

7.9. How to issue Act of acceptance document

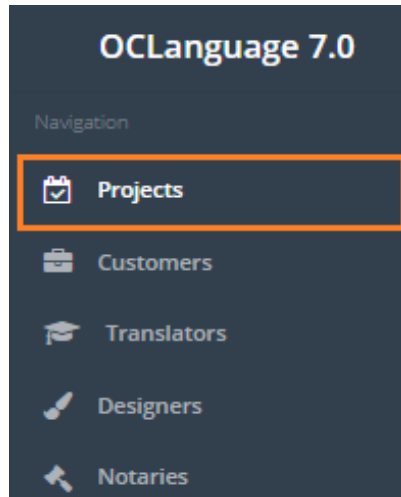
OCLanguage represents a tool for autonomic creation of Act of Acceptance document.

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 |
|---|---------------|-----------|----------|
|---|---------------|-----------|----------|

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

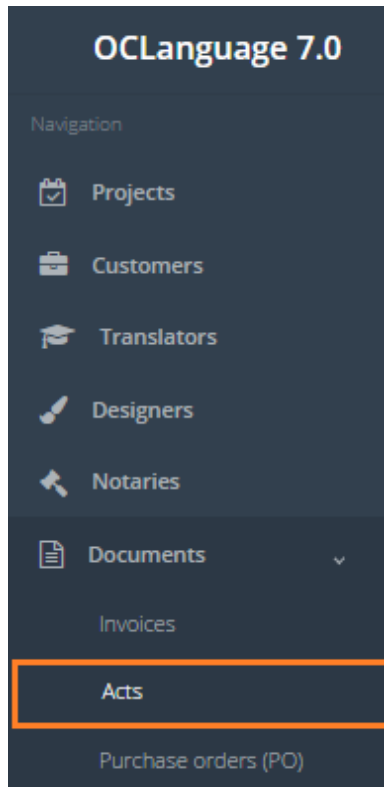
Project Tasks **1** Acts of Acceptances **1** Invoices **0**

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

Generate Act of Acceptance

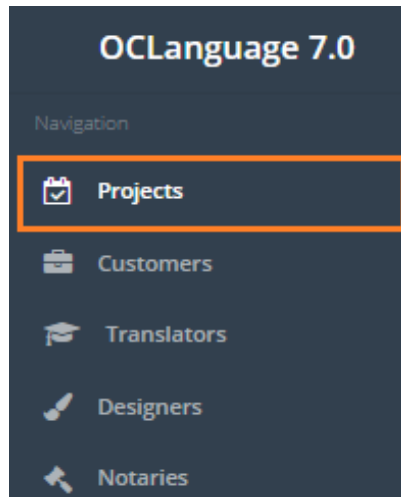
7.9.2. How to browse project acts

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 |
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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 |