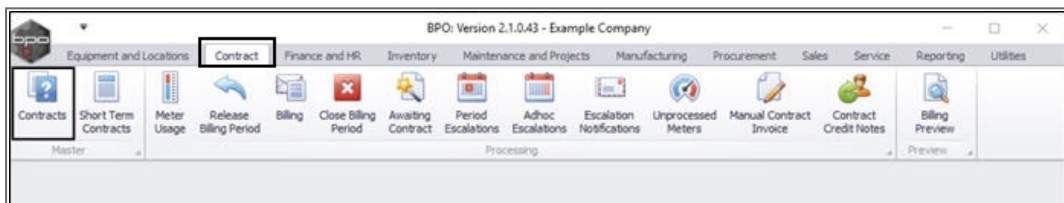


CONTRACT

PRINT CONTRACT REPORT

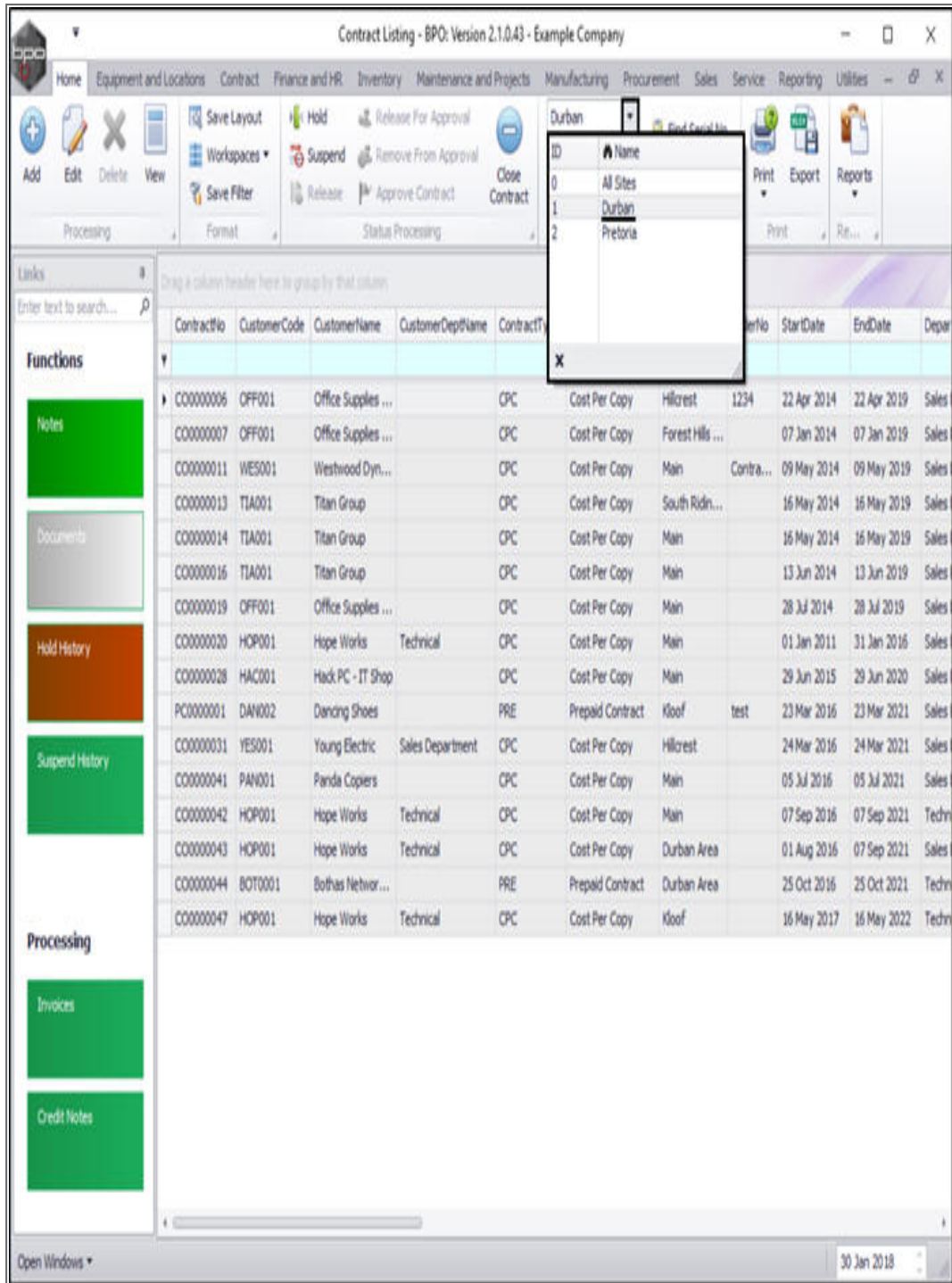
The **Contract Report** shows a brief overview of information pertaining to a particular contract e.g., the contract customer and billing information, information regarding the items and any item fees linked to the contract.

Ribbon Access: *Contract > Contracts*



The **Contract Listing** screen will be displayed.

- Select the **Site** that you wish to work in.
 - In this image, **Durban** has been selected.



- Upon opening, this screen will default to the **Active** status, listing all the **Active** contracts for the selected site.

- Click on the drop-down **arrow** in the **Status** field and select an **alternative** status if required.

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	Status	StatusDesc	ContractNo	StartDate	EndDate	Department
CO000006	OFF001	Office Suppl...		CPC				22 Apr 2014	22 Apr 2019	Sales Des
CO000007	OFF001	Office Suppl...		CPC	Cost Per Copy	Forest Hills ...		07 Jan 2014	07 Jan 2019	Sales Des
CO000011	WES001	Westwood Dyn...		CPC	Cost Per Copy	Main	Contra...	09 May 2014	09 May 2019	Sales Des
CO000013	TIA001	Titan Group		CPC	Cost Per Copy	South Rdn...		16 May 2014	16 May 2019	Sales Des
CO000014	TIA001	Titan Group		CPC	Cost Per Copy	Main		16 May 2014	16 May 2019	Sales Des
CO000016	TIA001	Titan Group		CPC	Cost Per Copy	Main		13 Jun 2014	13 Jun 2019	Sales Des
CO000019	OFF001	Office Suppl...		CPC	Cost Per Copy	Main		28 Jul 2014	28 Jul 2019	Sales Des
CO000020	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main		01 Jan 2011	31 Jan 2016	Sales Des
CO000028	HAC001	Hack PC - IT Shop		CPC	Cost Per Copy	Main		29 Jun 2015	29 Jun 2020	Sales Des
CO000031	YES001	Young Electric	Sales Department	CPC	Cost Per Copy	Hilcrest		24 Mar 2016	24 Mar 2021	Sales Des
CO000041	PAN001	Panda Copiers		CPC	Cost Per Copy	Main		05 Jul 2016	05 Jul 2021	Sales Des
CO000042	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main		07 Sep 2016	07 Sep 2021	Technical
CO000043	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area		01 Aug 2016	07 Sep 2021	Sales Des
CO000045	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area	1234	10 May 2017	10 May 2022	Sales Des
CO000047	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Kloof		16 May 2017	16 May 2022	Technical
PC000001	DAN002	Dancing Shoes		PRE	Prepaid Contract	Kloof	test	23 Mar 2016	23 Mar 2021	Sales Des
CO000044	BOT001	Bothas Networ...		PRE	Prepaid Contract	Durban Area		25 Oct 2016	25 Oct 2021	Technical

SELECT THE CONTRACT

- Select the *row* of the *contract* where you wish to print the *Contract Report*.

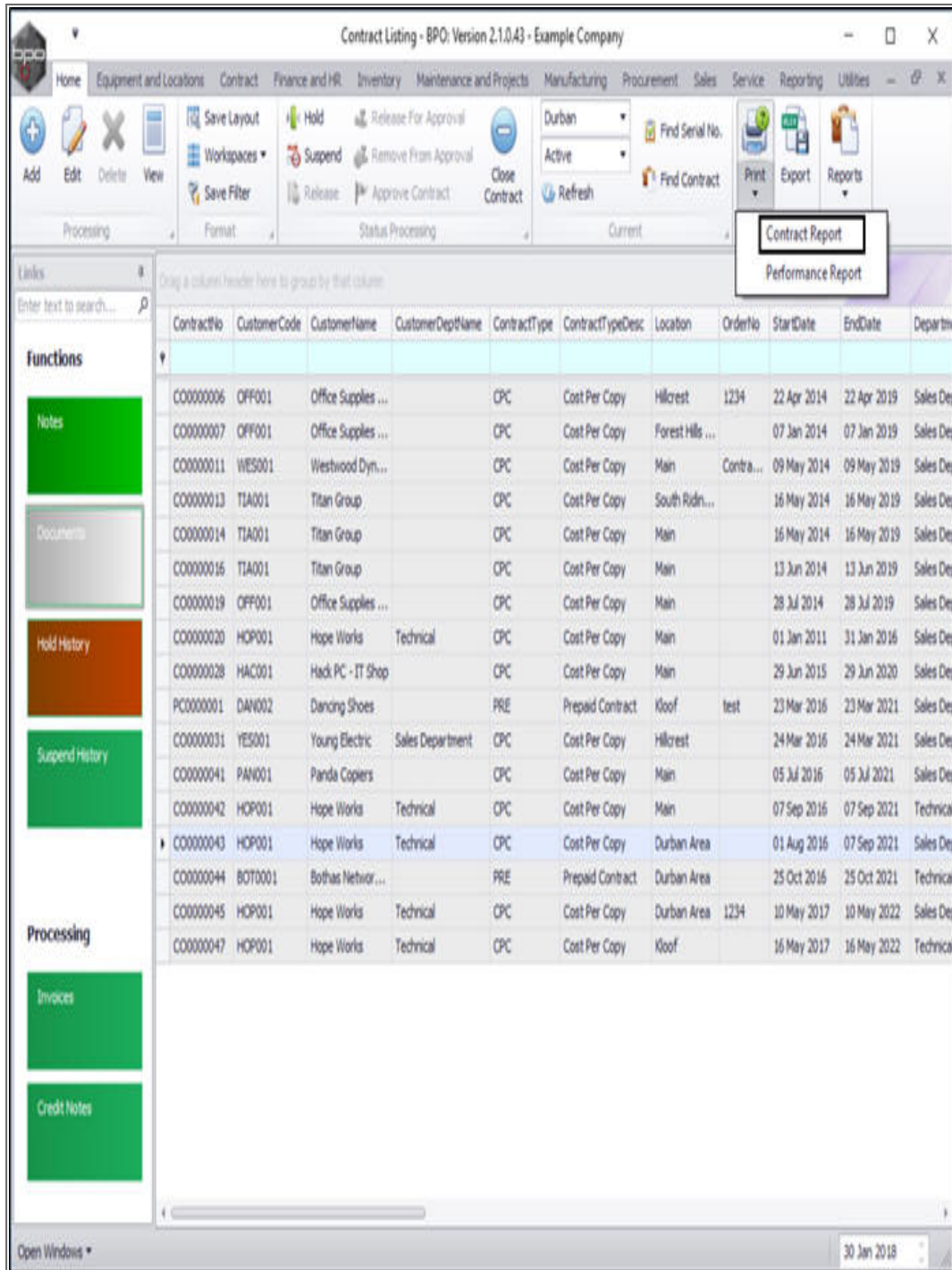
SELECT THE REPORT

- Click on the *arrow* icon in the *Print* button.

The screenshot shows the 'Contract Listing - BPO: Version 2.1.0.43 - Example Company' window. The interface includes a top menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with various actions such as Add, Edit, Delete, View, Save Layout, Hold, Release For Approval, Suspend, Remove From Approval, Release, Approve Contract, Close Contract, Refresh, Find Serial No., Find Contract, Print, Export, and Reports. A 'Print' dropdown menu is open, showing options for 'Contract Report' and 'Contract Report (PDF)'. The main area displays a table of contract listings with columns for ContractNo, CustomerCode, CustomerName, CustomerDeptName, ContractType, ContractTypeDesc, Location, OrderNo, StartDate, EndDate, and Department.

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate	EndDate	Department
CO000006	OFF001	Office Supplies ...		CPC	Cost Per Copy	Hilcrest	1234	22 Apr 2014	22 Apr 2019	Sales Des
CO000007	OFF001	Office Supplies ...		CPC	Cost Per Copy	Forest Hills ...		07 Jan 2014	07 Jan 2019	Sales Des
CO000011	WES001	Westwood Dyn...		CPC	Cost Per Copy	Main	Contra...	09 May 2014	09 May 2019	Sales Des
CO000013	TIA001	Titan Group		CPC	Cost Per Copy	South Ridn...		16 May 2014	16 May 2019	Sales Des
CO000014	TIA001	Titan Group		CPC	Cost Per Copy	Main		16 May 2014	16 May 2019	Sales Des
CO000016	TIA001	Titan Group		CPC	Cost Per Copy	Main		13 Jun 2014	13 Jun 2019	Sales Des
CO000019	OFF001	Office Supplies ...		CPC	Cost Per Copy	Main		28 Jul 2014	28 Jul 2019	Sales Des
CO000020	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main		01 Jan 2011	31 Jan 2016	Sales Des
CO000028	HAC001	Hack PC - IT Shop		CPC	Cost Per Copy	Main		29 Jun 2015	29 Jun 2020	Sales Des
PC000001	DAN002	Dancing Shoes		PRE	Prepaid Contract	Roof	test	23 Mar 2016	23 Mar 2021	Sales Des
CO000031	YES001	Young Electric	Sales Department	CPC	Cost Per Copy	Hilcrest		24 Mar 2016	24 Mar 2021	Sales Des
CO000041	PAN001	Panda Copiers		CPC	Cost Per Copy	Main		05 Jul 2016	05 Jul 2021	Sales Des
CO000042	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main		07 Sep 2016	07 Sep 2021	Technical
CO000043	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area		01 Aug 2016	07 Sep 2021	Sales Des
CO000044	BOT0001	Bothas Networ...		PRE	Prepaid Contract	Durban Area		25 Oct 2016	25 Oct 2021	Technical
CO000045	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area	1234	10 May 2017	10 May 2022	Sales Des
CO000047	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Roof		16 May 2017	16 May 2022	Technical

- From the Print drop-down menu displayed, click on **Contract Report**.



- A **Report Generation** message box will pop up asking;
 - **Do you want to print the contract report []?**
- Click on **Yes**.

Contract Listing - BPO: Version 2.1.0.43 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Add | Edit | Delete | View | Save Layout | Hold | Release For Approval | Durban | Find Serial No. | Print | Export | Reports
 Workspaces | Suspend | Remove From Approval | Active | Find Contract | Refresh
 Save Filter | Release | Approve Contract | Close Contract

Processing | Format | Status Processing | Current | Print | Re...

Links

Enter text to search...

Drag a column header here to group by that column

ContractNo	CustomerCode	CustomerName	CustomerDeptName	ContractType	ContractTypeDesc	Location	OrderNo	StartDate	EndDate	Departme
CO000006	OFF001	Office Suppl...		CPC	Cost Per Copy	Hillcrest	1234	22 Apr 2014	22 Apr 2019	Sales Des
CO000007	OFF001	Office Suppl...		CPC	Cost Per Copy	Forest Hills ...		07 Jan 2014	07 Jan 2019	Sales Des
CO000011	WES001	Westwood Dyn...		CPC	Cost Per Copy	Main	Contra...	09 May 2014	09 May 2019	Sales Des
CO000013	TIA001	Titan Group		CPC	Cost Per Copy	South Ridn...		16 May 2014	16 May 2019	Sales Des
CO000014	TIA001	Titan Group		CPC	Cost Per Copy	Main		16 May 2014	16 May 2019	Sales Des
CO000016	TIA001	Titan Group		CPC	Cost Per Copy	Main		13 Jun 2014	13 Jun 2019	Sales Des
CO000019	OFF001	Office Suppl...		CPC	Cost Per Copy	Main		28 Jul 2014	28 Jul 2019	Sales Des
CO000020	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main		01 Jan 2011	31 Jan 2016	Sales Des
CO000028	HAC001	Hack PC - IT Shop		CPC	Cost Per Copy	Main		29 Jun 2015	29 Jun 2020	Sales Des
PC000001	DAN002	Dancing Shoes		PRE	Prepaid Contract	Kloof	test	23 Mar 2016	23 Mar 2021	Sales Des
CO000031	YES001	Young Electric	Sales Department	CPC	Cost Per Copy	Hillcrest		24 Mar 2016	24 Mar 2021	Sales Des
CO000041	PAN001	Panda Copiers		CPC	Cost Per Copy	Main		05 Jul 2016	05 Jul 2021	Sales Des
CO000042	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Main		07 Sep 2016	07 Sep 2021	Technical
CO000043	HOP001	Hope Works	Technical	CPC	Cost Per Copy	Durban Area		01 Aug 2016	07 Sep 2021	Sales Des
CO000044					Prepaid Contract	Durban Area		25 Oct 2016	25 Oct 2021	Technical
CO000045					Cost Per Copy	Durban Area	1234	10 May 2017	10 May 2022	Sales Des
CO000047					Cost Per Copy	Kloof		16 May 2017	16 May 2022	Technical

Report Generation

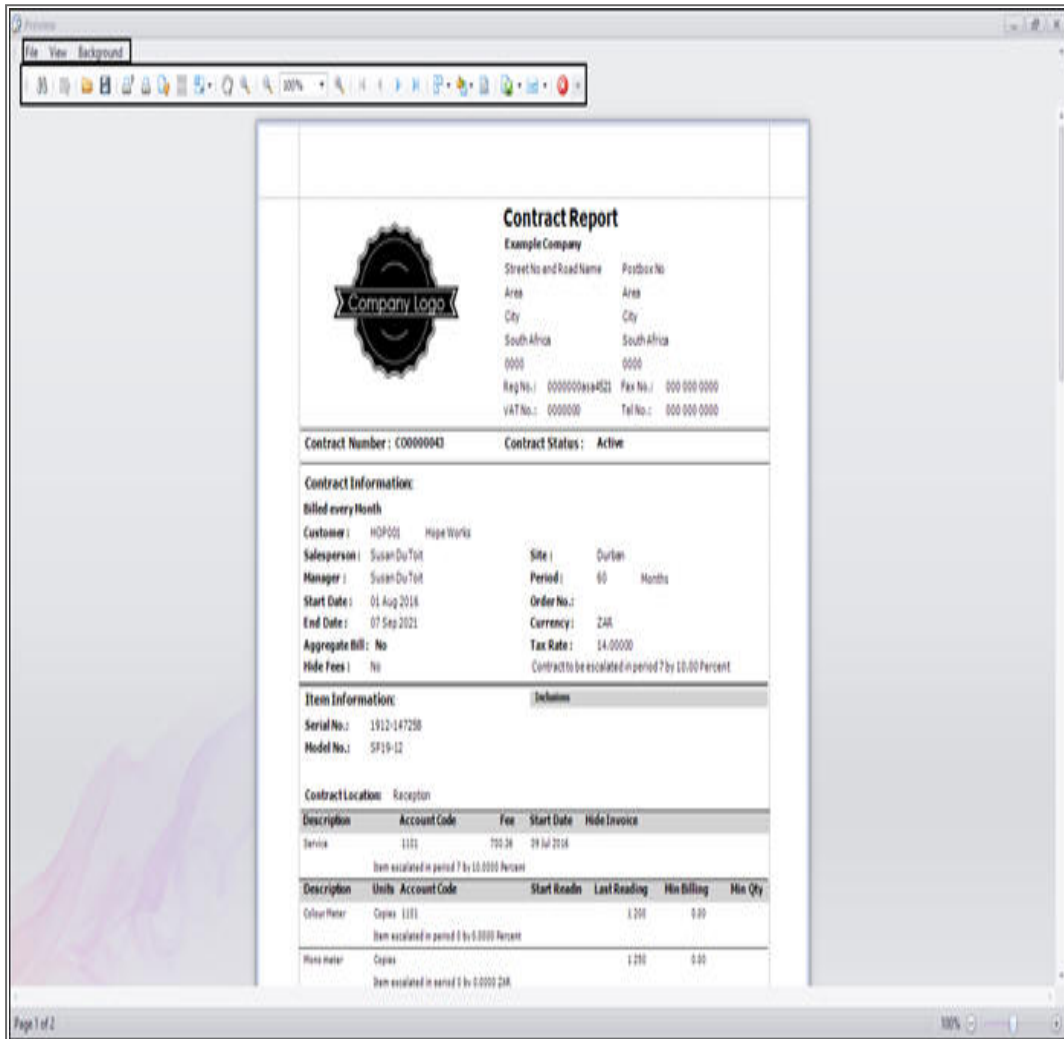
Do you want to print the contract report CO000043?

Yes No

Open Windows | 30 Jan 2018

VIEW CONTRACT REPORT

- The **Report Preview** screen will be displayed.
- From here you can **View, Print, Export** or **Email** the Contract Report.
- **Close** the Report Preview screen when you are done.



MNU.112.028