



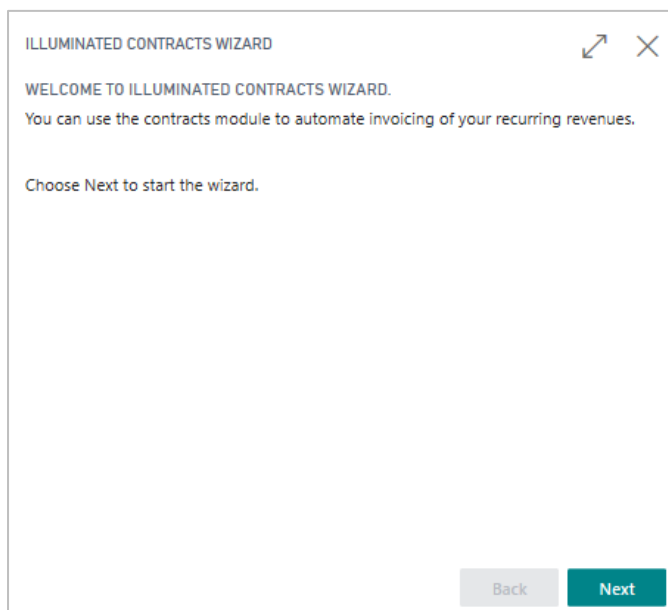
Illuminated

Contracts

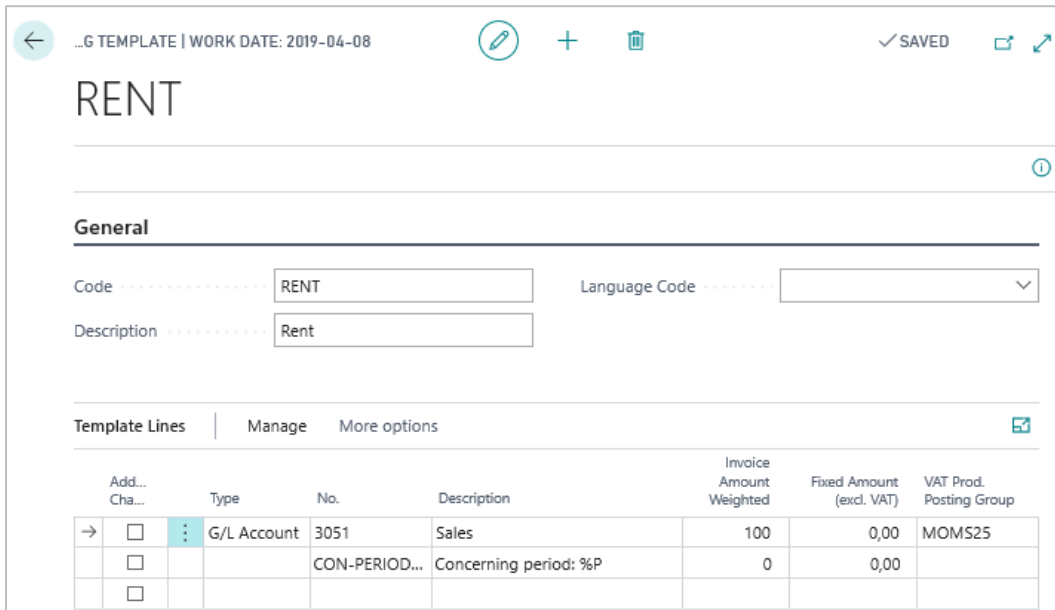
User scenario document

Setup

1. Search for **Illuminated Contracts Wizard**.
2. When the wizard is launched, a verification of the license is made. If no active license is found, click on the license text to start the activation process. For only demo purposes in Cronus, choose **Request type** = Activate Demo and then hit **Submit** in the menu bar. Click **Close** to close the license manager. You will be redirected to the wizard.
3. Click on **Next** to continue.



4. Create an invoicing template, i.e. as the picture below. Select this invoicing template in the field named *Default Invoicing Template* in the wizard.



← ...G TEMPLATE | WORK DATE: 2019-04-08

RENT

General

Code RENT Language Code

Description Rent

Template Lines | Manage More options

Add... Cha...	Type	No.	Description	Invoice Amount Weighted	Fixed Amount (excl. VAT)	VAT Prod. Posting Group
→ <input type="checkbox"/>	G/L Account	3051	Sales	100	0,00	MOMS25
<input type="checkbox"/>		CON-PERIOD...	Concerning period: %P	0	0,00	
<input type="checkbox"/>						

5. Set default values (Contract No. Series, Default Contract Length, Default No. of Periods, Default Invoicing Template, Default Termination Period, Invoicing Calc. Method). The default values can always be changes in the settings. Click **Next**.
6. In the next step it is possible to activate commission and renewal functionality. Click **Next** after you have made choices.
7. Click **Finish** to close the wizard.

Create contracts

1. Search for Contracts to access the contract list.
2. Click on **New** to create a new contract.
3. A new contact card opens.
4. Fill in the following fields:

General

Customer No

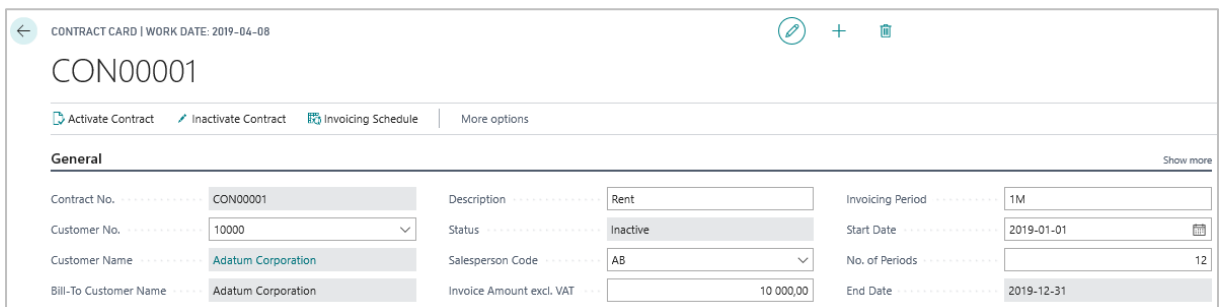
Description (automatically filled from invoicing template)

Invoice Amount excl. VAT

Invoicing Period (automatically filled in with default values from settings)

Start date

No. of periods (automatically filled in with default values from settings)



CONTRACT CARD | WORK DATE: 2019-04-08

CON00001

[Activate Contract](#)
[Inactivate Contract](#)
[Invoicing Schedule](#)
[More options](#)

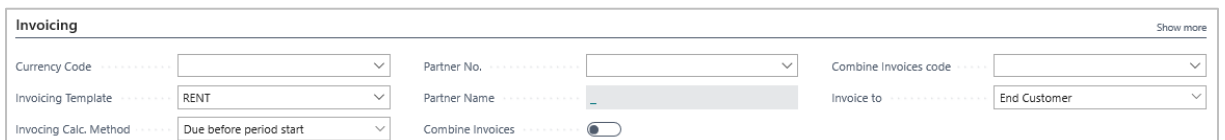
General Show more

Contract No.	CON00001	Description	Rent	Invoicing Period	1M
Customer No.	10000	Status	Inactive	Start Date	2019-01-01
Customer Name	Adatum Corporation	Salesperson Code	AB	No. of Periods	12
Bill-To Customer Name	Adatum Corporation	Invoice Amount excl. VAT	10 000,00	End Date	2019-12-31

Invoicing

Invoicing template (automatically filled in with default values from settings)

Invoicing Calc. Method (automatically filled in with default values from settings)



Invoicing Show more

Currency Code		Partner No.		Combine Invoices code	
Invoicing Template	RENT	Partner Name	-	Invoice to	End Customer
Invoicing Calc. Method	Due before period start	Combine Invoices	<input checked="" type="checkbox"/>		

5. Check the *Invoicing lines* that information and amount is correct.
6. Check tab *Renewal* for automatic renewal of contract (automatically filled in with default values from settings).

7. Activate contract. If a mandatory field is missing information the contract will not be activated. Correct this and then press activate again. When activated, fields will be non-editable.

← CONTRACT CARD | WORK DATE: 2019-04-08

CON00001

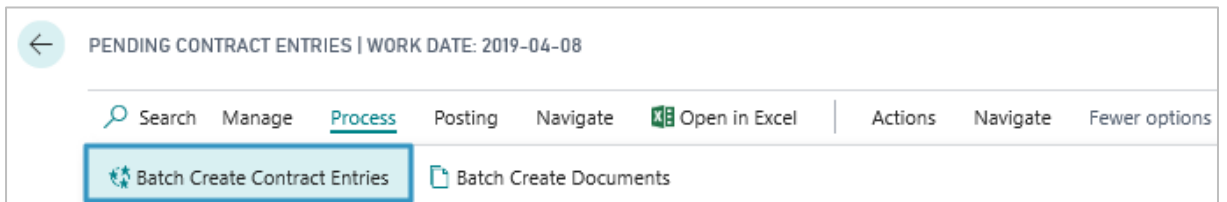
[Activate Contract](#) [Inactivate Contract](#) [Invoicing Schedule](#) | [More options](#)

Invoice contracts

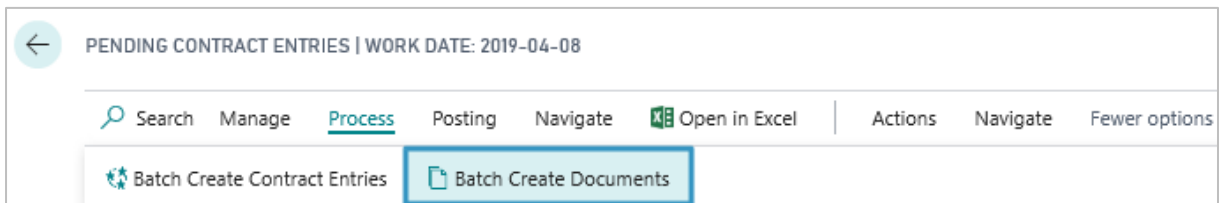
Invoicing of contracts will be done in three different steps:

- a) Get Contract Entries
- b) Create Document
- c) Post Document

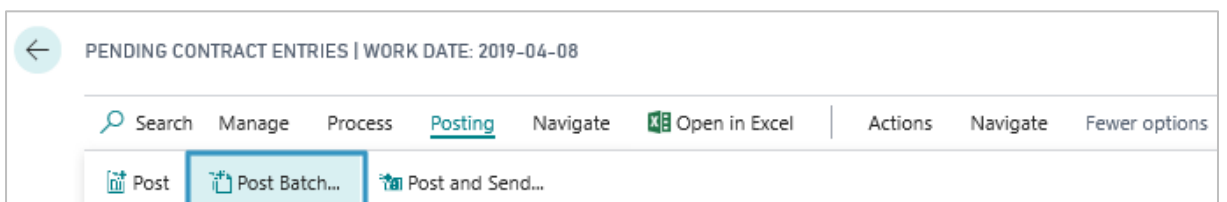
1. Search for **Pending Contract Entries**.
2. Go to **Process**, and then choose **Batch Create Contract Entries**. Contract entries for not invoiced periods will be created.



3. To create documents, go to **Process**, and then choose **Batch Create Documents**. Sales invoices are now created. If a document cannot be created, an error message will show on the line for the specific contract entry.



4. To post the created documents, go to **Posting**, and then choose **Post Batch...** to batch post the created invoices. It is also possible to **Post** a single document or **Post and Send...**



History

When a contract has been invoiced, the contract entry will be shown in *Posted Contract Entries*.

POSTED CONTRACT ENTRIES | WORK DATE: 2019-04-08

[Search](#)
[Show Document](#)
[Navigate](#)
[Open in Excel](#)
[More options](#)

Document No.	Posting Date	Due Date	Ma... Rev...	Contract No.	Description	Salesperson Code	Posted Amount (LCY)	Posted Amount (Currency)	Source Amount	Customer No.	Customer Name
103215	2019-01-28	2019-02-28	<input type="checkbox"/>	CON00001	Rent	AB	10 000,00	10 000,00	10 000,00	10000	Adatum Corporation