

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

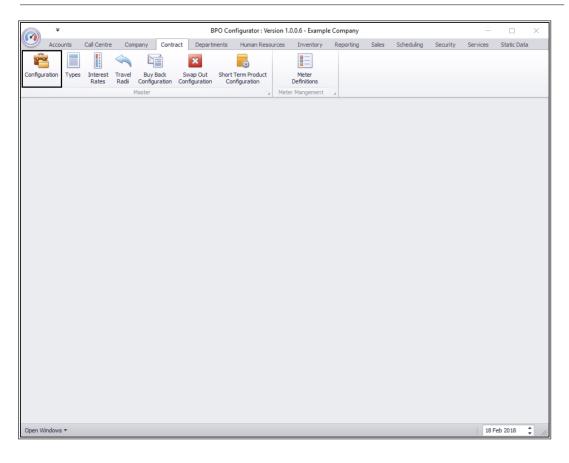
CONTRACT

CONFIGURATION

The contract configuration must be set up in order to set up **contract types**. Once contract types have been set up, then contracts can be loaded onto the system.

A unique Meter Reading Request email message template can be configured: Subject, Email Contact, Meter Detail and Email Salutation.

Ribbon Access: Configurator > Contract > Configuration





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

- Billing Method: Ensure that this is set to MINMAX
- Capture Method: Ensure that this is set to BATCH
- Auto Bill: This option is flagged by default.
 - This means that the Billing Batch and the Contract Invoices will be created <u>at the</u> <u>same time</u> during Contract Billing (refer to Processing: Billing)
 - <u>Un</u>checking this flag means that the user will need to run the Billing and then at a later time, create the Invoices from the Billing Batch (refer to Processing: Billing (Auto Bill flag <u>un</u>-ticked).

Example: This scenario may occur when a company has a <u>substantial</u> number of invoices to be created. Instead of slowing down the system and running them at the same time as the Billing Batch, the invoices can be created after hours when the system is freed up.

- Meter Reading Request Email configuration:
 - For this configuration, ensure that you use the Parameters as defined in the default setup, so that the correct information pulls through from the database.
 - Update the Subject, Email Content, Meter Detail and Email Salutation as required
 - Click on Save.



Contract Configuration

Contract Configuration - BPO Configurator : Version 1.0.0.6 - Example Company —									
Home /	Accounts Call Centre Company Contract Departmen	nts Human Resources	Inventory Reporting	Sales Scheo	duling Security	Services	Static Data	-	₽ ×
Save Back	Workspaces Format Cur a								
Details									
Billing Method		Capture Method	Batch Method	•					
Auto Bill	×								
Meter Reading Rec	uest Configuration								
	Meter Usage for @SerialNo test		Meter : @MeterDesc test						
Email Content	Dear @ContactName ************************************	Email Salutation	Your assistance is greatly a @CompanyName test	ppredated.					
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