

#### Contracts

Introduction to Contract Expiry

For expired contracts that remain active, you have the ability to buy back serial numbers that have been selected, if the selected items are customer assets.

# THE CONTRACT EXPIRY LISTING SCREEN

Ribbon Select Contract > Contract Expiry

Instructional and a second secon

The Contract Expiry Management screen will be displayed.

Select the Site

Upon opening, this screen will default to the Expired status, listing all the serial numbers on contracts that have expired, indicating the state of the serial number. The expiry date is based on the contract start date + contract period.

You can view all contracts, regardless of expiry date, by selecting the All status.

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# THE CONTRACT EXPIRY RIBBON ACTION BUTTONS

The ribbon action buttons will be available (bold) or unavailable (greyed out) depending on the status selection, and security right access level. The following functionality is available from this screen:

### **MAINTAIN BUTTONS**

• <u>Close Contract</u>, <u>Purchase to Lease</u>, <u>Lease to Purchase</u>

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## FORMAT BUTTONS

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### **PRINT BUTTONS**

• <u>• Export</u> listing to Excel.

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			00000014	20-147238		DK:	Cash Rev Capy	EAHIO 6	Generiton Sirer		08/030014	1661/2014	
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## **CURRENT BUTTONS**

• • Site selection, Expiry Status selection and Refresh.

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			0000001#		Dane Casile Dropping Centre	DK:	Cast Re Capy	199061	Office Lappins Uninstead		28/030614	38,61,004	
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#### **Related Topics**

- Buy Back Requests
- Sell Off Requests