

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

CONTRACT

MINIMUM BILLING AND METER CHARGE SETUP

Minimum billing is an agreed cost between Company and Customer which the company will charge to ensure they can provide for a minimum quality of service and support at all times. Meter charge set up on a contract allows for a specific amount of copies within a set time frame. Monitoring the subsequent meter readings can help keep track of potential over or under usage and adjust the contract accordingly, to better suit the needs of the customer.

Ribbon Select Contract > Contracts



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

Select the Site

Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

Another site can be selected, if required, and if you have the security rights to access the site.

If **All Sites** displays here, then you do not have a default site configured on your user record, and need to select the required site.



Upon opening, this screen will default to the **Active** status, listing all the **Active** contracts for the selected site.

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Notes	CO0000016	TIA001	Titan Group		CPC	Cost Per Co	Main		13/06/2014	13/06/2019	Sales Depar		60 Months	Months		4
	CO0000018	SAM001	Samanthas Diner		CPC	Cost Per Co	Main		09/07/2014	09/07/2019	Sales Depar		60 Months	Months		5
	CO0000019	OFF001	Office Supplies Unlimited		CPC	Cost Per Co	Main		28/07/2014	28/07/2019	Sales Depar		60 Months	Bi-annual		6
Documents	PC0000001	DAN002	Dancing Shoes		PRE	Prepaid Con	Kloof	test	23/03/2016	23/03/2021	Sales Depar		60 Months	Months		1
	CO000031	YES001	Young Electric		CPC	Cost Per Co	Hilcrest		24/03/2016	24/03/2021	Sales Depar		60 Months	Months		1
	CO0000041	PAN001	Panda Copiers		CPC	Cost Per Co	Main		05/07/2016	05/07/2021	Sales Depar		60 Months	Months		5
Hold History	CO0000042	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co	Main		07/09/2016	07/09/2022	Sales Depar		60 Months	Months		7
	CO0000043	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co	Main		01/08/2016	07/09/2021	Sales Depar		60 Months	Quarterly		5
	CO0000052	HOP001	Hope Works (Pty) Ltd		PRE	Prepaid Con	Durban Area		29/05/2017	29/05/2022	Sales Depar		60 Months	Months		3
Commend Markense	CO0000054	APP0001	Apple Juice Inc		CPC	Cost Per Co	Durban Area		03/08/2017	03/08/2022			60 Months	Months		0
susperio ristory	CO0000072	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co	Durban Area	1234	07/03/2018	07/03/2023	Sales Depar		60 Months	Months		2
	CO0000073	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co	Durban Area		29/05/2018	29/05/2023	Sales Depar		60 Months	Months		0
	CO0000074	DER001	Derton / Technologies		CPC	Cost Per Co	Durban Area	1234	15/06/2018	15/06/2023	Sales Depar		60 Months	Months		6
	CO0000077	PIN0001	Pink Shoes		CPC	Cost Per Co	Durban Area		18/06/2018	18/06/2023	Sales Depar		60 Months	Months		4
	CO0000078	PIN0001	Pink Shoes		CPC	Cost Per Co	Durban Area		18/06/2018	18/06/2023	Sales Depar		60 Months	Months		4
rocessing	CO000080	OFF001	Office Supplies Unlimited		CPC	Cost Per Co	Durban Cen	1234	06/05/2017	06/05/2020			60 Months	Months		2
Terretory	CO000082	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co	Durban Area		10/09/2019	10/09/2024	Sales Depar		60 Months	Months		7
trivoices	CO0000079	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co	Durban Area		18/06/2018	18/06/2023	Sales Depar		60 Months	Months		4
	CO000083	WES001	Westwood Dynamic		CPC	Cost Per Co	Durban Area	1234	15/10/2019	15/10/2024	Sales Depar		60 Months	Months		8

 Note: You can only set up minimum billing and meter charges when the Contract is in the Active state.

SELECT THE CONTRACT

- Outset
 Outset<
- Select the **row** of the **contract** that you wish to process.



• Click on the **Edit** button.

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	C	00000012	TIA001	Titan Group		CPC	Cost Per Co	Durban Area		16/05/2014	16/05/2019	Sales Depar.		60 Months	Months	3	1
Notes	+ C	0000016	TIA001	Titan Group		CPC	Cost Per Co	Main		13/06/2014	13/06/2019	Sales Depar.		60 Months	Months	4	
	C	00000018	SAM001	Samanthas Diner		CPC	Cost Per Co	Durban Area		09/07/2014	09/07/2019	Sales Depar.		60 Months	Months	5	
	C	0000019	OFF001	Office Supplies Unlimited		CPC	Cost Per Co	Main		28/07/2014	28/07/2019	Sales Depar.		60 Months	Bi-annual	6	
Documents	C	0000031	YES001	Young Electric		CPC	Cost Per Co	Hilcrest		24/03/2016	24/03/2021	Sales Depar.		60 Months	Months	1	
	C	00000041	PAN001	Panda Copiers		CPC	Cost Per Co	Main		05/07/2016	05/07/2021	Sales Depar.		60 Months	Months	5	1
	C	0000043	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co	Main		01/08/2016	07/09/2021	Sales Depar.		60 Months	Quarterly	5	i i
Hold History	C	0000072	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co	Durban Area	1234	07/03/2018	07/03/2023	Sales Depar.		60 Months	Months	2	1
	C	0000074	DER001	Derton / Technologies		CPC	Cost Per Co	Durban Area	1234	15/06/2018	15/06/2023	Sales Depar.		60 Months	Months	6	i i
	C	00000077	PIN0001	Pink Shoes		CPC	Cost Per Co	Durban Area		18/06/2018	18/06/2023	Sales Depar.		60 Months	Months	4	1
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Suspendinationy	C	0800000	OFF001	Office Supplies Unlimited		CPC	Cost Per Co	Durban Cen	1234	06/05/2017	06/05/2020			60 Months	Months	2	1
	C	0000079	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co	Durban Area		18/06/2018	18/06/2023	Sales Depar.		60 Months	Months	4	1
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The **Contract Maintenance** screen will be displayed.

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Home Equipment	t/Locations Contract Finance/HR	Inventory Maintenance / Projects	Manufacturing	Procurement :	Sales Service	Reporting	Utilities			-	. & ×
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SELECT THE ITEM

• Click on the row of the contract item you wish to work with.



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SELECT THE ITEM METER

Click on the **Item Meters** tab.

		Maintenance for 0	Contract No. : COO	000009	- Status :	A - BPO:	Version 2.4.0).11 - Example	Company				
Home Equipme	ent / Locations Con	itract Finance / HR	Inventory M	aintenand	e / Project	s Man	ufacturing	Procurement	Sales Ser	vice Repor	ting Utilitie	ts —	8 ×
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	Salesman	Wesley Haynes	*		Œ		I	Inhouse Re	0.000	1201			
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You can now view the **Item Meters** frame.



VIEW MINIMUM BILLING FIELDS

• Here you can add, edit, and delete minimum billing requirements.

VIEW METER CHARGES

• Click on the **expand** button in the row of an item meter.

٦	Ŧ				Maintenance for	Contract No. :	C000	000	009	- Status : A - E	PO: Version	2.4.0.11 - Examp	ole Compan	v			_	
	Hon	e Equipmen	t / Locations	Contrac	Finance / HR	Inventory	Main	itena	ance	/ Projects M	anufacturing	Procurement	Sales	Service R	leporting l	Jtilities	-	e x
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gate	Function		Cont	ract No	CO0000009				Tot	alFees	PartCode	Description		SerialNo	AssetRegNo	LocationDesc	Loca	tion
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ied Bi			Er	d Date	07/05/2020 -					۹ Marked	MeterCode	e StartReading	ReadingDat	e MinBilling	MinQuant	ty AccountCo	de (COSAccoun
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- 1. The **Meter Charges** frame will open.
- 2. Here you can add, edit and delete the required meter charge levels.



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bd Bill						End Date	07/05/202	0 -					۹ Ma	rked		MeterCode	StartReading	ReadingDat	e MinBilling	MinQuant	ity AccountC	ode CO	SAccoun
ing		Document				Period		60 🗘 *					٩		,	R C	=	=	=	=	8 B C	800	
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NOTES ON METER CHARGE SETUP

Aggregate Meter Charge Setup

For Aggregate meter charge setup, refer to <u>Aggregate Billing</u>

Prepaid Meter Charge Setup

If a designated meter usage amount needs to be reached before meter billing begins, refer to <u>Prepaid Contracts.</u>

Minimum Billing Setup

In the example table below, there is a **minimum billing** set up with **5** meter charge matrix levels. Because BPO calculates the usage charges by first calculating the minimum billing set up, the first line in this matrix is **redundant** and incorrect.



When setting up the **From Quantity** in the meter matrix, consider that from quantity **0** to quantity **1** is **1** copy click. Therefore, when setting up a charge level that must bill from (and including) quantity **1001**, the **From Quantity** must be set to **1000**.

Note: If you were to set the **From Quantity** to **1001** this would result in charging from (and including) copy click 100**2**.

Minimun	n Billing Setup	Copy Clicks	Translated	Notes
Min Qty	Min Billing	From	То	
1000	R250.00	0	1000	
Meter C	Charge Matrix Setup	Copy Clicks	Translated	Notes
From Qty	Unit Charge (cents)	From & Including	To & Includ- ing	
0	0	0	1000	Redundant line – this is covered by the min billing
1001	30	1002	2000	Will bill from and including 1002 instead of 1001
2001	35	2002	3000	Will bill from and including 2002 instead of 2001
3001	40	3002	4000	Will bill from and including 3002 instead of 3001
4001	50	4002	onwards	Will bill from and including 4002 instead of 4001

CORRECT METER CHARGE SETUP

Below are **3** different examples for meter charge setup, and the usage calculations, which you can review, to ensure that your meter charges are set up correctly.

- 1. The first table indicates the meters as set up in BPO, and how this translates to copy clicks.
- 2. The second table shows the usage charge calculation, based on an example usage for a month.



3. The third image is how the above table information will look in BPO2.

Example 1.1: Meter Charge Setup with Minimum Billing

Minimum Bill	ing Setup	Copy Clicks T	ranslated as
Min Qty	Min Billing	From	То
1000	R250.00	0	1000
Meter Charge	Matrix Setup	Copy Clicks Tr	anslated as
From Qty	Unit Charge (cents)	From & Including	To & Including
0	30	1001	2000
2000	35	2001	3000
3000	40	3001	4000
4000	50	4001	onwards

Example 1.2: Meter	^r Billing Calculatio	n Example, e.g.,	Usage = 4500
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From Copy	То Сору	Unit Charge	Usage	Charge
0	1000	Min Bill	1000	R250.00
1000	2000	R0.30	1000	R300.00
2000	3000	R0.35	1000	R350.00
3000	4000	R0.40	1000	R400.00
4000	4500	R0.50	500	R250.00
	Tota	l Charge (ex	cl VAT):	R1550.00

Example 1.3: how the above table information will look in BPO2.



	Ŧ						Ma	aintenance	for C	ontract No. : CC	0000061 - St	tatu	s : A - BPO: Vers	ion 2.1.0.69 -	Exa	ample Compa	ny			-		\times
0	Home	Equipment and	Loca	ations	0	Contr	ract	Finance a	nd HR	Inventory	Maintenance	and	l Projects Man	ufacturing	Pro	curement S	ales Ser	vice R	eporting	g Utilities	-	8 ×
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Info	Function	s	٩																			
0			•	Ξs	P 19-	1	SP1	9-12 Colour	Copie	r	SP 19-	-12	19-12/1201				Receptio	n 658	Dime R	oad, So	2600	
Jiston	Notes				Ite	em Fe	ees	Item Mete	rs	Item Inclusions	Item Contac	ts										
her Ir					91	Mark	ed	Meter	Code	StartReading	ReadingDat	e	MinBilling M	linQuantity	Acc	countCode C	DSAccou	Escalati	ionP	Escalation	r Es	scalationA
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								3000		0.00	40.	00										
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Example 2.1: Meter Charge Setup with Free Minimum Billing

Minimum Billi	ng Setup	Copy Clicks Translated as						
Min Qty	Min Billing	From	То					
1000	0	0	1000					
Meter Charge	Matrix Setup	Copy Clicks Translated as						
From Qty	Unit Charge (cents)	From & Including	To & Including					
0	5	1001	5000					
5000	12	5001	onwards					

Example 2.2: Meter Billing Calculation Example, e.g., Usage = 5200

From Copy	То Сору	Unit Charge	Usage	Charge				
0	1000	Min Bill	1000	R0.00				
1000	5000	R0.05	4000	R200.00				
5000	5200	R0.12	200	R24.00				
	R224.00							





Example 2.3: how the above table information will look in BPO2.

Example 3.1: Meter Charge Setup with No Minimum Billing

Minimum Billi	ng Setup	Copy Clicks Translated as						
Min Qty	Min Billing	From	То					
0	0	0	0					
Meter Charge	Matrix Setup	Copy Clicks Translated as						
From Qty	Unit Charge (cents)	From & Including	To & Including					
0	4	1	1000					
1000	10	1001	onwards					

Example 3.2: Meter Billing Calculation Example, e.g., Usage = 1300

From Copy	То Сору	Unit Charge	Usage	Charge				
0	1000	R0.04	1000	R40.00				
1000	1300	R0.10	300	R30.00				



Total Charge (excl VAT): R70.00

Example 3.3: how the above table information will look in BPO2.

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