CONTRACT

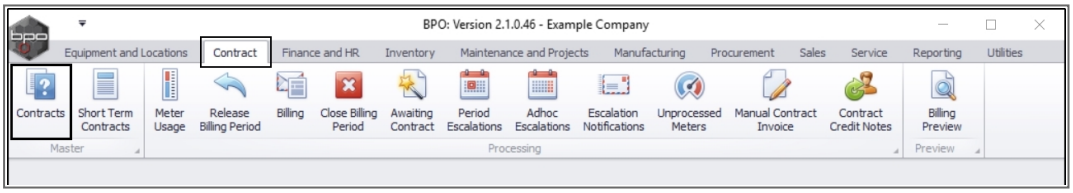
REMOVE ITEM METER CHARGES

A contract **item meter charge** can be removed when the contract is in the **Active** state.

Certain amendments made to the contract item **meter**, will trigger the contract to be moved back to the Released state, in order for the contract to be checked and re-Approved. An email will then be sent to all users who have the rights to authorise this contract.

Removing an item meter charge will ***not*** trigger the re-approval process.

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.

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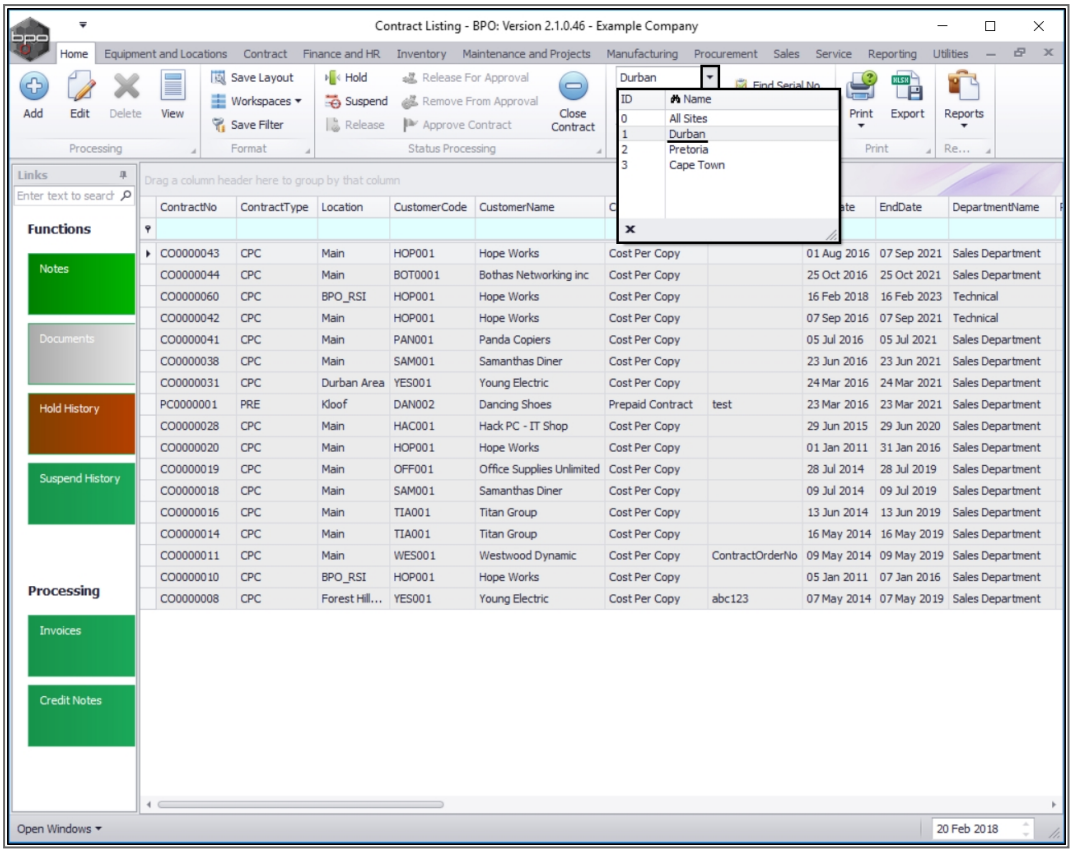

- Upon opening, this screen will default to the ***Active*** status, listing all the ***Active*** contracts for the selected site.
    - **Note**: You can ***only*** remove item meter charges when the Contract is in the ***Active*** state.

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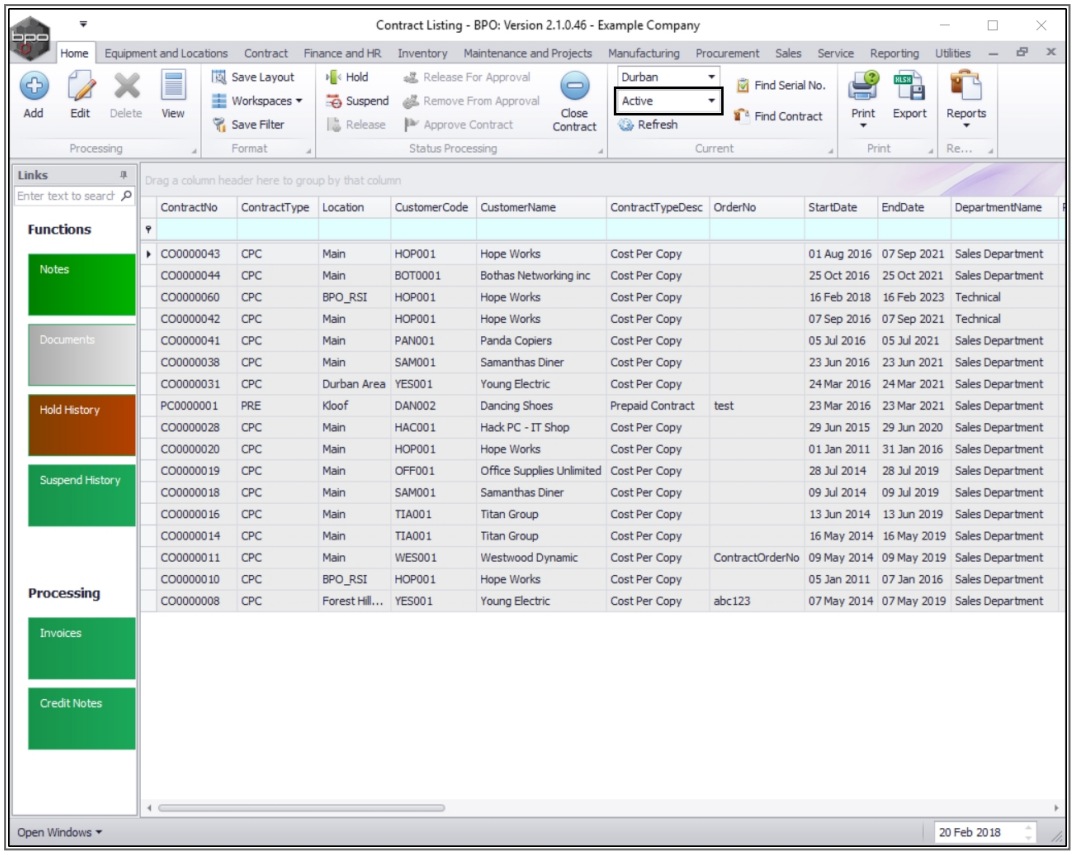

SELECT THE CONTRACT

- Select the ***row*** of the ***contract*** where you wish to ***remove*** a ***meter charge***.
- Click on ***Edit***.

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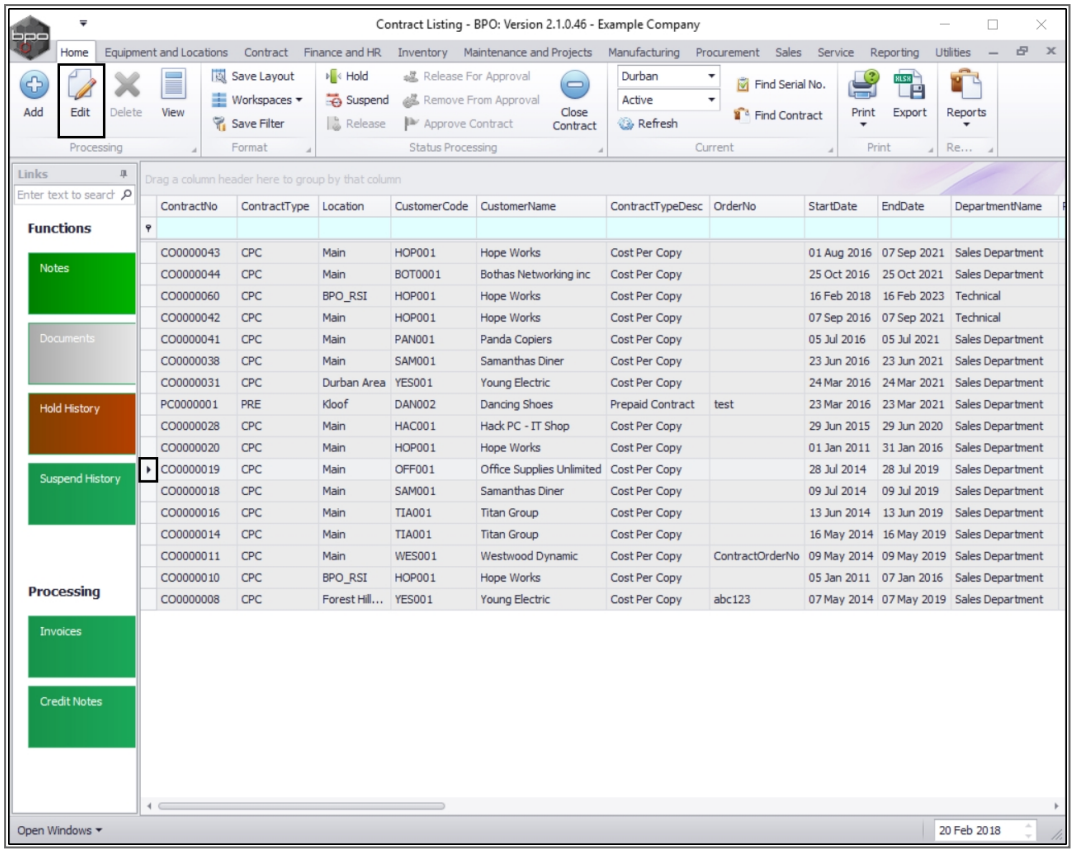

- The ***Maintenance for Contract No.: [] - Status: []*** screen will be displayed.

SELECT THE ITEM

- Click on the ***expand*** button in the ***row*** of the ***item*** where you wish to remove the ***meter charge***.

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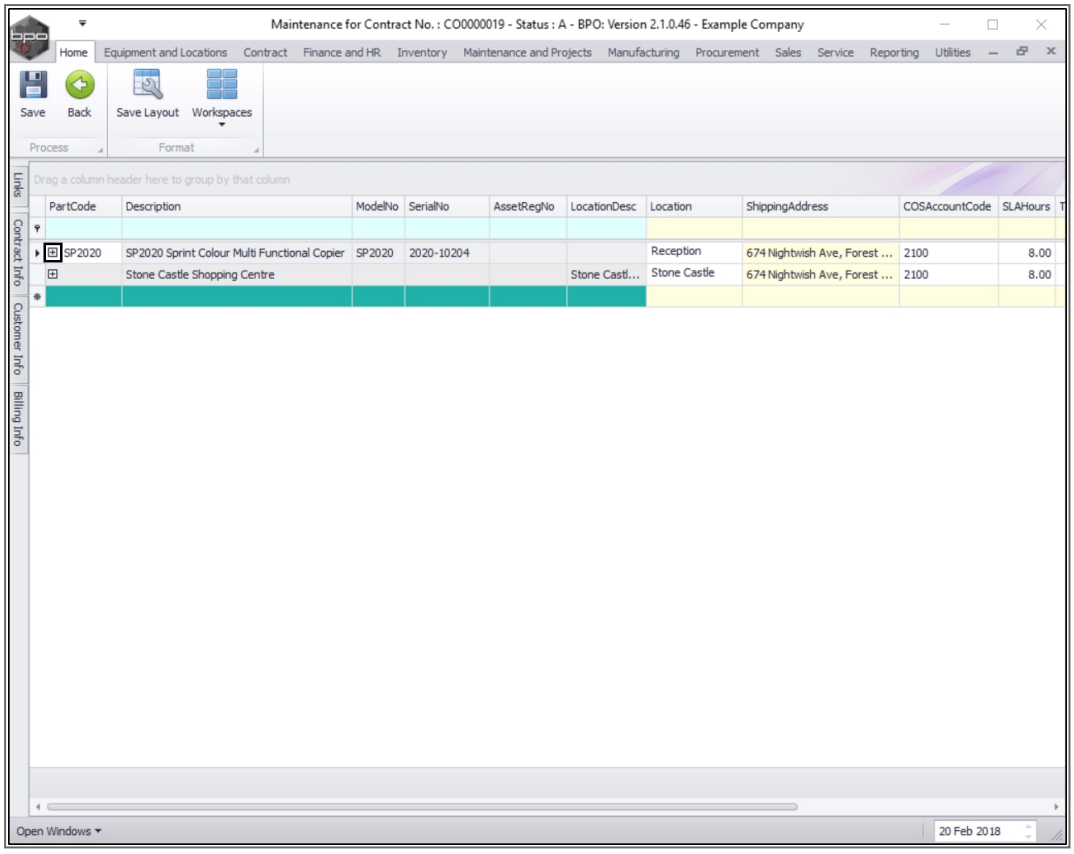

- The ***Items*** data grid will be expanded.

SELECT THE METER

- Click on the ***Item Meters*** tab.

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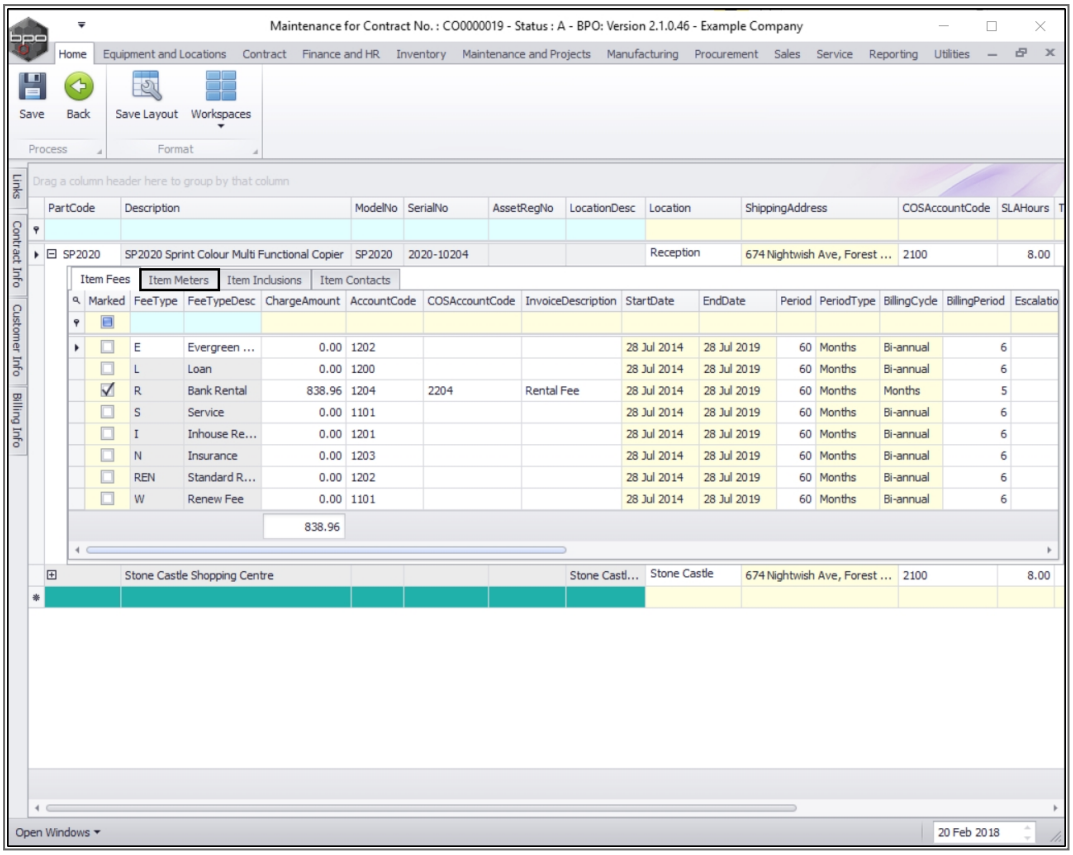

- The ***Item Meters*** frame will open.

REMOVE THE METER CHARGE

- ***Un-tick*** the ***Marked*** check box of the item meter you wish to ***remove*** from billing.

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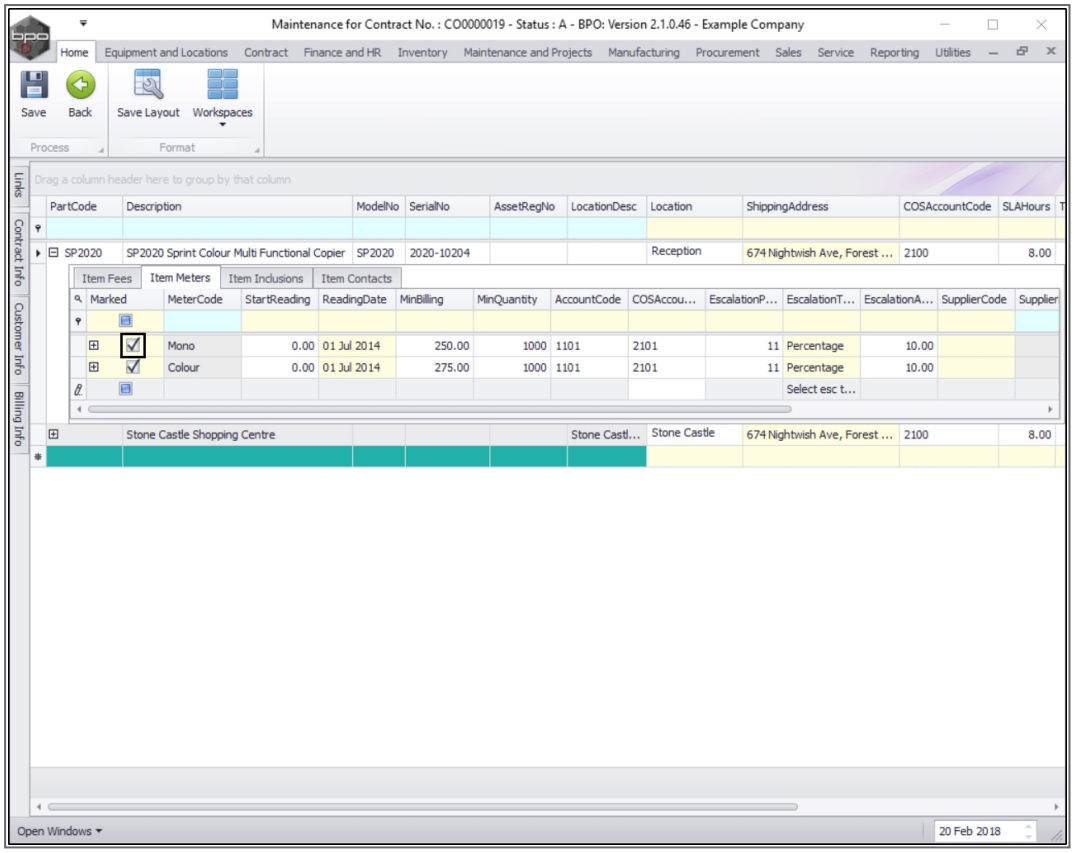

- The ***Marked*** check box will now be ***blank***.
- ***Scroll right*** in the ***Item Meters*** frame.

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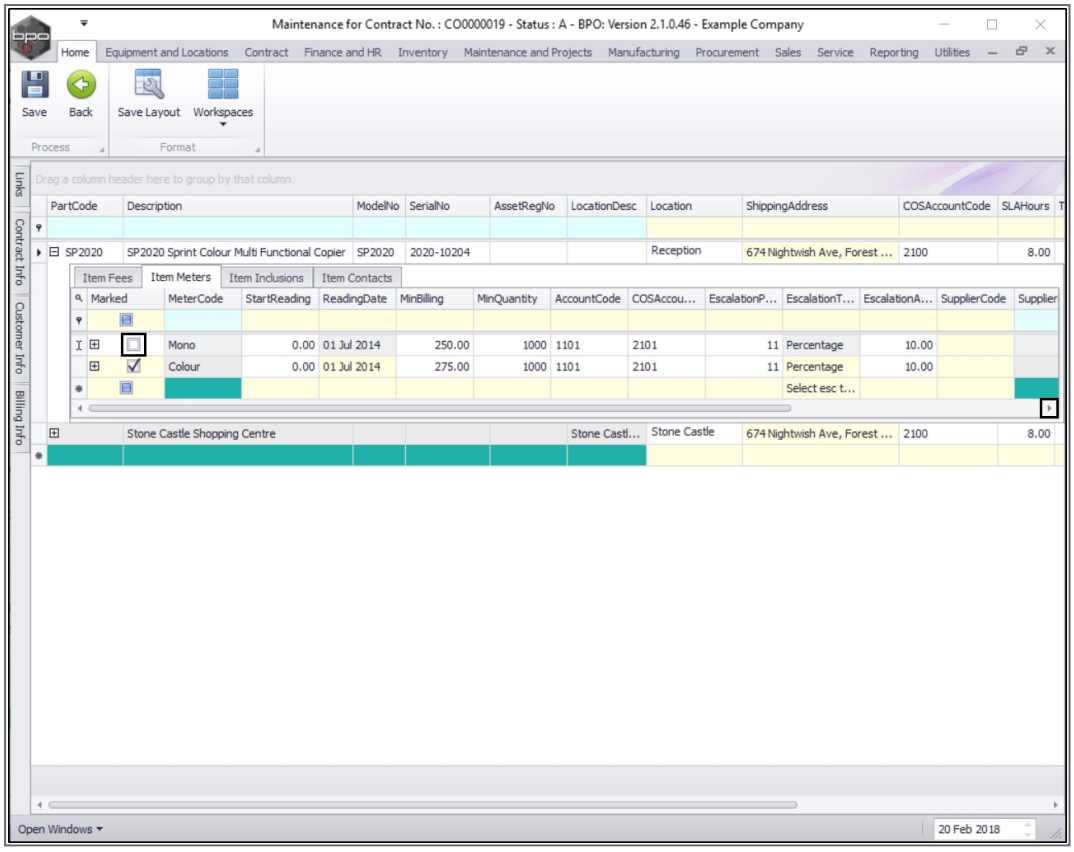

- The ***Is Active*** field of the selected meter will now display ***No*** as the meter charges have been ***deactivated***.

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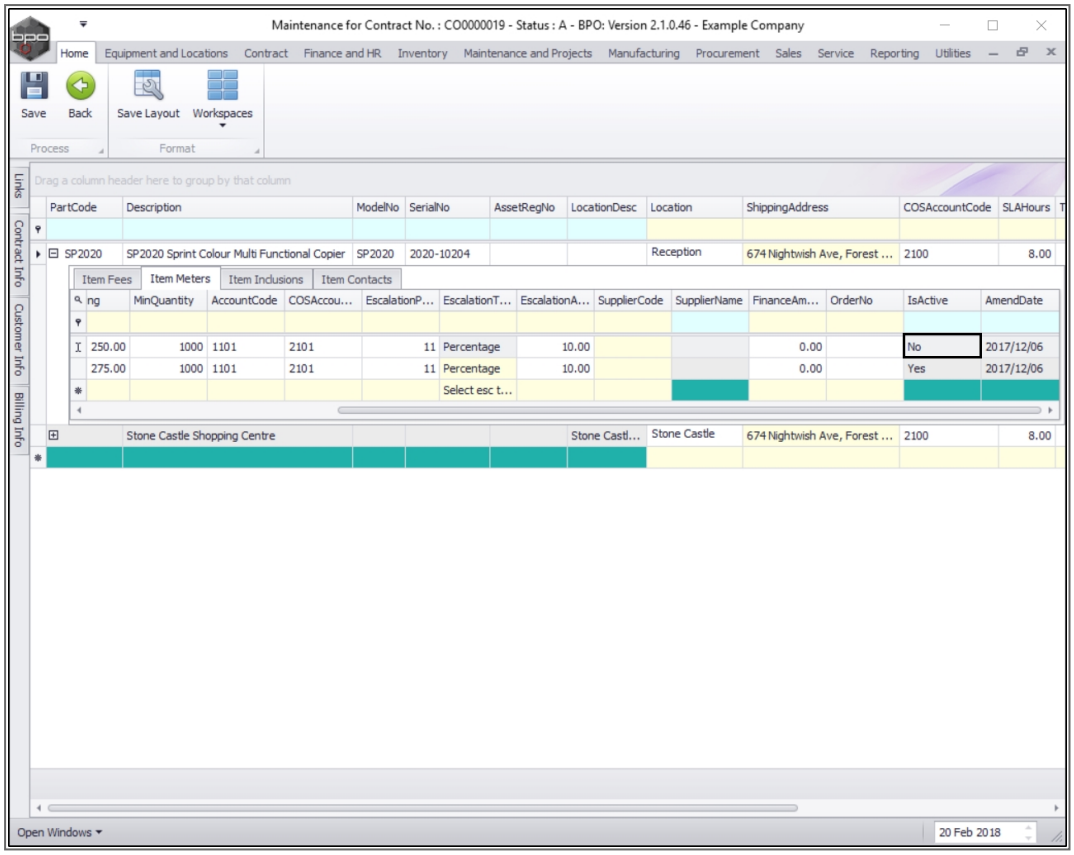

SAVE METER CHARGE REMOVAL

- When you have finished removing the required meter charges, click on ***Save***.

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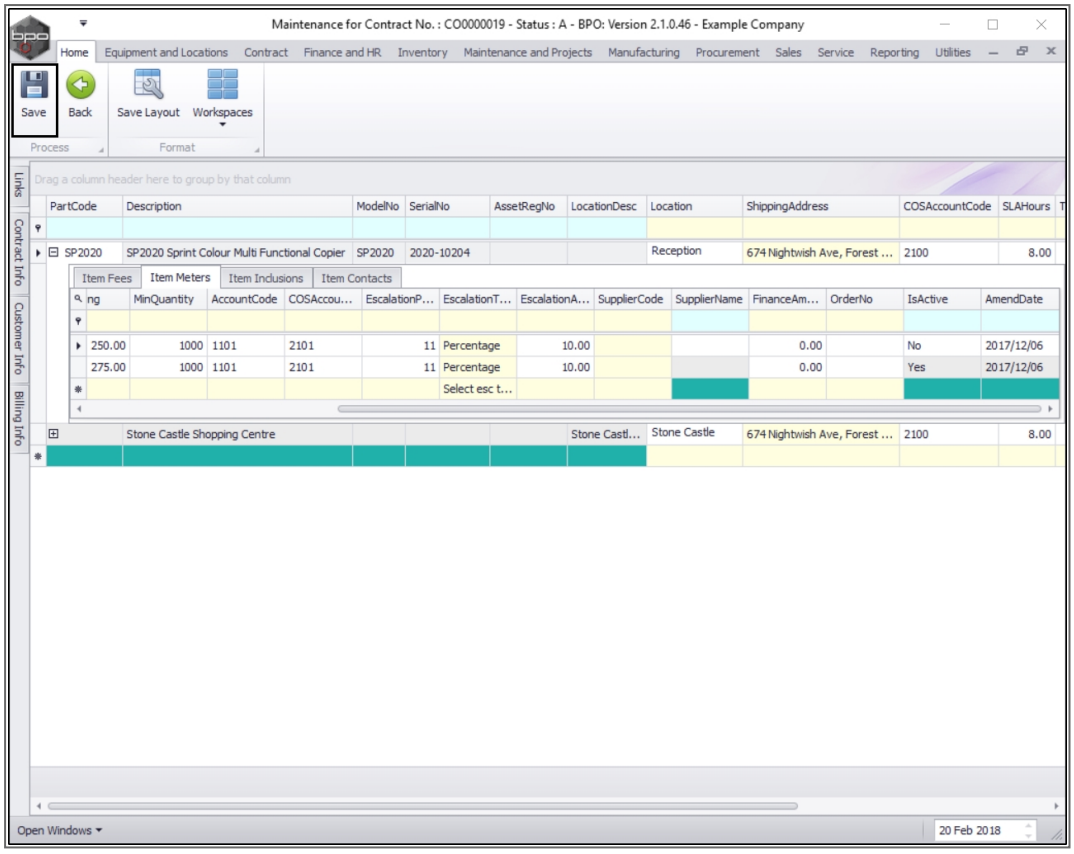

- The meter charge will be ***removed*** and you will return to the ***Contract Listing*** screen.

MNU.112.037

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