

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

# CONTRACTS

## **CLOSE BILLING PERIOD**

After processing contract billing, the current contract billing period must be **closed**. If this billing period is <u>not</u> closed, you will <u>not</u> be able to release the next billing period.

This process will close the contract billing period and <u>not</u> the financial period.

Ribbon Access: Contract > Close Billing Period



The Contract Billing Period Closure screen will be displayed.

#### **CONTRACT BILLING PERIOD CLOSURE SCREEN**

- 1. **Period to be closed** this shows the billing period to be closed (and not the financial period).
  - Month this shows the billing month to be closed.
  - Year this shows the billing year.
  - **Released** this shows whether the period to be closed was initially released for billing.



### **UNBILLED CONTRACTS**

2. If there are contracts still to be billed in this billing period, then they will be listed in the **Contracts** data grid.

Any <u>unbilled</u> contracts displayed in the is screen will prevent will prevent the billing period closure.

<b>\$</b> =		Contra	ct Billing Period Closu	re - BPO: Version 2	2.5.0.0 - Exampl	e Company v2.5	i.0.0				_ <b>□</b> ×
Home	Equipment / Locations	Contract Finance / HR	Inventory Mainte	nance / Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	_ & ×
Save Back S	ave Layout Workspaces	Export									
Decision			×								~
Process A	Format	A Print a	21								~
Period to be	Closed 10	Month 12	Year 2020	Released Yes							
ContractNo	CustomerCode	CustomerName	ContractType	ContractTy	/peDesc						
<b>♀</b> 8∎c	a 🗖 c	a 🗖 c	R <b>E</b> C	8 <b>0</b> C							
CO0000042	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Co	ntract						
CO0000050	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per C	ору						
CO0000052	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Co	ntract						
CO0000053	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per C	ору						
CO0000072	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per C	ору						
CO000073	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per C	ору						
CO0000079	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per C	ору						
CO0000082	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per C	ору						
CO000083	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per C	ору	2					
CO000009	DER001	Derton / Technologies	CPC	Cost Per C	ору						
CO000006	OFF001	Office Supplies Unlimited	CPC	Cost Per C	ору						
CO000012	TIA001	Titan Group	CPC	Cost Per C	ору						
CO0000081	TIA001	Titan Group	CPC	Cost Per C	ору						
CO0000018	SAM001	Samanthas Diner	CPC	Cost Per C	ору						
CO000084	PIN0001	Pink Shoes	CPC	Cost Per C	ору						
CO0000042	BIG0001	Big Bargains	PRE	Prepaid Co	ntract						
	16										
	10										

#### **CLOSURE ERROR**

- 1. If you click on **Save** when there are still items to be billed, you will first receive the following **Check Billing Period Closure** message:
- Are you sure you want to close the billing period [] for month [] in [].
- 3. Click on Yes.



-		Contract	Billing Period Closure	BPO: Version 2.5.0.0 - Ex	ample Company v2.5.0.0
Home	Equipment / Locations	Contract Finance / HR	Inventory Maintenan	ice / Projects Manufactu	ring Procurement Sales Service Reporting Utilities — 🖻
Save Back	Save Layout Workspaces	Export			
	-1 ·				
Process 4	Format	a Print a			
Period to be	Closed 10	Month 12	Year 2020 R	eleased Yes	
					2
ContractNo	CustomerCode	CustomerName	ContractType	ContractTypeDesc	
P REC	a 🗖 c	a 🗖 c	R C	R 🖬 C	
CO0000042	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Contract	
CO0000050	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	
CO0000052	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Contract	
CO0000053	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Check Billing Period Closure
CO0000072	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	v v
CO000073	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Are you sure you want to close billing period 10 for month 12 in 2020.
CO0000079	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	
CO000082	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	
CO000083	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	
CO0000009	DER001	Derton / Technologies	CPC	Cost Per Copy	
CO0000006	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	
C00000012	TIA001	Titan Group	CPC	Cost Per Copy	
00000012	TIA001	Titan Group	CPC	Cost Per Copy	
CO0000081			CPC	Cost Per Copy	
CO0000081 CO0000018	SAM001	Samanthas Diner	Ci C		
C00000081 C00000018 C00000084	SAM001 PIN0001	Samanthas Diner Pink Shoes	CPC	Cost Per Copy	

- 1. An error message will pop up warning you;
- 2. 'The billing period cannot be close as there are still meters that are unprocessed. Please set the readings and release.'
- 3. Click on OK.

Home Ed	uipment / Locations	Contract Einance / HP			
		conduct indirecting	Inventory Maintenan	nce / Projects Manufact	uring Procurement Sales Service Reporting Utilities 🛛 🗕 🖉 🛪
Save Back Save	avout Workspaces	Export			
	*				
Process 4	Format 4	Print 4			6
Period to be Clos	ed 10	Month 12	Year 2020 R	teleased Yes	
					1
ContractNo	CustomerCode	CustomerName	ContractType	ContractTypeDesc	
<b>♀</b> R∎C	a 🔤 c	a 🗖 c	8 C	R C	
CO0000042	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Contract	
CO0000050	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	
CO0000052	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Contract	Version 2.5.0.0 - Example Company v2.5.0.9
CO0000053	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	
CO0000072	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	A The billing period cannot be closed as there are still meters that are
CO0000073	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	unprocessed. Please set the readings and release.
CO0000079	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	The transaction ended in the trigger. The batch has been aborted.
CO0000082	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	
CO000083	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	
CO000009	DER001	Derton / Technologies	CPC	Cost Per Copy	
CO000006	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	
CO0000012	TIA001	Titan Group	CPC	Cost Per Copy	
CO000081	TIA001	Titan Group	CPC	Cost Per Copy	
CO0000018	SAM001	Samanthas Diner	CPC	Cost Per Copy	
CO000084	PIN0001	Pink Shoes	CPC	Cost Per Copy	
	BIG0001	Big Bargains	PRE	Prepaid Contract	



• Bill all the unbilled items first, then come back and close the billing period.

#### SUCCESSFULLY CLOSE BILLING PERIOD

- 1. If there are <u>no</u> contracts yet to be billed in this screen
- 2. then you will be able to close the billing period <u>successfully</u>.
- 3. Click on Save.
- 4. A Check Billing Period Closure message box will pop up, asking;
  - Are you sure you want to close billing period [ ] for [ ] in
     [ ]?
- 5. Click on Yes.

	Contract Billing Period Closure - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL		8		×
Home Equipment and Lo	cations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales	s Service Reporting	Utilities	- 1	e x
Save Back Save Layout Process a 3 Formal	Workspaces Export				
Period to be Closed	2 Month 2 Year 2018 Released Yes	2			
Drag a column header here to group			1		
ContractNo CustomerCode	CustomerName ContractType ContractTypeDesc				
<u> </u>					
0	Are you sure you want to close billing period 2 for Feb in 2018. 5 Ves No				
Open Windows 🔻			30 Jan 2/	019	÷ ,

- 1. A **Billing Period Closure** message box will pop up informing you that;
  - The billing period [] for [] in [] has been closed successfully.
- 2. Click on Yes.



- ·		Con	tract Billing Period Cl	osure - BPO: Version 2.1.0.69	- TEST ALPHA	UDITH PC LOC	AL			81		×
Home	Equipment and Locations	Contract Fir	nance and HR Invent	ory Maintenance and Project	Manufacturing	Procurement	Sales 5	Service	Reporting	Utilities	-	₽ ×
Save Back Process	Save Layout Worksp	paces Export										
Period to	o be Closed 2	,	1onth 2	Year 2018 Relea	sed Yes							
Drag a column he										1		1
ContractNo	CustomerCode	CustomerName	2	ContractType ContractT	ypeDesc							
	0	1		The billing period 2 for Feb in successfully.	2018 has been c	osed No						

### VIEW NEXT BILLING PERIOD CONTRACTS TO BE BILLED

- 1. Contracts waiting to be billed in the **next** billing period will now be displayed in the **Contracts** data grid.
- 2. Note: The Periods to be Closed, Month, Year and Released fields have not yet changed to reflect the new billing period.
  - Only when you **exit** the screen and then **re-open** the screen will these details be updated.
- 3. Click on **Back** or **Close** the screen to exit when you are done.



#### Close Billing Period

		Contract Billing Period Closu	ire - BPO: Versio	on 2.1.0.69 - TEST ALPHA - J	UDITH PC LOCA	AL.		-		
Home I	Equipment and Location	s Contract Finance and HR Inventory	Maintenance	and Projects Manufacturing	Procurement	Sales Service	Reporting	Utilities	-	8
4 🔼	51	REE						_		
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ive Back	Save Layout Works	paces Export								
Process 🦼	Format	Print a		3						
Period to	be Closed 2	Month 2 Yes	ar 2018	Released Yes						
	L			,		2				
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ig a column nea	der mere to group by th				_					1
ContractNo	CustomerCode	CustomerName	ContractType	ContractTypeDesc						
MTC0000005	HOP001	Hope Works	MTC	Maintenace Contract						
CO0000141	HOP001	Hope Works	CPC	Cost Per Copy						
CO0000181	HOP001	Hope Works	CPC	Cost Per Copy			_1			
CO0000182	HOP001	Hope Works	CPC	Cost Per Copy						
CO0000186	HOP001	Hope Works	CPC	Cost Per Copy						
CO0000233	HOP001	Hope Works	CPC	Cost Per Copy						
CO0000234	HOP001	Hope Works	CPC	Cost Per Copy						
CO0000199	CON001	Consolidated	CPC	Cost Per Copy						
MTC0000006	DER001	Derton Technologies	MTC	Maintenace Contract						
CO0000142	DER001	Derton Technologies	CPC	Cost Per Copy						
CO0000143	DER001	Derton Technologies	CPC	Cost Per Copy						
MTC0000007	TIA001	Titan Group	MTC	Maintenace Contract						
CO0000169	TIA001	Titan Group	CPC	Cost Per Copy						
	TIA001	Titan Group	CPC	Cost Per Copy						
CO0000170	TTAOO1	Titan Group	CPC	Cost Per Copy						
CO0000170 CO0000174	TAUUI									

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