

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

## CONTRACT

### REMOVE ITEM METER CHARGES

A contract **item meter charge** can be removed when the contract is in the **Active** state.

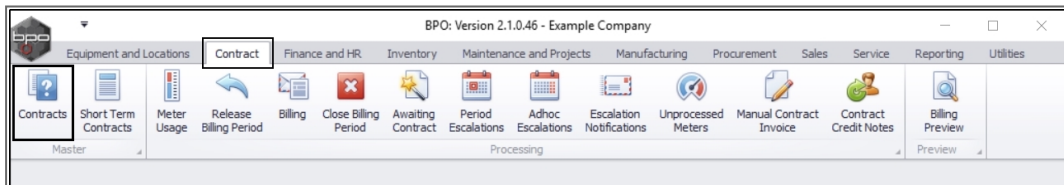
Certain amendments made to the contract item **meter**, will trigger the contract to be moved back to the **Released** state, in order for the contract to be checked and re-**Approved**. An email will then be sent to all users who have the rights to authorise this contract.

Removing an item meter charge will **not** trigger the re-approval process.

---

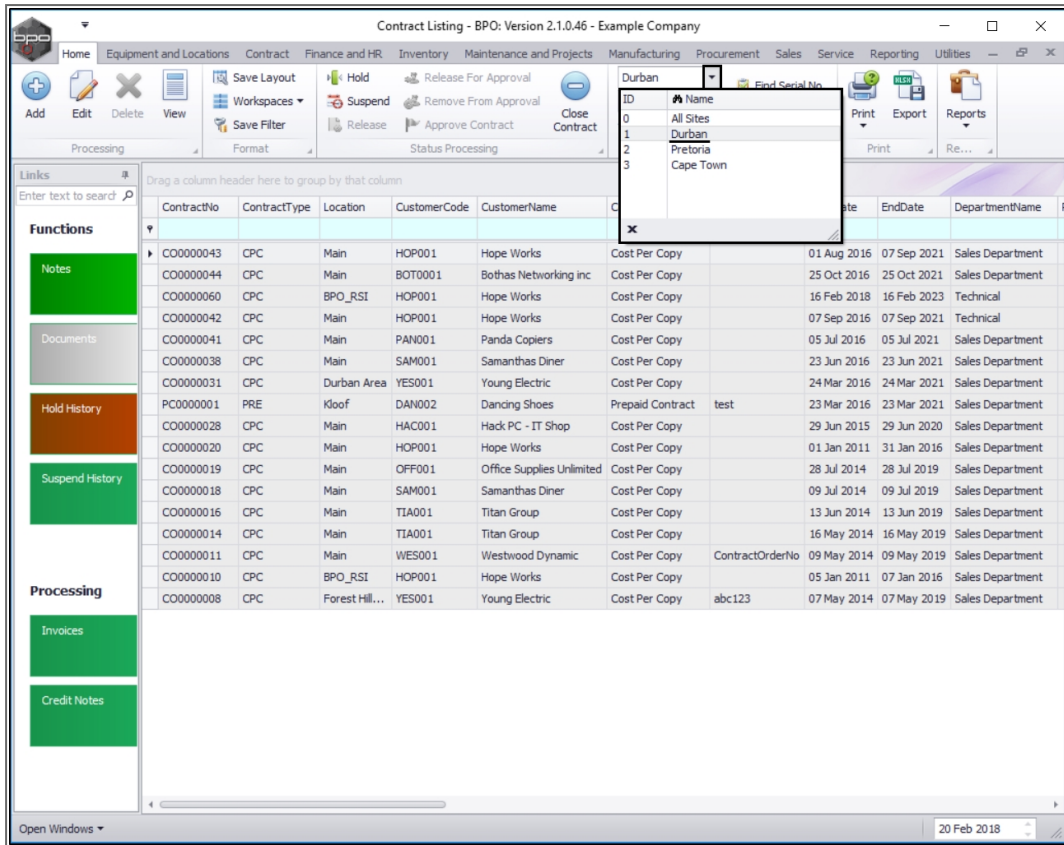
#### Ribbon Access: Contract > Contracts

---



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

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



- Upon opening, this screen will default to the **Active** status, listing all the **Active** contracts for the selected site.
  - **Note:** You can **only** remove item meter charges when the Contract is in the **Active** state.

Contract Listing - BPO: Version 2.1.0.46 - Example Company

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

Save Layout | Hold | Release For Approval | Durban | Find Serial No. | Print | Export | Reports  
 Workspaces | Suspend | Remove From Approval | Active | Find Contract | Refresh | Print | Re...

Processing | Format | Status Processing | Current

Links  
 Enter text to search

Functions  
 Notes  
 Documents  
 Hold History  
 Suspend History  
 Processing  
 Invoices  
 Credit Notes

ContractNo	ContractType	Location	CustomerCode	CustomerName	ContractTypeDesc	OrderNo	StartDate	EndDate	DepartmentName
CO0000043	CPC	Main	HOP001	Hope Works	Cost Per Copy		01 Aug 2016	07 Sep 2021	Sales Department
CO0000044	CPC	Main	BOT001	Bothas Networking inc	Cost Per Copy		25 Oct 2016	25 Oct 2021	Sales Department
CO0000060	CPC	BPO_RSI	HOP001	Hope Works	Cost Per Copy		16 Feb 2018	16 Feb 2023	Technical
CO0000042	CPC	Main	HOP001	Hope Works	Cost Per Copy		07 Sep 2016	07 Sep 2021	Technical
CO0000041	CPC	Main	PAN001	Panda Copiers	Cost Per Copy		05 Jul 2016	05 Jul 2021	Sales Department
CO0000038	CPC	Main	SAM001	Samanthas Diner	Cost Per Copy		23 Jun 2016	23 Jun 2021	Sales Department
CO0000031	CPC	Durban Area	YES001	Young Electric	Cost Per Copy		24 Mar 2016	24 Mar 2021	Sales Department
PC0000001	PRE	Kloof	DAN002	Dancing Shoes	Prepaid Contract	test	23 Mar 2016	23 Mar 2021	Sales Department
CO0000028	CPC	Main	HAC001	Hack PC - IT Shop	Cost Per Copy		29 Jun 2015	29 Jun 2020	Sales Department
CO0000020	CPC	Main	HOP001	Hope Works	Cost Per Copy		01 Jan 2011	31 Jan 2016	Sales Department
CO0000019	CPC	Main	OFF001	Office Supplies Unlimited	Cost Per Copy		28 Jul 2014	28 Jul 2019	Sales Department
CO0000018	CPC	Main	SAM001	Samanthas Diner	Cost Per Copy		09 Jul 2014	09 Jul 2019	Sales Department
CO0000016	CPC	Main	TIA001	Titan Group	Cost Per Copy		13 Jun 2014	13 Jun 2019	Sales Department
CO0000014	CPC	Main	TIA001	Titan Group	Cost Per Copy		16 May 2014	16 May 2019	Sales Department
CO0000011	CPC	Main	WES001	Westwood Dynamic	Cost Per Copy	ContractOrderNo	09 May 2014	09 May 2019	Sales Department
CO0000010	CPC	BPO_RSI	HOP001	Hope Works	Cost Per Copy		05 Jan 2011	07 Jan 2016	Sales Department
CO0000008	CPC	Forest Hill...	YES001	Young Electric	Cost Per Copy	abc123	07 May 2014	07 May 2019	Sales Department

Open Windows | 20 Feb 2018

## SELECT THE CONTRACT

- Select the **row** of the **contract** where you wish to **remove** a **meter charge**.
- Click on **Edit**.

Contract Listing - BPO: Version 2.1.0.46 - Example Company

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

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

Links Enter text to search

Functions Notes Documents Hold History Suspend History Processing Invoices Credit Notes

ContractNo	ContractType	Location	CustomerCode	CustomerName	ContractTypeDesc	OrderNo	StartDate	EndDate	DepartmentName
CO0000043	CPC	Main	HOP001	Hope Works	Cost Per Copy		01 Aug 2016	07 Sep 2021	Sales Department
CO0000044	CPC	Main	BOT001	Bothas Networking inc	Cost Per Copy		25 Oct 2016	25 Oct 2021	Sales Department
CO0000060	CPC	BPO_RSI	HOP001	Hope Works	Cost Per Copy		16 Feb 2018	16 Feb 2023	Technical
CO0000042	CPC	Main	HOP001	Hope Works	Cost Per Copy		07 Sep 2016	07 Sep 2021	Technical
CO0000041	CPC	Main	PAN001	Panda Copiers	Cost Per Copy		05 Jul 2016	05 Jul 2021	Sales Department
CO0000038	CPC	Main	SAM001	Samanthas Diner	Cost Per Copy		23 Jun 2016	23 Jun 2021	Sales Department
CO0000031	CPC	Durban Area	YES001	Young Electric	Cost Per Copy		24 Mar 2016	24 Mar 2021	Sales Department
PC0000001	PRE	Kloof	DAN002	Dancing Shoes	Prepaid Contract	test	23 Mar 2016	23 Mar 2021	Sales Department
CO0000028	CPC	Main	HAC001	Hack PC - IT Shop	Cost Per Copy		29 Jun 2015	29 Jun 2020	Sales Department
CO0000020	CPC	Main	HOP001	Hope Works	Cost Per Copy		01 Jan 2011	31 Jan 2016	Sales Department
CO0000019	CPC	Main	OFF001	Office Supplies Unlimited	Cost Per Copy		28 Jul 2014	28 Jul 2019	Sales Department
CO0000018	CPC	Main	SAM001	Samanthas Diner	Cost Per Copy		09 Jul 2014	09 Jul 2019	Sales Department
CO0000016	CPC	Main	TIA001	Titan Group	Cost Per Copy		13 Jun 2014	13 Jun 2019	Sales Department
CO0000014	CPC	Main	TIA001	Titan Group	Cost Per Copy		16 May 2014	16 May 2019	Sales Department
CO0000011	CPC	Main	WES001	Westwood Dynamic	Cost Per Copy	ContractOrderNo	09 May 2014	09 May 2019	Sales Department
CO0000010	CPC	BPO_RSI	HOP001	Hope Works	Cost Per Copy		05 Jan 2011	07 Jan 2016	Sales Department
CO0000008	CPC	Forest Hill...	YES001	Young Electric	Cost Per Copy	abc123	07 May 2014	07 May 2019	Sales Department

Open Windows 20 Feb 2018

- The **Maintenance for Contract No.: [] - Status: []** screen will be displayed.

## SELECT THE ITEM

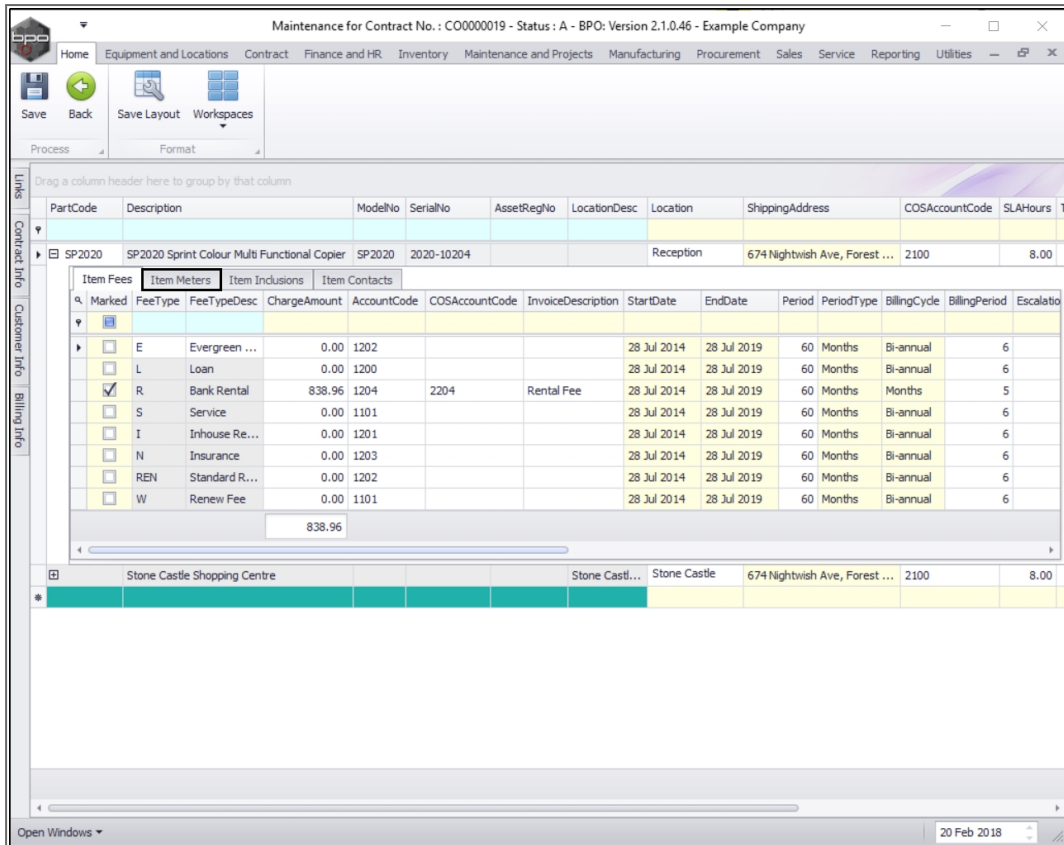
- Click on the **expand** button in the **row** of the **item** where you wish to remove the **meter charge**.

PartCode	Description	ModelNo	SerialNo	AssetRegNo	LocationDesc	Location	ShippingAddress	COSAccountCode	SLAHours
SP2020	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-10204			Reception	674 Nightwish Ave, Forest ...	2100	8.00
	Stone Castle Shopping Centre				Stone Castl...	Stone Castle	674 Nightwish Ave, Forest ...	2100	8.00

- The **Items** data grid will be expanded.

## SELECT THE METER

- Click on the **Item Meters** tab.



- The **Item Meters** frame will open.

## REMOVE THE METER CHARGE

- **Un-tick** the **Marked** check box of the item meter you wish to **remove** from billing.

The screenshot shows a software window titled "Maintenance for Contract No. : CO000019 - Status : A - BPO: Version 2.1.0.46 - Example Company". The interface includes a menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with buttons for Save, Back, Save Layout, and Workspaces. The main area displays a table with columns: PartCode, Description, ModelNo, SerialNo, AssetRegNo, LocationDesc, Location, ShippingAddress, COSAccountCode, SLAHours, and T. The table contains one main row for "SP2020 SP2020 Sprint Colour Multi Functional Copier". Below this, there are sub-tables for "Item Fees", "Item Meters", "Item Inclusions", and "Item Contacts". The "Item Meters" sub-table has columns: Marked, MeterCode, StartReading, ReadingDate, MinBilling, MinQuantity, AccountCode, COSAccou..., EscalationP..., EscalationT..., EscalationA..., SupplierCode, and Supplier. The "Marked" column has a checked checkbox for the "Colour" meter. The "Item Meters" table is scrolled to the right, showing columns like "EscalationP...", "EscalationT...", "EscalationA...", "SupplierCode", and "Supplier". The "Marked" checkbox is now blank. The date "20 Feb 2018" is visible in the bottom right corner.

- The **Marked** check box will now be **blank**.
- **Scroll right** in the **Item Meters** frame.

The screenshot shows a software window titled "Maintenance for Contract No. : CO000019 - Status : A - BPO: Version 2.1.0.46 - Example Company". The interface includes a menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with buttons for Save, Back, Save Layout, and Workspaces. The main area displays a table with columns for PartCode, Description, ModelNo, SerialNo, AssetRegNo, LocationDesc, Location, ShippingAddress, COSAccountCode, and SLAHours. A sub-table titled "Item Meters" is visible, with columns for MeterCode, StartReading, ReadingDate, MinBilling, MinQuantity, AccountCode, COSAccou..., EscalationP..., EscalationT..., EscalationA..., SupplierCode, and Supplier. The "Colour" meter is selected, and its "Is Active" field is set to "No".

Item Fees	Item Meters	Item Inclusions	Item Contacts
Marked	MeterCode	StartReading	ReadingDate
		MinBilling	MinQuantity
		AccountCode	COSAccou...
		EscalationP...	EscalationT...
		EscalationA...	SupplierCode
		Supplier	
			Select esc t...

- The **Is Active** field of the selected meter will now display **No** as the meter charges have been **deactivated**.



Maintenance for Contract No. : CO000019 - Status : A - BPO: Version 2.1.0.46 - Example Company

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

Save | Back | Save Layout | Workspaces

Process | Format

Drag a column header here to group by that column

PartCode	Description	ModelNo	SerialNo	AssetRegNo	LocationDesc	Location	ShippingAddress	COSAccountCode	SLAHours
SP 2020	SP 2020 Sprint Colour Multi Functional Copier	SP 2020	2020-10204		Reception		674 Nightwish Ave, Forest ...	2100	8.00

Item Fees	Item Meters	Item Inclusions	Item Contacts
MinQuantity	AccountCode	COSAccou...	EscalationP...
250.00	1000 1101	2101	11 Percentage
275.00	1000 1101	2101	11 Percentage

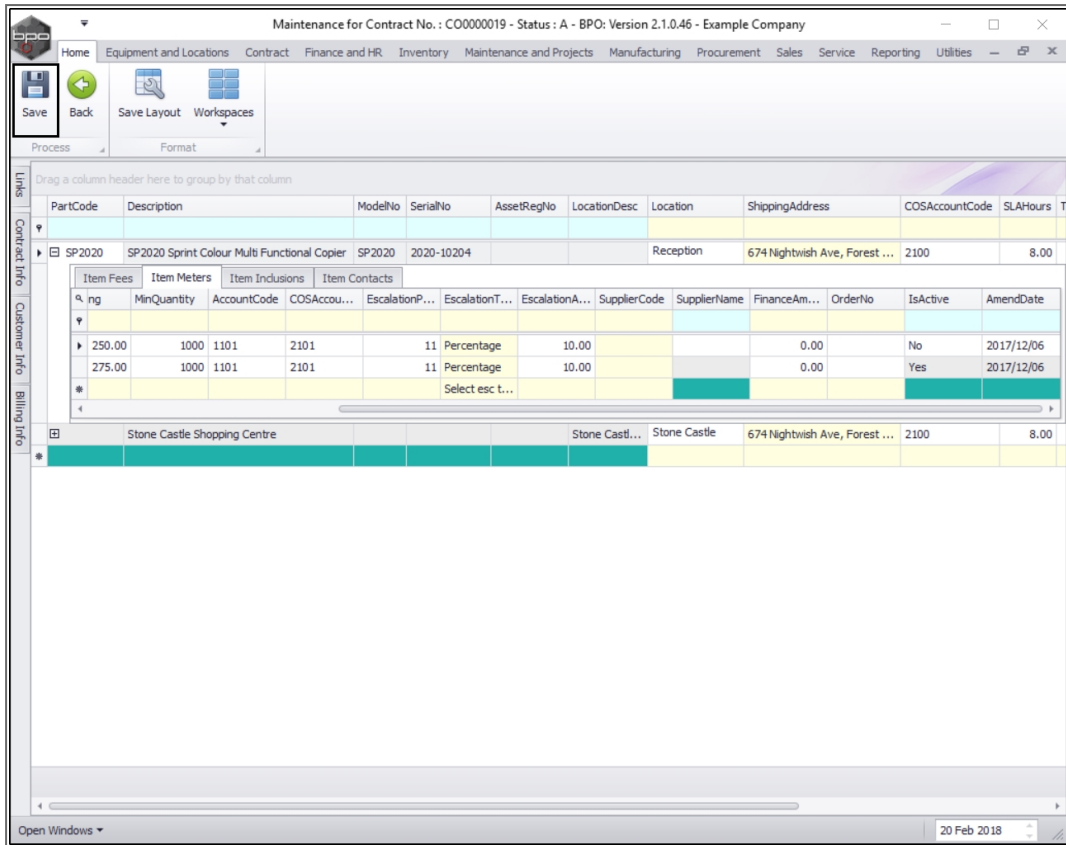
SupplierCode	SupplierName	FinanceAm...	OrderNo	IsActive	AmendDate
		0.00		No	2017/12/06
		0.00		Yes	2017/12/06

Stone Castle Shopping Centre	Stone Castl...	Stone Castle	674 Nightwish Ave, Forest ...	2100	8.00

Open Windows | 20 Feb 2018

## SAVE METER CHARGE REMOVAL

- When you have finished removing the required meter charges, click on **Save**.



- The meter charge will be **removed** and you will return to the **Contract Listing** screen.

MNU.112.037