

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

# CONTRACT

# PRINT COMPANY SETTLEMENT REPORT

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

**Ribbon Access:** Contract > Contracts

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	Equipment /	Locations	Contract	Finan	ce / HR i	Inventory	Maintenand	e / Projects	Manufacturi	ing Procure	ement Sales	Service	Reporting	Utilities	
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Ma	ster 🦼							Processing					4	Preview ,	

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

- Click on the drop-down **arrow** in the **Site** field and select from the list, the Site that you wish to work in.
  - $^\circ~$  In this image  ${\mbox{Durban}}$  has been selected.
- Note: The Company Settlement print option will not be available until a Site is selected.



#### Print Company Settlement Report

Home Equips	nent /	Locations Co	ontract Finan	Contract Listing	intenance / Proje			ment Sales	2 Service		Itilities -	- 8	
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		CO0000005	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills		01/03/2014	01/03/2019	Sales Depar	60	
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Hold History		CO0000010	HOP001	Hope Works (Ptv) Ltd	CPC	Cost Per Copy	BPO RSI		05/01/2011	07/01/2016	Sales Depar	60	
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Suspend History		CO0000013	TIA001	Titan Group	CPC	Cost Per Copy	Durban Area		16/05/2014	16/05/2019	Sales Depar	60	5
		CO0000014	TIA001	Titan Group	CPC	Cost Per Copy	Main		16/05/2014	16/05/2019	Sales Depar	60	5
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Suspend History		CO0000016	TIA001	Titan Group	CPC	Cost Per Copy	Main		13/06/2014	13/06/2019	Sales Depar	60	5
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		CO000019	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		28/07/2014	28/07/2019	Sales Depar	60	5
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- 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: Company Settlement reports can only be viewed and printed in the
    - ° New,
    - ° Released
    - Active
    - Hold and
    - **Suspend** states.



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	H	CO0000042	HOP001	Hope Works (Pty) Ltd	PRE	Prepaid Contra			07/09/2016	07/09/2021	Sales Depar		M
Documents	H	CO0000050	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		23/05/2017	23/05/2022	Sales Depar		M
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Hold History		CO0000071	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area	1144	07/03/2018	07/03/2023	Sales Depar		M
r tota r listor y		CO0000072	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area	1234	07/03/2018	07/03/2023	Sales Depar	60	N
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		CO000083	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		05/02/2020	05/02/2025	Sales Depar	60	
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# **SELECT THE CONTRACT**

 Select the row of a contract. The Company Settlement report option will not be available in the Print drop-down list if a contract row is not selected.

## **PRINT COMPANY SETTLEMENT REPORT**

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



### Print Company Settlement Report

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		CO0000049	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		16/05/2017	16/05/2022	Sales Depar	6
		CO0000079	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		18/06/2018	18/06/2023	Sales Depar	6
		CO000083	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		05/02/2020	05/02/2025	Sales Depar	6
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- 1. A **Report Generation** message box will pop up asking:
  - Do you want to print the company wide settlement report?
- 2. Click on **Yes**.

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		CO000079	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		18/06/2018	18/06/2023	Sales Depar	6
		CO000083	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		05/02/2020	05/02/2025	Sales Depar	6
		CO000084	PIN0001	Pink Shoes	CPC	Cost Per Copy	Hillcrest		09/03/2020	09/03/2027	Sales Depar	6
		CO000085	BIG0001	Big Bargains	CPC	Cost Per Copy	Durban Area		16/04/2020	16/04/2025	Sales Depar	6
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#### VIEW COMPANY SETTLEMENT REPORT

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

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C00000083	Hope Works (Pty) Ltd	5IN32413546	K147	Motor Finance Corporation	05/02/2025	23,789.93	0.00	22	455,114.75	523,378.46	455,114.75	523,378.46
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