

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

CONTRACTS

MANUAL CONTRACT INVOICE -CONSOLIDATED CUSTOMER

Using a Manual Contract Invoice to bill any one machine on a contract for either fees or meters or both within the current billing period, will prevent a contract invoice from being raised at month end for that contract – for either fees, meters or both.

- If any one **machine** on a contract is billed for fees and meters, <u>none</u> of the **machines** on that contract will bill at month end.
- If any one fee is billed, <u>none</u> of the other machines fees will bill at month end (for that contract). Meters will still be billed.
- If any one meter is billed, <u>none</u> of the other machines' meter charges will bill at month end (for that contract). Fees will still be billed.

It is important to understand that Manual Contract Invoices should only be used to fix a problem as a last resort. i.e.:

- To re-invoice contract billing where a contract credit note was raised (without auto re-invoice option) for incorrect start reading / incorrect fee or meter charges.
- For incorrect prior period billing. Raise a contract credit note (without auto re-invoice) and create a manual contract invoice with the correct readings / fee or meter charges.
- To invoice the client where prior period billing was missed.



Do **not** use a Manual Contract Invoice to 'bill' a pro-rata amount at the start of a contract, if the manual contract invoice is being raised in the <u>same</u> billing period. This will mean your contract will **not** bill at the end of the month. Instead:

- Either bill the pro-rata amount in the <u>current</u> billing period and set the contract to start billing in the <u>following</u> billing period, or
- Create a Sales Invoice with an Internal Service configured to post to the same general ledger account codes as the contract fee /meter charges.

If you are using the Auto Debit Order Processing option on BPO, make sure that you print the Manual Contract Invoice(s) from the **Print Queue**.

The process is slightly different for **Un**consolidated customers as compared to Consolidated customers. The process below documents **Consolidated** Customers.

Ribbon Access: Contract > Manual Contract Invoice

	Ŧ					BP	D: Version 2.	1.0.47 - Examp	le Company						\times
	Equipment and l	ocations.	Contract	Financ	e and HR	Inventory	Maintena	nce and Projec	ts Manufa	acturing Pro	curement Sale	s Service	Reporting	Utilities	
?					×	*						2	Q		
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	Billing Preview		
Ma	ster 🔺						Pro	cessing					Preview _		

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

Select the Site and Status

- Select the **Site** that you wish to work in.
 - In this image **Durban** has been selected.



	· ·			Contract Invo	oices - B	PO: Version 2.1.0.47 -	Example Com	npany					_		×
Q	Home	Equipment and Loca	ations Contract	Finance and HR Inventor	y Mair	ntenance and Projects	Manufacturin	ig Procur	rement	Sales S	Service	Reporting	Utilities	- 6	P X
A	Maintain		ut Workspaces rmat	Print Send Invoices to Print Queue Print 4	Durban ID 1 2 3	A Name Durban Pretoria Cape Town	-								
1	nvoiceNo	InvoiceStatus	CustomerCode	CustomerName					Exchang	eRate	Cust	tomerOrderNo	1	axRate	In
٩					x		1.								
	PIN0000020	N	DAN002	Dancing Shoes		ZAK				1.0					.00 17
	N0000461	N	SAM001	Samanthas Diner		ZAR				1.0					00 17
	N0000460	N	BOT0001	Bothas Networking inc		USD				9.8					00 17
	N0000459	N	TIA001	Titan Group		ZAR				1.0					00 17
	N0000458	N	YES001	Young Electric	Sales		Sales Departm	ent		1.0					00 17
	N0000457	N	OFF001	Office Supplies Unlimited		ZAR.				1.0					00 17
	N0000456	N	OFF001	Office Supplies Unlimited		ZAR				1.0					00 17
	N0000455	N	DER001	Derton Technologies		ZAR				1.0					00 17
	N0000454	N	HOP001	Hope Works	Tech		Technical			1.0					00 17
1	N0000453	N	HOP001	Hope Works	Tech	ZAR	Technical			1.0	0			14	00 17
۹ c	en Windows 🔻												21 Feb	2018	1

- By default, this screen will open in the **New** status. This does not need to be changed to add a new manual contract invoice.
- Click on Add.



Wew Invoice Save Layout Workspaces Print Send Invoices Durban Wew Print Durban Wew Print Send Invoices Durban Durban Send Invoices Durban Send Invoices Durban Send Invoices Durban Durban Send Invoices Durban Durban <t< th=""><th>Add Vew Invoice Save Layout Workspaces Print Send Invoices Durban New Refresh Maintain Format Print Send Invoices Print Current Current</th></t<> <th>6</th> <th></th> <th></th> <th></th> <th>Contract Invo</th> <th>pices - BPO: \</th> <th>/ersion 2.1.0.47</th> <th>- Example Company</th> <th></th> <th></th> <th>- 0</th> <th>\times</th>	Add Vew Invoice Save Layout Workspaces Print Send Invoices Durban New Refresh Maintain Format Print Send Invoices Print Current	6				Contract Invo	pices - BPO: \	/ersion 2.1.0.47	- Example Company			- 0	\times
Wew Workspaces Save Layout Workspaces Print Seed Involves Refresh Itami Format Print Current Current Current Current Current Current TaxRate In Itami Header Format CustomerCode CustomerCode CustomerCode CustomerCode TaxRate In 00002 N CustomerCode CustomerCode CustomerCode CustomerCode CustomerCode TaxRate In 00002 N DAN002 Danding Shoes CAR 0 0.00 114.00 124.00 0002 N Saventhas Diner CAR 0.00 9.87 0.00 144.00	Maintain Save Layout Workspaces Print New Refresh Maintain Format Print Current	-	Home	Equipment and Loc	ations Contract	Finance and HR Inventor	y Maintena	nce and Projects	Manufacturing Pro	ocurement Sales Se	rvice Reporting U	tilities — 🗗	х
Lumn header here to group by that column Lumn header here to group by that column DeptCode Currency DeptName ExchangeRate CustomerOrderNo TaxRate In 00020 N DAN002 Dandng Shoes ZAR 1.00 14.00 12 00420 N DAN001 Samanthas Diner ZAR 1.00 0.00 17 0450 N BOT001 Bothas Networking inc USD 9.87 0.00 14.00 12 0458 N YES001 Young Electric Sales ZAR 1.00 14.00 17 0455 N OFF001 Office Supples Unlimited ZAR 1.00 14.00 12 0455 N OFF001 Office Supples Unlimited ZAR 1.00 14.00 12 0455 N DFR01 Office Supples Unlimited ZAR 1.00 14.00 12 0455 N DFR01 Dentor Technologies ZAR 1.00 14.00 12 0454 N HOP01 Hope Works Tech ZAR Technical	DeptCode Currency DeptName ExchangeRate CustomerOrderNo TaxRate	Ad	d View Ir		ut Workspaces	Print Send Invoices to Print Queue		v	1				
ENO InvoiceStatus CustomerCode CustomerName DeptCode Currency DeptName ExchangeRate CustomerOrderNo TaxRate InvoiceStatus 00000 N DAN002 Dancing Shoes ZAR 1.00 1.00 14.00 1 0461 N SAM001 Samanthas Diner ZAR 1.00 .000 10.00 10.00 0469 N BOT0001 Bothas Networking inc USD 9.87 .000 11.00 11.00 0458 N YES001 Titan Group ZAR Sales Department 1.00 .000 14.00 12 0457 N OFF001 Office Supples Unlimited ZAR Sales Department 1.00 .000 14.00 12 0456 N OFF001 Office Supples Unlimited ZAR 1.00 .000 .000 14.00 12 0456 N OFF001 Office Supples Unlimited ZAR .000 .000 .000 14.00 12 0456 N OFF001 Office Supples Unlimited ZAR .000 .000 .000 14.00 12 0455 N DER001 Derton Technologies ZAR .000	InvoiceNo InvoiceStatus CustomerCode CustomerName DeptCode Currency DeptName ExchangeRate CustomerOrderNo TaxRate I PIN0000200 N DAN002 Dancing Shoes ZAR 1.00 1.00 1.00 1.00 1.00 1.00 1.00 0.00 1.00 0.00 1.00 0.00 1.00 0.00 1.00 0.00	_				Print 4	Cur	rent	4				
N DAN002 Dancing Shoes ZAR Internet Inte	PIN000020 N DAN002 Dansing Shoes ZAR Information					Customerblame	DeptCode	Currency	Depthlama	EvchangeRate	CustomorOrdorNo	TayBata	In
N SAM001 Samanthas Diner ZAR 1.00 0.00 17 0460 N BOT0001 Bothas Networking inc USD 9.87 0.00 17 0450 N TIA001 Titan Group ZAR Sales Department 1.00 114.00 17 0458 N YES001 Young Electric Sales ZAR Sales Department 1.00 14.00 17 0457 N OFF001 Office Supples Unlimited ZAR Sales Department 1.00 14.00 17 0455 N OFF001 Office Supples Unlimited ZAR 1.00 14.00 17 0455 N DFR001 Detro Technologies ZAR 1.00 10.00 14.00 17 0455 N DER001 Detro Technologies ZAR 1.00 1.00 14.00 17 0454 N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17	N0000461 N SAM001 Samanthas Diner ZAR International Control Contrecontrol Contecontrol Control Contecontecontrol Contrecontecontro	,	IN OICENO	invoicestatas	Customercode	customervane	Depteode	currency	Deputane	Exchangerate	customer or derive	Taxitate	-
D460 N BCT0001 Bothas Networking inc USD USD 9.87 9.87 0.00 17 0459 N TIA001 Titan Group ZAR Sales Department 1.00 1.00 1.100	NN0000450 N BOT001 Bothas Networking inc. USD ISD 9,87 9,87 0,000 0,000 NN0000459 N TIA001 Titan Group ZAR LSD 1,00 14,000 14,000 NN0000458 N YES011 Young Electric Sales ZAR Sales Department 1,00 14,000 <td>P</td> <td>PIN0000020</td> <td>Ν</td> <td>DAN002</td> <td>Dancing Shoes</td> <td></td> <td>ZAR</td> <td></td> <td>1.00</td> <td></td> <td>14.00</td> <td>17</td>	P	PIN0000020	Ν	DAN002	Dancing Shoes		ZAR		1.00		14.00	17
N TIA001 Titan Group ZAR 1.00 1.00 14.00 17 0458 N YES001 Young Electric Sales ZAR Sales Department 1.00 1.00 14.00 17 0458 N OFF001 Office Supples Unlimited ZAR Sales Department 1.00 1.00 11.00 17 0455 N OFF001 Office Supples Unlimited ZAR 2.00 1.00 14.00 17 0455 N DER001 Derton Technologies ZAR 1.00 14.00 17 0455 N DER001 Derton Technologies ZAR 1.00 14.00 17 0454 N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17	NN0000459 N TLA001 Titan Group ZAR 1.00 1.00 1.4.00 NN0000458 N YES001 Young Electric Sales ZAR Sales Department 1.00 14.00 14.00 NN0000457 N OFF001 Office Supples Unlimited ZAR Sales Department 1.00 14.00 14.00 NN0000457 N OFF001 Office Supples Unlimited ZAR Sales Department 1.00 14.00 14.00 NN0000458 N OFF001 Office Supples Unlimited ZAR Sales Department 1.00 14.00 NN0000455 N DER001 Detron Technologies ZAR Inchnical 1.00 14.00 NN0000454 N HOP001 Hope Works Techn ZAR Inchnical 1.00 14.00	I	N0000461	N	SAM001	Samanthas Diner		ZAR		1.00		0.00	17
VAMP VES001 Young Electric Sales ZAR Sales Department 1.00 1.00 1.100<	NN000458 N YES001 Young Electric Sales ZAR Sales Department 1.00 14.00	I	N0000460	N	BOT0001	Bothas Networking inc		USD		9.87		0.00	17
VD457 N OFF001 Office Supplies Unlimited ZAR 1.00 1.00 1.1 1	NN000457 N OFF001 Office Supplies Unlimited ZAR Income 1.00 14.00 NN000456 N OFF001 Office Supplies Unlimited ZAR Income 1.00 14.00 14.00 NN000455 N DER001 Derton Technologies ZAR Income 1.00 14.00 NN000455 N DER001 Derton Technologies ZAR Income 1.00 14.00 NN000454 N HOP001 Hope Works Techn ZAR Technical 1.00 14.00	I	N0000459	N	TIA001	Titan Group		ZAR		1.00		14.00	17
VD456 N OFF001 Office Supplies Unlimited ZAR 1.00 1.00 14.00 17 0455 N DER001 Derton Technologies ZAR 1.00 1.00 1.00 14.00 17 0454 N HOP001 Hope Works Tech ZAR Technical 1.00 1.00 17.00	NN000456 N OFF001 Office supplies Unlimited ZAR 1.00 1.00 14.00 NN000455 N DER001 Derton Technologies ZAR 1.00 1.00 14.00	I	N0000458	N	YES001	Young Electric	Sales	ZAR	Sales Department	1.00		14.00	17
N DER001 Derton Technologies ZAR 1.00 14.00 17 0454 N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17	NN000455 N DER001 Derton Technologies ZAR 1.00 14.00 NN000454 N HOP001 Hope Works Techn ZAR 1.00 14.00	I	N0000457	N	OFF001	Office Supplies Unlimited		ZAR		1.00		14.00	17
0454 N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17	11.0000454 N HOP001 Hope Works Tech ZAR Technical 1.00 14.00	I	N0000456	N	OFF001	Office Supplies Unlimited		ZAR		1.00		14.00	17
		I	N0000455	N	DER001	Derton Technologies		ZAR		1.00		14.00	17
2453 N HOP001 Hope Works Tech ZAR Technical 1.00 14.00 17	IN0000453 N HOP001 Hope Works Tech ZAR Technical 1.00 14.00	I	N0000454	N	HOP001	Hope Works	Tech	ZAR	Technical	1.00		14.00	17
		I	N0000453	N	HOP001	Hope Works	Tech	ZAR	Technical	1.00		14.00	17
			140000-133	N	HOPOSI	TOPE WORKS	1601	ZAR	reamina	1.00		14.00	

1. The Manual Contract Invoice : Add a new invoice screen will be displayed.

INVOICE HEADER DETAILS

2. Customer Name: Click on the search button in this field.



																	_		_
Бр									voice - BPO: Ve							_			×
1	Home	Equipment	and Locations	Contract	Finance	and HR	Inventory	/ Maintena	nce and Projects	Manu	ufacturing	Procuremen	t Sales	Service	Reporting	Utilities	-	8	х
		\times		2															
Sa	/e Back	Delete	Calculate	Save Layou	Jt														
	Maintain	Item	Aggregate Proce	Format															
				1 office	4	-													_
	Custo	mer Name				* م				ce No.									
		Contract				* 9				status	N			·					
	Invoice	Order No	21 Feb 2018	▼ 12:0	MA 00:00	\$		1	Sale Invoice Cu	sman				-					
			21 Feb 2018	•						Rate									
P.	move Inac								Exchang										
_																			
S	erialNo	Loca	tionItemDesc	FeeType	Fe	eeTypeDes	ic .	AccountCod	e Due	Inv	oiceLineD	escription	VAT						
Ŧ																			
			6- 1 ·											-					
•	erialNo	MeterD	efCode Acc	countCode	Opening	Reading	ClosingR	eading F	ReadingDate	MinBill	ing	MinQuantity	Usage	Due	VAT				
Ť																			
																			_
	Comment									~	•		Sub Tota	I				0.	.00
													VAT					0.	00
										Ŧ			Grand To	tal				0.	00
Ope	n Windows •															21 Feb	2018		

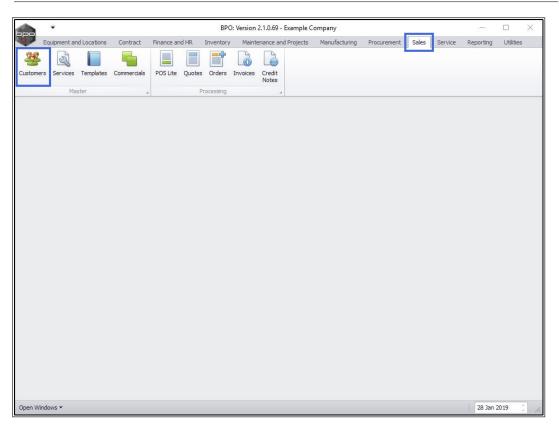
- The Select a customer for this Invoice screen will pop up.
- Select the **row** of the **'consolidated' customer** that you wish to **create** a **manual invoice** for.



Check for Consolidated Customer

You can check if a customer <u>is</u> **consolidated** by viewing the **Is Consolidated** check box in the Customer Maintenance screen.

Ribbon Access: Sales > Customers



- 1. The **Customer Listing** screen will be displayed.
- 2. Click on the **row selector** in front of the customer you wish to view.
- 3. Click on **View**.



Home Equipment	and Lo	ocations Contra	act Finance and	HR Inventory Maintena	nce and Projects	Manufactu	ring Procure	ement Sales Servic	e Reporting Ut	lities — 🗗
) 🎲 🗙	G		2		P (Dur	ban	• 🚯 📲	1	
dd Edit Delete	Sync	View Sa	ve Layout Wor	kspaces Hold Release		cline Act	ive	✓ Refresh Expl	ort Reports	
Processing			Format	3 J Status F	Processing		Current	E a R	eports 4	
iks 4										///
ter text to search										1
		CustomerCode	CustomerType	CustomerName	SiteDescription	Department	DeptName	CustomerCreditLimit	CreditCheckDesc	CreditTermsDe
unctions 2	9									
Notes		CUS001	RE	Cash Sales Account	Durban	Sales	Sales De	10 000.00	Terms and Limit	30 Days
Notes		HOP001	RE	Hope Works	Durban	Tech	Technical	100 000.00	No Check	90 Days
		OFF001	RE	Office Supplies Unlimited	Durban			75 000.00	Terms and Limit	30 Days
		YES001	со	Young Electric	Durban	Sales	Sales De	100 000.00	No Check	COD
Contacts		BOT0001	Π	Bothas Networking inc	Durban			50 000.00	No Check	30 Days
	•	SAM001	RE	Samanthas Diner	Durban			45 000.00	No Check	30 Days
		DAN001	Π	Danny Storm IT Cafe	Durban			75 000.00	No Check	30 Days
Addresses		PAN001	RE	Panda Copiers	Durban			50 000.00	No Check	COD
		HAC001	Π	Hack PC - IT Shop	Durban			0.00	No Check	COD
		PIN0001	GV	Pink Shoes	Durban			0.00	Terms and Limit	30 Days
Documents		GIL000001	GILLITTSPA	DolfLundgren	Durban			0.00	Terms and Limit	COD
		HIL000001	HILLCRESTP	Mary Contrary	Durban			0.00	Terms and Limit	COD
		JUS001	RE	Just In Time	Durban			50 000.00	No Check	30 Days
Call History		LIT0001	RE	Little Bee Honey	Durban			0.00	Terms and Limit	
		GRE001	RE	Green Tea Supplies	Durban			75 000.00	Terms and Limit	30 Days
		FIN0001	RE	Fine Hair Salon	Durban			0.00	Terms and Limit	COD
		BET0001	RE	Betties Summer Shop at	Durban			0.00	Terms and Limit	
Project History		biancad	RE	North West Branch	Durban			0.00	Terms and Limit	COD
		DAN002	п	Dancing Shoes	Durban			10 000.00	No Check	COD
		BIG0001	со	Big Bargains	Durban			10 000.00	Terms and Limit	COD
History		MAN0001	RE	Mandy Norton	Durban			0.00	Terms and Limit	COD
		DAN0003	п	Dance Shoes	Durban			0.00	Terms and Limit	
Statistics of the local division of the loca		BTI 0001		Rillve Ram	Durhan			0.00	Terms and Limit	COD

- 1. The **View Customer** screen will be displayed.
- 2. Ensure that the **Detail** tab is selected.
- 3. Find the **Is Consolidated** check box in this screen.
- In this image, the check box is <u>ticked</u>, meaning this customer <u>is</u> consolidated.



Home Equipment and	Locations Contract Fi	nance and HR In	ventory Maintena	ance	and Projects Manufa	cturing Procuremen	t Sales	Service	Reporting	Utilities	-	8
2												
ck												
s 4	Detail Commercial											
text to search P				14								
nctions	Туре				Primary Contact	Samantha Marshall						
iccions	Customer Code				Email Address							
lotes	Customer Name	Samanthas Diner			Invoice Method							
	Credit Limit	www.samsdiner.co	45000		Accounts Contact	Primary is Acco	unts Con	tact				
		031 123 4567	o.za		Email Address	Samantha Marshall						
ontacts	Tax Rate	031 123 4567			Billing Address	00.0						
		123456789			Billing Address	New Town						
	Registered Name	123430709				New Your						
ddresses	Registration No.	097654221				-		-				
	Holding Company			-		-						
	Currency				Bill Postal Code	1234						
ocuments	Account Code	CS Dollar				Copy Billing to 9	hipping					
	Credit Check	No Check	-		Physical Address							
	Credit Terms					New Town						
all History	Reporting Area				4							
		Abigail Milne		1	/							
	Account Manager				Postal Code	1234						
roject History	Is Debtor		Consolidated		Trading As Name	Samanthas Diner						
			Send Email		Shift Pattern	Normal Week						
					Rank	Bronze						
listory												
		3										
porisation Information		-										_

- 1. Close the screen or use the
- 2. Open Windows menu to return to the Manual Contract Invoice: Add a new invoice screen.



Home Equipment an	d Locations Contract Fi	nance and HR Inventory Mainte	enance		nple Company icturing Procurement Sales Ser	vice Reportir	ng Utilities	-	8
ck							1	/	
····									
cs 4	Detail Commercial								
er text to search 🔎	Туре	Detail		Primary Contact	Samantha Marshall				
inctions	Customer Code		*	Email Address		-			
	Customer Name		*	Invoice Method		~			
Notes	Credit Limit	45000	-		Primary is Accounts Contact				
		www.samsdiner.co.za		Accounts Contact					
	Phone No.	031 123 4567	-	Email Address					
Contacts	Tax Rate			Billing Address	PO Box 1234				
	VAT No.	123456789			New Town				
	Registered Name		T.						
Addresses	Registration No.	987654321							
	Holding Company	No Holding Co				_			
	Currency	US Dollar	+ +	Bill Postal Code					
Documents	Account Code			Physical Address	Copy Billing to Shipping				
	Credit Check	No Check	-	Physical Address	New Town	-			
	Credit Terms	30 Days	7						
Call History	Reporting Area	Durban							
		Abigail Milne	*						
	Account Manager	Susan Cooper	.*	Postal Code					
Project History	Is Debtor			Trading As Name		_			
	Send SMS	Send Email		Shift Pattern		*			
History				Rank	Bronze	*			
horisation Information									

When you have navigated back to the **Manual Contract Invoice: Add a new invoice** screen, you will note that;

 The Customer Name field populates with the selected (consolidated) customer and the search button will disappear from the Contract field. This is because the invoice will incorporate all the Item Fees and Item Meters linked to this customer - you cannot select any one contract.

The following financial fields will now auto populate based on the customer contract details that have originally been set up:

- 2. Invoice Currency, Tax Rate and Exchange Rate.
- 3. If there is a **Salesman** already linked to this contract then that **Salesman name** will populate this field.
- 4. The Items Fees data grid and



 Meters Fees data grid will populate with <u>all</u> of the Items Fees and Meters Fees linked to this consolidated customer.

							nvoice : Add a i									tilities	_ 6	-
	Home	Equipment a	and Locate			and HR	Inventory Ma	aintena	ance and Pro	jects Manufa	icturing Procu	rement S	ales Ser	vice Re	eporting U	tilities	- 0	-
		×		2														
Sa	ve Back	Delete	Calculate		yout													
	Maintain	Item	Aggregat	e Format														
-	and the second second			-														-
	Custor	ner Name	Samant	nas Diner		P *				Invoice No.					3			
		Contract				-				Status								
		ate/Time		2019 👻	0:00:00	-			1	Salesman								
		Order No. Iling Date							Invo	ice Currency Tax Rate	a second and a s						1	
		12		2019 -						change Rate						2	1	
Re	emove Inact	ive Lines							EX	change Rate	9.8700							
L	ocationDesc	SerialN	0	FeeType	Fee	TypeDes	Accou	IntCod	le Invoice	Description	Due	VAT	Status	X				
														_ `				
		20-147	727	S		vice	1101			y service fee	1 395.39	0.0				1		
		20-147		N		urance vice	1203		Insurar	v service	338.45	0.0			4			
		19-12/		N		urance	1203		Insurar		338.45	0.00			/			
		1912-1		s		vice	1101		Service		487.28	0.00			/			
1		1912-1	02031	N	Insu	irance	1203		Insurar	nce	307.68	0.0		×				
5	SerialNo	MeterDefC	ode Ad	countCode	OpeningRe	ading	ClosingReading	Re	eadingDate	MinBilling	MinQuantity	Usage	Due	VAT	IsActive			
																1		
	20-147258	Colour	11	101		0.00			Feb 2019	0.00	0	0	0.00	0.00				
		Mono				0.00	200		3 Feb 2019	0.00	0	0	0.00	0.00			5	
	19-12/1202 1912-102031	Colour		101		0.00			3 Feb 2019 3 Feb 2019	0.00	0	0	0.00	0.00			7	
	2020-102046			101		0.00			Feb 2019	0.00	0	0	0.00	0.00				
	2020-102046			101		0.00			Feb 2019	0.00	0	0	0.00	0.00		1		
	Comment									121	*	Sub To	otal			-	9 26	60 5
	comment											VAT						0.0
													1					
										17		Grand	Iotal				9 26	50.5

CONTRACT ITEM FEES AND METERS

This screen lists both the **Active** and **Inactive** item or meter charges.

REMOVE INACTIVE LINES

1. You can **Remove Inactive Lines** by selecting the check box

REMOVE CHARGES

2. You can delete item lines <u>not to be billed</u>, by selecting the row of the item and clicking on **Delete Item**.



ÞF	Home	Equipment an	dlasstians	Contrac						D: Version 2.1.0				nuise D	nesting	Littleton	- 6	× ×
		Equipment an	o Locations	T to prove the	t Fina	nce and HK	Inventory	Mainte	enance and Pro	ojects Manura	icturing Procu	rement :	bales Sel	VICE R	eporting	Utilities		E. (
ŀ		×		2														
S	ave Back		Calculate	Save La	out /													
	1		ggregate															
_	Maintain	a P	roce a	Format														_
	Custor	ner Name	Samanthas	Diner		* م				Invoice No.								
	2	Contract				*				Status	N							
	Invoice D	ate/Time	03 Feb 201	9 - 0	0:00:00	,				Salesman								
	A REAL PROPERTY AND A REAL OF	Order No.			WE WE				Invo	ice Currency	-							
		lling Date	03 Eeb 201	9 -						Tax Rate								
1		- C - C - C - C - C - C - C - C - C - C			C				Fv	change Rate				-				
R	emove Inact	ive Lines			-0	· · .				change Kate	3.0700							
1	LocationDesc	SerialNo		FeeType		FeeTypeDes	C _ Acc	ountC	ode Invoio	eDescription	Due	VAT	Status					
Y							-	÷	_									
۲		20-1472	58	S		Service	110)1	Month	ly service fee	1 395.39	0.0	A OI					
		20-1472	58	N		Insurance	120	03	Insura	nce	338.45	0.0	A OI					
		19-12/12	202	S		Service	110	01	Month	ly service	1023.28	0.0	A OI					
		19-12/12	202	N		Insurance	120	03	Insura	nce	338.45	0.0	IO A					
		1912-10	2031	S		Service	110	01	Service	e fee	487.28	0.0	0 A -					
		1912-10		N		Insurance	120		Insura		307.68		IO A	-	· · · ·			_
	SerialNo	MeterDefCod	de Acco	untCode	Openir	ngReading	ClosingReadir	ng	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	IsActive	1	-	
9																		7
	20-147258	Colour	1101			0.00			03 Feb 2019	0.00	0	0	0.00				1	
	19-12/1202	Mono				0.00			03 Feb 2019	0.00	0	0	0.00		Yes		1	
		Colour	1101			0.00			03 Feb 2019	0.00	0	0	0.00		Yes	1		
	1912-102031		1101			0.00			03 Feb 2019	0.00	0	0	0.00		Yes	L		
	2020-102046		1101			0.00			03 Feb 2019	0.00	0	0	0.00		r			
	2020-102046	Colour	1101			0.00		0.00	03 Feb 2019	0.00	0	0	0.00	0.00	No			
	Comment											Sub T	otal				9 20	50.53
												VAT						0.00
													17.1					
										17		Grand	Total				9 26	50.53

- 1. **Invoice Date/Time:** These will be auto populated with the current date and time.
 - Either type in or click on the drop-down arrow and use the calendar function to select an alternative date, if required.
 - Either type in or use the directional arrows to select an alternative time, if required.
- 2. Order No: Type in a customer order number if required.
- 3. **Billing Date:** Ensure you have selected the <u>correct</u> billing date. This will adjust the meter reading date for the items on this invoice.



	-				Man	ual Contract l	nvoice : Add a r	iew in	voice - BPC): Version 2.1.0	0.69 - Example	Company			30 11 3			×
0	Home I	Equipment a	and Locatio	ons Cont	act Fir	nance and HR	Inventory Ma	intena	nce and Pro	jects Manufa	cturing Procu	irement Sa	ales Ser	vice Re	eporting Utilitie	s —	Ð	>
H	(×			2													
Save	Back	Delete Item	Calculate		Layout													
	Maintain		Proce	Form	nat "													
	Custor	ner Name	Samanth	as Diner		* م				Invoice No.	-							
		Contract				*	1			Status	N							
1	nvoice D	ate/Time	03 Feb 2	2019 🔻	00:00:	00 🗘 🚄				Salesman	Abigail Milne							
		Order No.			I have been a second	-	2		Invo	ice Currency	USD			3				
	Bi	lling Date	03 Feb 2	2019 •	-		-3			Tax Rate	0.00							
Remo	ve Inact	ive Lines							Exe	change Rate	9.8700			t.				
Loca	tionDesc	SerialN	lo	FeeTy	ne	FeeTypeDes	c Accou	ntCod	e Invoice	Description	Due	VAT	Status					_
9																		
•		20-147	7258	S		Service	1101		Month	y service fee	1 395.39	0.00	A					
		20-147	7258	N		Insurance	1203		Insurar	nce	338.45	0.00	A					
		19-12/	1202	s		Service	1101		Month	y service	1 023.28	0.00	A					1
		19-12/	1202	N		Insurance	1203		Insurar	nce	338.45	0.00	A					
			102031	S		Service	1101		Service		487.28	0.00						
_			102031	N		Insurance	1203	1	Insurar		307.68	0.00						_
Seria	lNo	MeterDefC	ode Ad	countCode	Oper	ningReading	ClosingReading	Re	adingDate	MinBilling	MinQuantity	Usage I	Due	VAT	IsActive			
20-1	47258	Colour	11	01		0.00	0.0	0 03	Feb 2019	0.00	0	0	0.00	0.00	Yes			
		Mono				0.00			Feb 2019	0.00	0	0	0.00		Yes			
19-1	2/1202	Colour	11	.01		0.00	0.0	00 03	Feb 2019	0.00	0	0	0.00	0.00	Yes			
1912	-102031	Mono	11	.01		0.00	0.0	00 03	Feb 2019	0.00	0	0	0.00	0.00	Yes			
2020	-102046	Mono	11	.01		0.00	0.0	00 03	Feb 2019	0.00	0	0	0.00	0.00	No			
2020	-102046	Colour	11	.01		0.00	0.0	00 03	Feb 2019	0.00	0	0	0.00	0.00	No			
Co	mment											Sub To	tal				9 260	.53
												VAT					0	.00
										-		Grand	Total				9 260	53

INVOICE NO.

- **Invoice No:** When you save the details in this screen, the system will calculate the invoice number based on the selected **contract configuration** details set up.
- **Status:** This field will auto populate with **N** New.



	Ŧ				Manual	Contract In	nvoice : Add a	a new	invoice - BP	O: Version 2.1.	0.69 - Example	Company				8 <u>-</u> 8			X
0	Home E	Equipment a	nd Locations	Contrac	t Financ	e and HR	Inventory I	Mainte	nance and Pro	ojects Manufa	cturing Procu	irement S	ales Ser	vice Re	eporting	Utilities	-	Ð	>
H	\bigcirc	×		2															
Save	Back	Delete	Calculate	Save Lay	out														
	Maintain		Aggregate	Format															
1	nairttain	a .	Process a	Furmat										_					-
	Custon	ner Name	Samanthas	Diner		* م				Invoice No.									
		Contract				*				Status	N								
I	nvoice D	ate/Time	03 Feb 201	.9 🔻 0	0:00:00	\$			1	Salesman	Abigail Milne			*					
		Order No.							Invo	ice Currency	USD								
	Bi	lling Date	03 Feb 201	.9 -						Tax Rate	0.00								
Remo	ve Inact	ive Lines							Ex	change Rate	9.8700								
Locat	tionDesc	SerialN	0	FeeType	F	eeTypeDes	ac Aco	ountC	ode Invoio	eDescription	Due	VAT	Status						-
9																			-
•		20-147	258	S	5	Service	110	1	Month	ly service fee	1 395.39	0.00	A						
		20-147	258	N	I	nsurance	120	3	Insura	nce	338.45	0.00	A						
		19-12/	1202	S	5	Service	110	1	Month	ly service	1 023.28	0.00	A						1
		19-12/	1202	N	I	insurance	120	3	Insura	nce	338.45	0.00	A						
		1912-1	02031	S	5	Service	110	1	Service	e fee	487.28	0.00	A						
		1912-1	02031	N	I	nsurance	120	3	Insura	nce	307.68	0.00	A						
Seria	lNo	MeterDefCo	ode Acco	untCode	Opening	Reading	ClosingReadin	ng l	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	IsActive				
9																			
> 20-14	47258	Colour	1101			0.00			03 Feb 2019	0.00	0	0	0.00	0.00	Yes				
		Mono				0.00			03 Feb 2019	0.00	0		0.00	0.00					
	The second	Colour	1101			0.00			03 Feb 2019	0.00	0	-	0.00	0.00					
	-102031		1101			0.00			03 Feb 2019	0.00	0	-	0.00	0.00					
	-102046		1101			0.00			03 Feb 2019	0.00	0		0.00	0.00					
2020	-102046	Colour	1101			0.00		0.00	03 Feb 2019	0.00	0	0	0.00	0.00	No				
Cor	mment									A.		Sub To	otal				3	9 260.	53
												VAT						0.	.00
												Grand	Total					9 260.	52
												oranu	Total					200.	33

METER READINGS

- **Opening Readings** Type in or use the directional arrows to select the **Opening Meter Readings** for this manual contract invoice.
- **Closing Readings** Type in or use the directional arrows to select the **Closing Meter Readings** for this manual contract invoice.

Comments

- **Comments:** Type in a **comment** relating to this invoice.
 - ° This field is mandatory.



					Manual Contract	Invoice : Add a ne	w invoice -	BPO: Version 2.1.	0.69 - Example	Company			2.5			\times
Q	Home	Equipment a	and Location	s Contract	t Finance and HR	Inventory Main	tenance and	d Projects Manufa	acturing Procu	irement S	ales Ser	vice Re	eporting Utilit	ies —	Ð)
Ľ	📀	×		2												
Sav	ve Back	Delete Item	Calculate Aggregate	Save Lay	rout											
	Maintain		Proce	Format												
	Custo	ner Name	Samantha	s Diner	* م			Invoice No.	-			-				
		Contract			*			Status								
	Invoice D	ate/Time	03 Feb 20	19 - 0	0:00:00 🗘			Salesman	Abigail Milne							
		Order No.					1	Invoice Currency	USD							
	В	illing Date	03 Feb 20	119 🔻				Tax Rate	0.00			12				
Re	move Inacl	ive Lines						Exchange Rate	9.8700							
1.	ocationDesc	SerialN		FeeType	FeeTypeDe	sc Account	Code In	voiceDescription	Due	VAT	Status					_
9	ocudoniocac	Scridity		rectype	i cerypese	ac Account	icouc in	voicebescription	Duc	101	516165					
		20-147	258	S	Service	1101	M	onthly service fee	1 395.39	0.00	A					
		20-147	258	N	Insurance	1203		isurance	338.45	0.00	A					
		19-12/	1202	s	Service	1101	M	onthly service	1 023.28	0.00	A					
		19-12/	1202	N	Insurance	1203	In	isurance	338.45	0.00	A					
		1912-1		S	Service	1101	Se	ervice fee	487.28	0.00						
		1912-1		N	Insurance	1203		isurance	307.68			_				1
e Si	erialNo	MeterDefC	ode Acc	ountCode	OpeningReading	ClosingReading	ReadingDa	ate MinBilling	MinQuantity	Usage	Due	VAT	IsActive			
	0-147258	Colour	110	1	0.00	0.00	03 Feb 20	19 0.00	0	0	0.00	0.00	Vec			
~ ~	9-12/1202	Mono	1		0.00	-	03 Feb 20		0	0	0.00	0.00				
	9-12/1202	Colour	110	1	0.00		03 Feb 20		0	0	0.00	0.00				
1	912-102031	Mono	110	1	0.00	0.00	03 Feb 20	0.00	0	0	0.00	0.00	Yes			
2	020-102046	Mono	110	1	0.00	0.00	03 Feb 20	0.00	0	0	0.00	0.00	No			
2	020-102046	Colour	110	1	0.00	0.00	03 Feb 20	0.00	0	0	0.00	0.00	No			
	Comment									Sub To	tal				9 26	0.53
									-	_2						0.00
										Grand						0.53

NOTE ON AGGREGATE BILLING

• Contracts <u>cannot</u> be configured for aggregate billing where the customer <u>is</u> consolidated.



				Manual Contract	Invoice : Add a r	new in	voice - BP(D: Version 2.1.	0.69 - Example	Company			25 -25		\times
Home I	Equipment ar	nd Locations	Contract	Finance and HR	Inventory Ma	intena	nce and Pro	jects Manufa	cturing Procu	rement Sa	ales Ser	vice Re	eporting Utilities	-	8)
1 😋	×	\mathbf{V}	2	,											
Save Back	Delete Item	Calculate	Save Lay	out											
Maintain		Proce a	Format												
Custor	ner Name	Samanthas	Diner	* م				Invoice No.	-						
	Contract		ndereta (*				Status	N						
Invoice D	ate/Time	03 Feb 2019	9 • 0	0:00:00 🛟				Salesman	Abigail Milne						
	Order No.						Invo	ice Currency	USD						
B	illing Date	03 Feb 2019	9 🔹					Tax Rate	0.00			1			
Remove Inact	tive Lines						Ex	change Rate	9.8700						
LocationDesc	SerialNo		FeeType	FeeTypeDe	esc Accou	intCode	Invoice	Description	Due	VAT	Status				
9	Der Idir to		(cerpe	, cerypeor				o coorpoorr			June				
	20-1472	258	S	Service	1101		Monthi	y service fee	1 395.39	0.00	A				
	20-1472	258	N	Insurance	1203		Insura	nce	338.45	0.00	A				
	19-12/1	202	S	Service	1101		Month	y service	1 023.28	0.00	A				
	19-12/1	202	N	Insurance	1203		Insura	nce	338.45	0.00	A				
	1912-10	2031	S	Service	1101		Service	e fee	487.28	0.00	A				
	1912-10		N	Insurance	1203		Insura		307.68	0.00	A	_			_
SerialNo	MeterDefCo	de Accou	IntCode	OpeningReading	ClosingReading	Re	adingDate	MinBilling	MinQuantity	Usage I	Due	VAT	IsActive		
9 20-147258	Colour			0.00			Feb 2019					0.00			
	Mono	1101		0.00			Feb 2019	0.00	0	0	0.00	0.00			
and the second second second	Colour	1101		0.00			Feb 2019	0.00	0	0	0.00	0.00			
1912-102031		1101		0.00			Feb 2019	0.00	0	0	0.00	0.00			
2020-102046	Mono	1101		0.00		00 03	Feb 2019	0.00	0	0	0.00	0.00	No		
2020-102046	Colour	1101		0.00	0.0	00 03	Feb 2019	0.00	0	0	0.00	0.00	No		
Comment	Test Consolidated Customer Manual Contract Invoice									Sub Total				6	260.53
connelle	CONTRACTOR OF STREET		sector sections in the researce WHTM Mick ATTY MICK.							VAT					0.00
										Grand	Total				260.53
										unu	- o call				

SAVE MANUAL INVOICE

• When you have finished editing the Manual Contract Invoice screen, click on **Save**.



					Manual	Contract I	nvoice : Add a ne	w invo	oice - BPC	D: Version 2.1.	0.69 - Example	Company	1		25-3	E]	×	
C.	Home	Equipment a	nd Location	os Contrac	t Finan	ce and HR	Inventory Mair	tenand	e and Pro	jects Manufa	acturing Procu	rement	Sales Ser	vice R	eporting Utili	ties —	Ð	0.5	
ŀ	8	×		2															
S	ave Back	Delete Item	Calculate Aggregate	Save La	out														
	Maintain	4	Proce	J Format	- 4														
	Custor	ner Name	Samantha	is Diner		• م				Invoice No.									
		Contract				*				Status	N								
	Invoice D	ate/Time	03 Feb 20	19 🔻 0	0:00:00	\$		E.		Salesman	Abigail Milne			*					
		Order No.						1	Invo	ice Currency	USD								
	Bi	lling Date	03 Feb 20	19 🔻						Tax Rate	0.00								
R	temove Inact	ive Lines							Exe	change Rate	9.8700								
	LocationDesc	SerialN	0	FeeType		FeeTypeDes	c Accoun	tCode	Invoice	Description	Due	VAT	Status					_	
ę																			
		20-147	258	S		Service	1101		Month	y service fee	1 395.39	0.0	0 A						
		20-147	258	N		Insurance	1203		Insurar	nce	338.45	0.0	0 A						
		19-12/	1202	S		Service	1101		Month	y service	1 023.28	0.0	0 A						
		19-12/	1202	N		Insurance	1203		Insurar	nce	338.45	0.0	0 A						
		1912-1	02031	S		Service	1101		Service	e fee	487.28	0.0	0 A						
		1912-1		N		Insurance	1203		Insurar		307.68	0.0	0 A	_				_	
	SerialNo	MeterDefCo	ode Acc	ountCode	Opening	Reading	ClosingReading	Read	lingDate	MinBilling	MinQuantity	Usage	Due	VAT	IsActive				
٩							2-002252												
	20-147258	Colour	110	1		150.00			eb 2019	0.00	0	70	156.28	0.00					
	19-12/1202	Mono				200.00	20.75/101		eb 2019	0.00	0	200	19.97	12636	(1777).				
	19-12/1202	Colour	110			190.00			eb 2019	0.00	0	90	226.05						
	1912-102031 2020-102046		110			300.00			eb 2019 eb 2019	0.00	0	260	36.28	0.00					
	2020-102046		110			350.00			eb 2019 eb 2019	0.00	0	140 120	0.00	0.00					
-	2020-102040	Colour	110	1		270.00	590.00	USP	2019	0.00	U	120	0.00	0.00	NU				
	Comment Test Consolidated Customer Manual C				al Contra	ontract Invoice						* Sub Total				9 699.11			
												VAT)	0.00	
												Grand	l Total				9 69	9.11	
	pen Windows 🔻															Jan 2019			

INVOICE NO. ALLOCATION

- 1. The invoice will be **saved** and you will return to the **Contract Invoices** Listing screen.
- 2. The newly created invoice will be selected in this screen and you will note that an **Invoice No.** has now been allocated.

PRINT MANUAL INVOICE

3. Keeping the invoice selected, click on **Print**.



Add View Ir		Layout Worksp					resh				
Maintain	3	Format	to Print Print			Current					
						Guntene	*			1	
	1										1
	InvoiceStatus	CustomerCode	CustomerName	DeptCode	Currency	DeptName	ExchangeRate	CustomerOrderNo	TaxRate	InvoiceDate	InvoiceTim
	1										
IN0000453	Ŋ	HOP001	Hope Works	Tech	ZAR	Technical	1.00			17 Nov 2017	00:00:00
IN0000454		HOP001	Hope Works	Tech	ZAR	Technical	1.00			17 Nov 2017	00:00:00
IN0000455		DER001	Derton Technologies		ZAR		1.00			17 Nov 2017	00:00:00
IN0000456		OFF001	Office Supplies Unlimited		ZAR		1.00			17 Nov 2017	00:00:00
	N	OFF001	Office Supplies Unlimited		ZAR		1.00			17 Nov 2017	00:00:00
	N	YES001	Young Electric	Sales	ZAR	Sales Department	1.00			17 Nov 2017	00:00:00
	N	TIA001	Titan Group		ZAR		1.00			17 Nov 2017	00:00:00
1	N	BOT0001	Bothas Networking inc		USD		9.87			17 Nov 2017	00:00:00
IN0000461		SAM001	Samanthas Diner		ZAR		1.00			17 Nov 2017	00:00:00
IN0000462		HOP001	Hope Works	Tech	ZAR	Technical		OHW11111		22 Feb 2018	12:00:00
IN0000463		SAM001	Samanthas Diner		USD		9.87		0.505.6	03 Feb 2019	12:00:00
PIN0000020		DAN002	Dancing Shoes		ZAR		1.00			17 Nov 2017	00:00:00
STI0000020		HOP001	Hope Works	Tech	ZAR	Technical		test		25 Jul 2018	10:23:30
STI0000021	N	HOP001	Hope Works	Tech	ZAR	Technical	1.00	HWSTCD1008	15.00	26 Jul 2018	10:59:40

- 1. A Select the option as desired pop up screen will appear.
- 2. Select the **Print/Email** method.
 - In this image, **Print Invoice** has been selected.
- 3. Click on **Accept**.



-				Contr	ract Invoic	es - BPC	: Version 2.1.0.69	- Exam	ple Comp	any			1000		×
	Home	Equipment and	d Locations Con	tract Finance and HR	Inventory	Mainte	nance and Project	Man	ufacturing	Procur	ement Sales	Service Rep	orting Utilities	- 8	X
(3		2			58	Durban	- 4	2						
A	dd View Ir	voice Save	Layout Worksp			xport	New	- Re	fresh						
			•	to Print											
_	Maintain	4	Format	4 Print	t.		Curren	-							
	sg a column h							1							
	Invoice +	InvoiceStatus	CustomerCode	CustomerName	DeptCod	e Curi	rency DeptNan	e	Exchang	eRate	CustomerOrde	erNo TaxRate	InvoiceDate	InvoiceT	īme
ę															
	IN0000453	N	HOP001	Hope Works	Tech	ZAR	Technica			1.00		14.0	0 17 Nov 2017	00:00:0	0
	IN0000454	N	HOP001	Hope Works	Tech	ZAR	Technica			1.00		14.0	0 17 Nov 2017	00:00:00	0
	IN0000455	N	DER001	Derton Technologies	17	ZAR	L	1		1.00		14.0	0 17 Nov 2017	00:00:00	0
	IN0000456	N	OFF001	Office Supplies Unlimited		Sele	ect the option a	desire	d		- 0	× 14.0	0 17 Nov 2017	00:00:00	0
	IN0000457	N	OFF001	Office Supplies Unlimited		Home						14.0	0 17 Nov 2017	00:00:00	0
	IN0000458	N	YES001	Young Electric	Sales							14.0	0 17 Nov 2017	00:00:00	0
	IN0000459	N	TIA001	Titan Group		\bigcirc	8					14.0	0 17 Nov 2017	00:00:00	0
	IN0000460	N	BOT0001	Bothas Networking inc		Accept	Cancel					0.0	0 17 Nov 2017	00:00:00	D
	IN0000461	N	SAM001	Samanthas Diner				-(3			0.0	0 17 Nov 2017	00:00:00	0
	IN0000462	N	HOP001	Hope Works	Tech	Proces	ssing a					14.0	0 22 Feb 2018	12:00:0	0
	IN0000463	N	SAM001	Samanthas Diner								0.0	0 03 Feb 2019	12:00:0	0
	PIN0000020	N	DAN002	Dancing Shoes								14.0	0 17 Nov 2017	00:00:00	D
	STI0000020	N	HOP001	Hope Works	Tech		int Ir	voice				14.0	0 25 Jul 2018	10:23:3	0
	STI0000021	N	HOP001	Hope Works	Tech							15.0	0 26 Jul 2018	10:59:4	0
							O Email I	voice							
				-			O Print a	d Email	Invoice						
				2											
												11.			
7.3													1		. 10
)b	en Windows	•											28 Jan	2019	-

The **Print Preview** screen will open.

- 1. Here you can see that <u>all</u> contracts linked to this customer have been invoiced as this is a **consolidated** customer.
- 2. From here you can **View**, **Print**, **Export** or **Email** the invoice.
- 3. Close the preview screen when you are done.



Preview			- • ×
File View Backgroun			*
A3 🖏 🗁 🗎 🖉	ا 🕹 🖓 🚍 🖫 - 🖏 🔍 🔍 100% - 🔍		3
1			Ì
2	Company Lago (Tax Invoice Example Company Street No and Road Name PO Box 1234 Area New Town City Durban South Africa South Africa 1234 1234 Reg No.: 0000000asa4521	
		VAT No.: 0000000 Tel No.: 031 123 4567 Document No.: IN0000463 Date: 03 Feb 2019 Account Manager: Susan Cooper Interview	
	Customer: SAM001 Samanthas Diner Billing Address: PO Box 1234	Attention : Samantha Marshall	
	New Town 1234 VAT No.: 123456789	Attenuon : Sananuna Marshan	
	Machine and Shipping Details		
	Contract : STC000017 Location : On Site with client Serial No. :	Shipping Address: 147 Tar Road New Town	
	Order No. :	1234	
	Fees Description	Sub Total	
	Service	1 260.00	
	Machine and Shipping Details		
	Location : Back Office		
12	Serial No.: 19-12/1202 Model No.: SP19-12	Shipping Address : 147 Tar Road New Town	
	Order No	1324	
Page 1 of 3			100% 🗩 🚽

Related Topics

- <u>Create Manual Contract Invoice Unconsolidated Customer</u>
- Edit Comment and Order Number
- Month End Billing Run
- <u>Contract Credit Notes</u>

MNU.136.002