

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

# CONTRACT

# **PRINT CONTRACT SETTLEMENT REPORT**

From the Contract Listing screen, you can view and print **Contract Settlement** reports.

**Ribbon Access:** Contract > Contracts

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Contracts	Short Term Contracts	Meter Usage	Release Billing Period	Billing	Close Billing Period	Awaiting Contract	Period Escalations	Adhoc Escalations	Escalation Notifications	Unprocessed Meters	Manual Contract Invoice	Contract Credit Notes	Balances	Billing Preview	
Mas	ter 4							Processing					4	Preview 2	

- 1. The **Contract Listing** screen will be displayed.
- 2. Click on the drop-down **arrow** in the **Site** field and select from the list,

the Site that you wish to work in.

- ° In this image **Durban** is selected.
- Note: The Contract Settlement print option will not be available until a Site is selected.



#### Print Contract Settlement Report

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		CO000007	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Forest Hills		07/01/2014	07/01/2019	Sales Depar	60	P
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Suspend History		CO000013	TIA001	Titan Group	CPC	Cost Per Copy	Durban Area		16/05/2014	16/05/2019	Sales Depar	60	P
		CO0000014	TIA001	Titan Group	CPC	Cost Per Copy	Main		16/05/2014	16/05/2019	Sales Depar	60	P
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		CO000016	TIA001	Titan Group	CPC	Cost Per Copy	Main		13/06/2014	13/06/2019	Sales Depar	60	P
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Credit Notes		CO000023	DER001	Derton / Technologies	CPC	Cost Per Copy	Kloof	CO1254	07/01/2015	07/01/2020	Sales Depar	60	P *

- Upon opening, this screen will default to the Active status, listing all the Active contracts for the selected site.
- 2. Click on the **drop-down arrow** in the **status** field and select an alternative status if required.
  - Note: Contract Settlement reports can only be viewed and printed in the following states:
    - ° New,
    - $^{\circ}$  Released
    - Active
    - $^\circ~$  Hold and
    - ° Suspend



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6		$\mathbf{x}$		🔯 Save I	ayout	📲 Hold	🚜 Release F	or Approval			Durban	•	Find Serial No.	i	se 💼	4		
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				CO0000042	HOP00	1 Hope \	Vorks (Pty) Ltd	d PRE		Prepa	aid Contract	Main		07/09/2016	07/09/2021	Sales Depar	60	Mon
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				CO0000079	HOP00	1 Hope \	Vorks (Pty) Ltd	d CPC		Cost	Per Copy	Durban Area		18/06/2018	18/06/2023	Sales Depar	60	Mon
				CO000083	HOP00	1 Hope \	Vorks (Pty) Ltd	d CPC		Cost	Per Copy	Durban Area		05/02/2020	05/02/2025	Sales Depar	60	Mon
				CO000084	PIN000	1 Pink Sh	noes	CPC		Cost	Per Copy	Hillcrest		09/03/2020	09/03/2027	Sales Depar	60	Mon
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Inv	voices edit Notes			4					)									Þ

## **SELECT THE CONTRACT**

1. Select the **row** of the **contract** where you wish to print the Contract Settlement report.

# **PRINT CONTRACT SETTLEMENT REPORT**

- 2. Click on the **arrow** icon in the **Print** button.
- 3. From the Print drop-down menu displayed, click on **Contract Set**tlement.



## Print Contract Settlement Report

• •				Contract Listing	- BPO: Version 2	.4.0.11 - Exampl	le Company				_	
Home	Equipment / Lo	ocations Cor	ntract Finan	ice / HR. Inventory M	laintenance / Proje	cts Manufactur	ing Procure	ment Sales	Service	Reporting Uti	lities —	₽ ×
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Add Edit Del	ete View	🐐 Save Filte	er 📙 R	elease 🏴 Approve Cont	ract Contra	ct 🛞 Refresh	1	Find Contract	Print Ex	port Reports	2	
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Dogimente	— <b>ù</b>	00000042	HOP001	Hope Works (Pty) Ltd	CRC	Cost Par Copy	Purban Area		22/05/2017	22/05/2022	Sales Depar	60 1
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		CO0000052	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Conv	Durban Cen		26/07/2017	26/07/2022	Sales Depar	60 1
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Hold History		CO0000072	HOP001	Hope Works (Ptv) Ltd	CPC	Cost Per Copy	Durban Area	1234	07/03/2018	07/03/2023	Sales Depar	60 1
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		CO0000079	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		18/06/2018	18/06/2023	Sales Depar	60 1
		CO000083	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		05/02/2020	05/02/2025	Sales Depar	60 M
		CO000084	PIN0001	Pink Shoes	CPC	Cost Per Copy	Hillcrest		09/03/2020	09/03/2027	Sales Depar	60 M
		CO000085	BIG0001	Big Bargains	CPC	Cost Per Copy	Durban Area		16/04/2020	16/04/2025	Sales Depar	60 M
Processing		CO0000067	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area	1234	05/03/2018	05/03/2023		60 N
Invoices Credit Notes	4 (											۴

- 1. A Report Generation message box will pop up asking;
  - $^\circ~$  Do you want to print the contract settlement for []?
- 2. Click on **Yes**.

<b>⊕</b> <i>▼</i>				Contract Listing	- BPO: Version 2	2.4.0.11 - Exampl	le Company						
Home Equipme	nt /	Locations Co	ntract Financ	e/HR Inventory Ma	intenance / Proje	cts Manufactur	ing Procure	ment Sales	Servi	ce F	Reporting Utiliti	ies —	в×
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Notes		CO000009	DER001	Derton / Technologies	CPC	Cost Per Copy	Durban Area		07/05/	2014	07/05/2020	Sales Depar	60 M
		CO0000012	TIA001	Titan Group	CPC	Cost Per Copy	Durban Area		16/05/	2014	16/05/2019	Sales Depar	. 60 M
		CO0000042	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Contract	Main		07/09/	2016	07/09/2021	Sales Depar	. <u>60</u> M
Documents	Þ	CO000050	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		23/05/	2017	23/05/2022 -	Sales Depar	60 N
		CO000052	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Contract	Durban Area		29/05/	2017	29/05/2022	Sales Depar	60 N
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		CO000072	HOP001	Hope Works (Pty) Ltd	Do you want t	o print the contra	act settlement	for C000005	02	018	07/03/2023	Sales Depar	. <u>60</u> M
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		CO0000079	HOP001	Hope Works (Pty) Ltd					_	018	18/06/2023	Sales Depar	. <u>60</u> M
		CO000083	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		05/02/	2020	05/02/2025	Sales Depar	. <u>60</u> M
		CO000084	PIN0001	Pink Shoes	CPC	Cost Per Copy	Hillcrest		09/03/	2020	09/03/2027	Sales Depar	. 60 M
Processing		CO000085	BIG0001	Big Bargains	CPC	Cost Per Copy	Durban Area		16/04/	2020	16/04/2025	Sales Depar	. 60 M
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Invoices Credit Notes	4												÷

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## VIEW CONTRACT SETTLEMENT REPORT

- 1. The **Report Preview** screen will be displayed.
- 2. From here you can **View**, **Print**, **Export** or **Email** the Contract Settlement report.
- 3. **Close** the Report Preview screen when you are done.

Preview	1	×
File View Back		
	Contract Settlement Assess	ed: 09/04/2021
2	Example Company	
	Street No and Road Name PO Box 1234	
	City Durban	
	South Africa South Africa	
	0000 1234	
	Reg No.: 0000000asa4521 Fax No.: 031 12 4545	
	VAT No.: 0000000 Tel No.: 031 123 4567	
	Customer Information	
	Customer : Hope Works (Pty) Ltd Physical Address : Plot 91 Leaf Road	
	Account: HOPOUL LearMills	
	Telephone No.: 031 123 4567 Durban South	
	Fax No. : 031 123 4545 South Africa	
	Machine Information Model No.: 591020 Serial No.: 1020-10101 Part Desc.: Copier	
	Rental Agreement Start Date : 23-May-17 Contract Period : 60 End Date : 23-May-22	
	Customer Settlement Interest Rate :	
	Fee Description Terms Remaining Initial Capital Monthly Charge Escalation % Month Interest To Date	Settlement
	Total	
	Bank Settlement	
	Fee Description Supplier Finance Amount	NPV
	0	0
	Summary Of Settlement	0
	Month Interest To Date:	0
	based on Present value of Future Installments Settlement Total:	•
Page 1 of 1		100% 🖂 🕕 🛨

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