



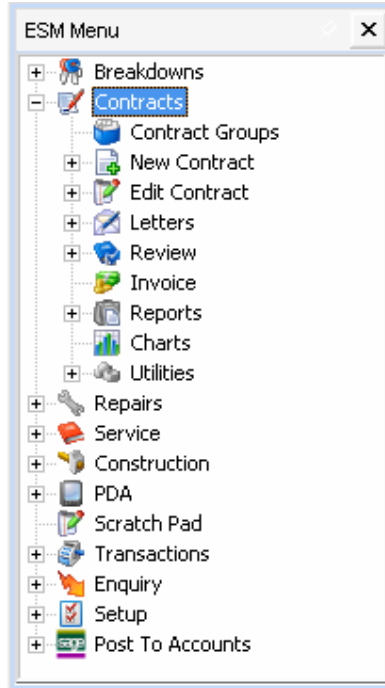
Contracts

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1. Contracts Module

The Contract module is accessible via the main ESM menu bar or by displaying the individual contract toolbar.



Or



1.1 Module Overview

The contracts module automates the production of service maintenance contracts. The system provides invoice production on a monthly basis. Annual review dates, invoice due dates and cover period dates are updated based on contracts types below.

Maintenance charges are calculated based on contract intervals and payment terms. Invoices are produced via the Invoices link - client details, contract details and period of cover are printed. Contracts may be grouped on to one invoice by attaching contracts to contract group numbers.

Annual review dates are controlled by the system via the Review link. Annual services dates may be changed by selection.

1.1.1 Contract Intervals allowed:

1. Monthly
2. Bi-Monthly
3. Quarterly
4. Four Monthly
5. Six Monthly
6. Annually
7. Bi-Annually

1.1.2 Contract Payment Types allowed:

1. In Advance
2. In Arrears

1.1.3 Status

1. Active
2. Non-Active

1.1.4 Contracts Allowed:

1. Per Elevator. Must have elevator contracts switched on in System Settings.
2. Per Site. Must have site contracts switched on in System Settings.
3. Grouped Contracts (any combination of 1 or 2 attached to same client code).

1.1.5 Combinations Allowed:

1. Individual elevator contract.
2. Site contract for multiple elevators.
3. Site contract for a single elevator.
4. A combination of 1 and 3 or 1 and 2.

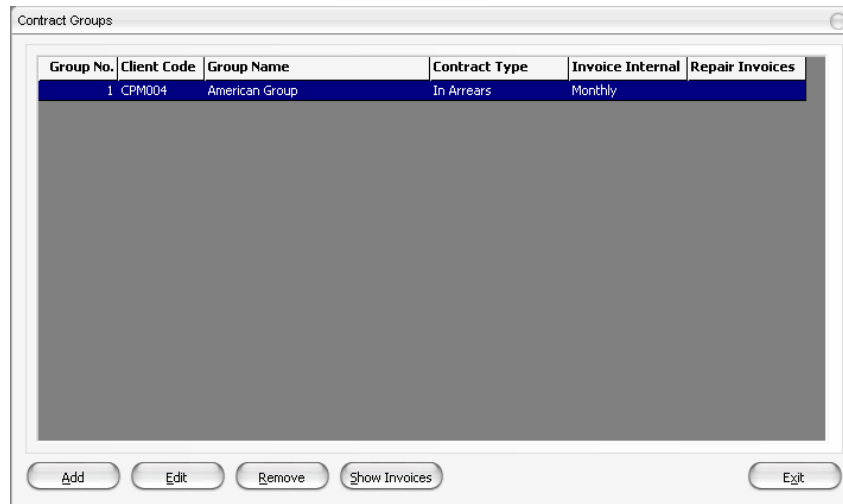
1.1.6 Sample Usage For A Month:

Add new contracts / edit any changes, produce the contracts to review report.

1. Review contracts.
2. Produce contracts reviewed report .
3. Produce contracts to invoice report.
4. Print renewal letters.
5. Process Invoices.
6. Print and complete invoices.
7. Print Posting Report.
8. Transfer invoices to a 3rd party back office/accounting system.
9. Month End.

1.2 Contract Groups

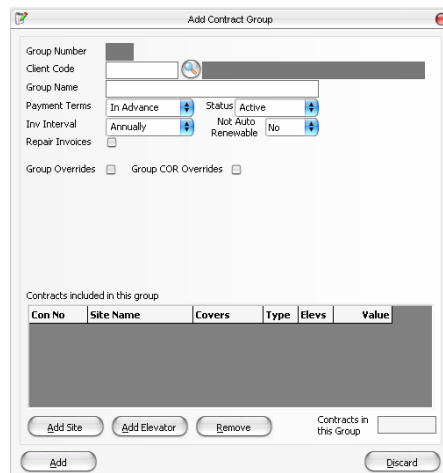
Open the Contract Module and select the Contracts Group by double clicking on the link.



This allows you to set-up and maintain contract groups. Contract groups are set-up so that a group of contracts can be invoiced and reviewed together. Click on 'Add' then fill in the following

1. **Group Number:** Automatically generated from the next contract group, which cannot be changed by the user.
2. **Client Code:** Identifies the client. A valid client code must be input. A search button is provided. Once selected the client name is displayed.
3. **Payment Terms:** A drop down list detailing the allowable choices.
4. **Status:** Active/ Inactive
5. **Inv Interval:** A drop down list detailing the invoice intervals giving the allowable choices.
6. **Not auto renewable:** Yes/No.

The form contains basic maintenance buttons. A contract group must be set-up before a contract can be assigned to the group.



1.3 Adding a Site or Elevator Contract to a Group

Con No	Site Name	Covers	Type	Elevs	Value
--------	-----------	--------	------	-------	-------

To add a site or elevator to a group you first need to create that site and/or elevator contract. Select 'Add Site' or 'Add Elevator'. You will then be prompted to save any changes to the Group you are working on

Contract group must be saved before adding any sites. Any sites added will be automatically updated. Save now?

You will now be asked to select the Site/Elevator contract you wish to add to the Group as above.

Only one site contract may be set-up per site, the program will report any duplication

1.4 New Contract

Open the Contract Module and select either the New Elevator Contract or New Site Contract link.

The screenshot shows the 'Add Site Contract' window with the following fields and options:

- Site: [Redacted]
- Client: [Redacted]
- Group: [Redacted] (with a magnifying glass icon)
- Payment Terms: [Dropdown]
- Interval: [Dropdown]
- Status: [Dropdown]
- Show On: [Icon]
- Site Name: [Text Area]
- Our Contract Number: [Text Box]
- Contract Type: [Dropdown]
- Client Order Number: [Text Box]
- No of Units Covered: [Text Box]
- Date of Last Increase: [Text Box]
- Annual Maintenance Value: [Text Box]
- Percent Last Increase: [Text Box]
- Annual Repair Value: [Text Box]
- Next Review Due: [Text Box]
- Date Contract Started: [Text Box]
- Renewal Letter Due Date: [Text Box]
- Date Contract Ends: [Text Box]
- Next Invoice Due: [Text Box]
- Not Auto Renewable: [Dropdown]
- Next Period of Cover: [From/To] [Text Boxes]
- LG1 Included: [Checkbox]
- LG5 Included: [Checkbox]
- LG10 Included: [Checkbox]
- Supplementary Tests Included: [Checkbox]
- Supplementary Details: [Text Area]
- Repairs Included: [Checkbox]
- Breakdowns Included: [Checkbox]

Buttons at the bottom: **New** (highlighted), Print Quote, Save, Abandon, Exit.

1. **Group:** To attach the contract to a contract group enter either the contract group number or select the group from the lookup list by clicking on the magnifier button. You may only attach a contract to a group with the same client codes. Any contracts that are in a group will be invoiced together as part of a group invoice - each showing as one line on an invoice. In addition, if you attached the contract to a contract group the payment terms and invoice interval will be disabled and set to the contract group terms etc - It is not possible to have different terms for items in the same group. If the contract is not in a contract group, the program will default the group to zero.
2. **Payment Terms:** Either 'In Advance' or 'In Arrears'. If the contract is part of a group the value will default to the payment terms on the contract group.
3. **Interval:** Choices are Monthly, Bi-Monthly, Quarterly, Four Monthly, 6 Monthly, Annually and Bi-Annually. If the contract is part of a group the value will default to the payment interval on the contract group.
4. **Status:** Choices are 'Active' or 'Non-Active'. Non-active contracts will be ignored by all processing routines in the module but will be produced on the cancelled contracts report.

5. **Our Contract Number:** Identifies the contract number. The value entered must be unique against any other contract. The field is also compulsory. This field would normally be shown on the invoice.
6. **Contract Type:** In accordance with the contract types offered.
7. **Client Order Number:** If the client has a purchase order number - may be produced on the invoice. The field is optional.
8. **No of Units Covered:** Identifies the number of elevators covered in the contract. Reference field only - defaults to 1 for single elevator contracts.
9. **Annual Maintenance Value:** Contains the annual service maintenance value.
10. **Annual Repair Value:** Contains the annual repair maintenance value.
11. **Date Contract Started:** Defaults to the system date.
12. **Date Contract Ends:** Defaults to blank.
13. **Not Auto-Renewable:** Yes/No
14. **Date of Last Increase:** Defaults to date contract started.
15. **Percent of Last Increase:** Defaults to zero - updated by the Review Contracts process.
16. **Next Review Due:** Defaults to date contract started - updated by the Review Contracts process.
17. **Renewal Letter Due Date:** Defaults to blank.
18. **Next Invoice Due:** Defaults to date contract started - updated by the Process Invoices program.
19. **Period of Cover From:** Identifies the period start date. Defaults to date contract started - updated by the Process Invoices program. Shown on the invoice
20. **Period of Cover To:** Identifies the period end date. Calculated from the 'Period of Cover From' date based on the Interval - updated by the Process Invoices. Shown on the invoice
21. **LG:** Select the one required
22. **Supplimentary Tests Included:** Select if included.
23. **Supplimentary Details:** Details of the tests if included.
24. **Repairs included:** Tick if they are included in the contract.
25. **Breakdowns included:** Tick if they are included in the contract.
26. **Save Button:** Select to save changes. You are prompted to select Yes to continue, No to abort.
27. **Abandon Button:** Select to abandon entry. You are prompted to select Yes to abandon, No to keep contract.
28. **Print Quote Button:** This allows you to quote the value of the contract.

1.5 Edit Site Contract

Select Edit Contract button in main window.

1. **Select Button:** The site search facility is activated.
2. Once a site has been selected in the site search form the user may edit the contract see Edit Contract section.

1.6 Edit Elevator Contract

1. **Select Button:** The elevator search facility is activated. Only one contract may be set-up per elevator - the program will not allow any duplicate entries.
2. Once an elevator has been selected, the user may edit the contract see below.

1.7 Edit Contract

The program operates in the same way as the new contract form with the exception of:

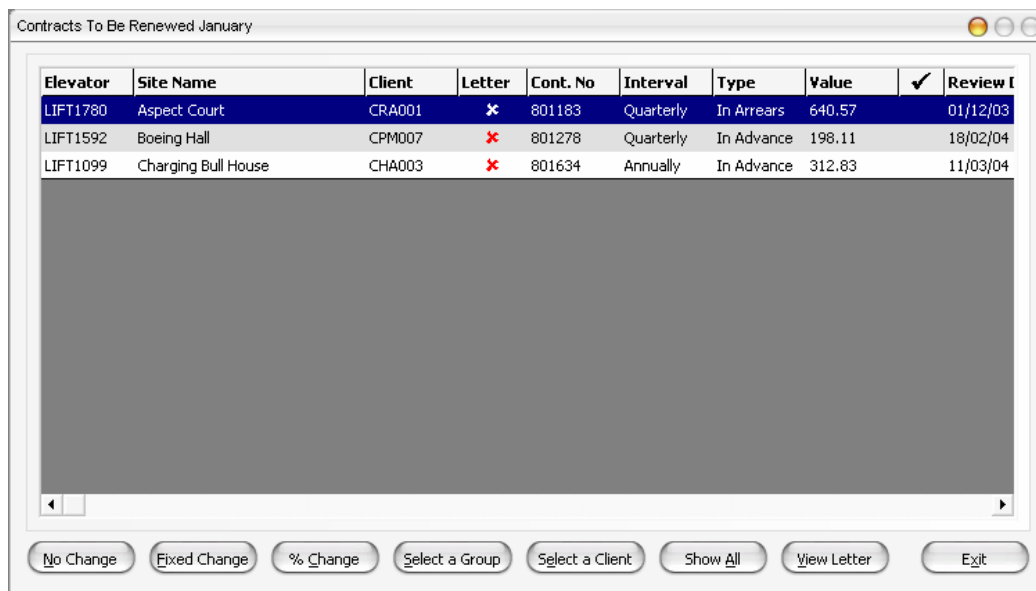
1. **Remove Button:** It is possible to remove the contract. No validation is imposed on the deletion of the contract. The record is simply deleted.

1.8 Reasons To Edit A Contract

1. The contract value has changed.
2. The Payment terms/Interval have changes.
3. The Period of cover has changed or needs to be a custom period outside the normal.
4. The contract has changed from an elevator contract to a site contract or Visa versa - Good reason to delete the contract then set-up again.
5. The contract has moved to a different group.
6. The items under cover has changed.
7. The contract has expired.
8. The contract has changed clients - if a management company is involved etc.
9. The clients purchase order has changed.
10. You need to reprocess an invoice - Due to admin error etc.
11. The lift/site record has been transferred to different site/client.

1.9 Review Contracts

Open Contracts and select Review. You can select Elevator and Site contracts or Group contracts to review.



The screenshot shows a window titled "Contracts To Be Renewed January". It contains a table with the following data:

Elevator	Site Name	Client	Letter	Cont. No	Interval	Type	Value	✓	Review I
LIFT1780	Aspect Court	CRA001	✘	801183	Quarterly	In Arrears	640.57		01/12/03
LIFT1592	Boeing Hall	CPM007	✘	801278	Quarterly	In Advance	198.11		18/02/04
LIFT1099	Charging Bull House	CHA003	✘	801634	Annually	In Advance	312.83		11/03/04

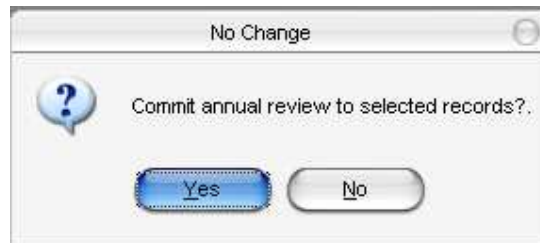
Below the table is a control panel with the following buttons: No Change, Fixed Change, % Change, Select a Group, Select a Client, Show All, View Letter, and Exit.

It is possible to process annual uplift on contracts due for review. A list of contracts due to be reviewed for the current month is displayed. At the start of the monthly cycle the list should be identical to the contracts to review report below.

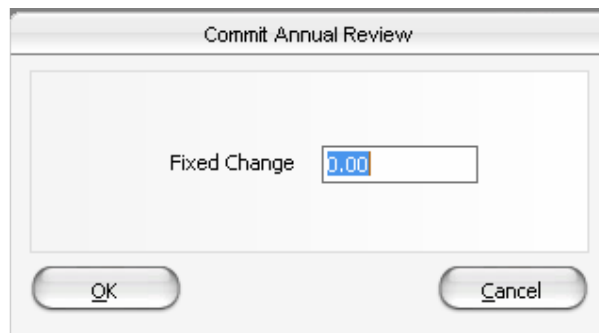
Be sure to produce the contracts to review report before any contracts are updated.

Double click on the elevator required, select

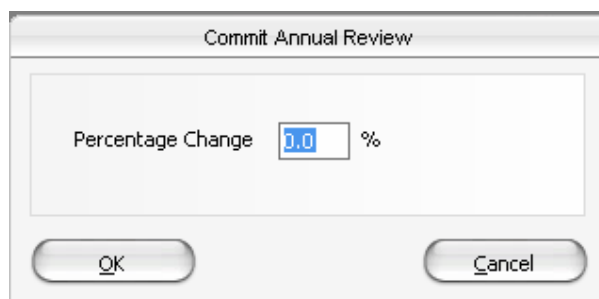
“No Change” and you will be prompted –



“Fixed change” and you will be prompted –



or “% Change” and you will be prompted –



Sample Usage:

To select a contract to review use the space bar or return key. A green tick will show for selected records. Once all the records to review are selected you may want to change the contract value by -

1. **No Change:** Make no change to the contract value.
2. **Fixed Change:** Uplift the annual contract value on selected contracts by fixed value.
3. **% Change:** Uplift the annual contract value of selected contracts by a % value. A negative is allowed.
4. **Exit:** Quit - selected records will be de-selected.

You are asked to commit the annual review. Once committed the contracts are removed from the list. The contract will no longer appear on the contracts to review report - updated contracts will now appear on the contracts reviewed report that should be produced once all contracts have been reviewed.

The following changes are made to a reviewed contract:

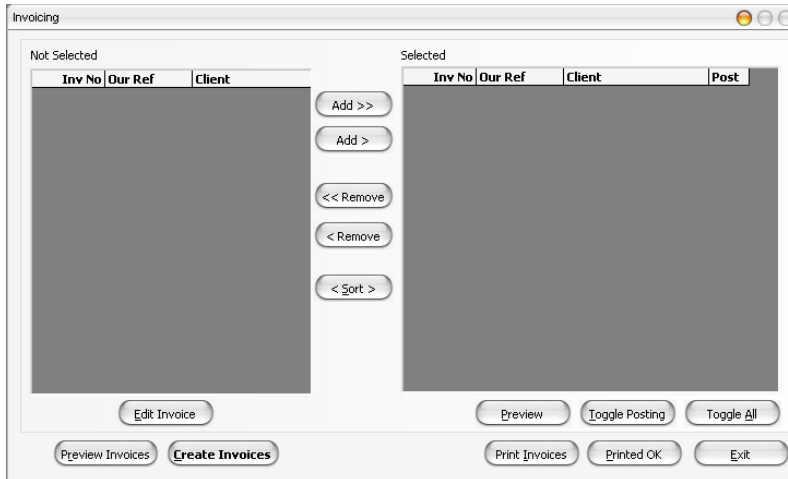
- Increment the contract next review date by any length of time specified.
- Calculates the annual contract values (maintenance and repair).
- Calculates the last percentage increase value.

The contracts reviewed report will show any contracts which have been reviewed with the new annual contract value. It is possible new contracts have been added with current review dates as per the example below. After the contracts reviewed report is produced – the next stage is to produce the contracts to invoice report. Note if you produce the ‘Contracts To Invoice’ report before you change any contracts the old invoice values will still be shown.

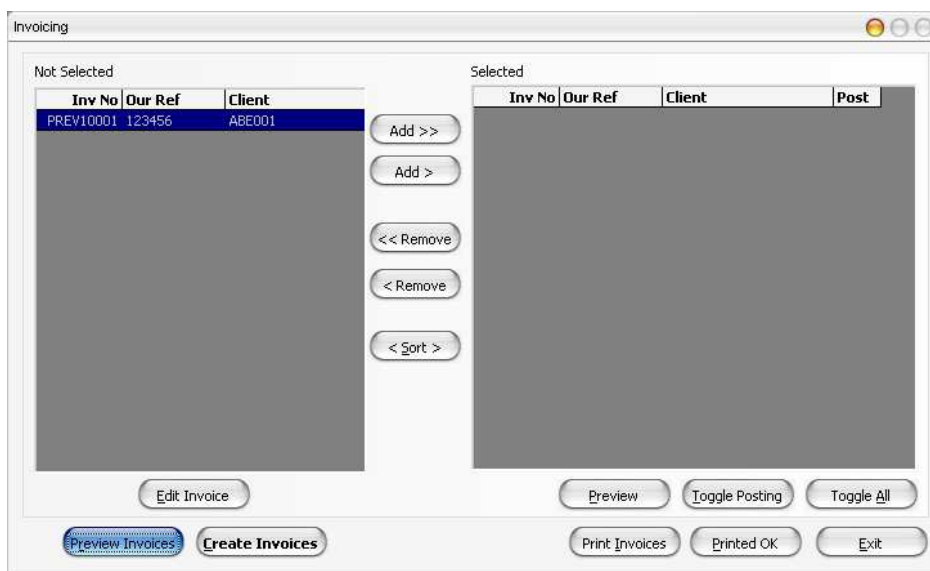
1.10 Process Invoices

Open the Contract Module and select the Invoice button and the window below will open.

The primary function of this form is to produce maintenance contract invoices. The routine will update the next invoice date and period of cover dates accordingly.



Create Invoices: To process an invoice cycle select Create Invoices - You are prompted for an invoice date - The date selected will appear on all invoices created. The program will process the contracts database and contracts to be invoiced will be calculated and shown on the Not Selected List (left hand side of the table) - Contracts due will be updated (next invoice date / period of cover from and to) to their next invoice periods based on payment terms and interval accordingly.



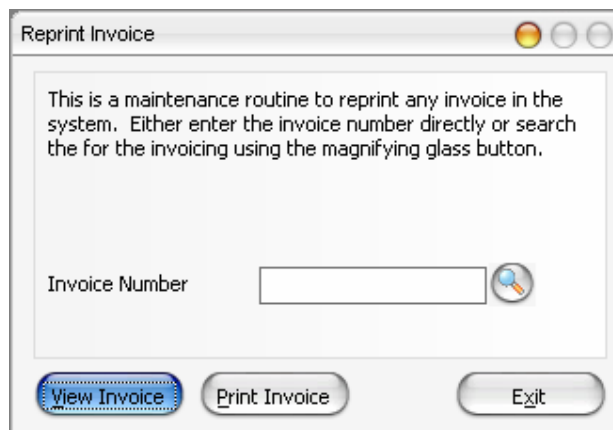
A list of contract invoices ready to be invoiced are displayed. There are two lists “not selected” and “selected”, the system will produce invoices for those displayed in the selected list only. The following options are available

1. **All >> and << All:** Select to put all the invoices in one list.
2. **< Add and Add >:** Select to toggle the highlighted invoice from the current list to the other. You may also use the mouse to double click on the highlighted invoice, or use the enter key toggle.
3. **< Sort >:** Select option to sort both lists in invoice number sequence.
4. **Preview:** Select option to activate a preview window of the invoice layout. A prompt displays the number of invoices ready to print, select Yes to continue, No to abort. Only invoices in the selected list are processed.
5. **Print Invoices:** Output the invoices to the default printer. A prompt displays the number of invoices ready to print, select Yes to continue, No to abort. Only invoices in the selected list are processed.
6. **Printed OK:** Once the invoices have been printed and checked select this option to complete the print process. The process will update the status of the invoice to ‘Invoice is printed’ and will be ready to be posted to the accounts. Only invoices that have been printed and are displayed in the selected list will be updated. A prompt displays the number of invoices ready to complete, select Yes to continue, No to abort. On completion of the process the records updated will be cleared from the selected list.

Note You cannot process a new batch until the current lists are clear

1.11 Reprint Invoices

To select the Reprint Invoices open the Contract Module select Utilities and then Reprint Invoices. Enter the number of the invoice you wish to reprint then select View Invoice or Print Invoice. To quit the the reprint invoices process click on Exit.



1.12 Contract Reports

Various reports can be executed in real time on the system, simply enter the data as required by the specific report and wait for the system to process the data.

Clicking on “Run Report” will create the a crystal report like the example below.

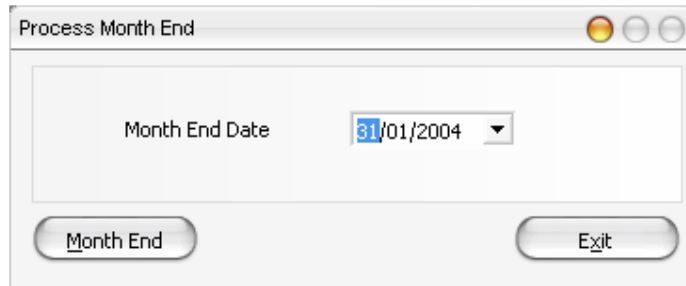
Printed: 26/01/2007

Site Name	Client	Contract Number	Contract Type	Invoice Type	Invoice Interval	No of Units	Service Value	Repair Value	Review Due	% Last Incr	Next Invoice Due	Cover From	Cover To
Group 0													
<i>Bealy Const Itals</i>													
Bealy House	BEA001	098765	B	In Advance	Monthly	1	£62.50	£29.17	01/09/2004	0.00	01/01/2004	01/01/2004	31/01/2004
Ashford Lodge	CFM011	11111	A	In Advance	Monthly	2	£103.75	£0.00	01/01/2004	0.00	28/01/2004	01/02/2004	29/02/2004
Cambridge House	CAF001	121212	A	In Advance	Monthly	0	£41.67	£20.83	01/03/2004	0.00	01/01/2004	01/01/2004	31/01/2004
Abersen Lane	ABE001	123456	B	In Advance	Monthly	1	£83.33	£62.50	01/09/2004	0.00	01/01/2004	01/12/2003	31/12/2003
Gregg Housing	CFM019	654321	A	In Advance	Monthly	1	£62.50	£0.00	01/10/2004	0.00	01/01/2004	01/12/2003	31/12/2003
Aspect Court	CRA001	801183	A	In Arrears	Quarterly	1	£160.14	£0.00	01/12/2004	0.00	30/01/2004	01/12/2003	29/02/2004
Howlett Court	CRA001	801185	A	In Advance	Quarterly	1	£156.76	£0.00	07/06/2003	4.00	30/01/2004	07/03/2004	06/06/2004
Everest Estate	CCM002	801188	A	In Advance	Quarterly	1	£145.81	£0.00	01/06/2003	4.00	30/01/2004	01/03/2004	31/05/2004
Boeing Hall	CFM007	801278	A	In Advance	Quarterly	1	£49.53	£0.00	18/02/2004	3.00	30/01/2004	18/02/2004	17/05/2004
Globe House	CFM003	801579	A	In Arrears	Monthly	1	£28.47	£0.00	01/06/2003	4.00	28/01/2004	01/01/2004	31/01/2004
Principal House	CFM003	801580	A	In Arrears	Monthly	1	£48.59	£0.00	01/06/2003	4.00	28/01/2004	01/01/2004	31/01/2004
Arrington Rest Home	ALM002	801581	A	In Arrears	Monthly	1	£35.44	£0.00	01/06/2003	4.00	28/01/2004	01/01/2004	31/01/2004
Arrington Place	ALM001	801583	A	In Arrears	Monthly	1	£40.10	£0.00	01/06/2003	4.00	28/01/2004	01/01/2004	31/01/2004
Mr Chan	CHA001	801584	A	In Arrears	Monthly	1	£22.57	£0.00	01/06/2003	4.00	28/01/2004	01/01/2004	31/01/2004
Ahia Retirement Home	AGH002	801585	A	In Arrears	Monthly	1	£49.90	£0.00	01/06/2003	4.00	28/01/2004	01/01/2004	31/01/2004
Wis Place	CFM002	801586	A	In Arrears	Monthly	1	£44.02	£0.00	01/06/2003	4.00	28/01/2004	01/01/2004	31/01/2004
Clivedon Place	CLD003	801587	A	In Arrears	Monthly	1	£22.03	£0.00	01/06/2002	4.00	28/01/2004	01/01/2004	31/01/2004
Clivedon Place	CLD003	801588	A	In Arrears	Monthly	1	£25.31	£0.00	01/06/2003	4.00	28/01/2004	01/01/2004	31/01/2004
Bealy House	BEA001	801617	A	In Arrears	Monthly	1	£39.80	£0.00	01/05/2003	4.00	28/01/2004	01/01/2004	31/01/2004
Charging Bull House	CHA003	801634	A	In Advance	Annually	1	£312.83	£0.00	11/03/2004	3.00	31/01/2004	11/03/2004	10/03/2005
National Fire Archives	BRD003	801636	A	In Advance	Annually	1	£477.65	£0.00	01/03/2003	4.00	31/01/2004	01/03/2004	28/02/2005
Ampo House	AMP001	801656	A	In Arrears	Monthly	1	£39.98	£0.00	01/02/2003	4.00	30/01/2004	01/11/2003	30/11/2003
Group Total							£2,052.68	£112.50					

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1.13 Utilities

1.13.1 Month End



To access the post facility go to 'Utilities' and then 'Month end' this will then ask for a date range from which you wish to run your month end. It is necessary to process the month end routine. The routine will calculate and update the month end date to the period. If you have activated the accounts link you must process all unposted invoices before you can proceed. If the accounts link is not activated the routine will complete all unposted invoices - make sure you print off posting reports before doing so.

1.13.2 Refresh Elevator Contract Codes



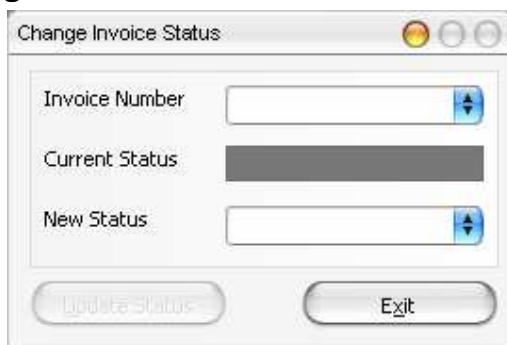
This goes through and checks the contract codes for each elevator and updates them.

1.13.3 Delete Preview Invoices



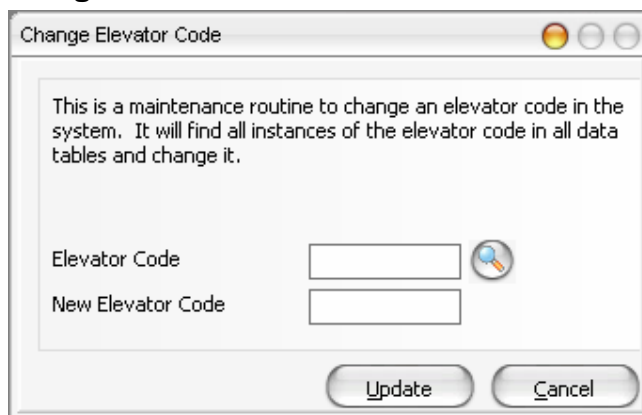
This will remove any previewed invoices within the system.

1.13.4 Change Invoice Status



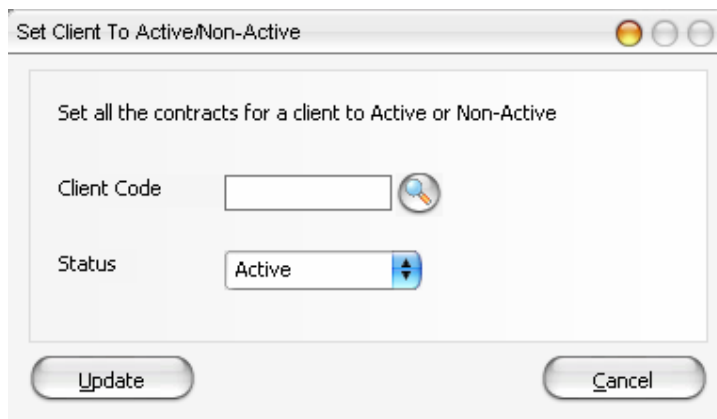
This will allow you to change the status of any invoice on the system from Selected to Not Selected.

1.13.5 Change Elevator Code



If you know the elevator code to be changed then enter it into the Elevator Code field, If not click on the magnifying glass and then enter the site the lift is on and select the lift from there. Now enter the New Elevator Code and in the correct field, click on update and the change will be made.

1.13.6 Set Client Contract Status



Can be used to set any client to Active/Non-active as required.