

7.9. How to issue Act of acceptance document

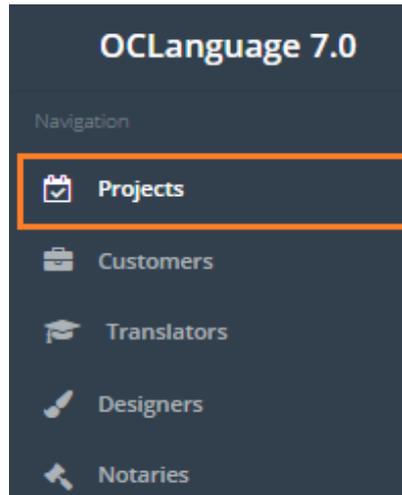
OCLanguage represents a tool for autonomic creation of Act of Acceptance document.

7.9.1. How to create an act

! Please note that acts are created per project tasks. Which means, that every task, that the user has selected to have Act of acceptance, will have one act.

To generate a new act take the following steps:

1. Browse "Projects" database.



2. Browse a specific project.

Projects

Main > Projects

Delete Add project

Search

Project	Project name	Deadline for Customer	Internal deadline	Type	Status	Customer	Manager
90-002	Proj_12	04.07.2017		Written	Awaiting confirmation	Smith John	Karlis
65-001	Proj_11	02.07.2017		Oral	In progress	SIA OCL	Isachev Andrey Eduardovitsch
90-001	Alpha project	01.06.2017		Written	Awaiting confirmation	Smith John	Karlis

3. Browse "Tasks" section.

Proj_11
Main > Projects > Project review

Project **Tasks 1** Acts of Acceptances 1 Invoices 0

Translation ▼ ✕

Task name: Translation

Date: 20.06.2017 📅

Time: 10:00:00

4. To include a particular task in the act, in task details check the box "Include task in invoice and act" and click "Save".

Work evaluation: (+0) - Satisfactory ▼

Include task in invoice and act

Completed

Add task

Save Issue invoice Delete

5. Click "Acts of Acceptances" to open the acts database.

Proj_11
Main > Projects > Project review

Project **Tasks 1** **Acts of Acceptances 1** Invoices 0

Status: In progress ▼

Project name: Proj_11

Type: Oral ▼

Deadline: 02.07.2017 📅

6. Click "Generate Act of Acceptance".

Proj_11
Main > Projects > Project review

Project Tasks **1** Acts of Acceptances **0** Invoices **0**

#	Issuance date	Languages	In total
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Generate Act of Acceptance

Save Issue invoice Delete

7. OCLanguage will generate a new act and reveal it in general table. In addition, the user can browse all acts in Acts database (in main menu "Documents" -> "Acts"), described in documentation section "5.3. Acts of Acceptance".

Proj_11
Main > Projects > Project review

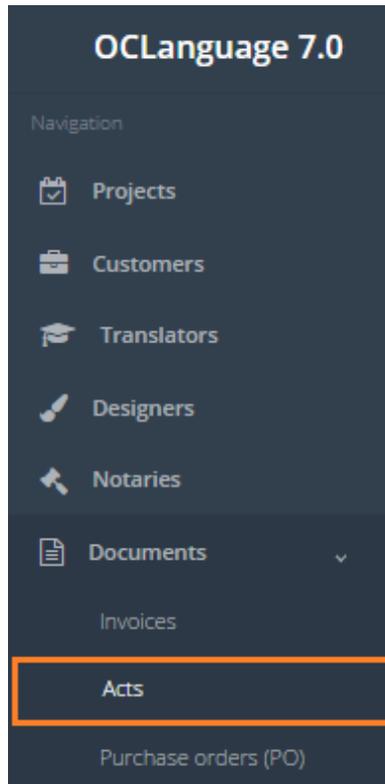
Project Tasks **1** Acts of Acceptances **1** Invoices **0**

#	Issuance date	Languages	In total
12D	17.06.2017	ITA->ENG	92.00 USD

Generate Act of Acceptance

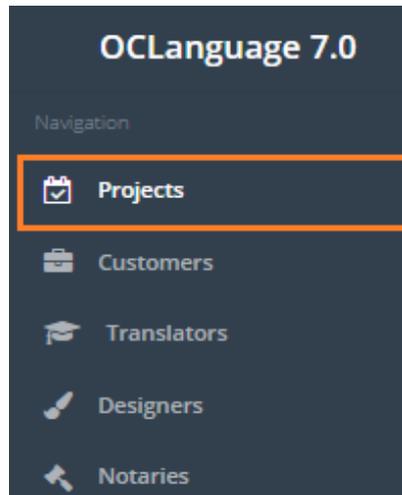
7.9.2. How to browse project acts

To view the Acts in the main menu click “Documents” -> “Acts”.



User can browse all Acts related to a particular project going through the following steps:

1. Browse “Projects” database.



2. Browse a specific project.

Projects

Main > Projects

Delete Add project

Search

Project	Project name	Deadline for Customer	Internal deadline	Type	Status	Customer	Manager
90-002	Proj_12	04.07.2017		Written	Awaiting confirmation	Smith John	Karlis
65-001	Proj_11	02.07.2017		Oral	In progress	SIA OCL	Isachev Andrey Eduardovitsch
90-001	Alpha project	01.06.2017		Written	Awaiting confirmation	Smith John	Karlis

3. Browse "Acts" section.

Proj_11

Main > Projects > Project review

Project Tasks 1 Acts of Acceptances 1 Invoices 0

Status: In progress

Project name: Proj_11

Type: Oral

Deadline: 02.07.2017

4. The system reveals all acts related to specific project, showing data described in table below.

Data	Description
Act #	Unique Act #
Issuance date	Act issuance date
Languages	All language pairs in the act
In total	Total amount to be paid by the Customer
	Click to open the act in a new window (.pdf format)
	Click to delete the act

Project acts table is revealed in the image below.

Proj_11

Main > Projects > Project review

Project Tasks 1 Acts of Acceptances 1 Invoices 0

#	Issuance date	Languages	In total
12D	17.06.2017	ITA->ENG	92.00 USD

Generate Act of Acceptance

Acts database and its related features are described in documentation section "5.3. Acts of Acceptance".

In issued act the system will add only 1 line, with description, amount and price information as per the actual task.



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**Act of Acceptance #28C
Of supplied services (performed tasks)
at 06.05.2015**

Private enterprise «Translation agency Bridge» on behalf of Director, Maxim Lobachevskiy, (hereinafter "Contractor") from one side and SIA OCL (hereinafter referred to as "Customer"), represented by _____, from other side, agree on this Act, that Contractor supplied Customer with following services (tasks performed):

#	Service name	Unit	Quantity	Price	Total
1	Перевод 1-го документа	Page	73	699.00	51000.00
Total:					51000.00
Without VAT:					-
In total:					51000.00

Total quantity of services 1, for total price: 51000.00 RUR without VAT

By signing this Act, both parties confirm that they have fully met their obligations and do not have any claims to each other (including property, financial or other). The act is made in two copies, one for each party.

CONTRACTOR:	CUSTOMER:
Private enterprise "Translation agency Bridge" Chamber of Commerce A01 #372328 at 15.02.2011. Company Registration # 37481035, Bank account: 26001901349162 (OTP Bank), Kiev, MFI 300528 Address: Kiev, 01033, Saksaganskogo Street 39-B, office 5	SIA OCL
_____ Lobachevskiy M. Stamp	_____ Stamp