

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

## CONTRACT

### LINK ITEM FEES

There are **2** types of fees that can be linked to a contract:

- **Standard Item Fees**

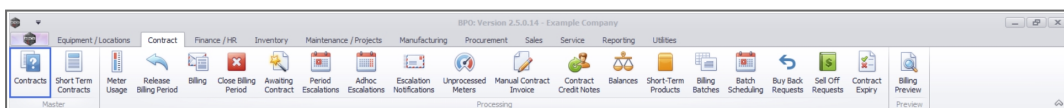
These are set fee charges that will be billed to the customer at the billing interval for the length of the fee date range e.g., an **Insurance Fee**.

- **Reset Fees**

These are fees that change from month to month. When closing the Billing Period - all fee charges linked to this fee type will be set to R0, and these fees must be updated before the next billing run e.g., an **Electricity Fee**.

This process will show you how to link these item fees to a contract.

#### Ribbon Select **Contract > Contracts**



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

#### Select the Site

Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

Another site can be selected, if required, and if you have the security rights to access the site.

If **All Sites** displays here, then you do not have a default site configured on your user record, and need to select the required site.

Upon opening, this screen will default to the **Active** status, listing all the **Active** contracts for the selected site.

ContractNo	CustomerC	CustomerName	CustomerD	ContractType	ContractY	Location	OrderNo	StartDate	EndDate	Department	Period	PeriodType	BillingCycle	BillingPeriod	Bill
CO000009	DER001	Derton / Technologies		CPC	Cost Per Co.	Durban Area		07/05/2014	07/05/2019	Sales Depar...	60 Months	Months		3	
CO000016	TIA001	Tilan Group		CPC	Cost Per Co.	Main		13/06/2014	13/06/2019	Sales Depar...	60 Months	Months		4	
CO000018	SAM001	Samanthas Diner		CPC	Cost Per Co.	Main		09/07/2014	09/07/2019	Sales Depar...	60 Months	Months		5	
CO000019	OFF001	Office Supplies Unlimited		CPC	Cost Per Co.	Main		28/07/2014	28/07/2019	Sales Depar...	60 Months	Bi-annual		6	
PC000001	DAN002	Dancing Shoes		PRE	Prepaid Con.	kloof	test	23/03/2016	23/03/2021	Sales Depar...	60 Months	Months		1	
CO000031	YES001	Young Electric		CPC	Cost Per Co.	Hilcrest		24/03/2016	24/03/2021	Sales Depar...	60 Months	Months		1	
CO000041	PAN001	Panda Copiers		CPC	Cost Per Co.	Main		05/07/2016	05/07/2021	Sales Depar...	60 Months	Months		5	
CO000042	HCP001	Hope Works (Pty) Ltd		CPC	Cost Per Co.	Main		07/09/2016	07/09/2022	Sales Depar...	60 Months	Months		7	
CO000043	HCP001	Hope Works (Pty) Ltd		CPC	Cost Per Co.	Main		01/08/2016	07/09/2021	Sales Depar...	60 Months	Quarterly		5	
CO000052	HCP001	Hope Works (Pty) Ltd		PRE	Prepaid Con.	Durban Area		29/05/2017	29/05/2022	Sales Depar...	60 Months	Months		3	
CO000054	APP001	Apple Juice Inc		CPC	Cost Per Co.	Durban Area		03/08/2017	03/08/2022		60 Months	Months		0	
CO000072	HCP001	Hope Works (Pty) Ltd		CPC	Cost Per Co.	Durban Area	1234	07/03/2018	07/03/2023	Sales Depar...	60 Months	Months		2	
CO000073	HCP001	Hope Works (Pty) Ltd		CPC	Cost Per Co.	Durban Area		29/05/2018	29/05/2023	Sales Depar...	60 Months	Months		0	
CO000074	DER001	Derton / Technologies		CPC	Cost Per Co.	Durban Area	1234	15/06/2018	15/06/2023	Sales Depar...	60 Months	Months		6	
CO000077	PIR0001	Pink Shoes		CPC	Cost Per Co.	Durban Area		18/06/2018	18/06/2023	Sales Depar...	60 Months	Months		4	
CO000078	PIR0001	Pink Shoes		CPC	Cost Per Co.	Durban Area		18/06/2018	18/06/2023	Sales Depar...	60 Months	Months		4	
CO000080	OFF001	Office Supplies Unlimited		CPC	Cost Per Co.	Durban Cen...	1234	06/05/2017	06/05/2020		60 Months	Months		2	
CO000082	HCP001	Hope Works (Pty) Ltd		CPC	Cost Per Co.	Durban Area		10/09/2019	10/09/2024	Sales Depar...	60 Months	Months		7	
CO000079	HCP001	Hope Works (Pty) Ltd		CPC	Cost Per Co.	Durban Area		18/06/2018	18/06/2023	Sales Depar...	60 Months	Months		4	
CO000083	WES001	Westwood Dynamic		CPC	Cost Per Co.	Durban Area	1234	15/10/2019	15/10/2024	Sales Depar...	60 Months	Months		8	

## SELECT THE CONTRACT

- Select the **row** of the **contract** that you wish to process.

The screenshot shows the 'Contract Listing' interface. A table lists contract items with columns for ContractNo, CustomerC, CustomerName, ContractType, ContractY, Location, OrderNo, StarDate, EndDate, Department, Period, BillingCycle, BillingPeriod, and Bill. The 'Edit' button in the top toolbar is highlighted with a blue circle.

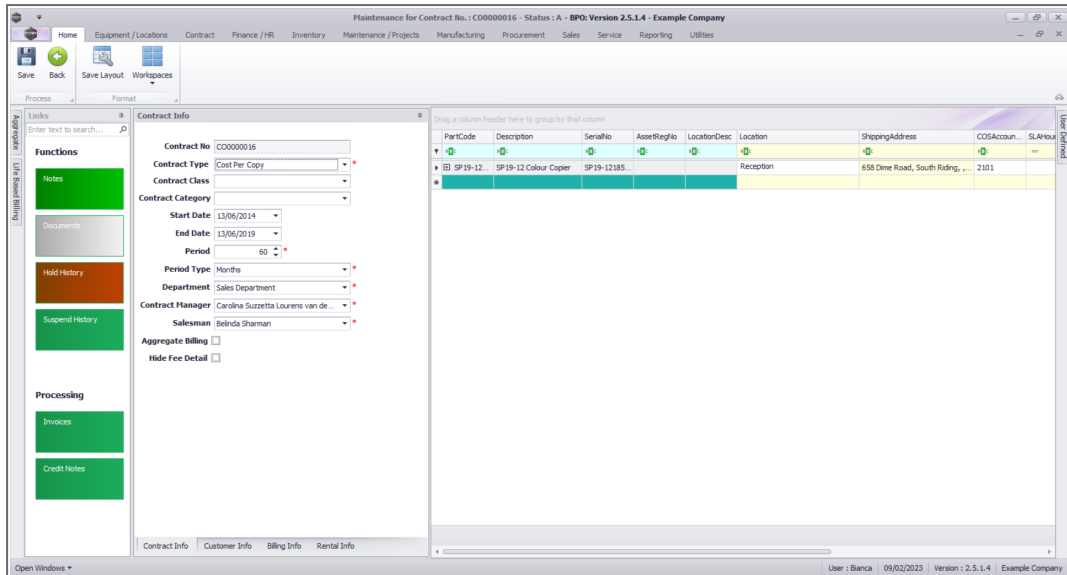
ContractNo	CustomerC	CustomerName	ContractType	ContractY	Location	OrderNo	StarDate	EndDate	Department	Period	BillingCycle	BillingPeriod	Bill
CO000009	DER001	Derton / Technologies	CPC	Cost Per Co.	Durban Area		07/05/2014	07/05/2019	Sales Depar...	60 Months	Months		3
CO000008	TSAG01	Titan Group	CPC	Cost Per Co.	Main		13/06/2014	13/06/2019	Sales Depar...	60 Months	Months		4
CO000018	SAM001	Samanthas Diner	CPC	Cost Per Co.	Durban Area		09/07/2014	09/07/2019	Sales Depar...	60 Months	Months		5
CO000019	OFF001	Office Supplies Unlimited	CPC	Cost Per Co.	Main		28/07/2014	28/07/2019	Sales Depar...	60 Months	Bi-annual		6
CO000001	DAN002	Dancing Shoes	PRE	Prepaid Con.	Kaaf	test	23/03/2016	23/03/2021	Sales Depar...	60 Months	Months		1
CO000031	YES001	Young Electric	CPC	Cost Per Co.	Hilcrest		24/03/2016	24/03/2021	Sales Depar...	60 Months	Months		1
CO000041	PAN001	Panda Copiers	CPC	Cost Per Co.	Main		05/07/2016	05/07/2021	Sales Depar...	60 Months	Months		5
CO000042	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Co.	Main		07/09/2016	07/09/2022	Sales Depar...	60 Months	Months		7
CO000043	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Co.	Main		01/08/2016	01/08/2021	Sales Depar...	60 Months	Quarterly		5
CO000052	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Con.	Durban Area		26/05/2017	26/05/2022	Sales Depar...	60 Months	Months		3
CO000054	APP0001	Apple Juice Inc	CPC	Cost Per Co.	Durban Area		03/08/2017	03/08/2022	Sales Depar...	60 Months	Months		0
CO000072	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Co.	Durban Area	1234	07/03/2018	07/03/2023	Sales Depar...	60 Months	Months		2
CO000073	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Co.	Durban Area	1234	26/05/2018	26/05/2023	Sales Depar...	60 Months	Months		0
CO000074	DER001	Derton / Technologies	CPC	Cost Per Co.	Durban Area	1234	15/06/2018	15/06/2023	Sales Depar...	60 Months	Months		6
CO000077	PR0001	Pink Shoes	CPC	Cost Per Co.	Durban Area		18/06/2018	18/06/2023	Sales Depar...	60 Months	Months		4
CO000078	PR0001	Pink Shoes	CPC	Cost Per Co.	Durban Area		18/06/2018	18/06/2023	Sales Depar...	60 Months	Months		4
CO000080	OFF001	Office Supplies Unlimited	CPC	Cost Per Co.	Durban Cen...	1234	06/05/2017	06/05/2020	Sales Depar...	60 Months	Months		2
CO000079	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Co.	Durban Area		18/06/2018	18/06/2023	Sales Depar...	60 Months	Months		4
CO000083	WES001	Westwood Dynamic	CPC	Cost Per Co.	Durban Area	1234	15/10/2019	15/10/2024	Sales Depar...	60 Months	Months		8

- Click on the **Edit** button.

The screenshot shows the 'Contract Listing' interface with the 'Contract Maintenance' screen displayed. The 'Edit' button in the top toolbar is highlighted with a blue circle.

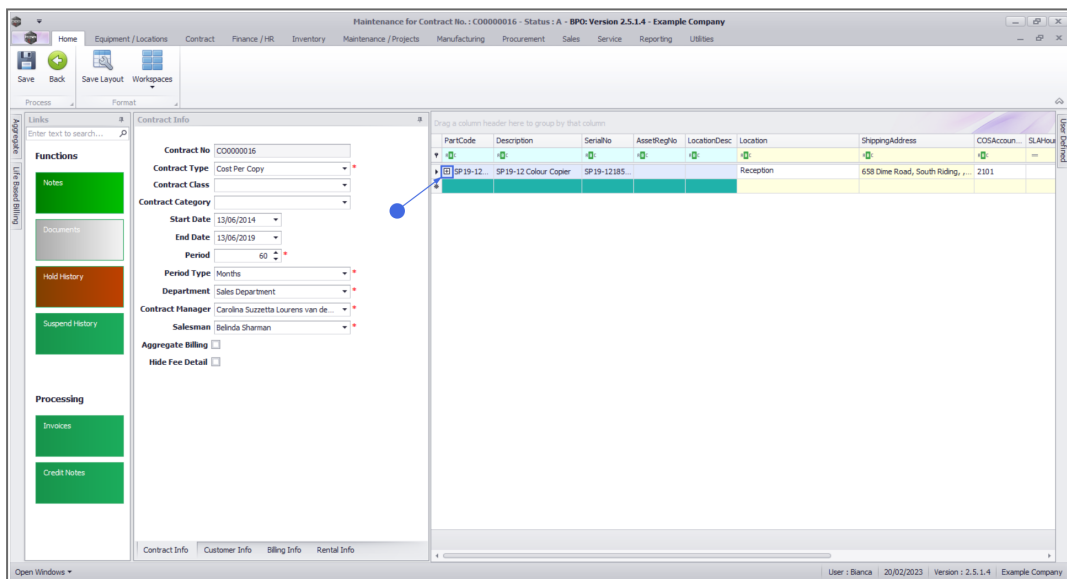
ContractNo	CustomerC	CustomerName	ContractType	ContractY	Location	OrderNo	StarDate	EndDate	Department	Period	BillingCycle	BillingPeriod	Bill
CO000012	TIA001	Titan Group	CPC	Cost Per Co.	Durban Area		16/05/2014	16/05/2019	Sales Depar...	60 Months	Months		3
CO000016	TIA001	Titan Group	CPC	Cost Per Co.	Main		13/06/2014	13/06/2019	Sales Depar...	60 Months	Months		4
CO000018	SAM001	Samanthas Diner	CPC	Cost Per Co.	Durban Area		09/07/2014	09/07/2019	Sales Depar...	60 Months	Months		5
CO000019	OFF001	Office Supplies Unlimited	CPC	Cost Per Co.	Main		28/07/2014	28/07/2019	Sales Depar...	60 Months	Bi-annual		6
CO000031	YES001	Young Electric	CPC	Cost Per Co.	Hilcrest		24/03/2016	24/03/2021	Sales Depar...	60 Months	Months		1
CO000041	PAN001	Panda Copiers	CPC	Cost Per Co.	Main		05/07/2016	05/07/2021	Sales Depar...	60 Months	Months		5
CO000043	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Co.	Main		01/08/2016	07/09/2021	Sales Depar...	60 Months	Quarterly		5
CO000072	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Co.	Durban Area	1234	07/03/2018	07/03/2023	Sales Depar...	60 Months	Months		2
CO000074	DER001	Derton / Technologies	CPC	Cost Per Co.	Durban Area	1234	15/06/2018	15/06/2023	Sales Depar...	60 Months	Months		6
CO000077	PR0001	Pink Shoes	CPC	Cost Per Co.	Durban Area		18/06/2018	18/06/2023	Sales Depar...	60 Months	Months		4
CO000078	PR0001	Pink Shoes	CPC	Cost Per Co.	Durban Area		18/06/2018	18/06/2023	Sales Depar...	60 Months	Months		4
CO000080	OFF001	Office Supplies Unlimited	CPC	Cost Per Co.	Durban Cen...	1234	06/05/2017	06/05/2020	Sales Depar...	60 Months	Months		2
CO000079	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Co.	Durban Area		18/06/2018	18/06/2023	Sales Depar...	60 Months	Months		4

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



## SELECT THE ITEM

- Click on the row of the contract item you wish to work with.



## SELECT ITEM FEE

### Item Fees

- The **Item Fees** frame displays **Contract Item Fees** that can be linked or are linked to a contract item. **Note** that the fee types available for selection are dependant on the fees configured for the selected **Contract type**.
- Linked Item Fees will be included on the Contract invoice during Contract billing, where within the period defined.

### Add Item Fee

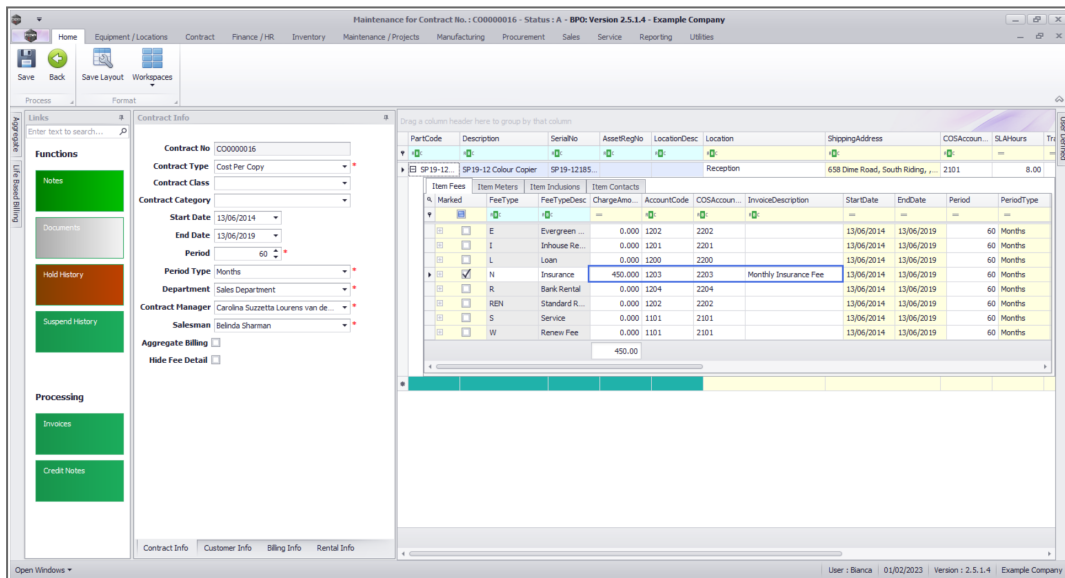
- **Marked:** Click on the check box in front of the Item **Fee Type** to be charged on the contract item.

The screenshot displays the 'Maintenance for Contract No.: C00000016 - Status: A - BPO: Version 2.5.1.4 - Example Company' interface. The 'Item Fees' table is expanded, showing the following data:

Marked	FeeType	FeeTypeDesc	ChargeAmo	AccountCode	COSAccount	InvoiceDescription	StarDate	EndDate	Period	PeriodType	Billing
<input type="checkbox"/>	E	Evergreen ...	0.000	1202	2202		13/06/2014	13/06/2019	60	Months	Mont
<input type="checkbox"/>	I	Inhouse Re...	0.000	1201	2201		13/06/2014	13/06/2019	60	Months	Mont
<input type="checkbox"/>	L	Loan	0.000	1200	2200		13/06/2014	13/06/2019	60	Months	Mont
<input checked="" type="checkbox"/>	N	Insurance	0.000	1203	2203		13/06/2014	13/06/2019	60	Months	Mont
<input type="checkbox"/>	R	Bank Rental	0.000	1204	2204		13/06/2014	13/06/2019	60	Months	Mont
<input type="checkbox"/>	RBN	Standard R...	0.000	1202	2202		13/06/2014	13/06/2019	60	Months	Mont
<input type="checkbox"/>	S	Service	0.000	1101	2101		13/06/2014	13/06/2019	60	Months	Mont
<input type="checkbox"/>	W	Renew Fee	0.000	1101	2101		13/06/2014	13/06/2019	60	Months	Mont
			0.000								

## Billing Details

- **Charge Amount:** Type in or use the arrow indicators to select the fee amount to be charged.
- **Account Code:** This will auto populate with the Sales GL Account code set on the fee as configured for the contract type. This code can be changed if required, but ensure a valid general ledger code is used.
- **COS Account Code:** This will auto populate with the Sales GL Account code set on the fee as configured for the contract type. This code can be changed if required, but ensure a valid general ledger code is used.
- **Invoice Description:** Type in the description to be used for this fee on the invoice. The description will reflect on the contract invoice.

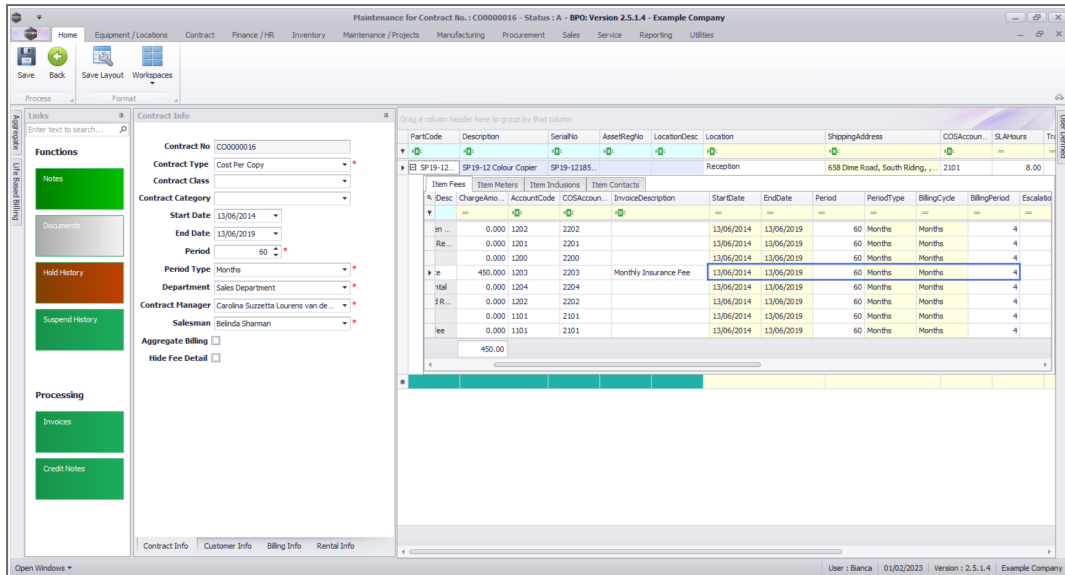


- **Scroll right** to view the remaining columns in this frame.

## Billing Period Details

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- **Start Date and End Date:** These will auto populate according to the contract start date and end date selected in the [Contract Info panel](#). You can click on the drop-down arrow and use the calendar function to select an alternative start and end date if required.
- **Note:** Take note that the contract fee will only bill from the start date, and will stop billing at the end date.
- **Period & Period Type:** These fields will auto populate according to the contract start and end date recorded in the [Contract Info panel](#). You can click on the text boxes and either type in or use the drop-down arrows to select an alternative period and period type if required.
- **Billing Cycle:** This will auto populate according to the contract billing cycle recorded in the [Billing Info panel](#). You can click on the text boxes and either type in or use the drop-down arrow to select an alternative billing cycle if required.
- **Billing Period:** This will auto populate according to the contract billing period recorded in the [Billing Info panel](#). You can click on the text boxes and either type in or use the drop-down arrow to select an alternative billing period if required.

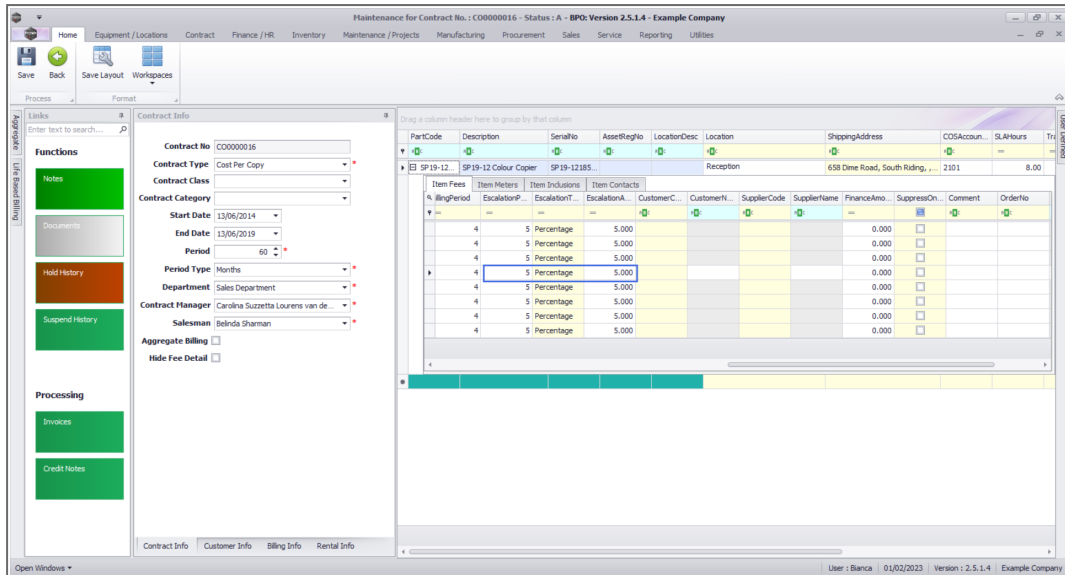


- **Scroll right** to view the remaining columns in this frame.

## Escalation Details

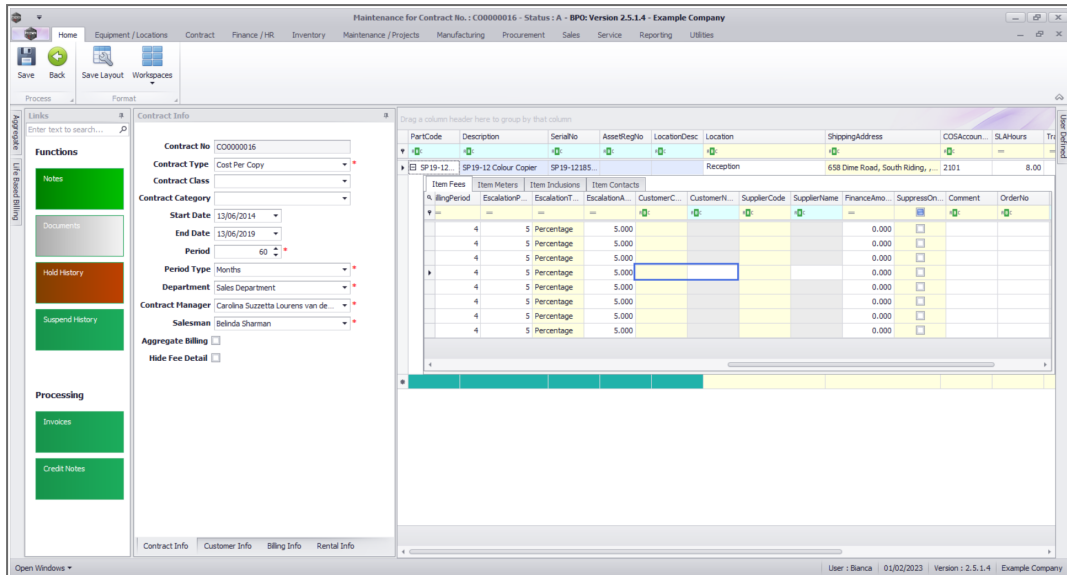
- **Escalation Period:** This will auto populate according to the escalation period recorded in the **Billing Info panel**. You can click on the text boxes and either type in or use the drop-down arrow to select an alternative escalation period if required.
- **Escalation Type:** This will auto populate according to the escalation type recorded in the **Billing Info panel**. You can click on the drop-down arrow in the text box to select an alternative escalation type if required.
- **Escalation Amount:** This will auto populate according to the escalation amount recorded in the **Billing Info panel**. You can click on the text box and either type in or use the arrow indicators to select an alternative escalation amount if required.



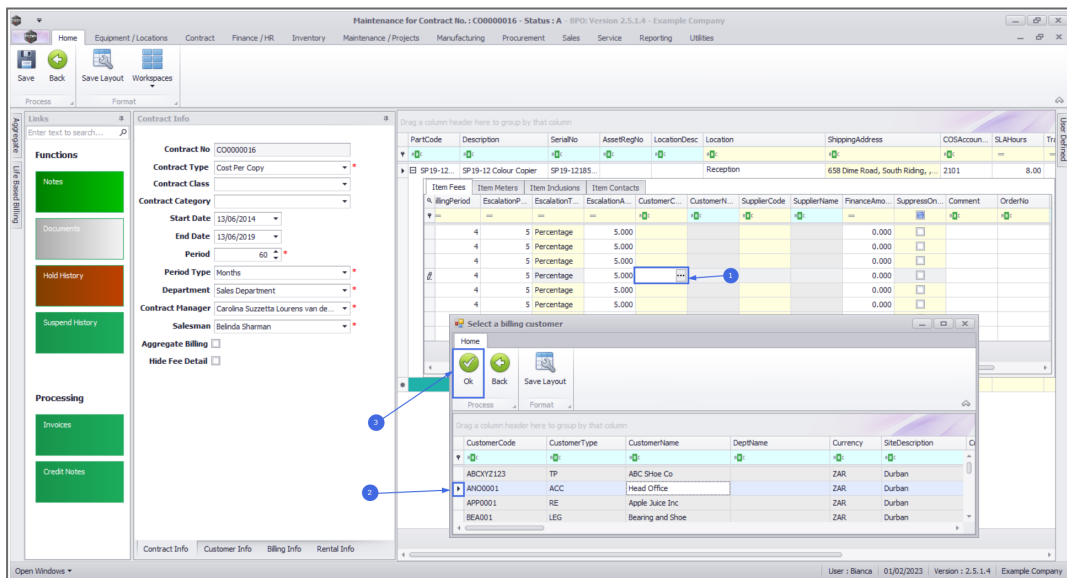


## Billing Customer

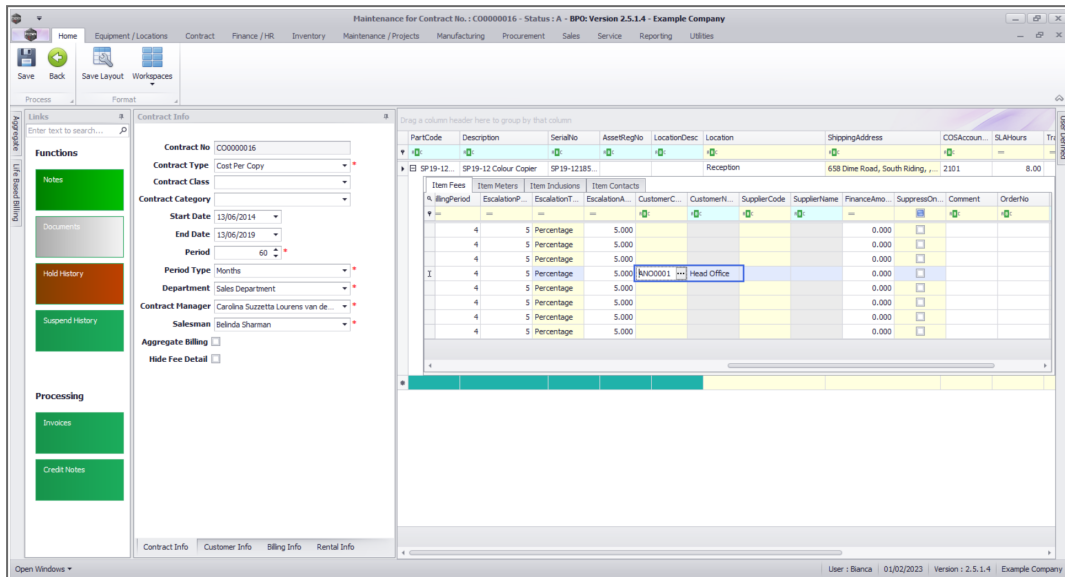
- Only populate these 2 fields if another party (a separate billing customer) is going to pay the **Item Fees** on behalf of the customer.
- If these fields are left blank, **BPO** will bill the customer linked to the contract.
  - **Note 1:** BPO only supports different billing customers on an aggregate contract from **BPO v2.3.0.4**.
  - **Note 2:** Follow the next 2 steps only if you wish to link another customer as the billing customer.



- Click in the **Customer Code** text box.
- An **Ellipsis** button will be revealed.
- Click on this button to display the **Select a billing customer** pop up screen.
- Click on the **row selector** in front of the **Billing customer** that you wish to **link** to this **contract**
- Click on **Ok**.

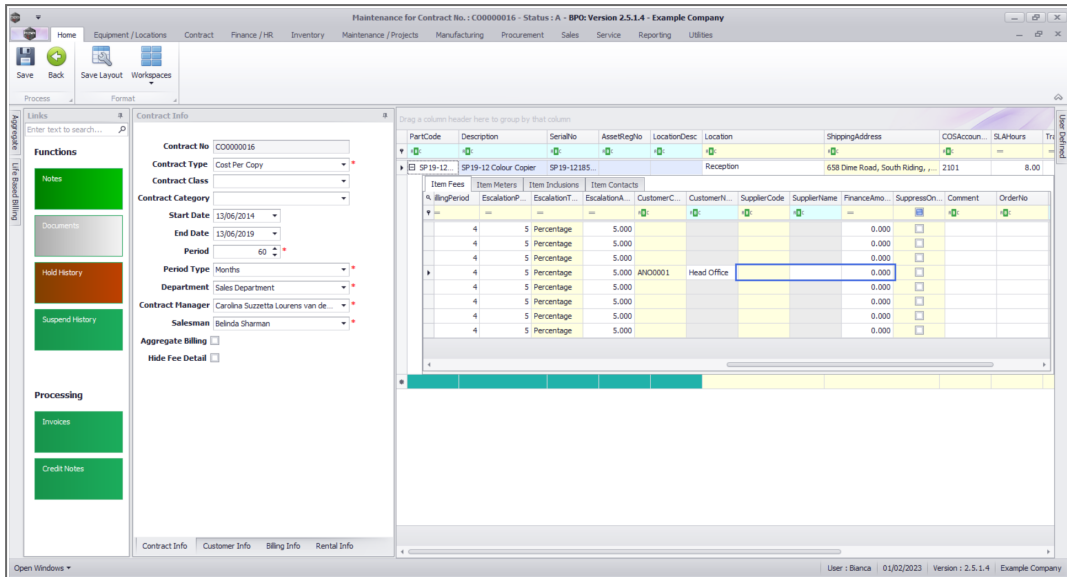


- **Customer Name:** Once you have selected the customer code, the customer name will auto populate with the customer name linked to that code on the system.

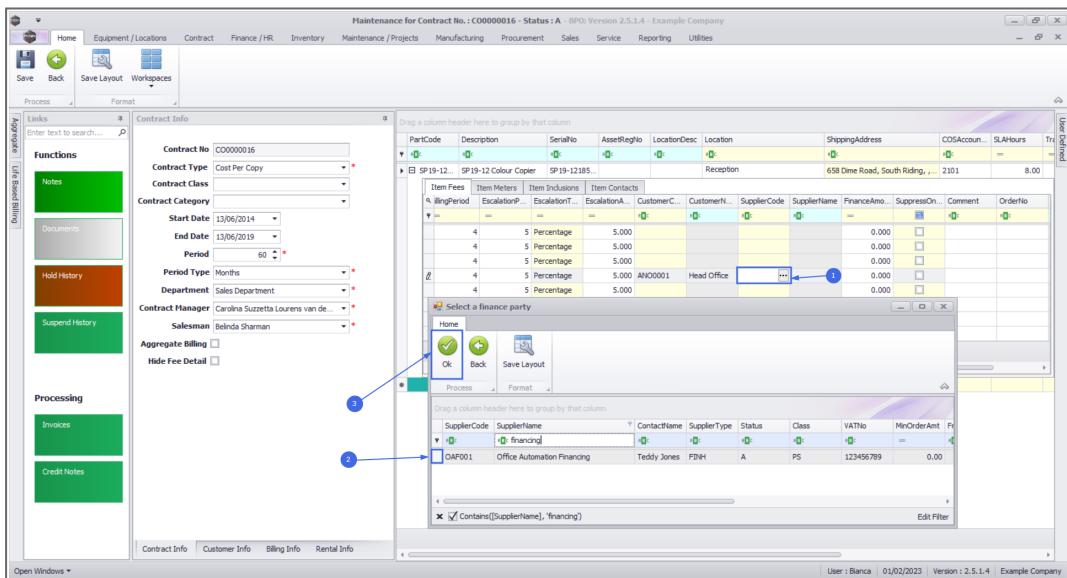


## Back to Back / Finance Details

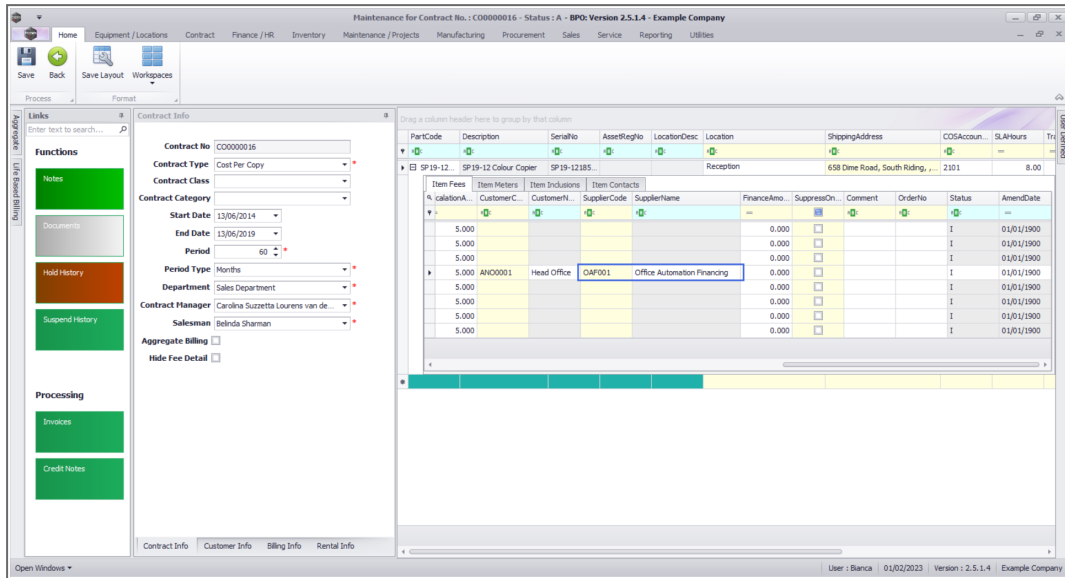
- These fields should only be populated if there is a **Back to Back Deal** with a third party who is set up on **BPO** as a **Supplier**.
- Follow the next 2 images only if you wish to link a supplier for rental back-to-backs (finance house bills company & company bills client).



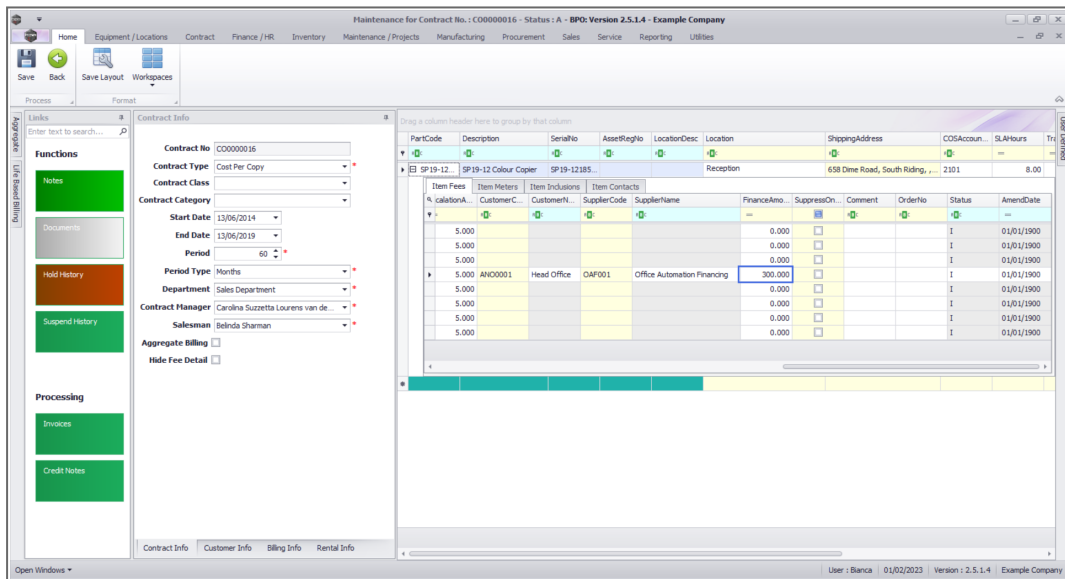
- Click on the **Supplier Code** text box to reveal an **Ellipsis** button.
- Click on this button to display the **Select a finance party** pop up screen.
- Click on the **row selector** in front of the **Supplier** that you wish to **link** to this item.
- Click on **Ok**.



- **Supplier Name:** This will auto populate once the supplier code has been selected.

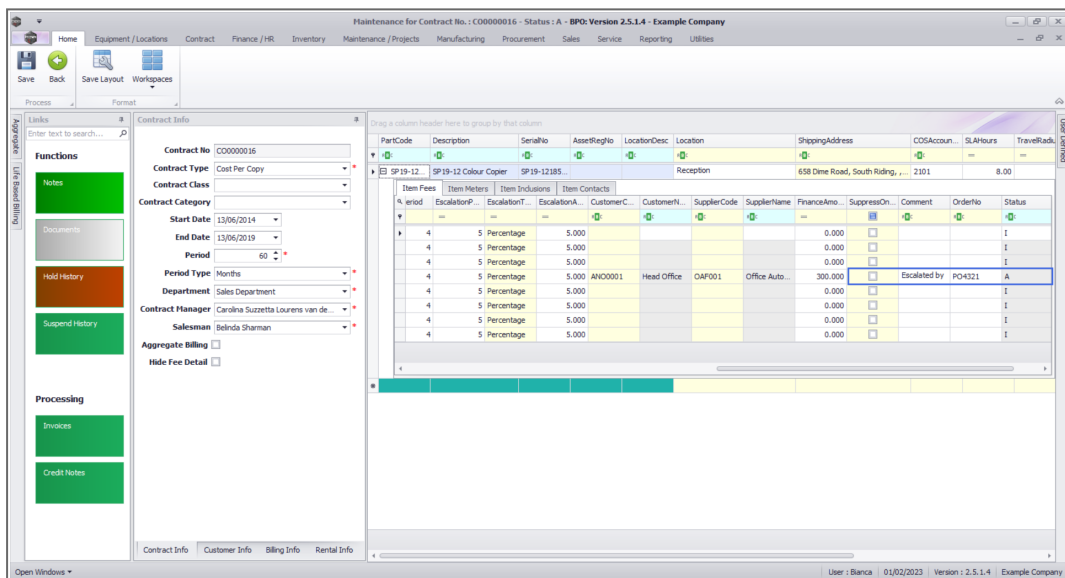


- **Finance Amount:** Click in this text box and either type in or use the arrow indicators to select the finance amount.



## Additional Details

- **Suppress on Invoice:** Only select this if you wish to hide the item fee information on the invoice.
- **Comment:** Click in this text box and type in a comment regarding this contract fee, if required.
- **Order No:** Type in a customer order number relevant to this item, if required. This will be displayed on the contract invoice.
- **Status:** This field will be set to **A** (Active) once the fee has been saved, and is static.
- **Amend Date:** This shows the date the item was last modified and the field is static.
- The 'Add an Item Fee' process is now complete.

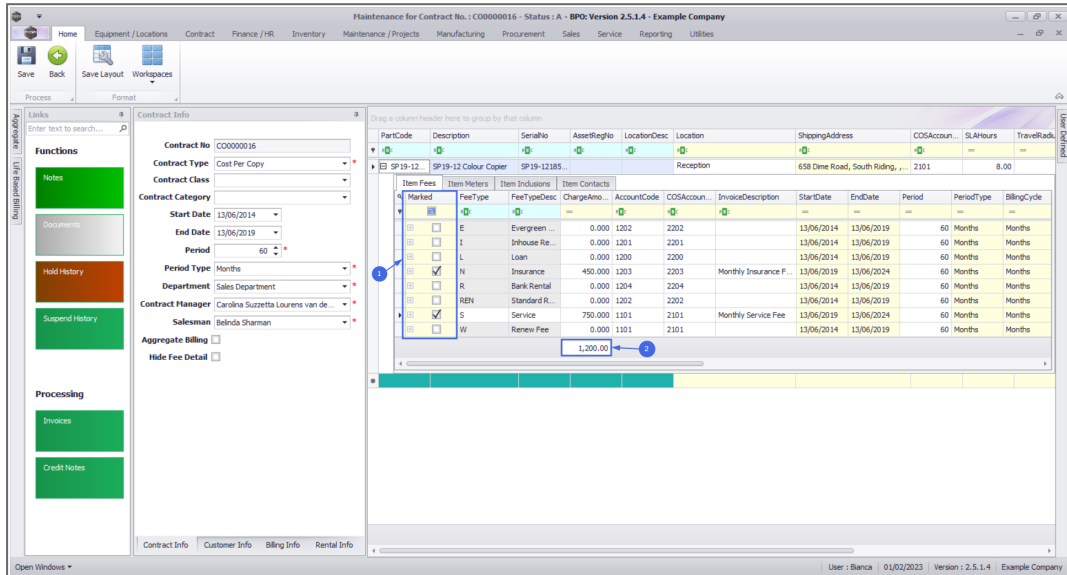


## Additional Item Fees

1. Scroll back to the **Marked** column.

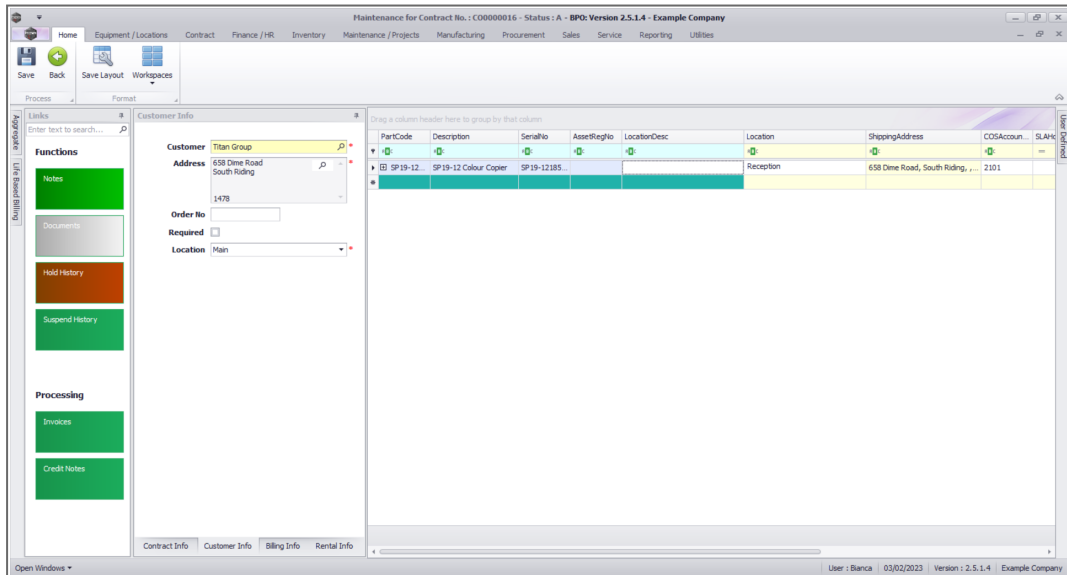
- You can now set up **additional fees** by following the **above process**, if required, before moving on to the next frame.

2. This shows the total amount of all **Item Fees** charged on the contract item.

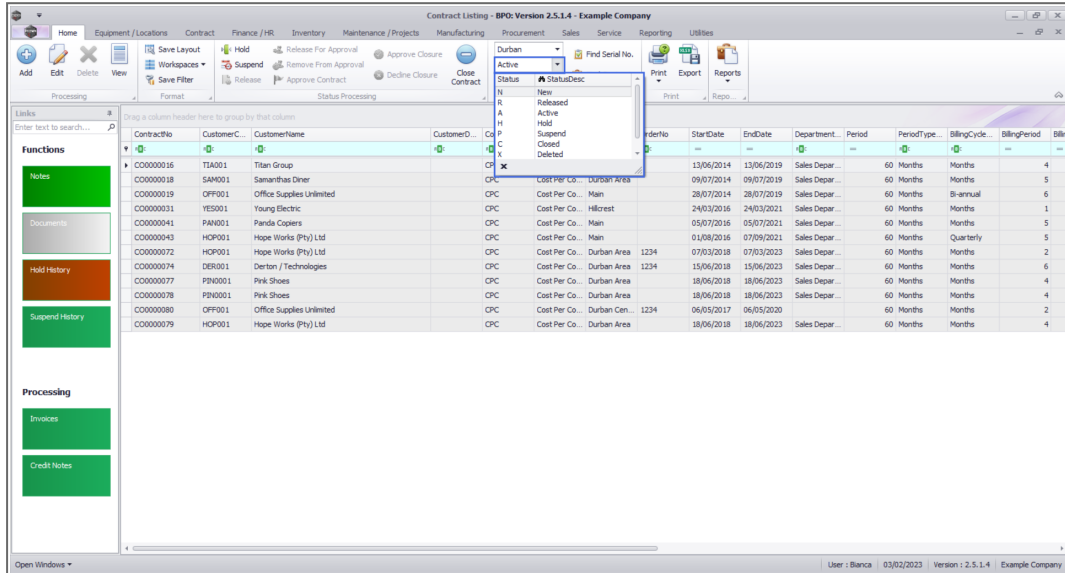


## SAVE THE CONTRACT

- When you are done, click on **Save**.



- The contract will be **saved** and you will return to the **Contract Listing** screen where the status defaults to **Active**, or will be set to the Status you last selected.
- Click on the **drop-down arrow** in the **Status** field and select the relevant status.



- **New** contracts can be found within the **New** contract status listing screen.
- From here, the contract will need to be **Released** and then **Approved** before it becomes active.
- **Edited** contracts may either remain in **Active** status or move to **Released** status in order for changes to be reviewed before **Approval** depending on the change made.



ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate	EndDate	DepartmentName	Period
C00000254	HOP001	Hope Works	Sales Department	CPC	Cost Per Copy	Pretoria 1		09/12/2019	09/12/2024	Sales Department	60

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