

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

CONTRACT

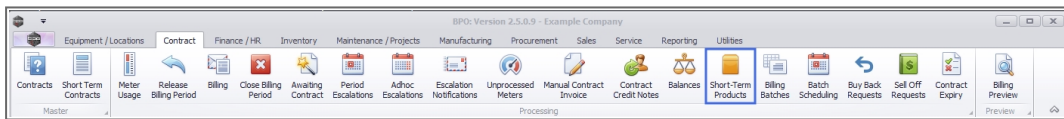
SHORT TERM PRODUCT CONFIGURATION

In order to create **short term contracts**, you need to configure **products**, with **standard charges** for the following time periods: **Hour, Day, Week**.

You need to have a Short Term **Contract Type** configured.

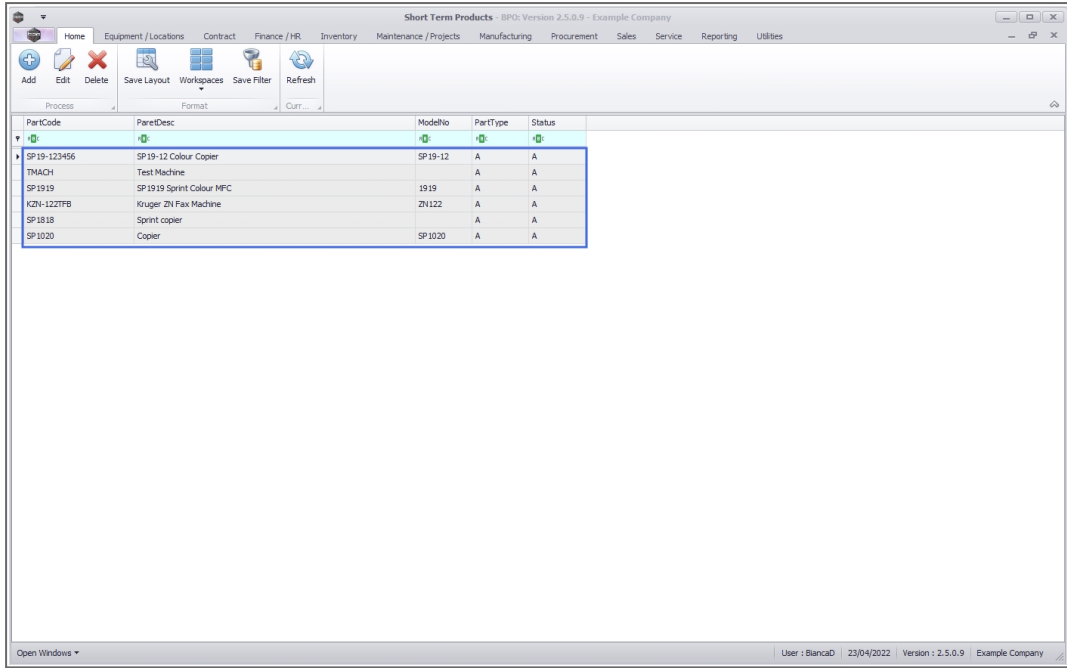
Version Compatibility¹

Ribbon Access: Configurator > Contract > Short Term
Product Configuration



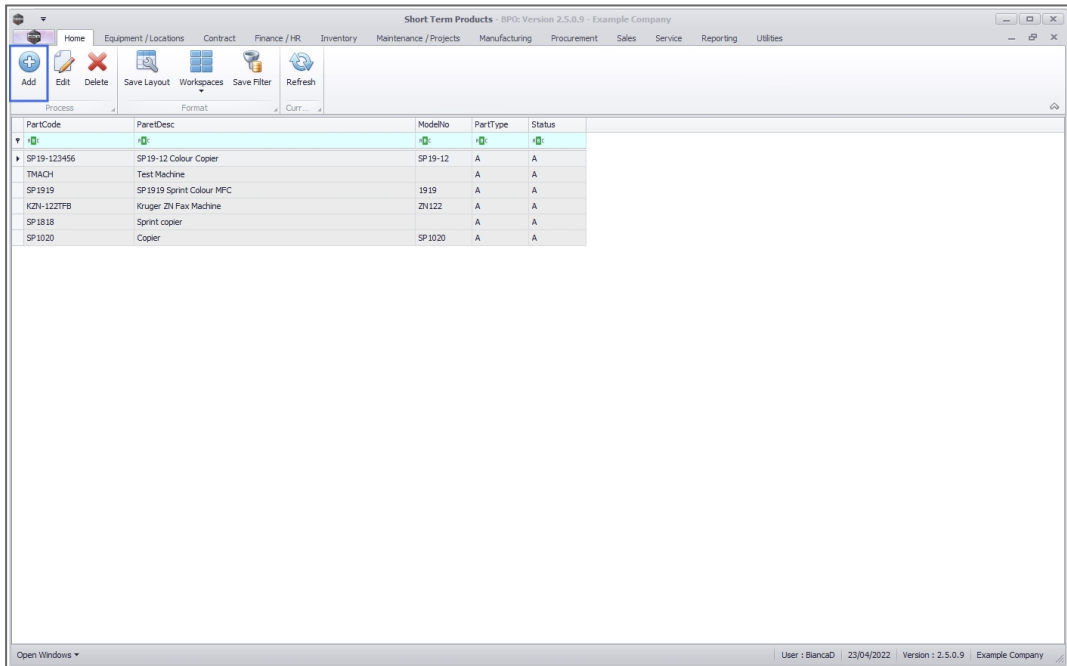
- The **Short Term Products** listing screen will be displayed.
 - Here you can view a list of all the **short term products** currently on the system.

¹ BPO2 v2.5.0.8 or higher. Prior this version - refer to "**Add Short Term Product**" on the next page

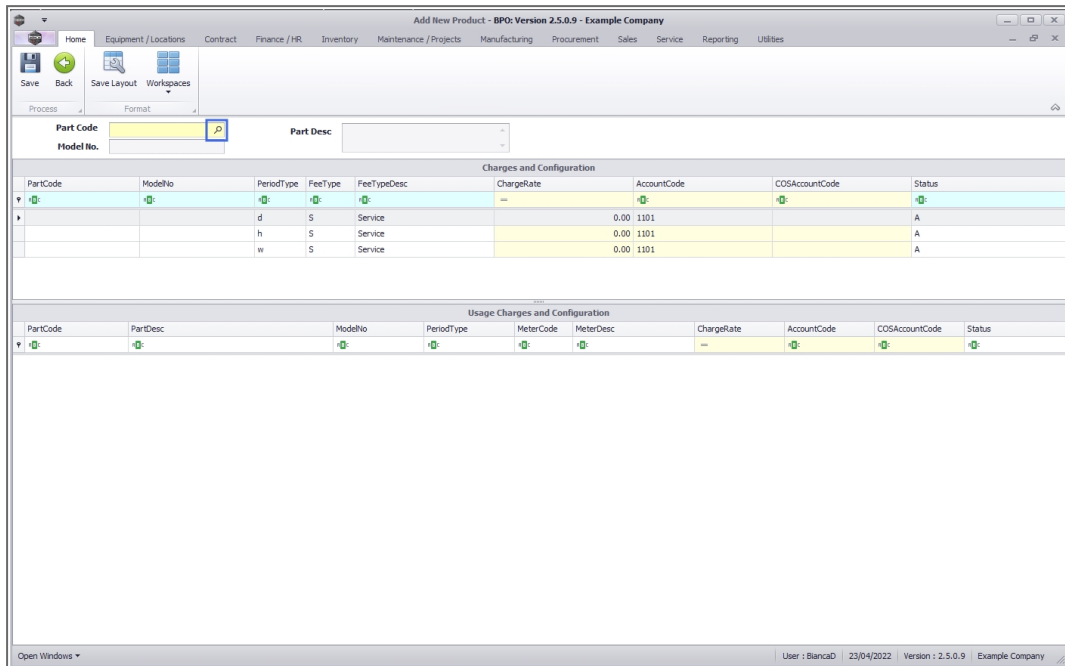


ADD SHORT TERM PRODUCT

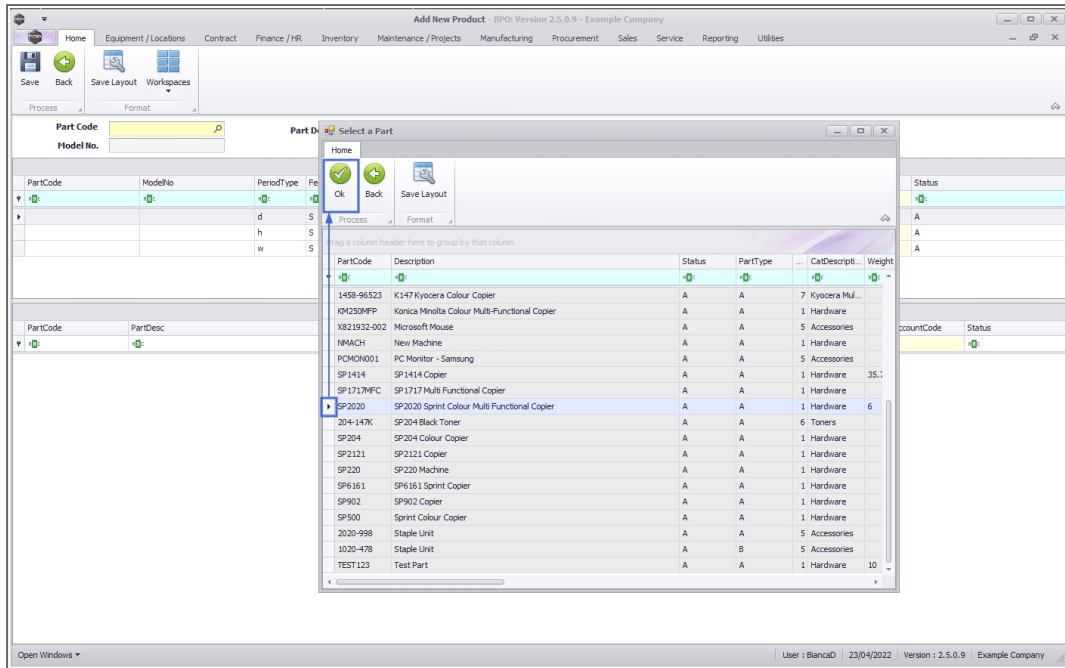
- Click on the **Add** button in this screen.



- The **Add New Product** screen will be displayed.
 - **Part Code:** Click on the **search** icon in this field.



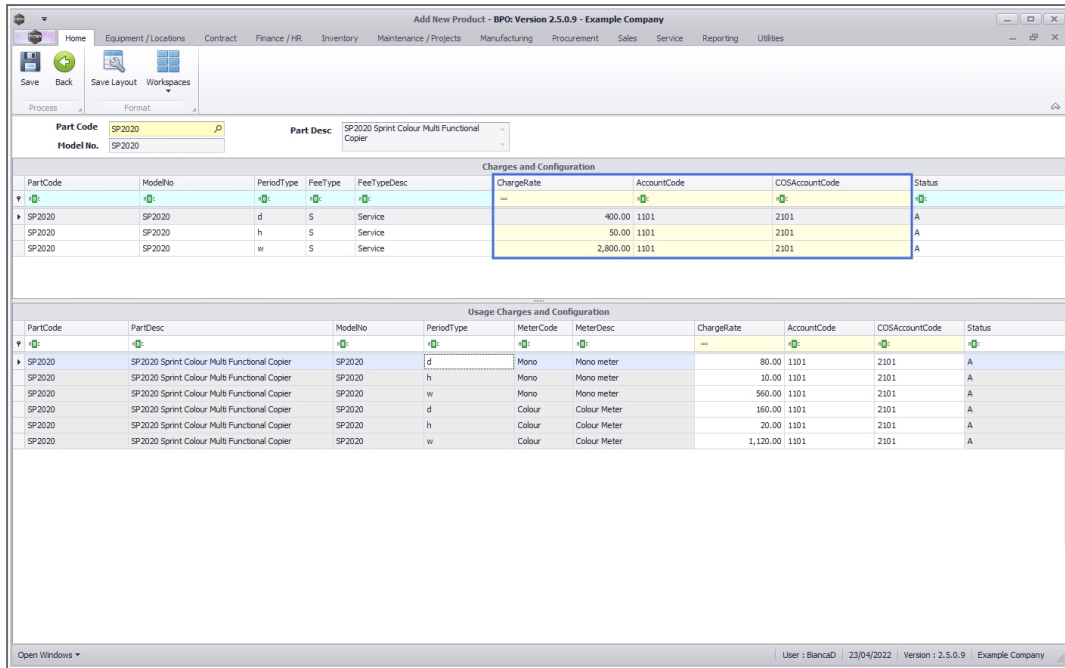
- The **Select a Part** pop up screen will appear.
- Click on the **row selector** in front of the **part code** that you wish to **add** as a short term product.
- Click on **Ok**.



- The **Part Code** , **Part Description** and **Model No.** fields will auto populate with the details of the part (product) selected in the previous step.

CHARGES AND CONFIGURATION FRAME

- The **Charges and Configuration** frame will auto populate with the fees as configured on the short term **contract type**.
 1. **Charge Rate:** In this column, update the standard fees per period type (**Day, Hour, Week**) for this part.
 2. **Account Code:** This column will auto populate with the sales account code as configured on the Contract Type for this fee. This can be changed, if required.
 3. **COS Account Code:** This column will auto populate with the sales account code as configured on the Contract Type for this fee. This can be changed, if required.



USAGE CHARGES AND CONFIGURATION FRAME

- The **Usage Charges and Configuration** frame will auto populate with the **usage charge description** details linked to the selected part if applicable.
 1. **Charge Rate:** Either type in or use the directional arrows to select the standard meter charges for each period type (**Day, Hour, Week**) for each linked meter.
 2. **Account Code:** Either type in or use the directional arrows to select the correct Account Code for each meter and period type.
 3. **COS Account Code:** Either type in or use the directional arrows to select the correct COS Account Code for each meter and period type.

The screenshot shows the 'Add New Product' window for 'SP2020 Sprint Colour Multi Functional Copier'. It displays two tables:

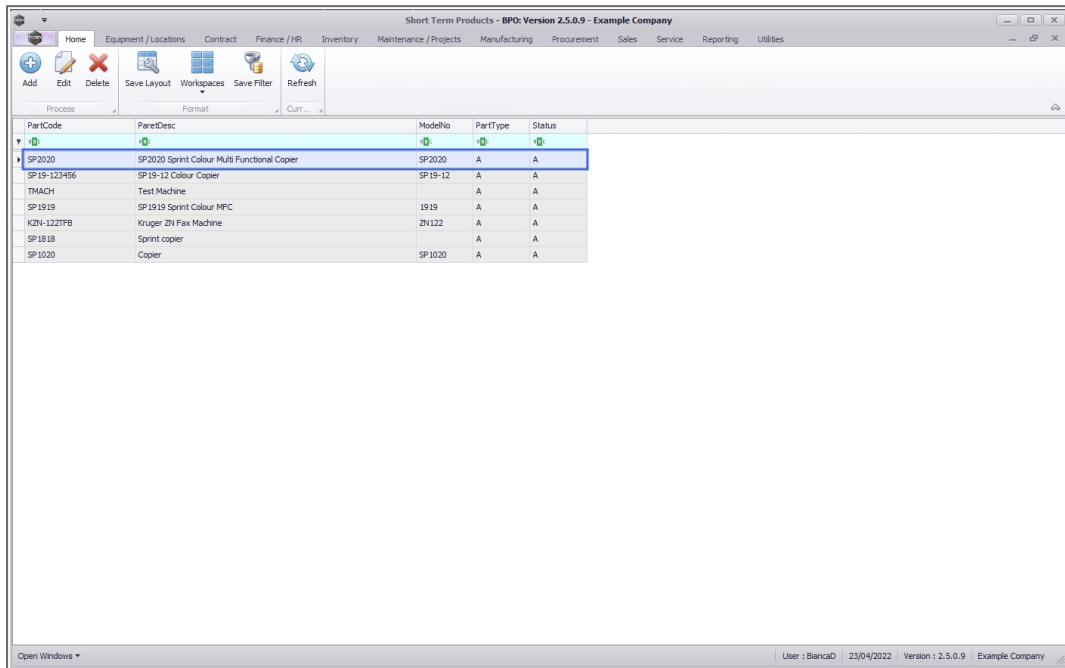
Charges and Configuration									
PartCode	ModelNo	PeriodType	FeeType	FeeTypeDesc	ChargeRate	AccountCode	COSAccountCode	Status	
SP2020	SP2020	d	S	Service	400.00	1101	2101	A	
SP2020	SP2020	h	S	Service	50.00	1101	2101	A	
SP2020	SP2020	w	S	Service	2,800.00	1101	2101	A	

Usage Charges and Configuration									
PartCode	PartDesc	ModelNo	PeriodType	MeterCode	MeterDesc	ChargeRate	AccountCode	COSAccountCode	Status
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	d	Mono	Mono meter	80.00	1101	2101	A
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	h	Mono	Mono meter	10.00	1101	2101	A
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	w	Mono	Mono meter	560.00	1101	2101	A
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	d	Colour	Colour Meter	160.00	1101	2101	A
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	h	Colour	Colour Meter	20.00	1101	2101	A
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	w	Colour	Colour Meter	1,120.00	1101	2101	A

- When you have finished adding all the charges and configuration details, click on **Save**.

This screenshot is identical to the one above, but the 'Save' button in the top-left toolbar is highlighted with a blue border, indicating the next step in the process.

- The new product details will be **saved** and you will return to the **Short Term Products** listing screen.
- Here you can see the new product has been added to the list.



PartCode	PartDesc	ModelNo	PartType	Status
SP2020	SP2020 Sprint Colour M/A Functional Copier	SP2020	A	A
SP19-123456	SP19-12 Colour Copier	SP19-12	A	A
TMACH	Test Machine		A	A
SP1919	SP1919 Sprint Colour MPC	1919	A	A
K2N-1227FB	Kruger ZN Fax Machine	ZN122	A	A
SP1818	Sprint copier		A	A
SP1020	Copier	SP1020	A	A

Related Topics

- [Short Term Contracts](#)

MNU.011.001

