

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

## CONTRACT

### FIND SERIAL NUMBER

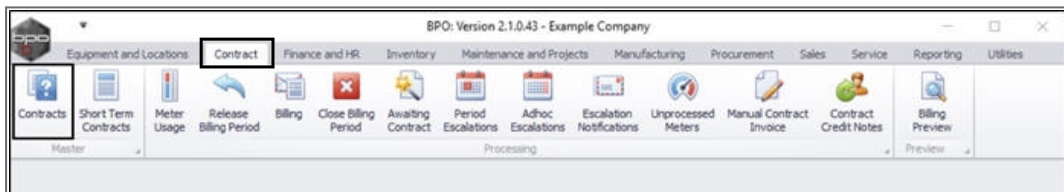
Using the **Find** options in the Contract Listing screen, makes it easier to find a contract across multiple Sites.

The **Find Serial No.** functionality can be used when a client has the **serial number** of a machine at hand but does not know the linked contract number.

---

**Ribbon Access:** Contract > Contracts

---



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

- **Note:** You do not need to select the Site or Status before starting this process, especially with multi-site configuration. However, this functionality will still work if you have already selected either one.
- Click on **Find Serial No.**

Contract Listing - BPO: Version 2.1.0.43 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add | Edit | Delete | View | Save Layout | Hold | Release For Approval | Durban | Find Serial No. | Print | Export | Reports  
 Workspaces | Suspend | Remove From Approval | Active | Find Contract  
 Save Filter | Release | Approve Contract | Close Contract | Refresh

Processing | Format | Status Processing | Current | Print | Re...

Links  
 Enter text to search...  
 Drag a column header here to group by that column

| ContractNo | CustomerCode | CustomerName              | CustomerDeptName | ContractType | ContractTypeDesc | Location            | OrderNo         | StartDate   |
|------------|--------------|---------------------------|------------------|--------------|------------------|---------------------|-----------------|-------------|
| CO000006   | OFF001       | Office Supplies Unlimited |                  | CPC          | Cost Per Copy    | Hilcrest            | 1234            | 22 Apr 2014 |
| CO000007   | OFF001       | Office Supplies Unlimited |                  | CPC          | Cost Per Copy    | Forest Hills Centre |                 | 07 Jan 2014 |
| CO000011   | WES001       | Westwood Dynamic          |                  | CPC          | Cost Per Copy    | Main                | ContractOrderNo | 09 May 2014 |
| CO000013   | TIA001       | Titan Group               |                  | CPC          | Cost Per Copy    | South Riding Centre |                 | 16 May 2014 |
| CO000014   | TIA001       | Titan Group               |                  | CPC          | Cost Per Copy    | Main                |                 | 16 May 2014 |
| CO000016   | TIA001       | Titan Group               |                  | CPC          | Cost Per Copy    | Main                |                 | 13 Jun 2014 |
| CO000019   | OFF001       | Office Supplies Unlimited |                  | CPC          | Cost Per Copy    | Main                |                 | 28 Jul 2014 |
| CO000020   | HOP001       | Hope Works                | Technical        | CPC          | Cost Per Copy    | Main                |                 | 01 Jan 2011 |
| CO000028   | HAC001       | Hack PC - IT Shop         |                  | CPC          | Cost Per Copy    | Main                |                 | 29 Jun 2015 |
| PC000001   | DAN002       | Dancing Shoes             |                  | PRE          | Prepaid Contract | Kloof               | test            | 23 Mar 2016 |
| CO000031   | YES001       | Young Electric            | Sales Department | CPC          | Cost Per Copy    | Hilcrest            |                 | 24 Mar 2016 |
| CO000041   | PAN001       | Panda Copiers             |                  | CPC          | Cost Per Copy    | Main                |                 | 05 Jul 2016 |
| CO000042   | HOP001       | Hope Works                | Technical        | CPC          | Cost Per Copy    | Main                |                 | 07 Sep 2016 |
| CO000043   | HOP001       | Hope Works                | Technical        | CPC          | Cost Per Copy    | Durban Area         |                 | 01 Aug 2016 |
| CO000044   | BOT001       | Bothas Networking inc     |                  | PRE          | Prepaid Contract | Durban Area         |                 | 25 Oct 2016 |
| CO000045   | HOP001       | Hope Works                | Technical        | CPC          | Cost Per Copy    | Durban Area         | 1234            | 10 May 2017 |
| CO000047   | HOP001       | Hope Works                | Technical        | CPC          | Cost Per Copy    | Kloof               |                 | 16 May 2017 |

Functions: Notes, Documents, Hold History, Suspend History  
 Processing: Invoices, Credit Notes

Open Windows | 25 Jan 2018

## SELECT SERIAL NUMBER

---

- A **Select a machine** screen will pop up.
- Select the **row** of the **serial number** where you wish to find the **linked contract**.
- Click on **Ok**.

Contract Listing - BPO: Version 2.1.0.43 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Hold Release For Approval Find Serial No. Find Contract Print Export Reports  
 Workspaces Suspend Remove From Approval Active Refresh  
 Save Filter Release Approve Contract Close Contract

Processing Format Status Processing Current Print Re...

Links  
Enter text to search...

Functions  
Notes  
Documents  
Hold History  
Suspend History  
Processing  
Invoices  
Credit Notes

Open Windows

Select a machine

Home

Ok  Back  Save Layout  
 Process Format

Drag a column header here to group by that column

| SerialNo    | AssetRegNo | CustomerName          | Description            | CategoryDesc | ParentType | ModelNo | IsFixedAsset | Status | De          |
|-------------|------------|-----------------------|------------------------|--------------|------------|---------|--------------|--------|-------------|
| 2020-102040 |            | Bothas Networking inc | SP2020 Sprint Colou... | Hardware     | CTRT       | SP2020  | No           | A      | 22 Apr 2014 |
| 2020-102041 |            | Danny Storm IT Cafe   | SP2020 Sprint Colou... | Hardware     | SDW        | SP2020  | No           | A      | 07 Jan 2014 |
| 2020-102042 |            | Hope Works            | SP2020 Sprint Colou... | Hardware     | CTRT       | SP2020  | Yes          | A      | 09 May 2014 |
| 2020-102043 |            |                       | SP2020 Sprint Colou... | Hardware     | CTRT       | SP2020  | Yes          | A      | 16 May 2014 |
| 2020-102044 |            |                       | SP2020 Sprint Colou... | Hardware     | WKOR       | SP2020  | Yes          | A      | 16 May 2014 |
| 2020-102045 |            |                       | SP2020 Sprint Colou... | Hardware     | WKOR       | SP2020  | Yes          | A      | 13 Jun 2014 |
| 2020-102046 |            | Derton Technologies   | SP2020 Sprint Colou... | Hardware     | CTRT       | SP2020  | Yes          | A      | 28 Jul 2014 |
| 2020-102047 |            |                       | SP2020 Sprint Colou... | Hardware     | WHSE       | SP2020  | No           | A      | 01 Jan 2011 |
| 2020-102048 |            | Hope Works            | SP2020 Sprint Colou... | Hardware     | CTRT       | SP2020  | Yes          | A      | 29 Jun 2015 |
| 2020-102049 |            | Big Bargains          | SP2020 Sprint Colou... | Hardware     | SDW        | SP2020  | No           | A      | 23 Mar 2016 |
| 2020-10205  |            | Bothas Networking inc | SP2020 Sprint Colou... | Hardware     | SDW        | SP2020  | No           | A      | 24 Mar 2016 |
| 2020-103050 | AREG000046 | Panda Copiers         | SP2020 Sprint Colou... | Hardware     | CTRT       | SP2020  | Yes          | A      | 05 Jul 2016 |
| 2020-103051 | AREG000047 | Panda Copiers         | SP2020 Sprint Colou... | Hardware     | CTRT       | SP2020  | Yes          | A      | 07 Sep 2016 |
| 2020-103053 | AREG000048 | Hope Works            | SP2020 Sprint Colou... | Hardware     | CTRT       | SP2020  | Yes          | A      | 01 Aug 2016 |
| 2020-103054 | AREG000049 |                       | SP2020 Sprint Colou... | Hardware     | WKOR       | SP2020  | No           | A      | 25 Oct 2016 |
| 2020-103055 | AREG000050 |                       | SP2020 Sprint Colou... | Hardware     | WKOR       | SP2020  | No           | A      | 10 May 2017 |
| 2020-103056 | AREG000051 | Hope Works            | SP2020 Sprint Colou... | Hardware     | CTRT       | SP2020  | No           | A      | 16 May 2017 |
| 2020-103057 | AREG000052 |                       | SP2020 Sprint Colou... | Hardware     | WHSE       | SP2020  | No           | A      |             |

25 Jan 2018

### FIND FILTER RESULTS

---

- The system will find the linked contract and point it out with the **row selector**.
  - **Note:** If **no** record is selected by the system, then the serial number is **not** linked to a Contract.

Contract Listing - BPO: Version 2.1.0.43 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add | Edit | Delete | View | Save Layout | Hold | Release For Approval | Durban | Find Serial No. | Print | Export | Reports  
 Workspaces | Suspend | Remove From Approval | Active | Find Contract | Refresh | Print | Re...  
 Save Filter | Release | Approve Contract | Close Contract

Processing | Format | Status Processing | Current | Print | Re...

Links  
Enter text to search...

Drag a column header here to group by that column

| ContractNo | CustomerCode | CustomerName              | CustomerDeptName | ContractType | ContractTypeDesc | Location            | OrderNo         | StartDate   |
|------------|--------------|---------------------------|------------------|--------------|------------------|---------------------|-----------------|-------------|
| CO000006   | OFF001       | Office Supplies Unlimited |                  | CPC          | Cost Per Copy    | Hilcrest            | 1234            | 22 Apr 2014 |
| CO000007   | OFF001       | Office Supplies Unlimited |                  | CPC          | Cost Per Copy    | Forest Hills Centre |                 | 07 Jan 2014 |
| CO000011   | WES001       | Westwood Dynamic          |                  | CPC          | Cost Per Copy    | Main                | ContractOrderNo | 09 May 2014 |
| CO000013   | TIA001       | Titan Group               |                  | CPC          | Cost Per Copy    | South Riding Centre |                 | 16 May 2014 |
| CO000014   | TIA001       | Titan Group               |                  | CPC          | Cost Per Copy    | Main                |                 | 16 May 2014 |
| CO000016   | TIA001       | Titan Group               |                  | CPC          | Cost Per Copy    | Main                |                 | 13 Jun 2014 |
| CO000019   | OFF001       | Office Supplies Unlimited |                  | CPC          | Cost Per Copy    | Main                |                 | 28 Jul 2014 |
| CO000020   | HOP001       | Hope Works                | Technical        | CPC          | Cost Per Copy    | Main                |                 | 01 Jan 2011 |
| CO000028   | HAC001       | Hack PC - IT Shop         |                  | CPC          | Cost Per Copy    | Main                |                 | 29 Jun 2015 |
| PC000001   | DAN002       | Dancing Shoes             |                  | PRE          | Prepaid Contract | Koof                | test            | 23 Mar 2016 |
| CO000031   | YES001       | Young Electric            | Sales Department | CPC          | Cost Per Copy    | Hilcrest            |                 | 24 Mar 2016 |
| CO000041   | PAN001       | Panda Copiers             |                  | CPC          | Cost Per Copy    | Main                |                 | 05 Jul 2016 |
| CO000042   | HOP001       | Hope Works                | Technical        | CPC          | Cost Per Copy    | Main                |                 | 07 Sep 2016 |
| CO000043   | HOP001       | Hope Works                | Technical        | CPC          | Cost Per Copy    | Durban Area         |                 | 01 Aug 2016 |
| CO000044   | BOT001       | Bothas Networking inc     |                  | PRE          | Prepaid Contract | Durban Area         |                 | 25 Oct 2016 |
| CO000045   | HOP001       | Hope Works                | Technical        | CPC          | Cost Per Copy    | Durban Area         | 1234            | 10 May 2017 |
| CO000047   | HOP001       | Hope Works                | Technical        | CPC          | Cost Per Copy    | Koof                |                 | 16 May 2017 |

Functions: Notes, Documents, Hold History, Suspend History

Processing: Invoices, Credit Notes

Open Windows | 25 Jan 2018

MNU.112.033