

# 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, none of the **machines** on that contract will bill at month end.
- If any one **fee** is billed, none of the other machines **fees** will bill at month end (for that contract). **Meters** will still be billed.
- If any one **meter** is billed, none 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 same 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 current billing period and set the contract to start billing in the following 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.

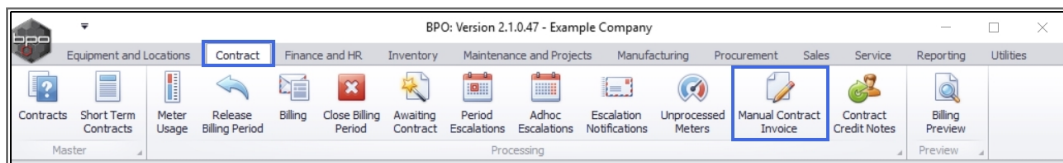
If you are using the Auto Debit Order Processing option on BPO, make sure that you print the Manual Contract Invoice(s) from the **Print Queue**.

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

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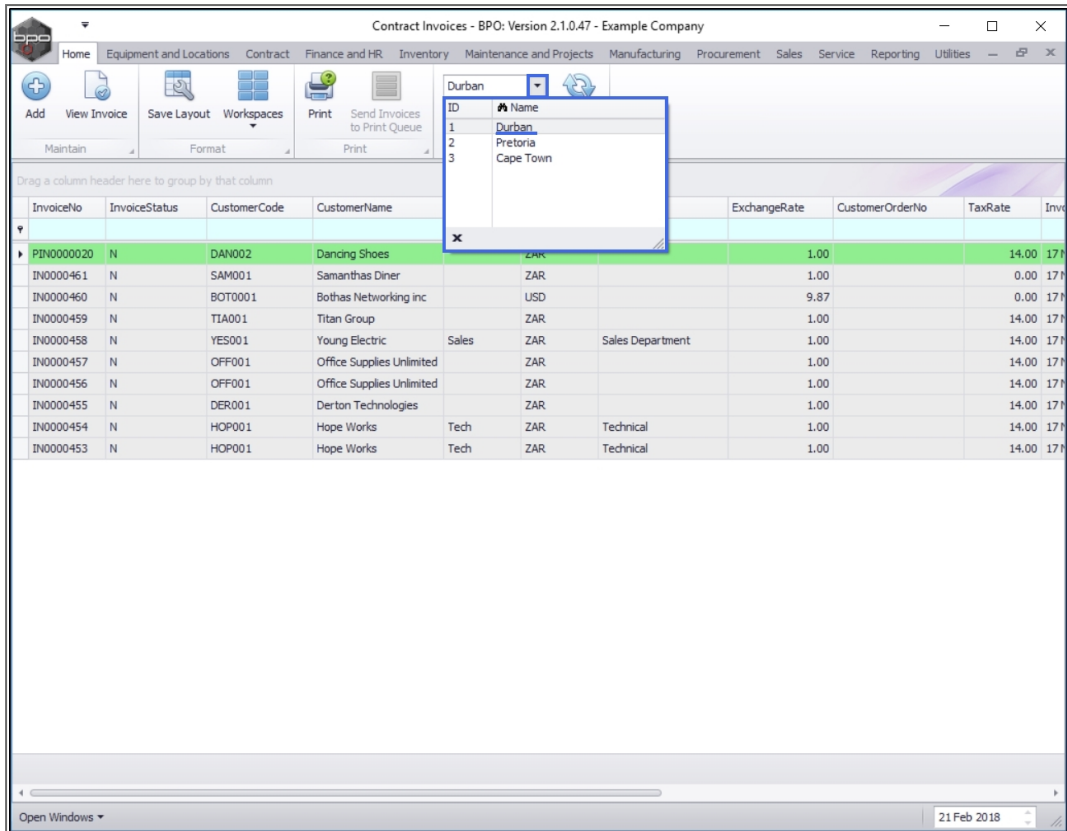
**Ribbon Access:** *Contract* > *Manual Contract Invoice*

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

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



- 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**.

InvoiceNo	InvoiceStatus	CustomerCode	CustomerName	DeptCode	Currency	DeptName	ExchangeRate	CustomerOrderNo	TaxRate	Invo
PIN0000020	N	DAN002	Dancing Shoes		ZAR		1.00		14.00	17%
IN0000461	N	SAM001	Samanthas Diner		ZAR		1.00		0.00	17%
IN0000460	N	BOT001	Bothas Networking inc		USD		9.87		0.00	17%
IN0000459	N	TIA001	Titan Group		ZAR		1.00		14.00	17%
IN0000458	N	YES001	Young Electric	Sales	ZAR	Sales Department	1.00		14.00	17%
IN0000457	N	OFF001	Office Supplies Unlimited		ZAR		1.00		14.00	17%
IN0000456	N	OFF001	Office Supplies Unlimited		ZAR		1.00		14.00	17%
IN0000455	N	DER001	Derton Technologies		ZAR		1.00		14.00	17%
IN0000454	N	HOP001	Hope Works	Tech	ZAR	Technical	1.00		14.00	17%
IN0000453	N	HOP001	Hope Works	Tech	ZAR	Technical	1.00		14.00	17%

The *Manual Contract Invoice : Add a new invoice* screen will open.

## INVOICE HEADER DETAILS

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

Manual Contract Invoice : Add a new invoice - BPO: Version 2.1.0.47 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Calculate Aggregate Save Layout

Customer Name  Invoice No.

Contract  Status N

Invoice Date/Time 21 Feb 2018 12:00:00 AM Salesman

Order No.  Invoice Currency

Billing Date 21 Feb 2018 Tax Rate

Exchange Rate

Remove Inactive Lines

SerialNo	LocationItemDesc	FeeType	FeeTypeDesc	AccountCode	Due	InvoiceLineDescription	VAT

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT

Comment

Sub Total 0.00

VAT 0.00

Grand Total 0.00

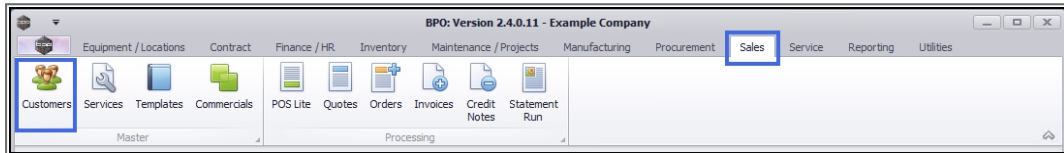
Open Windows 21 Feb 2018

- 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.

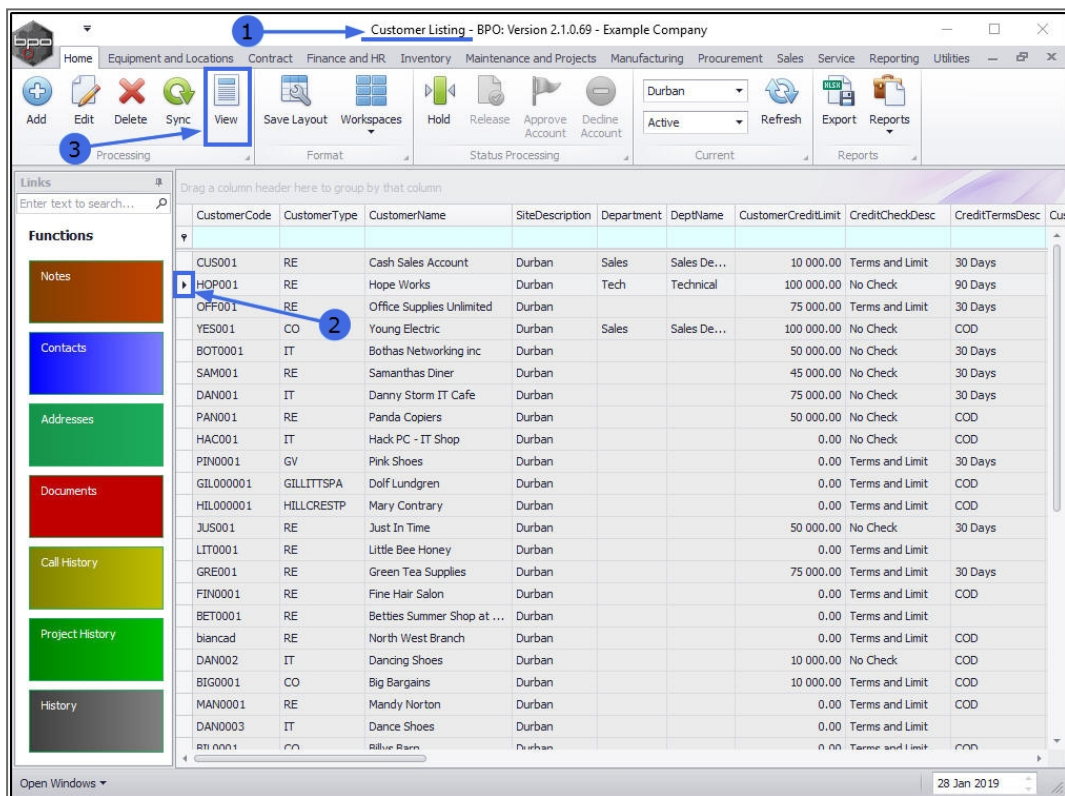
## Check for Unconsolidated Customer

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

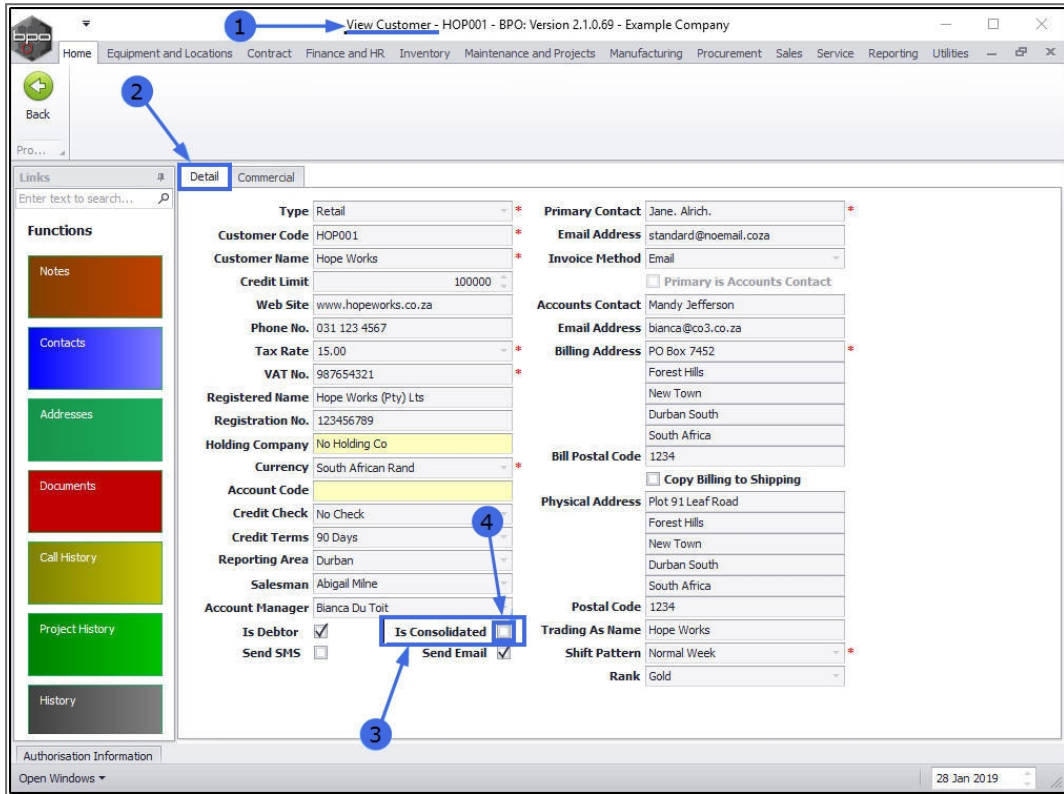
### Ribbon Access: *Sales > Customers*



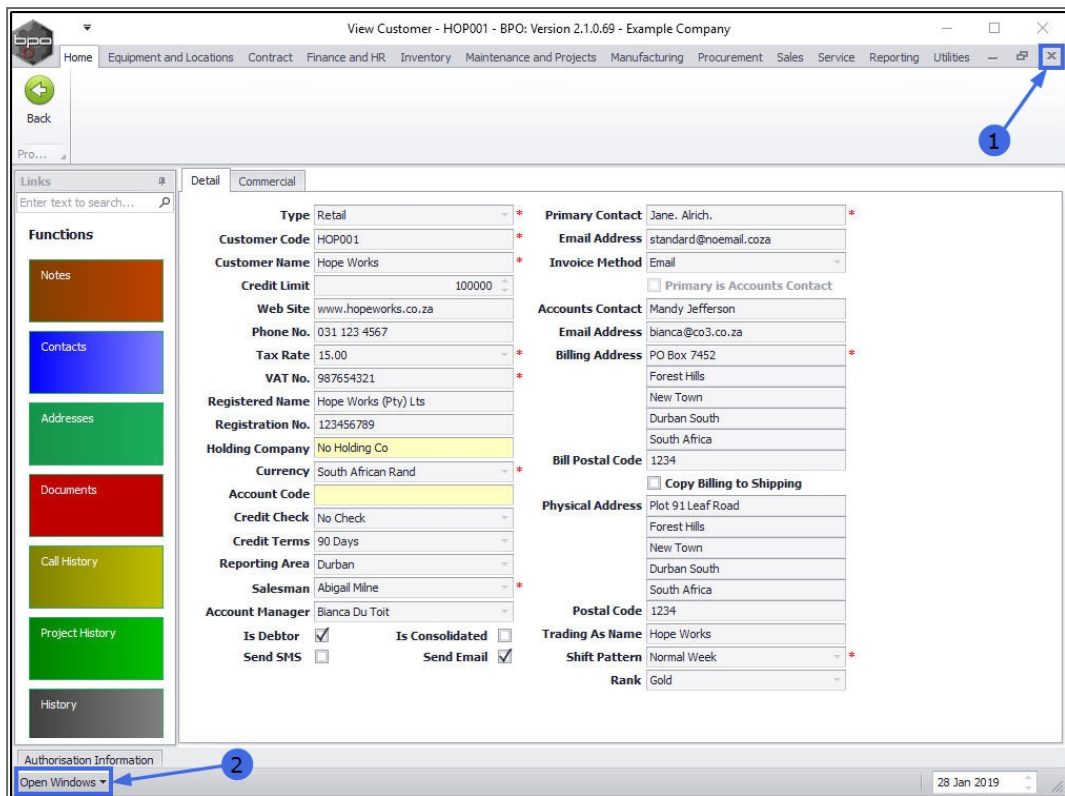
1. The *Customer Listing* screen will be displayed.
2. Click on the *row selector* in front of the customer you wish to view.
3. Click on *View*.



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 un-ticked, meaning this customer is '**unconsolidated**'.



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



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

1. As the **Customer Name** field populates with the selected **unconsolidated** 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.

Manual Contract Invoice: Add a new invoice - BPO: Version 2.1.0.47 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Calculate Aggregate Save Layout

Maintain Proc... Format

Customer Name: Hope Works

Contract: [Search]

Invoice No.:

Status: N

Salesman:

Invoice Currency: ZAR

Tax Rate: 14.00

Exchange Rate: 1.0000

Invoice Date/Time: 21 Feb 2018 12:00:00 AM

Order No.:

Billing Date: 21 Feb 2018

Remove Inactive Lines:

SerialNo	LocationItemDesc	FeeType	FeeTypeDesc	AccountCode	Due	InvoiceLineDescription	VAT
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SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT
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Comment:

Sub Total: 0.00

VAT: 0.00

Grand Total: 0.00

Open Windows 21 Feb 2018

## SELECT CONTRACT

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

Manual Contract Invoice : Add a new invoice - BPO: Version 2.1.0.47 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Calculate Aggregate | Save Layout

Maintain | Proc... | Format

Customer Name: Hope Works  
 Contract: [Select Contract] \*  
 Invoice Date/Time: 21 Feb 2018 12:00:00 AM  
 Order No.:  
 Billing Date: 21 Feb 2018  
 Remove Inactive Lines:

Invoice No.:  
 Status: N  
 Salesman: \*  
 Invoice Currency: ZAR  
 Tax Rate: 14.00  
 Exchange Rate: 1.0000

SerialNo	LocationItemDesc	FeeType	FeeTypeDesc	AccountCode	Due	InvoiceLineDescription	VAT
▼							

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT
▼										

Comment: \*

Sub Total: 0.00  
 VAT: 0.00  
 Grand Total: 0.00

Open Windows | 21 Feb 2018

- 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**.

Manual Contract Invoice: Add a new invoice - BPO: Version 2.1.0.47 - Example Company

Customer Name: Hope Works  
 Invoice No.:  
 Contract:  
 Status: N  
 Invoice Date/Time: 21 Feb 2018 12:00:00 AM  
 Salesman:  
 Order No.:  
 Invoice Currency: ZAR  
 Billing Date: 21 Feb 2018  
 Tax Rate: 14.00  
 Exchange Rate: 1.0000

Remove Inactive Lines:

ContractNo	ContractType	ContractTypeDesc	Currency	TaxRate	CustomerCode	CustomerName	StartDate
CO000010	CPC	Cost Per Copy	ZAR	14.00	HOP001	Hope Works	05 Jan 2011
CO000020	CPC	Cost Per Copy	ZAR	14.00	HOP001	Hope Works	01 Jan 2011
CO000042	CPC	Cost Per Copy	ZAR	14.00	HOP001	Hope Works	07 Sep 2016
CO000043	CPC	Cost Per Copy	ZAR	14.00	HOP001	Hope Works	01 Aug 2016
CO000060	CPC	Cost Per Copy	ZAR	14.00	HOP001	Hope Works	16 Feb 2018

Sub Total: 0.00  
 VAT: 0.00  
 Grand Total: 0.00

## 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.

Manual Contract Invoice : Add a new invoice - BPO: Version 2.1.0.47 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Calculate Aggregate | Save Layout

Customer Name: Hope Works  
 Contract: CO0000043  
 Invoice Date/Time: 21 Feb 2018 12:00:00 AM  
 Order No.:  
 Billing Date: 21 Feb 2018

Invoice No.:  
 Status: N  
 Salesman:  
 Invoice Currency: ZAR  
 Tax Rate: 14.00  
 Exchange Rate: 1.0000

Remove Inactive Lines

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	nm10301	S	Service	1101	Service	700.36	98.05	I
	2020-102041	S	Service	1101	Service	500.00	70.00	A
	2020-103053	N	Insurance	1203	Insurance	550.00	77.00	A

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	ContractNo	IsActive
nm10301	Mono		0.00	0.00	21 Feb 2018	250.25	0	0	0.00	0.00	CO0000043	No
nm10301	Colour	1101	0.00	0.00	21 Feb 2018	0.00	0	0	0.00	0.00	CO0000043	No
2020-102041	Mono	1101	0.00	0.00	21 Feb 2018	1 100.00	1000	0	0.00	0.00	CO0000043	No
2020-102041	Colour	1101	0.00	0.00	21 Feb 2018	1 100.00	1000	0	0.00	0.00	CO0000043	No
2020-103053	Mono	1101	0.00	0.00	21 Feb 2018	1 100.00	100	0	0.00	0.00	CO0000043	Yes
2020-103053	Colour	1101	0.00	0.00	21 Feb 2018	1 100.00	100	0	0.00	0.00	CO0000043	Yes

Comment:

Sub Total: 1 750.36  
 VAT: 245.05  
 Grand Total: 1 995.41

Open Windows | 21 Feb 2018

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 Contract Invoice : Add a new invoice - BPO: Version 2.1.0.47 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Calculate Aggregate Save Layout

Customer Name: Hope Works Invoice No.:

Contract: CO0000043 Status: N

Invoice Date/Time: 21 Feb 2018 12:00:00 AM Salesman:

Order No.:  Invoice Currency: ZAR

Billing Date: 21 Feb 2018 Tax Rate: 14.00

Remove Inactive Lines  Exchange Rate: 1.0000

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	nm10301	S	Service	1101	Service	700.36	98.05	I
	2020-102041	S	Service	1101	Service	500.00	70.00	A
	2020-103053	N	Insurance	1203	Insurance	550.00	77.00	A

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	ContractNo	IsActive
nm10301	Mono		0.00	0.00	21 Feb 2018	250.25	0	0	0.00	0.00	CO0000043	No
nm10301	Colour	1101	0.00	0.00	21 Feb 2018	0.00	0	0	0.00	0.00	CO0000043	No
2020-102041	Mono	1101	0.00	0.00	21 Feb 2018	1 100.00	1000	0	0.00	0.00	CO0000043	No
2020-102041	Colour	1101	0.00	0.00	21 Feb 2018	1 100.00	1000	0	0.00	0.00	CO0000043	No
2020-103053	Mono	1101	0.00	0.00	21 Feb 2018	1 100.00	100	0	0.00	0.00	CO0000043	Yes
2020-103053	Colour	1101	0.00	0.00	21 Feb 2018	1 100.00	100	0	0.00	0.00	CO0000043	Yes

Comment:

Sub Total: 1 750.36  
VAT: 245.05  
Grand Total: 1 995.41

Open Windows 21 Feb 2018

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.

Manual Contract Invoice : Add a new invoice - BPO: Version 2.1.0.47 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Calculate Aggregate | Save Layout

Customer Name: Hope Works | Invoice No. | Contract: CO0000043 | Status: N | Invoice Date/Time: 21 Feb 2018 12:00:00 AM | Salesman | Order No. | Invoice Currency: ZAR | Billing Date: 21 Feb 2018 | Tax Rate: 14.00 | Exchange Rate: 1.0000

Remove Inactive Lines  1

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	2020-102041	S	Service	1101	Service	500.00	70.00	A
	2020-103053	N	Insurance	1203	Insurance	550.00	77.00	A

2

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	ContractNo	IsActive
2020-103053	Mono	1101	0.00	0.00	21 Feb 2018	1 100.00	100	0	0.00	0.00	CO0000043	Yes
2020-103053	Colour	1101	0.00	0.00	21 Feb 2018	1 100.00	100	0	0.00	0.00	CO0000043	Yes

Comment

Sub Total: 1 050.00  
VAT: 147.00  
Grand Total: 1 197.00

Open Windows | 21 Feb 2018

## REMOVE CHARGES

Ensure that you have the correct Fee and Meter charges listed. You can **delete/remove** the items that you do not 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**.

- 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**.

Manual Contract Invoice: Add a new invoice - BPO: Version 2.1.0.47 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Calculate Aggregate | Save Layout

Customer Name: Hope Works | Invoice No.: | Status: N  
 Contract: CO0000043 | Salesman: | Invoice Currency: ZAR  
 Invoice Date/Time: 22 Feb 2018 12:00:00 AM | Tax Rate: 14.00  
 Order No.: | Billing Date: 22 Feb 2018 | Exchange Rate: 1.0000  
 Remove Inactive Lines:

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	2020-102041	S	Service	1101	Service	500.00	70.00	A
	2020-103053	N	Insurance	1203	Insurance	550.00	77.00	A

Confirm delete line

Are you sure you want to remove this fee line from the contract invoice?

Yes No

SerialNo	MeterDefCode	AccountCode	OpeningReading	Due	VAT	ContractNo	IsActive	
2020-103053	Mono	1101	0.00	0	0.00	0.00	CO0000043	Yes
2020-103053	Colour	1101	0.00	0	0.00	0.00	CO0000043	Yes

Comment: | Sub Total: 1050.00 | VAT: 147.00 | Grand Total: 1197.00

Open Windows | 21 Feb 2018

- The selected line will now be **removed** from the frame.

Manual Contract Invoice : Add a new invoice - BPO: Version 2.1.0.47 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Calculate Aggregate | Save Layout

Customer Name: Hope Works \*      Invoice No.:

Contract: CO0000043 \*      Status: N

Invoice Date/Time: 22 Feb 2018 12:00:00 AM      Salesman:

Order No.      Invoice Currency: ZAR \*

Billing Date: 22 Feb 2018      Tax Rate: 14.00

Remove Inactive Lines:       Exchange Rate: 1.0000

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	2020-103053	N	Insurance	1203	Insurance	550.00	77.00	A

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	ContractNo	IsActive
2020-103053	Mono	1101	0.00	0.00	21 Feb 2018	1 100.00	100	0	0.00	0.00	CO0000043	Yes
2020-103053	Colour	1101	0.00	0.00	21 Feb 2018	1 100.00	100	0	0.00	0.00	CO0000043	Yes

Comment:

Sub Total: 1 050.00  
VAT: 147.00  
Grand Total: 1 197.00

Open Windows | 21 Feb 2018

- 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.
- Order No:** Type in a customer order number if required.
- Billing Date:** Ensure you have selected the correct billing date. This will adjust the meter reading date for the items on this invoice.

## 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 Invoice : Add a new invoice - BPO: Version 2.1.0.47 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Calculate Aggregate Save Layout

Customer Name: Hope Works \* Invoice No. [ ]  
 Contract: CO0000043 \* Status: N  
 Invoice Date/Time: 22 Feb 2018 12:00:00 AM Salesman: [ ] \*  
 Order No.: OHW11111 Invoice Currency: ZAR  
 Billing Date: 22 Feb 2018 Tax Rate: 14.00  
 Exchange Rate: 1.0000

Remove Inactive Lines

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	2020-103053	N	Insurance	1203	Insurance	550.00	77.00	A

SerialNo	MeterDefCode	AccountCode	OpeningReading	ClosingReading	ReadingDate	MinBilling	MinQuantity	Usage	Due	VAT	ContractNo	IsActive
2020-103053	Mono	1101	0.00	0.00	21 Feb 2018	1 100.00	100	0	1 100.00	154.00	CO0000043	Yes
2020-103053	Colour	1101	0.00	0.00	21 Feb 2018	1 100.00	100	0	1 100.00	154.00	CO0000043	Yes

Comment: [ ] \* Sub Total: 2 750.00  
 VAT: 385.00  
 Grand Total: 3 135.00

Open Windows 21 Feb 2018

## 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.

Manual Contract Invoice : Add a new invoice - BPO: Version 2.1.0.47 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Calculate Aggregate | Save Layout

Customer Name: Hope Works \*      Invoice No. [ ]

Contract: CO0000043 \*      Status: N

Invoice Date/Time: 22 Feb 2018 12:00:00 AM      Salesman: [ ] \*

Order No.: OHW11111      Invoice Currency: ZAR

Billing Date: 22 Feb 2018      Tax Rate: 14.00

Remove Inactive Lines:       Exchange Rate: 1.0000

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	2020-103053	N	Insurance	1203	Insurance	550.00	77.00	A

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	CO0000043	Yes
2020-103053	Colour	1101	0.00	298.00	21 Feb 2018	1 100.00	100	298	1 121.78	157.05	CO0000043	Yes

Comment: [ ] \*

Sub Total: 2 822.71

VAT: 395.18

Grand Total: 3 217.89

Open Windows | 21 Feb 2018

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

Manual Contract Invoice : Add a new invoice - BPO: Version 2.1.0.47 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Delete Item | Calculate Aggregate | Save Layout

Customer Name: Hope Works \*      Invoice No. [ ]  
 Contract: CO0000043 \*      Status: N  
 Invoice Date/Time: 22 Feb 2018 12:00:00 AM      Salesman: [ ] \*  
 Order No.: OHW11111      Invoice Currency: ZAR  
 Billing Date: 22 Feb 2018      Tax Rate: 14.00  
 Exchange Rate: 1.0000

Remove Inactive Lines

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	2020-103053	N	Insurance	1203	Insurance	550.00	77.00	A

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	CO0000043	Yes
2020-103053	Colour	1101	0.00	298.00	21 Feb 2018	1 100.00	100	298	1 121.78	157.05	CO0000043	Yes

Comment: Test invoice \*      Sub Total: 2 822.71  
 VAT: 395.18  
 Grand Total: 3 217.89

Open Windows | 21 Feb 2018

## 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 cannot be configured for aggregate billing where the customer is consolidated.

Manual Contract Invoice : Add a new invoice - BPO: Version 2.1.0.47 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Calculate Aggregate Save Layout

Customer Name: Hope Works \* Invoice No.:

Contract: CO0000043 \* Status: N

Invoice Date/Time: 22 Feb 2018 12:00:00 AM Salesman:  \*

Order No.: OHW11111 Invoice Currency: ZAR

Billing Date: 22 Feb 2018 Tax Rate: 14.00

Remove Inactive Lines:  Exchange Rate: 1.0000

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	2020-103053	N	Insurance	1203	Insurance	550.00	77.00	A

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	CO0000043	Yes
2020-103053	Colour	1101	0.00	298.00	21 Feb 2018	1 100.00	100	298	1 121.78	157.05	CO0000043	Yes

Comment: Test invoice \*

Sub Total: 2 822.71

VAT: 395.18

Grand Total: 3 217.89

Open Windows 21 Feb 2018

## SAVE MANUAL INVOICE

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

Manual Contract Invoice : Add a new invoice - BPO: Version 2.1.0.47 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Save Back Delete Item Calculate Aggregate Save Layout

Customer Name: Hope Works \* Invoice No.:

Contract: CO0000043 \* Status: N

Invoice Date/Time: 22 Feb 2018 12:00:00 AM Salesman:  \*

Order No.: OHW11111 Invoice Currency: ZAR

Billing Date: 22 Feb 2018 Tax Rate: 14.00

Remove Inactive Lines:  Exchange Rate: 1.0000

LocationDesc	SerialNo	FeeType	FeeTypeDesc	AccountCode	InvoiceDescription	Due	VAT	Status
	2020-103053	N	Insurance	1203	Insurance	550.00	77.00	A

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	CO0000043	Yes
2020-103053	Colour	1101	0.00	298.00	21 Feb 2018	1 100.00	100	298	1 121.78	157.05	CO0000043	Yes

Comment: Test invoice \*

Sub Total: 2 822.71  
 VAT: 395.18  
 Grand Total: 3 217.89

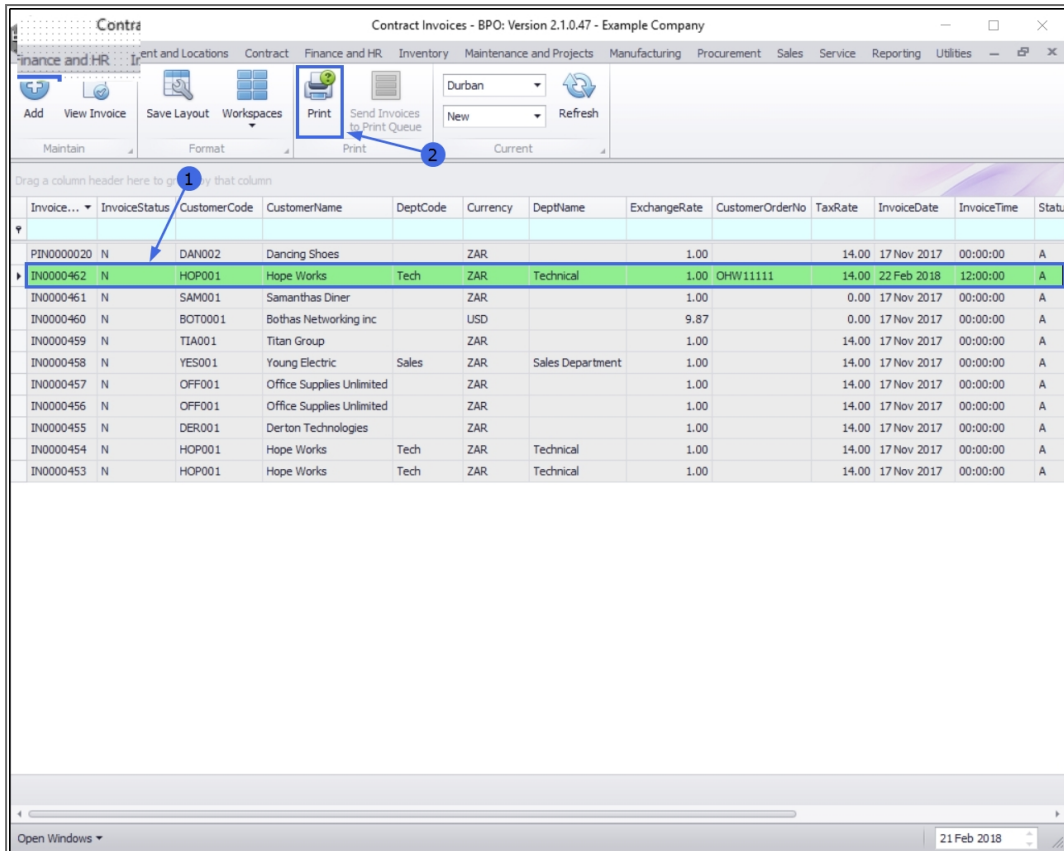
Open Windows 21 Feb 2018

## INVOICE NO. ALLOCATION

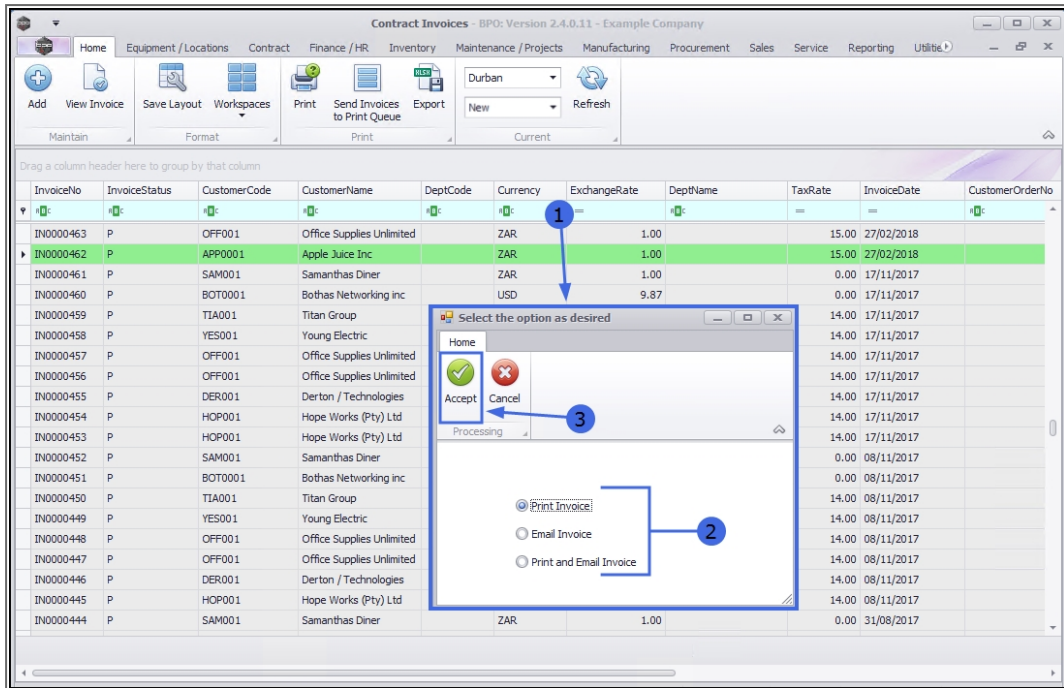
1. You will return to the **Contract Invoices** screen where you can now view the new manual invoice which now has an **invoice number** allocated to it.

## PRINT MANUAL INVOICE

2. You can now [Print the Contract Invoice](#) (Print Queue).

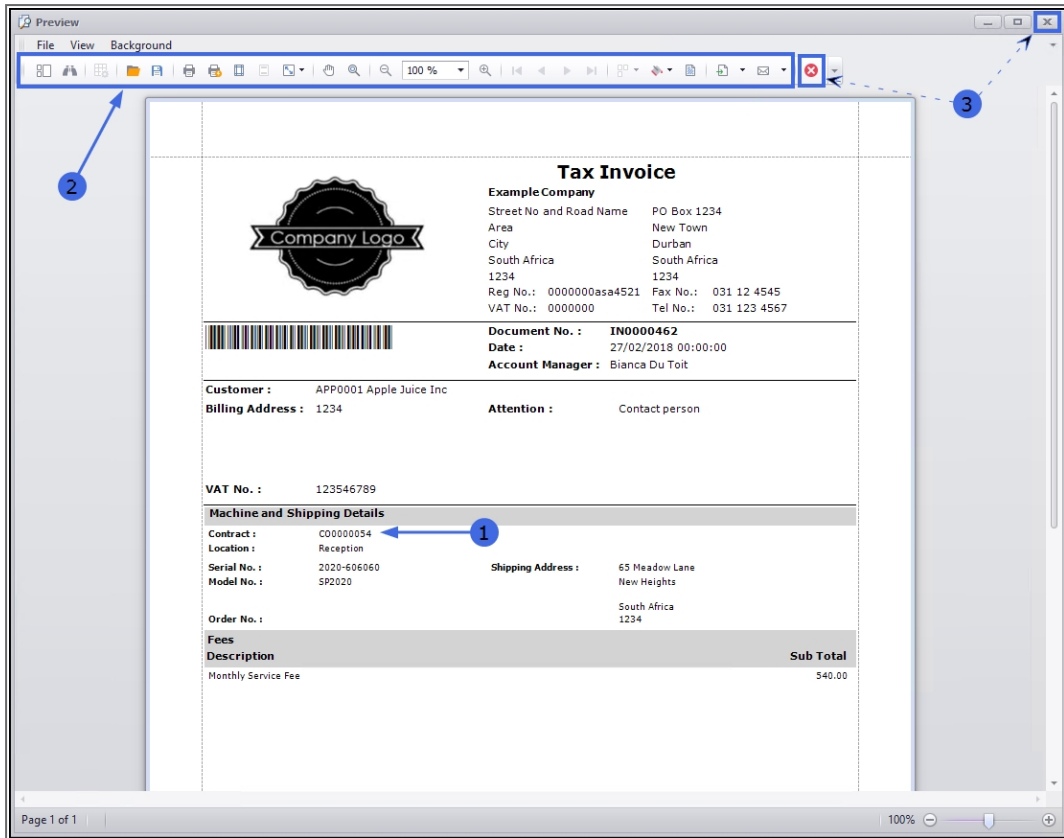


1. A **Select the option as desired** pop up screen will appear.
2. Select the **Print/Email** method.
  - In this image, **Print Invoice** has been selected.
3. Click on **Accept**.



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

1. Here you can see that only the selected 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.



## Related Topics

- [Create Manual Contract Invoice - Consolidated Customer](#)
- [Edit Comment and Order Number](#)
- [Month End Billing Run](#)
- [Contract Credit Notes](#)

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