

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

CONTRACT

ADD NEW RENTAL CONTRACT

The **Rental Info** panel has been introduced to the 'Add New Contract' screen in BPO.

Ribbon Access: Contract > Contracts

\$ •	BPO: Version 2.4.0.11 - Example Company													_ 	
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Contracts	Short Term Contracts	Meter Usage	Release Billing Period	Billing	Close Billing Period	Awaiting Contract	Period Escalations	Adhoc Escalations	Escalation Notifications	Unprocessed Meters	Manual Contract Invoice	Contract Credit Notes	Balances	Billing Preview	
Ma	ster "							Processing						Preview _	\Leftrightarrow

- 1. The **Contract Listing** screen will be displayed.
- 2. This screen will open by default with the Site filter set to **All Sites** and the Status filter set to **Active**.
 - Click on the drop-down arrow and select from the menu, the **Site** you wish to work in. The **Status** can remain as Active.

SELECT ADD

Until you select a Site, the Add button will be 'inactive' (greyed out).
Once a Site is selected, this button will become 'active'. You can now click on it.

Help v2024.5.0.7/1.0 - Pg 1 - Printed: 21/08/2024



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Add New Rental Contract

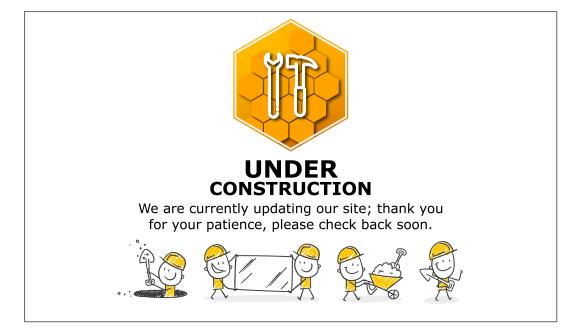
) ∓		1-		Contract Listing	- BPO: Version	2.4.0.11 - Exam	ple Company					_ 0	X
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	•	CO000002	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		01/03/2014	03/04/2019	Sales Depar	60	D Mc
Notes		CO000003	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills		01/03/2014	01/03/2019	Sales Depar	60	D Mc
		CO000004	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Forest Hills	Test Comm	07/04/2014	07/04/2019	Sales Depar	60	D Mc
		CO000005	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills	ContractOr	01/03/2014	01/03/2019	Sales Depar	60	D Mc
		CO000006	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Hillcrest	1234	15/07/2020	17/07/2025	Sales Depar	60	D Mc
		CO000007	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Forest Hills		07/01/2014	07/01/2019	Sales Depar	60	D Mc
		CO000008	YES001	Young Electric	CPC	Cost Per Copy	Durban Area	abc123	05/02/2019	26/11/2020	Sales Depar	60	D Mc
Hold History		CO000009	DER001	Derton / Technologies	CPC	Cost Per Copy	Durban Area		07/05/2014	07/05/2020	Sales Depar	60	D Mc
		CO0000010	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	BPO_RSI		05/01/2011	07/01/2016	Sales Depar	60	D Mc
		CO0000011	WES001	Westwood Dynamic	CPC	Cost Per Copy	Main	ContractOr	09/05/2014	09/05/2019	Sales Depar	60	D Mc
Suspend History		CO000012	TIA001	Titan Group	CPC	Cost Per Copy	Durban Area		16/05/2014	16/05/2019	Sales Depar	60	D Mc
Suspend history		CO000013	TIA001	Titan Group	CPC	Cost Per Copy	Durban Area		16/05/2014	16/05/2019	Sales Depar	60	D Mc
		CO000014	TIA001	Titan Group	CPC	Cost Per Copy	Main		16/05/2014	16/05/2019	Sales Depar	60	D Mc
		CO000015	TIA001	Titan Group	CPC	Cost Per Copy	Main		20/05/2014	20/05/2019	Sales Depar	60	D Mc
		CO000016	TIA001	Titan Group	CPC	Cost Per Copy	Main		13/06/2014	13/06/2019	Sales Depar	60	D Mc
		CO000017	TIA001	Titan Group	CPC	Cost Per Copy	Main		17/06/2014	17/06/2019	Sales Depar	60	D Mc
Processing		CO000018	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		09/07/2014	09/07/2019	Sales Depar	60	D Mc
Invoices		CO000019	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		28/07/2014	28/07/2019	Sales Depar	60	D Mc
Invoices		CO000020	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		01/01/2011	31/01/2016	Sales Depar	60	D Mc
		CO000021	YES001	Young Electric	CPC	Cost Per Copy	Main		31/07/2014	31/07/2019	Sales Depar	60	D Mc
		CO000022	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		05/08/2014	05/08/2019		60	D Mc
Credit Notes		CO0000023	DER001	Derton / Technologies	CPC	Cost Per Copy	Kloof	CO1254	07/01/2015	07/01/2020	Sales Depar	60	D Mc

- 1. The Add a new contract screen will open.
- 2. Note the new **Rental Info** tab at the foot of the screen.

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Home Equipment /	Locations Contract Finance / HR Inventory Mainten		11 - Example (Manufacturing	Procurement	Sales Service	Reporting Ut	ilities —	□ X ₽ X
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ased	End Date 07/04/2021 •							
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Credit Notes	Contract Info Customer Info Billing Info Rental Info		2 0.0	0				



This topic is currently being updated. Thank you for your patience, please check back soon



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Help v2024.5.0.7/1.0 - Pg 3 - Printed: 21/08/2024

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