

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

# CONTRACTS

## MANUAL CONTRACT INVOICE -UNCONSOLIDATED CUSTOMER

Using a Manual Contract Invoice to bill any one machine on a contract for either fees or meters or both within the current billing period, will prevent a contract invoice from being raised at month end for that contract – for either fees, meters or both.

- If any one **machine** on a contract is billed for fees and meters, <u>none</u> of the **machines** on that contract will bill at month end.
- If any one fee is billed, <u>none</u> of the other machines fees will bill at month end (for that contract). Meters will still be billed.
- If any one meter is billed, <u>none</u> of the other machines' meter charges will bill at month end (for that contract). Fees will still be billed.

It is important to understand that Manual Contract Invoices should only be used to fix a problem as a last resort. i.e.:

- To re-invoice contract billing where a contract credit note was raised (without auto re-invoice option) for incorrect start reading / incorrect fee or meter charges.
- For incorrect prior period billing. Raise a contract credit note (without auto re-invoice) and create a manual contract invoice with the correct readings / fee or meter charges.
- To invoice the client where prior period billing was missed.



Do **not** use a Manual Contract Invoice to 'bill' a pro-rata amount at the start of a contract, if the manual contract invoice is being raised in the <u>same</u> billing period. This will mean your contract will **not** bill at the end of the month. Instead:

- Either bill the pro-rata amount in the <u>current</u> billing period and set the contract to start billing in the <u>following</u> billing period, or
- Create a Sales Invoice with an Internal Service configured to post to the same general ledger account codes as the contract fee /meter charges.

If you are using the Auto Debit Order Processing option on BPO, make sure that you print the Manual Contract Invoice(s) from the **Print Queue**.

The process is slightly different for **Un**consolidated customers as compared to Consolidated customers. The process below documents **Unconsolidated** Customers.

**Ribbon Access:** Contract > Manual Contract Invoice

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Ma	ster 🔺						Pro	cessing				4	Preview		

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

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



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- By default, this screen will open in the **New** status. This does not need to be changed to add a new manual contract invoice.
- Click on Add.

Help v2024.5.0.7/1.0 - Pg 3 - Printed: 04/07/2024



Home       Equipment and Locations       Contract       Finance and HR       Inventory       Maintanance and Projects       Manufacturing       Procurement       Sales       Service       Reporting       Utilities       —       #       X         Add       View Invoice       Save Layout       Workspaces       Image: Service       Print       Service       Print		Ŧ			Contract Invo	pices - BPO: \	/ersion 2.1.0.47	Example Compa	ny		- 0	$\times$
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The Manual Contract Invoice : Add a new invoice screen will open.

## **INVOICE HEADER DETAILS**

• Customer Name: Click on the search button in this field.



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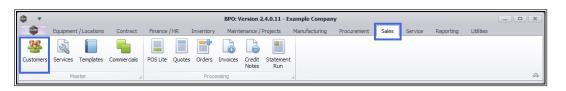
- The Select a customer for this Invoice screen will pop up.
- Select the **row** of the customer for whom you wish to create a manual contract invoice.



## Check for <u>Un</u>consolidated Customer

You can check if a customer is unconsolidated by viewing the **Is Consolidated** check box in the Customer Maintenance screen.

#### Ribbon Access: Sales > Customers



- 1. The **Customer Listing** screen will be displayed.
- 2. Click on the **row selector** in front of the customer you wish to view.
- 3. Click on View.

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- 1. The **View Customer** screen will be displayed.
- 2. Ensure that the **Detail** tab is selected.
- 3. Find the **Is Consolidated** check box in this screen.
- 4. In this image, the check box is <u>un</u>-ticked, meaning this customer is **'unconsolidated'**.

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- 1. Close the screen or use the
- Open Windows functionality to return to the Manual Contract Invoice: Add a new invoice screen.



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				Phone No	. 031 123 4567			Email Address	bianca@co3.co.za						
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When you have navigated back to the **Manual Contract Invoice: Add a new invoice** screen, you will note that;

- As the Customer Name field populates with the selected <u>uncon-</u> solidated customer, the following financial fields will now auto populate based on the customer contract details that have originally been set up:
- 2. Invoice Currency, Tax Rate and Exchange Rate.
- 3. If there is a **Salesman** already linked to this contract then that **Salesman name** will populate this field.



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## **SELECT CONTRACT**

• Click on the **search** button in the **Contract** field.



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- The Select the Contract screen will pop up.
- Select the **row** of the **contract** that you wish to **raise** a **manual invoice** against.
- Click on **Ok**.



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## **CONTRACT ITEM FEES AND METERS**

- 1. As the Contract field populates with the selected contract, the
- 2. The **Items** data grid and The **Meters** data grid will now auto populate with the item(s) and meter(s) details that have originally been set up on the selected contract.



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This screen lists both the **Active** and **Inactive** item or meter charges.

- In the **Status** column this will display as **either**;
  - A -Active or I-Inactive
- In the **Is Active** column this will display as **either**;
  - Yes -Active or No-Inactive



					Manual Con	tract Invoice : A	dd a new	invoice - BPO	: Version 2.	1.0.47 - Examp	le Compan	у			_		)	×
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These inactive contract fees will remain on the list, so that you can back date a bill for that fee when it was still applicable.

#### **REMOVE INACTIVE LINES**

- 1. Click on the **Remove Inactive Lines** check box if you do not wish to see these items.
- 2. In this image you can now only view the **Active** fee and meter lines.
  - Note: Un-tick the checkbox if you wish to view both the Active and Inactive lines again.



	, Ŧ				Mar	nual Contra	ect Invoice	: Add a r	new inv	oice - BPO	: Version 2	.1.0.47 - Exam	ole Compa	ny			_		$\times$
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#### **REMOVE CHARGES**

Ensure that you have the <u>correct</u> Fee and Meter charges listed. You can **delete/remove** the items that you do <u>not</u> wish to bill;

- 1. Select the **row** of the **item** or **fee** charge that you wish to **remove**.
  - In this image the **Service** charge has been selected.
- 2. Click on **Delete Item**.



	n T			Man	ual Contra	ct Invoice :	: Add a r	new invoi	ice - BPO: Versior	2.1.0.47	- Exampl	e Compan	у				-		>	<
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- A Confirm delete line message box will pop up asking;
  - Are you sure you want to remove this fee line from the contract invoice?
- Click on Yes.



	Ŧ				Man	ual Contra	ct Invoice	: Add a new in	voice - BPO: Versio	n 2.1	1.0.47 - Examp	le Compar	IV			_			×
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• The selected line will now be **removed** from the frame.



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- 1. **Invoice Date/Time:** These will be auto populated with the current date and time.
  - Either type in or click on the drop-down arrow and use the calendar function to select an alternative date, if required.
  - Either type in or use the directional arrows to select an alternative time, if required.
- 2. Order No: Type in a customer order number if required.
- 3. **Billing Date:** Ensure you have selected the <u>correct</u> billing date. This will adjust the meter reading date for the items on this invoice.



	Ŧ				Manual Contra	act Invoice : Add a	new invoice - BPO	: Version 2.1.	0.47 - Examp	le Compan	iy				-		$\times$
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#### **INVOICE NO.**

- Invoice No: When you save the details in this screen, the system will calculate the invoice number based on the selected <u>contract</u> <u>configuration</u> details set up.
- **Status:** This field will auto populate with **N** New.



	Ŧ				Manual Contrac	ct Invoice : Add a	new invoice - B	3PO: Version 2	2.1.0.47 - Exam	ole Compar	ny			-		$\times$
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#### **METER READINGS**

- **Opening Readings** Type in or use the directional arrows to select the **Opening Meter Readings** for this invoice
- **Closing Readings** Type in or use the directional arrows to select the **Closing Meter Readings** for this invoice.



Image: Second	
Image: Sack Delete Item Proce       Image: Sack Delete Item Proce       Image: Sack Delete Item Proce         Maintain       Proce       Format         Customer Name Hope Works       P       Invoice No.         Contract       Co0000043       P         Invoice Date/Time       12:00:00 AM C       Salesman	lities — 🗗 .
ave     Back     Delete Aggregate     Calculate Aggregate     Save Layout Format       Maintain     Proce     Format       Customer Name     Hope Works     P       Contract     C0000043     P       Contract     C0000043     P       Invoice Date/Time     22 Feb 2018     12:00:00 AM C	
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Customer Name         Hope Works         P         Invoice No.           Contract         C0000043         P         *         Status         N           Invoice Date/Time         22 Feb 2018         ▼         12:00:00 AM ‡         Salesman         *	
Contract         C00000043         P         Status         N           Invoice Date/Time         22 Feb 2018         12:00:00 AM ‡         Salesman         *	
Invoice Date/Time 22 Feb 2018    12:00:00 AM    Salesman	
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temove Inactive Lines Exchange Rate	
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2020-103053 N Insurance 1203 Insurance 550.00 77.00 A	
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SerialNo         MeterDefCode         AccountCode         OpeningReading         ClosingReading         ReadingDate         MinBilling         MinQuantity         Usage         Due         VAT         ContractNo         IsActive           2020-103053         Mono         1101         0.00         563.00         21 Feb 2018         1 100.00         100         563 1 150.93         161.13         C00000043         Yes	
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Comment         Sub Total         Sub Total         Sub Total         Sub Total         Comment         Sub Total         Comment	es es 2 822.71

- **Comments:** Type in a **comment** relating to this invoice.
  - This field is mandatory [\*].



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		Contract	CO000043		* م			Status	N							
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### **NOTE ON AGGREGATE BILLING**

- If you click on Calculate Aggregate .
- This will recalculate the aggregate billing charge.
- The correct amount will be billed regardless, but this will give you the ability to view the charges before saving the manual contract invoice.
- Note: Contracts <u>cannot</u> be configured for aggregate billing where the customer <u>is</u> consolidated.



	Ŧ				Manual Contrac	t Invoice : Add a	new invoice -	BPO: Version 2	.1.0.47 - Examp	ole Compa	ny			_		$\times$
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8	•	×		2												
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		Order No.	OHW11111				Invo	oice Currency	ZAR							
	Bi	illing Date	22 Feb 2018	8 🔻				Tax Rate	14.00							
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## **SAVE MANUAL INVOICE**

• When you have finished editing the Manual Contract Invoice screen, click on **Save**.

Help v2024.5.0.7/1.0 - Pg 22 - Printed: 04/07/2024



	Ŧ				Manual Canta	ct Invoice : Add a		BDO: Version 2	10.47 5	-la Cama						×	_
bpo	_																
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		Contract	CO0000043		* م			Status	N								
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	Bi	ling Date	22 Feb 2018	•				Tax Rate	14.00								
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Open Windo	ows 🕶													21 Feb 2	018	 	

#### **INVOICE NO. ALLOCATION**

1. You will return to the **Contract Invoices** screen where you can now view the new manual invoice which now has an **invoice number** allocated to it.

## **PRINT MANUAL INVOICE**

2. You can now <u>Print the Contract Invoice</u> (Print Queue).



Add View Invoice Maintain Invoice V InvoiceStat	Format	Print Send In Print a Print	voices Ne	urban ew	<ul> <li>Refresh</li> </ul>						
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IN0000460 N	BOT0001	Bothas Networking inc		USD		9.87		0.00	17 Nov 2017	00:00:00	A
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IN0000458 N	YES001	Young Electric	Sales	ZAR	Sales Department	1.00		14.00	17 Nov 2017	00:00:00	A
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- 1. A Select the option as desired pop up screen will appear.
- 2. Select the **Print/Email** method.
  - In this image, **Print Invoice** has been selected.
- 3. Click on Accept.



-	Home Equipment	/Locations Contrac			aintenance / Project		turing	Procurement Sales	Service Re	eporting Utilitie	•	2
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IN000045	D P	TIA001	Titan Group		Print I	Invoice			14.00	08/11/2017		
IN000044	9 P	YES001	Young Electric						14.00	08/11/2017		
IN000044	B P	OFF001	Office Supplies Unlimited		🔘 Email	Invoice		2	14.00	08/11/2017		
IN000044	7 P	OFF001	Office Supplies Unlimited		O Print a	and Email Invo	ice		14.00	08/11/2017		
IN000044	5 P	DER001	Derton / Technologies						14.00	08/11/2017		
IN000044	5 P	HOP001	Hope Works (Pty) Ltd						14.00	08/11/2017		
IN000044	4 P	SAM001	Samanthas Diner		ZAR		1.00		0.00	31/08/2017		

The **Print Preview** screen will be displayed.

- 1. Here you can see that <u>only the selected</u> contract linked to this customer has been invoiced as this is an **unconsolidated** customer.
- 2. From here you can **View**, **Print**, **Export** or **Email** the invoice.
- 3. **Close** the preview screen when you are done.



Preview						_ <b>_</b> ×
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	Tax Invoice					
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			City South Africa	Durban South Africa		
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			VAT No.: 0000000	Tel No.: 031 123 4567		
			Document No. : Date :	IN0000462 27/02/2018 00:00:00		
			Account Manager :			
	Customer :	APP0001 Apple Juice Inc				
	Billing Address :	1234	Attention :	Contact person		
	VAT No.:	123546789				
	Machine and Shi					
	Contract : Location :	CO0000054  Reception				
	Serial No. :	2020-606060	Shipping Address :	65 Meadow Lane		
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				South Africa		
	Order No. : Fees			1234		
	Description				Sub Total	
	Monthly Service Fee				540.00	
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Page 1 of 1 100% ⊙ ⊕						

#### **Related Topics**

- <u>Create Manual Contract Invoice Consolidated Customer</u>
- Edit Comment and Order Number
- Month End Billing Run
- <u>Contract Credit Notes</u>

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