Listing - BPO: Version 2.1.0.43 - Example Company

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

Add | Edit | Delete | View | Save Layout | Hold | Release For Approval | Durban | Find Serial No. | Print | Export | Reports
 Workspaces | Suspend | Remove From Approval | Active | Find Contract | Refresh | Print | Re...
 Save Filter | Release | Approve Contract | Close Contract

Processing | Format | Status Processing | Current | Print | Re...

Links
Enter text to search...

Drag a column header here to group by that column

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate
CO000006	OFF001	Office Supplies Unlimited		CPC	Cost Per Copy	Hilcrest	1234	22 Apr 2014
CO000007	OFF001	Office Supplies Unlimited		CPC	Cost Per Copy	Forest Hills Centre		07 Jan 2014
CO000011	WES001	Westwood Dynamic		CPC	Cost Per Copy	Main	ContractOrderNo	09 May 2014
CO000013	TIA001	Titan Group		CPC	Cost Per Copy	South Riding Centre		16 May 2014
CO000014	TIA001	Titan Group		CPC	Cost Per Copy	Main		16 May 2014
CO000016	TIA001	Titan Group		CPC	Cost Per Copy	Main		13 Jun 2014
CO000019	OFF001	Office Supplies Unlimited		CPC	Cost Per Copy	Main		28 Jul 2014
CO000020	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main		01 Jan 2011
CO000028	HAC001	Hack PC - IT Shop		CPC	Cost Per Copy	Main		29 Jun 2015
PC000001	DAN002	Dancing Shoes		PRE	Prepaid Contract	Koof	test	23 Mar 2016
CO000031	YES001	Young Electric	Sales Department	CPC	Cost Per Copy	Hilcrest		24 Mar 2016
CO000041	PAN001	Panda Copiers		CPC	Cost Per Copy	Main		05 Jul 2016
CO000042	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main		07 Sep 2016
CO000043	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area		01 Aug 2016
CO000044	BOT001	Bothas Networking inc		PRE	Prepaid Contract	Durban Area		25 Oct 2016
CO000045	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area	1234	10 May 2017
CO000047	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Koof		16 May 2017

Functions

- Notes
- Documents
- Hold History
- Suspend History

Processing

- Invoices
- Credit Notes

Open Windows | 25 Jan 2018

MNU.112.033