

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

CONTRACT

AUTO BILL FLAG SELECTED

Contract billing has 2 steps:

- 1. Creating the billing batch
- 2. Running the billing (which will generate the contract invoices), if the Auto Bill flag is selected in the Contract Configuration).

Important Note: The Auto Bill flag

If the Auto Bill flag is <u>un</u>selected in the Configurator, when the contract billing batch is created and saved, the contract invoices will be <u>not</u> be created by the system. Refer to Contract Billing - Auto Bill flag unselected.

The process set out below depends on the Auto Bill flag being <u>selected</u> in the Configurator. The contract invoices will be auto-created on running the billing batch. The **Invoices** action button will be <u>inactive</u> in the Contract Billing screen throughout this whole process.

If you run your **Contract Fees** and **Contract Meters** billing separately (e.g., **Rental** at the beginning of the month, and **Meter Charges** at the end of the month), ensure that you select the correct fee type when you create the billing batch.

Ribbon Access: Contract > Billing





- 1. The **Contract Billing** screen will be displayed.
- 2. Select the **site**.
 - ° In this image **Durban** has been selected.

CURRENT PERIOD & INVOICE DATE

- Current Period This will reflect the current billing period (<u>not</u> financial period).
- 4. **Invoice Date:** Ensure you select the correct invoice date this is the date that will reflect on the contract invoices.
- 5. Note: The Invoice action button is currently 'inactive' (greyed out).



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BILLING DAY

This is an optional selection - and will give you the ability to select contracts by the **Billing Day** configured on the contract. It can be used as a filter in this screen.

- Click on the drop-down arrow in the Billing Day text box to display the Day selection list.
- 2. You may have contracts configured to bill on the **1st**, **25th** and **30th**, as in this example. This will give you the option to multi-select on the contract that you wish to bill currently.



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| | | paid Contra Ital Contrac | | X | | es | | V | CO0000018 | SAM001 | Samanthas Diner | Cost Per Copy | Yes | | | |
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ALL CONTRACTS CHECK BOX

- 1. <u>All</u> contracts are initially selected by default,
- 2. unless the **Billing Day** is selected.
- 3. Use the select **All Contracts** check box to quick select or deselect all contracts as required.



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| V | TO SOUTH ST | id Contract | PC | | 3 Yes | Đ | | CO0000016 | TIA001 | Titan Group | CPC | Cost Per Copy |
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CONTRACT TYPES

- 1. Select the **Contract Types** to be billed.
- <u>All</u> Contract Types are initially selected by default. **Deselect** individual Contract Types that you do <u>not</u> wish to bill at this time.



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FEE TYPES

- 1. Select the contract **Fee Types** to be billed.
- You will note that upon opening the Contract Billing screen, that both Fee Types sub grids; (FEE: Contract Fees and MTR: Usage Charges) are auto expanded.
- 3. <u>All Fee Types are initially selected by default.</u>
- 4. <u>Deselect</u> any Fee Type(s) that you do <u>not</u> wish to bill at this time.



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THE CONTRACTS FRAME

- 1. This frame lists **all** Contracts that are available for billing.
- 2. Note: <u>All</u> Contracts are initially selected by default.
- 3. You can use the All Contracts checkbox to 'quick' <u>deselect</u> all Contract (s)
- 4. or deselect check boxes <u>individually</u> for the contracts that you do <u>not</u> wish to bill at this time.



| Ŧ | | | | | tract Billing - BPO: V | | | | | | | × |
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RENTAL / SERVICE CHARGE BILLING

(if running separately)

- 1. Under **Fee Types**, make sure <u>only</u> **IFEE** (Contract Fees) are selected.
- 2. **IMTR** Usage Charges must be <u>de</u>selected.
 - Note: This will <u>only</u> generate billing for contracts which have Rental or Service charges set up.



| 1000 | H | ome Eq | uipment and | Locations Con | | act Billing - BPO: V Inventory Maintena | | | | | | Sale Servic Reportin | | × |
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| | | Billin | g Day | • | | | | Ð | \checkmark | CO0000050 | HOP001 | Hope Works | CPC | Cost Per Copy |
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| | ~ | | Per Copy iid Contract | PC | | 3 Yes | | Đ | | CO0000016 | TIA001 | Titan Group | CPC | Cost Per Copy |
| | V | 1310.000 | al Contracts | REN | | 201 Yes | | Đ | | CO0000044 | BOT0001 | Bothas Networking inc | CPC | Cost Per Copy |
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COST PER COPY BILLING

(if running separately)

- 1. Under 'Fee Types', make sure only IMTR (Usage Charges) are selected.
- 2. **IFEE** Contract Fees must be <u>de</u>selected.
 - Note: This will <u>only</u> generate billing for contracts which have cost per copy charges set up.



| | | | | | Con | tract Billing - BPO: \ | ersion | 2.3.0.6 | Example Com, | pany | | | _ D X |
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| | 4 | 1830.000 | id Contract | PC | | 3 Yes | Đ | \checkmark | CO0000016 | TIA001 | Titan Group | CPC | Cost Per Copy |
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SAVE BILLING BATCH AND CREATE INVOICES

Once you have selected the:

- 1. Contract Types,
- 2. Contracts and
- 3. Fee Types that you wish to bill,
- 4. Click on Save.
- 5. Note: At this point, the **Invoice** action button is still <u>inactive</u> (greyed out).



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- 1. A Check Billing Batch Creation message box will pop up, asking;
 - $^\circ~$ Are you sure you want to create the billing batch?
- 2. Click on Yes.



| - | | | | | ct Billing - BPO: V | | | | | | | |
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| - | ~ | REN | IFEE | Standard Rentals | | | | 6 | | | | |
| | | RF | IFEE | Renew Fee | | | | | | | | |
| | • | S | IFEE | Service | | | | | | | | |
| IMTR | Usa | ge Charges | | | | | | | | | | |
| Fee | Types | | | | | | | | | | | |
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| | | Mono | IMTR | Mono meter | | | | | | | | |
| | | Colour | IMTR | Colour Meter | | | | | | | | |
| | | MonoA3 | IMTR | Mono A3 | | | | | | | | |
| | | ColourA3 | IMTR | Colour A3 | | | | | - | | | |
| | | ClearA3 | IMTR | Clear A3 | | | | 1 of 7 | | | | |
| • | | Colour A2 | | Colour A2 Meter | | | | 1017 | | | | |

- If all meters have <u>not</u> been released to billing a Meters still to be Released message box will pop up asking:
 - There are still [] meters to be released to billing. Do you want to proceed?
- 2. Click on Yes.



| | Ŧ | _ | | | | | | | | .69 - Example Co | | | - | | × |
|--------|--------------|---------------------------------|---|----------|----------------|-------|-----|--------------|-------------------|------------------|---------------------------|------------------|-----------|-----------|---|
| Save | Home Back | | Save Layout | | e | xport | | rban | enance and Pro | jects Manufactu | ring Procurement Sale | s Service Report | ng Ublibe | s — 🗆 | |
| | Process | | Forma | t . | J Print | | | Curren | it " | | | | | | |
| | Cur | rent Period | 0 | | | | Dra | | | | | | | | |
| | | | 05 Feb 2019 | • | | | 9 | | ContractNo | CustomerCode | CustomerName | ContractTypeDesc | HasFees | HasMeters | |
| | | Billing Day | 25 | - | | | * | \checkmark | CO0000050 | HOP001 | Hope Works | Cost Per Copy | Yes | No | |
| | | | | | | | | \checkmark | CO0000019 | OFF001 | Office Supplies Unlimited | Cost Per Copy | No | Yes | 3 |
| | | to be Invoiced IntractTypeDe | | VoPrefix | NextContractNo | AutoC | | | CO0000012 | TIA001 | Titan Group | Rental Contracts | Yes | No | > |
| 5 | 470,200 C | st Per Copy | со | | | Yes | | \checkmark | CO0000044 | BOT0001 | Bothas Networking inc | Cost Per Copy | Yes | Yes | 5 |
| 5 | / Pr | epaid Contrac | t PC | | 3 | Yes | | | | | | | | | |
| • E | Re | ental Contracts | REN | | 200 | Yes | | | | | | | | | |
| | ct Co | EE (| CodeDescription Contract Fees Jsage Charges | | 1 | • | | Met | ers still to be F | | eadings to be released to |) billing. Do | | | |
| | | | | | | | | | | 2 | Yes | No | | | |
| Open V | Vindows | • | | | | | | | | | | | 05 Fe | b 2019 | ¢ |

- 1. A **Run Billing** message box will pop up informing you that:
 - The invoicing has been run successfully.
- 2. Click on OK.



| | | 7 | | | ct Billing - BPO: V | | | | | | | _)[_) × |
|--------|---|---|--|--|----------------------|---------|--------------|---------------|------------------|------------------------------|--------------|--------------|
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| | | | | | | | | | | | | |
| | Curr | ent Period 9 | | | | | \checkmark | ContractNo | Customer | CustomerName | ContractType | ContractType |
| | Inv | voice Date 13- | • 02-2020 | | | ę | | A D C | BEC. | | n@c | alle |
| | | Billing Day | • | | | • ⊞ | | CO0000044 | BOT0001 | Bothas Networking inc | CPC | Cost Per Cop |
| | | bining buy | | | | • • | | CO0000044 | HOP001 | Hope Works | CPC | Cost Per Cop |
| ontrac | t Types t | o be Invoiced | | | | 1.1 | | | | and the second second second | | |
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| | | Cost Per Copy | CO | | 6 Yes | Ð | | CO0000018 | SAM001 | Samanthas Diner | CPC | Cost Per Cop |
| | - 13 | Prepaid Contract | PC | | 3 Yes | Ŧ | | CO0000012 | TIA001 | Titan Group | REN | Rental Contr |
| - | | Rental Contracts | REN | 20 | 1 Yes | Đ | | CO000016 | TIA001 | Titan Group | CPC | Cost Per Cop |
| 1 | | _ | | | Þ | Ð | \checkmark | CO000031 | YES001 | Young Electric | CPC | Cost Per Cop |
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The screen will refresh:

- 1. The list of **contracts** will be auto selected.
- 2. The Select All Contracts check box will be auto selected.
- 3. All of the **Contract Types** will be auto selected.
- 4. All of the **Fee Types** will be auto selected.

Invoice Button Remains Inactive

 Note: The Invoice action button remains <u>inactive</u> (greyed out) as the contract invoices have been <u>auto-created</u> by the system as a result of the Auto Bill flag in the Configurator being ticked.



| ALC: NO DE CONTRACTOR OF | | | | Contra | ct Billing - BPO: V | ersion | 2.3.0.6 - | Example Com | pany | | | _)(_)(x |
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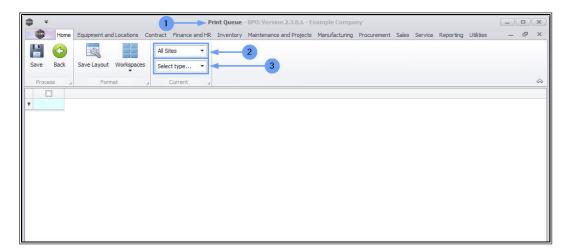
VIEW AUTO-CREATED INVOICES IN PRINT QUEUE

- 1. To view the auto-created invoices select the **Utilities** tab.
- 2. In the Utilities toolbar, select Print Queue.



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- 1. The **Print Queue** screen will open.
- 2. Select the **Site** that you initiated the contract billing from.
- 3. Set the **Type** to Contract Invoices.

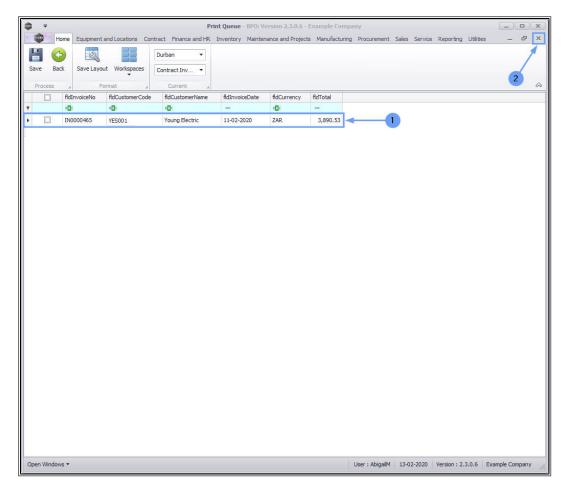




- 1. The data grid will refresh to display the **Contract Invoice(s)** that were auto-raised when you created the billing batch in the Contract Billing screen.
- 2. Close the screen when you are done.

For more information regarding the functionality of this screen, refer to Print

Queue.



MNU.117.001