

CONTRACT

EDIT ITEM FEES

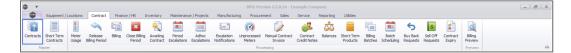
A contract **item fee** can be edited when the contract is in the **Active** state.

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

These are the changes involved that will trigger the re-Approval process:

- If any contract **Item Fee** is <u>added</u> or removed
- If the **Billing Customer** on an **Item Fee** or Item Meter is changed.
- If any of the following details are changed on contract **Item Fees**:
 - ° Amount
 - ° Start Date
 - ° End Date
 - ° Escalation %
 - Account Code
 - ° COS Account Code
 - Invoice Description
 - Billing Period
 - Billing Cycle
 - Finance Party
 - Finance Amount

Ribbon Select Contract > Contracts





The *Contract Listing* screen will be displayed.

Select the Site

Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

Another site can be selected, if required, and if you have the security rights to access the site.

If *All Sites* displays here, then you do not have a default site configured on your user record, and need to select the required site.

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

Home Equipment	t / Locations Co	it 📲 Hold	end & Remove From Approval	osure 😑	Durban Active	•	Service Find Serial No. Find Contract	_	Utilities Export Report	1					- 8
Processing	4 Format		Status Processing			Current		a Print	A Repo						
م.	ContractNo	CustomerC	CustomerName	CustomerD	ContractType	ContractTy	Location	OrderNo	StartDate	EndDate	Department.	Period	PeriodType	BilingCyde	BilingPeriod
Functions *	×0:	* 0 ¢	10:	4 0 4	1 0 :	(D)	* 0 ¢	• D :	-	-	••••	-	 Image: Control of the second se	<d:< td=""><td>-</td></d:<>	-
	CO000009	DER001	Derton / Technologies		CPC	Cost Per Co	Durban Area		07/05/2014	07/05/2019	Sales Depar		60 Months	Months	3
Notes	CO000016	TIA001	Titan Group		CPC	Cost Per Co	Main		13/06/2014	13/06/2019	Sales Depar		60 Months	Months	4
	CO000018	SAM001	Samanthas Diner		CPC	Cost Per Co	Main		09/07/2014	09/07/2019	Sales Depar		60 Months	Months	5
	CO0000019	OFF001	Office Supplies Unlimited		CPC	Cost Per Co	Main		28/07/2014	28/07/2019	Sales Depar.		60 Months	Bi-annual	6
Documents	PC0000001	DAN002	Dancing Shoes		PRE	Prepaid Con	Kloof	test	23/03/2016	23/03/2021	Sales Depar		60 Months	Months	1
	CO000031	YES001	Young Electric		CPC	Cost Per Co	Hilcrest		24/03/2016	24/03/2021	Sales Depar		60 Months	Months	1
	CO000041	PAN001	Panda Copiers		CPC	Cost Per Co	Main		05/07/2016	05/07/2021	Sales Depar		60 Months	Months	5
Hold History	CO0000042	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co	Main		07/09/2016	07/09/2022	Sales Depar		60 Months	Months	7
	CO0000043	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co	Main		01/08/2016	07/09/2021	Sales Depar		60 Months	Quarterly	5
	CO0000052	HOP001	Hope Works (Pty) Ltd		PRE	Prepaid Con	Durban Area		29/05/2017	29/05/2022	Sales Depar		60 Months	Months	3
	CO000054	APP0001	Apple Juice Inc		CPC	Cost Per Co	Durban Area		03/08/2017	03/08/2022			60 Months	Months	0
Suspend History	CO0000072	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co	Durban Area	1234	07/03/2018	07/03/2023	Sales Depar		60 Months	Months	2
	CO000073	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co	Durban Area		29/05/2018	29/05/2023	Sales Depar		60 Months	Months	0
	CO0000074	DER001	Derton / Technologies		CPC	Cost Per Co	Durban Area	1234	15/06/2018	15/06/2023	Sales Depar		60 Months	Months	6
	CO000077	PIN0001	Pink Shoes		CPC	Cost Per Co	Durban Area		18/06/2018	18/06/2023	Sales Depar		60 Months	Months	4
	CO000078	PIN0001	Pink Shoes		CPC	Cost Per Co	Durban Area		18/06/2018	18/06/2023	Sales Depar		60 Months	Months	4
Processing	CC0000080	OFF001	Office Supplies Unlimited		CPC	Cost Per Co	Durban Cen	1234	06/05/2017	06/05/2020			60 Months	Months	2
	CO000082	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co	Durban Area		10/09/2019	10/09/2024	Sales Depar		60 Months	Months	7
Invoices	CO0000079	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co	Durban Area		18/06/2018	18/06/2023	Sales Depar		60 Months	Months	4
	CO000083	WES001	Westwood Dynamic		CPC	Cost Per Co	Durban Area	1234	15/10/2019	15/10/2024	Sales Depar		60 Months	Months	8

SELECT THE CONTRACT

• Select the *row* of the *contract* that you wish to process.



Add Edit Delete Ver	Workspace	ns • 🐻 Sus	CD ACCEDA	-	Active		Find Serial No. Find Contract	Pret B	aport Report	-					
da a	Drag a column head	*]			*]	Cartera		2] PER	2] wape	*					
P	Contractilo		CustomerName	Customer0	ContractType	ContractTy	Location	Ordentia	StartDate	EndDate	Department	Period	PeriodType	BillingCycle	MingPeriod I
functions			0	•	•	•		•	-	-	•	-	•		-
	CO0000009	DER001	Derton / Technologies	-	CPC	Cost Per Co	Durban Area	-	07/05/2014	07/05/2019	Sales Depar		60 Months	Months	3
Notes	CO0000016	T1A001	Titan Group	_	OPC	Cost Per Co	Main		13/06/2014	13/06/2019	Sales Depar		60 Months	Months	4
	CO0000018	SAM001	Samanthas Diner		OPC	Cost Per Co	Main		09/07/2014	09/07/2019	Sales Depar		50 Months	Honths	5
	CO0000019	OFF001	Office Supplies Unlimited		OPC	Cost Per Co	Main		28/07/2014	28/07/2019	Sales Depar		60 Months	8-annual	6
	PC0000001	DAN002	Dancing Shoes		PRE	Prepaid Con	Kloof	test	23/03/2016	23/03/2021	Sales Depar		60 Months	Honths	1
	C00000031	YE5001	Young Electric		OC	Cost Per Co	Hiltrest		24/03/2016	24/03/2021	Sales Depar		50 Months	Honths	1
	C00000041	PAN001	Panda Copiers		OC	Cost Per Co	Main		05/07/2016	05/07/2021	Sales Depar		50 Months	Honths	5
Hold History	C00000042	HOP001	Hope Works (Pty) Ltd		OPC	Cost Per Co	Main		07/09/2016	07/09/2022	Sales Depar		50 Months	Honths	7
	C00000043	HOP001	Hope Works (Pty) Ltd		OPC	Cost Per Co	Main		01/08/2016	07/09/2021	Sales Depar		50 Months	Quarterly	5
	C00000052	HOP001	Hope Works (Pty) Ltd		PRE	Prepaid Con	Durban Area		29/05/2017	29/05/2022	Sales Depar		50 Months	Honths	3
	C00000054	APP0001	Apple Juice Inc		OPC	Cost Per Co	Durban Area		03/08/2017	03/08/2022			50 Months	Honths	0
Superd History	C00000072	HOP001	Hope Works (Pty) Ltd		OPC	Cost Per Co	Durban Area	1234	07/03/2018	07/03/2023	Sales Depar		60 Months	Honths	2
	C00000073	HOP001	Hope Works (Pty) Ltd		OPC	Cost Per Co	Durban Area		29/05/2018	29/05/2023	Sales Depar		60 Months	Honths	0
	C00000074	DER/001	Derton / Technologies		OPC	Cost Per Co	Durban Area	1234	15/06/2018	15/06/2023	Sales Depar		50 Months	Honths	6
	CO0000077	P9N0001	Pirk Shoes		OPC	Cost Per Co	Durban Area		18/06/2018	18/06/2023	Sales Depar		50 Months	Honths	4
	C00000078	P0N0001	Pek Shoes		OPC	Cost Per Co	Durban Area		18/06/2018	18/06/2023	Sales Depar		60 Months	Honths	4
Processing	C00000080	OFF001	Office Supplies Unlimited		OPC	Cost Per Co	Durban Cen	1234	06/05/2017	06/05/2020			60 Months	Honths	2
	C00000082	HOP001	Hope Works (Pty) Ltd		OPC	Cost Per Co	Durban Area		10/09/2019	10/09/2024	Sales Depar		60 Months	Honths	7
Involves	C00000079	HOP001	Hope Works (Pty) Ltd		OPC	Cost Per Co	Durban Area		18/06/2018	18/06/2023	Sales Depar		50 Months	Honths	4
	C00000083	WE5001	Westwood Dynamic		OPC	Cost Per Co	Durban Area	1234	15/10/2019	15/10/2024	Sales Depar		60 Months	Honths	

• Click on the *Edit* button.

) -				Contract Listi	ng - BPO: Versi	on 2.5.1.4 - E	xample Comp	any							- 6	9
Home Equips	nent / Locations Co	ntract Fina	nce / HR Inventory Maintenance / Projects	s Manufacturin	g Procurem	ent Sales	Service	Reporting	Utilities						- 4	2
Add Edit Delete V	iew 😵 Save Layo	is 🔹 😽 Sus	ease Prove From Approval		Durban Active		Find Serial No. Find Contract	Print	Export Report	3						
Processing	4 Format		Status Processing			Current		4 Prin	it _ Repo							
inks #																
nter text to search P	ContractNo	CustomerC	CustomerName	CustomerD	ContractType	ContractTy	Location	OrderNo	StartDate	EndDate	Department	Period	PeriodType	BilingCycle	BilingPeriod	d B
Functions	* 10:	×0:	-0:	<d:< td=""><td>10:</td><td>(0)</td><td>(D)</td><td>-D:</td><td>-</td><td>-</td><td>×0:</td><td>-</td><td>(D)</td><td>×0:</td><td>-</td><td></td></d:<>	10:	(0)	(D)	- D :	-	-	×0:	-	(D)	×0:	-	
	C00000012	TIA001	Titan Group		CPC	Cost Per Co	Durban Area		16/05/2014	16/05/2019	Sales Depar		60 Months	Months		3
Notes	CO0000016	TIA001	Titan Group		CPC	Cost Per Co	Main		13/06/2014	13/06/2019	Sales Depar		60 Months	Months		4
	CO0000018	SAM001	Samanthas Diner			Cost Per Co			09/07/2014	09/07/2019	Sales Depar		60 Months	Months		5
	CO0000019	OFF001	Office Supplies Unlimited			Cost Per Co			28/07/2014	28/07/2019	Sales Depar		60 Months	Bi-annual		6
Documents	CO000031	YES001	Young Electric		CPC	Cost Per Co	Hilcrest		24/03/2016	24/03/2021	Sales Depar		60 Months	Months		1
	CO0000041	PAN001	Panda Copiers			Cost Per Co	Main		05/07/2016	05/07/2021	Sales Depar		60 Months	Months		5
	CO000043	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co	Main		01/08/2016	07/09/2021	Sales Depar		60 Months	Quarterly		5
Hold History	C0000072	HOP001	Hope Works (Pty) Ltd		OPC	Cost Per Co	Durban Area	1234	07/03/2018	07/03/2023	Sales Depar		60 Months	Months		2
induit autory	C0000074	DER001	Derton / Technologies		CPC				15/06/2018	15/06/2023	Sales Depar		60 Months	Months		6
	C0000077	PIN0001	Pink Shoes		CPC	Cost Per Co	Durban Area		18/06/2018	18/06/2023	Sales Depar		60 Months	Months		4
	CO000078	PIN0001	Pink Shoes		CPC	Cost Per Co	Durban Area		18/06/2018	18/06/2023	Sales Depar		60 Months	Months		4
Suspend History	CO000080	OFF001	Office Supplies Unlimited		CPC	Cost Per Co	Durban Cen	1234	06/05/2017	06/05/2020			60 Months	Months		2
	CO000079	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co	Durban Area		18/06/2018	18/06/2023	Sales Depar		60 Months	Months		4
Processing Invoices Credit Notes																
en Windows 🔻											Use	r : Bianca	09/02/2023 V	rsion : 2.5.1.4	Example Co	omp

The *Contract Maintenance* screen will be displayed.



4 v	Maintenance for C	ontract No. : CO0000016 - Status : A - I	3PO: Version 2.5.1.4 - Exampl	e Company			8 X
Home Equipmen	t/Locations Contract Finance/HR Inventory Maintenance/Projects	Manufacturing Procurement Sal	es Service Reporting	Utilities		-	₽×
Save Back Save Layout							
	·						
Process a Form		7					~
Enter text to search		Drag a column header here to group by th					Use
Enter text to search P	Contract No CC00000016	PartCode Description		LocationDesc Loca	ation ShippingAddress	COSAccoun	SLAHou &
Functions		• 40: 40:	4 0 0	10¢ 10¢			- 8
Notes	Contract Type Cost Per Copy	▶	SP19-12185	Rec	ception 658 Dime Road, South Riding, ,	2101	
Enter text to search P Functions Notes Notes	Contract Class -	•					
BIII	Contract Category -						
2 Documents	Start Date 13/06/2014 •						
	End Date 13/06/2019 •						
	Period 60 🗘 *						
Hold History	Period Type Months *						
	Department Sales Department •						
	Contract Manager Carolina Suzzetta Lourens van de 👻						
Suspend History	Salesman Belnda Sharman 👻 *						
	Aggregate Billing						
	Hide Fee Detail						
Processing							
Invoices							
Credit Notes							
Creatinotes							
	Contract Info Customer Info Billing Info Rental Info						
Open Windows 🕶					User : Bianca 09/02/2023 Version : 2.	5.1.4 Example	Company

SELECT THE ITEM

 Click on the *expand* button in the *row* of the *item* where you wish to edit the *item fee*.



	· ·						r	Maint	tenan	nce f	or Cor	ntrac	ct No. : CO	00000	0019 - St	atus : A	A - BPO: V	rsion	n 2.1.0.46 - I	Example	e Com	pany				-		\times
	Home	Equi	ipment	and Lo	ocatio	ns	Contra	act	Finar	nce a	ind HR	Ir	nventory	Main	ntenance	and Pr	ojects M	anufa	acturing Pr	ocurem	ent !	Sales	Service	Repor	rting	Utilities	_	8
H	(2	0	_																							
Save	Back	Si	ave La	yout	Work	space	s																					
Proc	cess	4		Forma	t																							
Dra																												
,	PartCode		Descri	ption							Mode	No	SerialNo		AssetR	legNo	Location	esc	Location		Shippi	ngAddre	ess		COSA	ccountCod	e S	LAHours
9																												
• F		20	SP202	0 Sprin	nt Col	our Mu	lti Fur	nction	al Co	pier	SP20	20	2020-102	04					Reception		674 Ni	ghtwish	Ave, For	est	2100			8.00
E	Ŧ		Stone	Castle	Shop	ping (entre										Stone Ca	stl	Stone Cast	tle	674 Ni	ghtwish	Ave, For	est	2100			8.00
*																												
• •																												

- The *Items* data grid will be expanded.
- The *Item Fees* frame usually opens first by default, if not, click on the *Item Fees* tab.



Drag a																	
Part			Description			ModelNo	SerialNo	Asset	RegNo	LocationDe	esc Location	n	ShippingAddr	ess	COSAcc	countCode	SLAHours
9																	
▶ 🗆 S	-		_	int Colour Multi F	Functional Copier	SP2020	2020-10204				Recept	ion	674 Nightwish	n Ave, Forest	2100		8.0
	-	tem Fees				Contacts		10.1									
	۹ ۹	Marked	FeeType	FeeTypeDesc	ChargeAmount	AccountCoo	le COSAccou	ntCode	Invoice	Description	StartDate	EndDate	e Period	PeriodType	BillingCycle	BillingPerio	1 Escala
	•		E	Evergreen	0.00	1202					28 Jul 2014	28 Jul 2	019 60	Months	Months		6
		-	L	Loan		1202					28 Jul 2014	28 Jul 2		Months	Months		6
	Τ	1	R	Bank Rental	800.00		2204		Rental F	ee	28 Jul 2014	28 Jul 2		Months	Months		5
			S	Service	0.00	1101					28 Jul 2014	28 Jul 2	019 60	Months	Months		6
			I	Inhouse Re	0.00	1201					28 Jul 2014	28 Jul 2	019 60	Months	Months		6
			N	Insurance	0.00	1203					28 Jul 2014	28 Jul 2	019 60	Months	Months		6
			REN	Standard R	0.00	1202					28 Jul 2014	28 Jul 2	019 60	Months	Months		6
			W	Renew Fee	0.00	1101					28 Jul 2014	28 Jul 2	019 60	Months	Months		6
					800.00												
	4.1)							
Đ		4	Stone Cast	e Shopping Cen	tre					Stone Cast	d Stone (Castle	674 Nightwish	n Ave, Forest	2100		8.00
		_											-				

SELECT THE ITEM FEE

- Select the *field* in the *row* of the specific *Item Fee* that you wish to change.
 - In this example, *Charge Amount* in the row of the *Bank Rental Fee* has been selected.



Part	Cod	e [Description			ModelNo	SerialNo	Asset	RegNo	LocationDe	esc Locatio	n	ShippingAddr	ess	COSAcc	countCode	SLAHours
9																	
• 🗆 Si	P20	20 5	SP2020 Spr	int Colour Multi F	Functional Copier	SP2020	2020-10204				Recept	ion	674 Nightwish	Ave, Forest	2100		8.0
		em Fees				Contacts											
			FeeType	FeeTypeDesc	ChargeAmount	AccountCod	le COSAccou	ntCode	Invoice	Description	StartDate	EndDate	e Period	PeriodType	BillingCycle	BillingPerio	d Escala
	٩		-	-		1000										1	
			E	Evergreen Loan		1202 1200					28 Jul 2014 28 Jul 2014	28 Jul 2 28 Jul 2		Months	Months		6
	I	1	R	Bank Rental	800.00		2204		Rental F	-00	28 Jul 2014 28 Jul 2014	28 Jul 2		Months	Months		5
	T		S	Service		1101	2204		Kentair	ee	28 Jul 2014	28 Jul 2		Months	Months		6
		-	I	Inhouse Re		1201					28 Jul 2014	28 Jul 2		Months	Months		6
			N	Insurance		1203					28 Jul 2014	28 Jul 2		Months	Months		6
			REN	Standard R	0.00	1202					28 Jul 2014	28 Jul 2	019 60	Months	Months		6
			W	Renew Fee	0.00	1101					28 Jul 2014	28 Jul 2	019 60	Months	Months		6
					800.00												
	4.0)							
Ð			Stone Cast	e Shopping Cen	tre					Stone Cast	tl Stone (Castle	674 Nightwish	Ave Forest	2100		8.0
			Storie Casa	e briopping cen	uc					Storie Cas			or might mar	i Ave, i oreat	2100		0.01

EDIT ITEM FEE

- *Type in* or use the *arrow indicators* to make the changes as required.
 - In this example, the Item Fee has been *increased* to R950.

SAVE ITEM FEE CHANGES

SAVE THE CONTRACT

• When you are done, click on *Save*.



A			Ma	intenance for G	ontract No. : CO000001	5 - Status : A -	BPO: Version	2.5.1.4 - Example Com	pany			8
Home Equipment / Loc	cations Contract	Finance / HR In	wentory Mainte	nance / Projects	Manufacturing Pro	ourement Sa	iles Servici	e Reporting Utiliti	es		-	₽
Save Back Save Layout Work	kspaces											
Process A Format	stomer Info			1								-
Links 7 Cu Enter text to search P Functions	istomer fino		Ŧ									
	Customer T	tan Group	• م	PartCode	Description	SerialNo	AssetRegNo	LocationDesc	Location 40:	ShippingAddress	COSAccoun	SLAH
Functions	Address 6	58 Dime Road	p - •	* +D:	SP 19-12 Colour Copier		100	10.	Reception	-	-	-
Notes		outh Riding	~	▶ ⊞ SP19-12	. SP19-12 Colour Copier	SP19-12185			Reception	658 Dime Road, South Riding, ,	. 2101	
		478		•								
	Order No	4/0										
Documents												
	Required											
	Location M	ain	* *									
Suspend History												
Suppend History Processing												
Processing Invoices												
Processing												
Processing Invaces Credit Notes	Contract Info Qual	nomer Info Billing Info	s Rental Info	1								

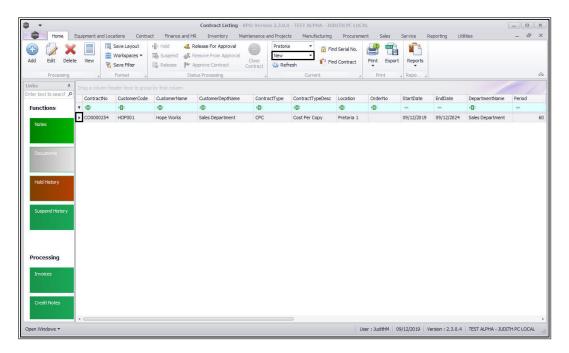
- The contract will be *saved* and you will return to the *Contract Listing* screen where the status defaults to *Active*, or will be set to the Status you last selected.
- Click on the *drop-down arrow* in the *Status* field and select the relevant status.

) w				Contract Listin	ng - BPO: Ve	rsion 2.5.1.4 - E	cample Comp	any							- 6	
Home Equipment	nt / Locations Con	tract Finan	ce / HR Inventory Maintenance / Projects	Manufacturin	g Procure	ement Sales	Service	Reporting	Utilities						- 6	2
to the text of	Workspaces	• 🐻 Susp	end & Remove From Approval ase Prove Contract Decline Close		Durban Active Status	An StatusDesc New	Find Serial No.	Print	Export Report	3						
Processing	∡ Format		Status Processing		R	Released		Print	t 🔺 Repo							4
nks #					A.	Active Hold										
nter text to search P	ContractNo	CustomerC	CustomerName	CustomerD	Co P	Suspend		rderNo	StartDate	EndDate	Department	Period	PeriodType	BilingCycle	BillingPeriod	5 B
Functions	* IO:	(D)	1 0 :	(0)	•0 C X	Closed Deleted		, þ :	-	-	(0)	-	(0)	·0:	-	
	CO000016	TIA001	Titan Group		CP X			1	13/06/2014	13/06/2019	Sales Depar		60 Months	Months		4
Notes	CO000018	SAM001	Samanthas Diner		CPC	Cost Per Co	Durban Area		09/07/2014	09/07/2019	Sales Depar		60 Months	Months		5
	CO0000019	OFF001	Office Supplies Unlimited		CPC	Cost Per Co	Main		28/07/2014	28/07/2019	Sales Depar		60 Months	Bi-annual		6
	CO000031	YES001	Young Electric		CPC	Cost Per Co	Hilcrest		24/03/2016	24/03/2021	Sales Depar		60 Months	Months		1
Documents	CO0000041	PAN001	Panda Copiers		CPC	Cost Per Co	Main		05/07/2016	05/07/2021	Sales Depar		60 Months	Months		5
	CO0000043	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co	Main		01/08/2016	07/09/2021	Sales Depar		60 Months	Quarterly		5
	CO0000072	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co	Durban Area	1234	07/03/2018	07/03/2023	Sales Depar		60 Months	Months		2
Hold History	CO000074	DER001	Derton / Technologies		CPC	Cost Per Co	Durban Area	1234	15/06/2018	15/06/2023	Sales Depar		60 Months	Months		6
	CO0000077	PIN0001	Pink Shoes		CPC	Cost Per Co	Durban Area		18/06/2018	18/06/2023	Sales Depar		60 Months	Months		4
	CO000078	PIN0001	Pink Shoes		CPC	Cost Per Co	Durban Area		18/06/2018	18/06/2023	Sales Depar		60 Months	Months		4
Suspend History	CO000080	OFF001	Office Supplies Unlimited		CPC	Cost Per Co	Durban Cen	1234	06/05/2017	06/05/2020			60 Months	Months		2
susperio history	CO000079	HOP001	Hope Works (Pty) Ltd		CPC	Cost Per Co	Durban Area		18/06/2018	18/06/2023	Sales Depar		60 Months	Months		4
Processing Invoices Credit Notes																
en Windows 🕶	4							_					03/02/2023 Ve			

• New contracts can be found within the New contract status listing screen.



- From here, the contract will need to be **Released** and then **Approved** before it becomes active.
- Edited contracts may either remain in *Active* status or move to *Released* status in order for changes to be reviewed before Approval depending on the change made.



MNU.112.038