

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

# CONTRACTS

## MANUAL CONTRACT INVOICE -CONSOLIDATED 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 **Consolidated** Customers.

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

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

#### Select the Site and Status

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



	· ·			Contract Invo	oices - B	PO: Version 2.1.0.47 -	Example Com	npany					_		×
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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.

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1. The Manual Contract Invoice : Add a new invoice screen will be displayed.

## **INVOICE HEADER DETAILS**

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



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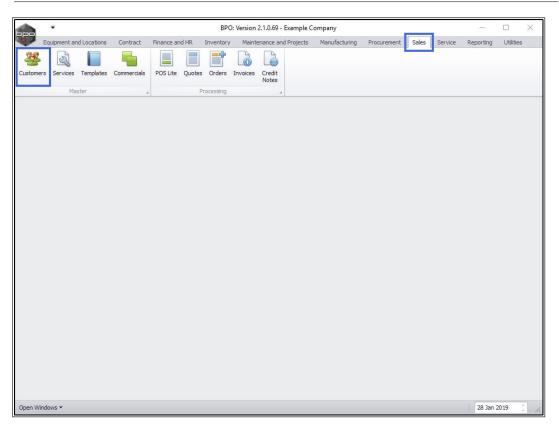
- The Select a customer for this Invoice screen will pop up.
- Select the **row** of the **'consolidated' customer** that you wish to **create** a **manual invoice** for.



## **Check for Consolidated Customer**

You can check if a customer <u>is</u> **consolidated** 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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Notes		CUS001	RE	Cash Sales Account	Durban	Sales	Sales De	10 000.00	Terms and Limit	30 Days
Notes		HOP001	RE	Hope Works	Durban	Tech	Technical	100 000.00	No Check	90 Days
		OFF001	RE	Office Supplies Unlimited	Durban			75 000.00	Terms and Limit	30 Days
	V	YES001	CO	Young Electric	Durban	Sales	Sales De	100 000.00	No Check	COD
Contacts		BOT0001	Π	Bothas Networking inc	Durban			50 000.00	No Check	30 Days
	•	SAM001	RE	Samanthas Diner	Durban			45 000.00	No Check	30 Days
		DAN001	Π	Danny Storm IT Cafe	Durban			75 000.00	No Check	30 Days
Addresses		PAN001	RE	Panda Copiers	Durban			50 000.00	No Check	COD
		HAC001	Π	Hack PC - IT Shop	Durban			0.00	No Check	COD
		PIN0001	GV	Pink Shoes	Durban			0.00	Terms and Limit	30 Days
Documents		GIL000001	GILLITTSPA	DolfLundgren	Durban			0.00	Terms and Limit	COD
		HIL000001	HILLCRESTP	Mary Contrary	Durban			0.00	Terms and Limit	COD
		JUS001	RE	Just In Time	Durban			50 000.00	No Check	30 Days
Call History		LIT0001	RE	Little Bee Honey	Durban			0.00	Terms and Limit	
		GRE001	RE	Green Tea Supplies	Durban			75 000.00	Terms and Limit	30 Days
		FIN0001	RE	Fine Hair Salon	Durban			0.00	Terms and Limit	COD
		BET0001	RE	Betties Summer Shop at	Durban			0.00	Terms and Limit	
Project History		biancad	RE	North West Branch	Durban			0.00	Terms and Limit	COD
		DAN002	Π	Dancing Shoes	Durban			10 000.00	No Check	COD
		BIG0001	CO	Big Bargains	Durban			10 000.00	Terms and Limit	COD
History		MAN0001	RE	Mandy Norton	Durban			0.00	Terms and Limit	COD
		DAN0003	п	Dance Shoes	Durban			0.00	Terms and Limit	
And in case of the local division of the loc		BTI 000 1		Billve Barn	Durhan			0.00	Terme and Limit	COD

- 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.
- In this image, the check box is <u>ticked</u>, meaning this customer <u>is</u> consolidated.



Home Equipment and L	ocations Contract Fi	nance and HR Inv	entory Maintena	ance	and Projects Manufa	cturing Procurement	Sales	Service	Reporting	Utilities	-	8
11 a												
ks 4	Detail Commercial											
er text to search 🔎	Туре	Retail		*	Primary Contact	Samantha Marshall						
inctions	Customer Code			*	Email Address							
	Customer Name			*	Invoice Method	Print		~				
Notes	Credit Limit		45000			Primary is Accou	nts Con	tact				
	Web Site	www.samsdiner.co.	.za		Accounts Contact	Samantha Marshall						
	Phone No.	031 123 4567		1	Email Address							
Contacts	Tax Rate		-	*	Billing Address	PO Box 1234						
	VAT No.	123456789		*		New Town						
ENIX CONTRACTOR	<b>Registered Name</b>											
Addresses	Registration No.	987654321										
	Holding Company	No Holding Co			Bill Postal Code	1004						
	Currency	US Dollar		*		Copy Billing to Sl						
ocuments	Account Code				Physical Address		npping					
	Credit Check	No Check	-		Filysical Address	New Town						
Statistics and the second s	Credit Terms	30 Days	7		4							
Call History	Reporting Area	Durban	~									
	Salesman			7								
	Account Manager				Postal Code							
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	Send SMS		Send Email	1	Shift Pattern			- *				
					Rank	Bronze		Υ.				
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		3										

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



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ks 4	Detail Commercial							 -
er text to search 🔎				(1007-a) 807-a 10 107-	Mark Mark Markha	- 450		 -
nctions	Туре		*	Primary Contact		*		
ncuons	Customer Code		*	Email Address				
Notes	Customer Name		*	Invoice Method				
	Credit Limit	45000	-		Primary is Accounts Contact	-		
		www.samsdiner.co.za	U.	Accounts Contact	Samantha Marshall			
Contacts		031 123 4567		Email Address				
Joi Macto	Tax Rate		*	Billing Address		*		
		123456789	*		New Town	-		
Addresses	Registered Name		Ţ.		-			
Addresses	Registration No.	987654321				-		
	Holding Company			Bill Postal Code	1234	-		
	Currency	US Dollar	* *		Copy Billing to Shipping			
Documents	Account Code			Physical Address		1		
	Credit Check	No Check	7		New Town			
	Credit Terms	30 Days	-					
Call History	Reporting Area	Durban	*					
	Salesman	Abigail Milne	* *					
	Account Manager	Susan Cooper	-	Postal Code	1234			
Project History	Is Debtor	Is Consolidated	$\checkmark$	<b>Trading As Name</b>	Samanthas Diner			
	Send SMS	Send Email		Shift Pattern	Normal Week	*		
				Rank	Bronze			
History								
History								

When you have navigated back to the **Manual Contract Invoice: Add a new invoice** screen, you will note that;

 The Customer Name field populates with the selected (consolidated) customer and the search button will disappear from the Contract field. This is because the invoice will incorporate all the Item Fees and Item Meters linked to this customer - you cannot select any one contract.

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.
- 4. The Items Fees data grid and



 Meters Fees data grid will populate with <u>all</u> of the Items Fees and Meters Fees linked to this consolidated customer.

F	Home	Equipment a	nd Location							O: Version 2.1.				vice Re	porting U	tilities -	_ 8	2
I		~	B	2														
		~																
58	ave Back	Delete Item	Calculate Aggregate	Save Layo	ut			1										
	Maintain		Proce	Format				~										
	Custor	ner Name	Samantha	Diner	-	• 0	/			Invoice No.					3			
		Contract								Status	N							
	Invoice D	ate/Time	03 Feb 20	19 🔻 00	:00:00	\$			¥	Salesman	Abigail Milne			-				
		Order No.							Invo	pice Currency	USD							
	Bi	illing Date	03 Feb 20	19 🔻						Tax Rate	0.00					- 2	1	
R	emove Inact	ive Lines							E	change Rate	9.8700					-		
	LocationDesc	SerialNo	)	FeeType	FeeT	ypeDes	c Aco	ountC	ode Invoid	eDescription	Due	VAT	Status					-
7														~				
		20-147	258	S	Servi	ce	110	)1	Month	ly service fee	1 395.39	0.00	Α (					
		20-147	258	N	Insur	ance	120	13	Insura	ince	338.45	0.00	A		4			
		19-12/1	1202	S	Servi	ce	110	1	Month	ly service	1 023.28	0.00	A					
		19-12/1	1202	N	Insur	ance	120	13	Insura	ance	338.45	0.00	A		/			
		1912-1	02031	S	Servi	ce	110	1	Servic	e fee	487.28	0.00	A					
		1912-1	02031	N	Insur	ance	120	3	Insura	ance	307.68	0.00	) A					_
	SerialNo	MeterDefCo	ode Acco	untCode	OpeningRea	ding	ClosingReadin	ng	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	IsActive			
	20-147258	Colour	110	12		0.00		0.00	03 Feb 2019	0.00	0	0	0.00	0.00	Vec			
		Mono	110.			0.00			03 Feb 2019	0.00	0	0	0.00	0.00				
		Colour	110	1		0.00			03 Feb 2019	0.00	0	0	0.00	0.00			5	
	1912-102031		110	L		0.00		0.00	03 Feb 2019	0.00	0	0	0.00	0.00			7	
	2020-102046	Mono	110	L		0.00		0.00	03 Feb 2019	0.00	0	0	0.00	0.00	No			
	2020-102046	Colour	110	L		0.00		0.00	03 Feb 2019	0.00	0	0	0.00	0.00	No	1		
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												Grand	Total					
										17		Grand	Total				9 26	0.5

## **CONTRACT ITEM FEES AND METERS**

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

#### **REMOVE INACTIVE LINES**

1. You can **Remove Inactive Lines** by selecting the check box

#### **REMOVE CHARGES**

2. You can delete item lines <u>not to be billed</u>, by selecting the row of the item and clicking on **Delete Item**.



ÞF	Home	Equipment an	dlasstians	Contrac						D: Version 2.1.0				nuise D	nesting	Littleton	- 6	× ×
		Equipment an	o Locations	T to prove the	t Fina	nce and HK	Inventory	Mainte	enance and Pro	ojects Manura	icturing Procu	rement :	bales Sel	VICE R	eporting	Utilities		E. (
ŀ		×		2														
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	1		ggregate															
_	Maintain	a P	roce a	Format														_
	Custor	ner Name	Samanthas	Diner		* م				Invoice No.								
	2	Contract				*				Status	N							
	Invoice D	ate/Time	03 Feb 201	9 - 0	0:00:00	<b>,</b>				Salesman								
	A REAL PROPERTY AND A REAL OF	Order No.			WE WE				Invo	ice Currency	-							
		lling Date	03 Eeb 201	9 🔻						Tax Rate								
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R	emove Inact	ive Lines			-0	· · .				change Kate	3.0700							
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Y							-	÷	_									
۲		20-1472	58	S		Service	110	)1	Month	ly service fee	1 395.39	0.0	A OI					
		20-1472	58	N		Insurance	120	03	Insura	nce	338.45	0.0	A OI					
		19-12/12	202	S		Service	110	01	Month	ly service	1023.28	0.0	A OI					
		19-12/12	202	N		Insurance	120	03	Insura	nce	338.45	0.0	IO A					
		1912-10	2031	S		Service	110	01	Service	e fee	487.28	0.0	0 A -					
		1912-10		N		Insurance	120		Insura		307.68		IO A	-	· · · ·			_
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9																		7
	20-147258	Colour	1101			0.00			03 Feb 2019	0.00	0	0	0.00				1	
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		Colour	1101			0.00			03 Feb 2019	0.00	0	0	0.00		Yes	1		
	1912-102031		1101			0.00			03 Feb 2019	0.00	0	0	0.00		Yes	L		
	2020-102046		1101			0.00			03 Feb 2019	0.00	0	0	0.00		r			
	2020-102046	Colour	1101			0.00		0.00	03 Feb 2019	0.00	0	0	0.00	0.00	No			
	Comment											Sub T	otal				9 20	50.53
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										17		Grand	Total				9 26	50.53

- 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.



	-				Man	ual Contract l	nvoice : Add a r	iew in	voice - BPC	): Version 2.1.0	0.69 - Example	Company			30 <del>11</del> 3			×
0	Home I	Equipment a	and Locatio	ons Cont	act Fir	nance and HR	Inventory Ma	intena	nce and Pro	jects Manufa	cturing Procu	irement Sa	ales Ser	vice Re	eporting Utilitie	s —	Ð	>
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Save	Back	Delete Item	Calculate		Layout													
	Maintain		Proce	Form	nat "													
	Custor	ner Name	Samanth	as Diner		* م				Invoice No.	-							
		Contract				*	1			Status	N							
1	nvoice D	ate/Time	03 Feb 2	2019 🔻	00:00:	00 🗘 🚄				Salesman	Abigail Milne							
		Order No.			I have been a second	-	2		Invo	ice Currency	USD			3				
	Bi	lling Date	03 Feb 2	2019 <del>•</del>	-		-3			Tax Rate	0.00							
Remo	ve Inact	ive Lines							Exe	change Rate	9.8700			t.				
Loca	tionDesc	SerialN	lo	FeeTy	ne	FeeTypeDes	c Accou	ntCod	e Invoice	Description	Due	VAT	Status					_
9																		
•		20-147	7258	S		Service	1101		Month	y service fee	1 395.39	0.00	A					
		20-147	7258	N		Insurance	1203		Insurar	nce	338.45	0.00	A					
		19-12/	1202	s		Service	1101		Month	y service	1 023.28	0.00	A					1
		19-12/	1202	N		Insurance	1203		Insurar	nce	338.45	0.00	A					
			102031	S		Service	1101		Service		487.28	0.00						
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Seria	lNo	MeterDefC	ode Ad	countCode	Oper	ningReading	ClosingReading	Re	adingDate	MinBilling	MinQuantity	Usage I	Due	VAT	IsActive			
20-1	47258	Colour	11	01		0.00	0.0	0 03	Feb 2019	0.00	0	0	0.00	0.00	Yes			
		Mono				0.00			Feb 2019	0.00	0	0	0.00		Yes			
19-1	2/1202	Colour	11	.01		0.00	0.0	00 03	Feb 2019	0.00	0	0	0.00	0.00	Yes			
1912	-102031	Mono	11	.01		0.00	0.0	00 03	Feb 2019	0.00	0	0	0.00	0.00	Yes			
2020	-102046	Mono	11	.01		0.00	0.0	00 03	Feb 2019	0.00	0	0	0.00	0.00	No			
2020	-102046	Colour	11	.01		0.00	0.0	00 03	Feb 2019	0.00	0	0	0.00	0.00	No			
Co	mment											Sub To	tal				9 260	.53
												VAT					0	.00
										-		Grand	Total				9 260	53

#### **INVOICE NO.**

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



					Manual	Contract Ir	nvoice : Add a r	new i	nvoice - BPC	): Version 2.1.	0.69 - Example	Company				-			X
0	Home	Equipment a	nd Locations	Contrac	t Finan	ce and HR	Inventory Ma	sinten	ance and Proj	jects Manufa	cturing Procu	irement Sa	ales Ser	vice Re	eporting L	Utilities	-	8	>
	8	×		2															
S	ave Back	Delete	Calculate	Save La	out														
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_	Maintain	, at	Proce a	Format	- 4	-													_
	Custo	mer Name	Samanthas	Diner		* م				Invoice No.									
		Contract				*				Status	N								
	Invoice E	ate/Time	03 Feb 201	9 - 0	0:00:00	\$			3	Salesman	Abigail Milne								
		Order No.							Invoi	ice Currency	USD								
	В	illing Date	03 Feb 201	.9 •						Tax Rate	0.00								
R	lemove Inac	tive Lines							Exe	hange Rate	9.8700								
-				F				10			2								_
ę	LocationDesc	SerialN	0	FeeType	1	FeeTypeDes	C Accou	IntCol	de Invoice	Description	Due	VAT	Status						
T																			
•		20-147		S		Service Insurance	1101		Insurar	y service fee	1 395.39	0.00							
		19-12/		S		Insurance Service	1203			v service	1 023.28	0.00							
		19-12/		N		Insurance	1203		Insurar		338.45	0.00							
		19-12/		S		Service	1205		Service		487.28	0.00							
		1912-1		N		Insurance	1203		Insurar		307.68	0.00							
	SerialNo	MeterDefC		untCode		Reading	ClosingReading	R	eadingDate	1	MinQuantity		Due	VAT	IsActive				
ę						-			-	-									
	20-147258	Colour	1101			0.00	0,1	00 00	3 Feb 2019	0.00	0	0	0.00	0.00	Yes				
	19-12/1202	Mono				0.00	0.1	00 00	3 Feb 2019	0.00	0	0	0.00	0.00	Yes				
	19-12/1202	Colour	1101			0.00	0.0	00 00	3 Feb 2019	0.00	0	0	0.00	0.00	Yes				
	1912-102031	Mono	1101			0.00	0.1	00 00	3 Feb 2019	0.00	0	0	0.00	0.00	Yes				
	2020-102046	Mono	1101			0.00	0.	00 00	3 Feb 2019	0.00	0	0	0.00	0.00	No				
	2020-102046	Colour	1101			0.00	0.0	00 00	3 Feb 2019	0.00	0	0	0.00	0.00	No				
_	Comment	-									*	Sub To	tal					260.	53
	comment											VAT							.00
		ļ								17		Grand	Total				9	260.	.53

#### **METER READINGS**

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

#### Comments

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



					Manual Contra	ct Invoice	: Add a nev	v invoice - B	PO: Version 2.1.0	).69 - Example	Company			25	3		$\times$
Q	Home	Equipment a	and Locatio	ons Contrac	t Finance and F	IR Invent	ory Maint	enance and P	Projects Manufa	cturing Procu	rement Sa	ales Ser	vice Re	porting Util	ities -	- 6	7 )
ŀ	-	×		2													
Sa	ave Back	Delete Item	Calculate Aggregat		yout												
	Maintain		Proce	, Format													
	Custo	ner Name	Samanth	as Diner	م	•			Invoice No.								
		Contract				*			Status	N							
	Invoice [	ate/Time	03 Feb 2	019 🔻 0	0:00:00 🛟			ž	Salesman	Abigail Milne			*				
		Order No.						In	voice Currency	USD							
	В	illing Date	03 Feb 2	019 -					Tax Rate	0.00							
R	emove Inac	ive Lines						1	Exchange Rate	9.8700							
	LocationDesc	SerialN	0	FeeType	FeeType	Desc	Account	Code Invo	iceDescription	Due	VAT	Status					
۴																	
		20-147	258	S	Service		1101	Mon	thly service fee	1 395.39	0.00	A					
		20-147	258	N	Insurance	e	1203	Insu	rance	338.45	0.00	A					
		19-12/	1202	S	Service		1101	Mon	thly service	1 023.28	0.00	A					
		19-12/	1202	N	Insuran	e	1203	Insu	rance	338.45	0.00	A					
		1912-1		S	Service		1101	Serv	rice fee	487.28	0.00						
_		1912-1		N	Insuran		1203		rance	307.68	0.00		_				
9	SerialNo	MeterDefC	ode Ac	countCode	OpeningReading	g Closing	Reading	ReadingDate	e MinBilling	MinQuantity	Usage [	Due	VAT	IsActive			
	20-147258	Colour	11	01	0.00		0.00	03 Feb 2019	0.00	0	0	0.00	0.00	Yes			
	19-12/1202	Mono	1-			.00	0.00	03 Feb 2019	0.00	0	0	0.00	0.00	Yes			
	19-12/1202	Colour	11	01	0	.00	0.00	03 Feb 2019	0.00	0	0	0.00	0.00	Yes			
	1912-102031	Mono	11	01	0	.00	0.00	03 Feb 2019	0.00	0	0	0.00	0.00	Yes			
	2020-102046	Mono	11	01	0	.00	0.00	03 Feb 2019	0.00	0	0	0.00	0.00	No			
	2020-102046	Colour	11	01	0	.00	0.00	03 Feb 2019	0.00	0	0	0.00	0.00	No			
	Comment										Sub To	tal				9 26	60.53
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## **NOTE ON AGGREGATE BILLING**

• Contracts <u>cannot</u> be configured for aggregate billing where the customer <u>is</u> consolidated.



				Manual Contract	Invoice : Add a r	new in	voice - BP(	D: Version 2.1.	0.69 - Example	Company			25 <del></del> -25		$\times$
Home I	Equipment ar	nd Locations	Contract	Finance and HR	Inventory Ma	intena	nce and Pro	jects Manufa	cturing Procu	rement Sa	ales Ser	vice Re	eporting Utilities	-	8 )
1 😋	×	$\mathbf{V}$	2	,											
Save Back	Delete Item	Calculate	Save Lay	out											
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Custor	ner Name	Samanthas	Diner	* م				Invoice No.	-						
	Contract		ndereta (	*				Status	N						
Invoice D	ate/Time	03 Feb 2019	9 • 0	0:00:00 🛟				Salesman	Abigail Milne						
	Order No.						Invo	ice Currency	USD						
B	illing Date	03 Feb 2019	9 🔹					Tax Rate	0.00			1			
Remove Inact	tive Lines						Ex	change Rate	9.8700						
LocationDesc	SerialNo		FeeType	FeeTypeDe	esc Accou	intCode	Invoice	Description	Due	VAT	Status				
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	20-1472	258	S	Service	1101		Monthi	y service fee	1 395.39	0.00	A				
	20-1472	258	N	Insurance	1203		Insura	nce	338.45	0.00	A				
	19-12/1	202	S	Service	1101		Month	y service	1 023.28	0.00	A				
	19-12/1	202	N	Insurance	1203		Insura	nce	338.45	0.00	A				
	1912-10	2031	S	Service	1101		Service	e fee	487.28	0.00	A				
	1912-10		N	Insurance	1203		Insura		307.68	0.00	A	_			_
SerialNo	MeterDefCo	de Accou	IntCode	OpeningReading	ClosingReading	Re	adingDate	MinBilling	MinQuantity	Usage I	Due	VAT	IsActive		
9 20-147258	Colour			0.00			Feb 2019					0.00			
	Mono	1101		0.00			Feb 2019	0.00	0	0	0.00	0.00			
and the second second second	Colour	1101		0.00			Feb 2019	0.00	0	0	0.00	0.00			
1912-102031		1101		0.00			Feb 2019	0.00	0	0	0.00	0.00			
2020-102046	Mono	1101		0.00		00 03	Feb 2019	0.00	0	0	0.00	0.00	No		
2020-102046	Colour	1101		0.00	0.0	00 03	Feb 2019	0.00	0	0	0.00	0.00	No		
Comment	Test Conso	Test Consolidated Customer Manual Contract Invoice									tal			6	260.53
connelle	CONTRACTOR OF STREET					·				VAT					0.00
										Grand	Total				260.53
										unu	- o call				

## **SAVE MANUAL INVOICE**

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



					Manual	Contract I	nvoice : Add a ne	w invo	oice - BPC	D: Version 2.1.	0.69 - Example	Company	1		25-3	E	]	×	
C.	Home	Equipment a	nd Location	s Contrac	t Finan	ce and HR	Inventory Mair	tenand	e and Pro	jects Manufa	acturing Procu	rement	Sales Ser	vice R	eporting Utili	ties —	Ð	0.5	
ŀ	8	×		2															
S	ave Back	Delete Item	Calculate Aggregate	Save La	out														
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	Custor	ner Name	Samantha	is Diner		• م				Invoice No.									
		Contract				*				Status	N								
	Invoice D	ate/Time	03 Feb 20	19 🔻 0	0:00:00	\$		E.		Salesman	Abigail Milne			*					
		Order No.						1	Invo	ice Currency	USD								
	Bi	lling Date	03 Feb 20	19 🔻						Tax Rate	0.00								
R	temove Inact	ive Lines							Exe	change Rate	9.8700								
	LocationDesc	SerialN	0	FeeType		FeeTypeDes	c Accoun	tCode	Invoice	Description	Due	VAT	Status					_	
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		20-147	258	S		Service	1101		Month	y service fee	1 395.39	0.0	0 A						
		20-147	258	N		Insurance	1203		Insurar	nce	338.45	0.0	0 A						
		19-12/	1202	S		Service	1101		Month	y service	1 023.28	0.0	0 A						
		19-12/	1202	N		Insurance	1203		Insurar	nce	338.45	0.0	0 A						
		1912-1	02031	S		Service	1101		Service	e fee	487.28	0.0	0 A						
		1912-1		N		Insurance	1203		Insurar		307.68	0.0	0 A	_				_	
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	20-147258	Colour	110	1		150.00			eb 2019	0.00	0	70	156.28	0.00					
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	1912-102031 2020-102046		110			300.00			eb 2019 eb 2019	0.00	0	260	36.28	0.00					
	2020-102046		110			350.00			eb 2019 eb 2019	0.00	0	140 120	0.00	0.00					
_	2020-102040	Colour	110	1		270.00	590.00	USP	2019	0.00	U	120	0.00	0.00	NU				
	Comment	Test Conso	Consolidated Customer Manual Contract Invoice									* Sub Total				9 699.11			
												VAT					)	0.00	
												Grand	l Total				9 69	9.11	
	oen Windows 🔻															Jan 2019			

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

- 1. The invoice will be **saved** and you will return to the **Contract Invoices** Listing screen.
- 2. The newly created invoice will be selected in this screen and you will note that an **Invoice No.** has now been allocated.

## **PRINT MANUAL INVOICE**

3. Keeping the invoice selected, click on **Print**.



Add View Ir		Layout Worksp					resh				
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	InvoiceStatus	CustomerCode	CustomerName	DeptCode	Currency	DeptName	ExchangeRate	CustomerOrderNo	TaxRate	InvoiceDate	InvoiceTim
	1										
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IN0000454		HOP001	Hope Works	Tech	ZAR	Technical	1.00			17 Nov 2017	00:00:00
IN0000455		DER001	Derton Technologies		ZAR		1.00			17 Nov 2017	00:00:00
IN0000456		OFF001	Office Supplies Unlimited		ZAR		1.00			17 Nov 2017	00:00:00
	N	OFF001	Office Supplies Unlimited		ZAR		1.00			17 Nov 2017	00:00:00
	N	YES001	Young Electric	Sales	ZAR	Sales Department	1.00			17 Nov 2017	00:00:00
	N	TIA001	Titan Group		ZAR		1.00			17 Nov 2017	00:00:00
1	N	BOT0001	Bothas Networking inc		USD		9.87			17 Nov 2017	00:00:00
IN0000461		SAM001	Samanthas Diner		ZAR		1.00			17 Nov 2017	00:00:00
IN0000462		HOP001	Hope Works	Tech	ZAR	Technical		OHW11111		22 Feb 2018	12:00:00
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PIN0000020		DAN002	Dancing Shoes		ZAR		1.00			17 Nov 2017	00:00:00
STI0000020		HOP001	Hope Works	Tech	ZAR	Technical		test		25 Jul 2018	10:23:30
STI0000021	N	HOP001	Hope Works	Tech	ZAR	Technical	1.00	HWSTCD1008	15.00	26 Jul 2018	10:59:40

- 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**.



-				Contr	ract Invoic	es - BPC	: Version 2.1.0.69	- Exam	ple Comp	any			1000		×
	Home	Equipment and	d Locations Con	tract Finance and HR	Inventory	Mainte	nance and Project	Man	ufacturing	Procur	ement Sales	Service Rep	orting Utilities	- 8	X
(	3		2			58	Durban	- 4	2						
A	dd View Ir	voice Save	Layout Worksp			xport	New	- Re	fresh						
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	IN0000453	N	HOP001	Hope Works	Tech	ZAR	Technica			1.00		14.0	0 17 Nov 2017	00:00:0	0
	IN0000454	N	HOP001	Hope Works	Tech	ZAR	Technica			1.00		14.0	0 17 Nov 2017	00:00:00	0
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	IN0000459	N	TIA001	Titan Group		$\bigcirc$	8					14.0	0 17 Nov 2017	00:00:00	0
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	IN0000461	N	SAM001	Samanthas Diner				-(	3			0.0	0 17 Nov 2017	00:00:00	0
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7.3													1		. 10
)b	en Windows	•											28 Jan	2019	-

The **Print Preview** screen will open.

- 1. Here you can see that <u>all</u> contracts linked to this customer have been invoiced as this is a **consolidated** customer.
- 2. From here you can **View**, **Print**, **Export** or **Email** the invoice.
- 3. Close the preview screen when you are done.



🕼 Preview					• X
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1					Î
2	Com	pany Logo		New Town Durban South Africa 1234 a4521 Fax No.: 031 12 4545	
				Tel No.: 031 123 4567 IN0000463 03 Feb 2019 Susan Cooper	
	Customer :	SAM001 Samanthas Diner			
		PO Box 1234 New Town 1234	Attention :	Samantha Marshall	
	VAT No. :	123456789			
	Machine and Ship	ping Details			
		ST C0000017 On Site with client	Shipping Address :	147 Tar Road New Town	
	Order No. :			1234	
	Fees Description			Sub	Total
1.1	Service				1 260.00
	Machine and Ship				
		CO0000018 Back Office			
12		19-12/1202 SP19-12	Shipping Address :	147 Tar Road New Town	
	Order No			1774	•
Page 1 of 3					100% 🖂 🕕 💮

#### **Related Topics**

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

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