



# Softland ERP Commercial Area//



## Contract Invoicing Module

The Contract Invoicing module of Softland ERP offers the possibility to easily and efficiently perform the invoicing process on service contracts. It has been specially designed for companies that require a strict control of their contractual processes, such as leases for condos and offices, health clubs memberships and paid television services, among others.

The module allows you to keep different types of contracts and their maintenance, from reasons for suspension, periodicity, processes of price increase, invoice individual and batch generation, update of exchange rates in contracts, copy of contracts and recalculation of taxes, up to the annual increase in the monthly payments agreed upon in these contracts.

The Contract Invoicing module integrates with the modules of System Administration, General Accounting, Invoicing, Accounts Receivable and Inventory of Softland ERP.

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### Features:

- Safe and user-friendly interface: The Contract Invoicing module has a user-friendly graphical interface with Microsoft® Office Windows. It is also compatible with Microsoft® Office Excel for the data transfer. It is very secure for the access of users for each module option. The architecture is oriented to the client/server and is fully operational in multi-user systems.
- Types of contracts: It is possible to have multiple types of contracts such as rent or lease, as well as memberships and affiliations to a club or fitness center. It is also possible to create contracts with indefinite periods or with expiry dates.
- Periodicity: The periodicity is the time range in which you can divide the invoicing of contracts; that is to say, if a client has a bimonthly contract it means that the company will send a bill every 2 months. The maintenance of the frequency allows you to insert, modify and delete records. However, in order to eliminate a periodicity, it should not be linked to a contract. The periodicity can be viewed in different ranges: monthly, bimonthly, quarterly, semi-annual, annual or others.
- Reasons for suspension: The Contract Invoicing module gives the customer the possibility to establish an indefinite amount of reasons for suspension, which will allow you to have your own statistics on why a customer's services are interrupted. These reasons may be entered into the contracts by a search field.
- Copy of the contracts: The Contract Invoicing module allows you to copy contracts already designed and specify an annual increase of monthly payments.



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- **Price increase:** It is a process that allows for an increase in price determined by a specific percentage for all those contracts that comply with the filter. You can filter by number, date and currency of contract, range or category of customers, and additionally you can define if you want to include contracts that are suspended.
- **Increase in monthly payments:** You can generate an increase in monthly payments for all contracts that comply with the filter chosen by the user. The filter is defined by a selection of contracts, customers and date of the last increase.
- **Updated Currency Exchange:** The module allows you to update the exchange rates for all those contracts that comply with the default filter determined by the user. For example, you can filter by number, date and currency of contract, range or category of customers, and additionally you can define if you want to include contracts that are suspended.
- **Recalculation of taxes in the contracts:** The Contract Invoicing module can be used to recalculate the amounts of all contracts by means of a process. This option does not have a filter, only a message for the user to decide if they want to run the process or not.
- **Individual or batch invoicing:** The billing can be done individually or in batch. The latter executes the invoicing of the contracts that comply with the filter that the user has chosen. It is called batch invoicing because you can register multiple invoices at the same time.
- **Currency of the contract:** The Contract Invoicing module allows keeping a record of the contract in local currency or in dollars. Said currency is suggested in the manual invoicing process and can be modified by the user. In the batch invoicing process, the currency of the invoice is taken from the contract and cannot be modified by the user.
- **Reports:** The reports option is used to generate information based on the formats configured within the system. The goal is to allow the generation of reports of the key information of your company with a high degree of security. The reports generated by the module are:
  - a) **Contract:** A list of all the contracts.
  - b) **Invoices by contract:** This is a list of all the contracts that comply with the filters defined by the user. Detailed invoices are generated for each contract. The information of the total amount, balance, date and currency of the invoice as well as customer associated, among others will be submitted for each account.
  - c) **Contracts list:** This is a list of all the contracts, without going into each one's details.
  - d) **Balances of invoices:** These are all invoices associated with a contract with a balance in Accounts Receivable. There is also the possibility of only presenting invoices with due balances.