

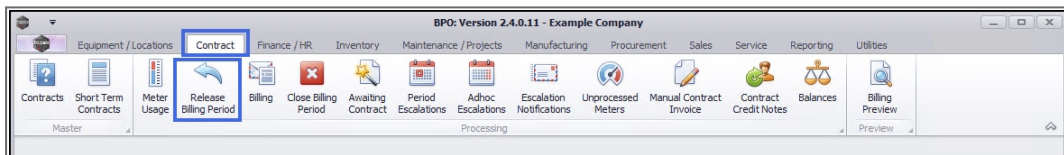
# CONTRACT

## RELEASE BILLING PERIOD

In order to do a contract billing run, the contract billing period must be released first. This will open the contract billing period, not the **financial period**.

**Important Note:** The **last billing period must be closed** before the current billing period can be opened.

**Ribbon Access:** *Contract > Release Billing Period*



The **Release Billing Periods** screen will be displayed.

## SCREEN OVERVIEW

### 1. Column Titles

- **Period** - this displays the billing period and not the financial period.
- **Month** - this displays the billing month.
- **Year** - this displays the billing year.
- **Released** - this displays the status of the billing period whether it has been released **(Yes)** or not **(No)**.
- **Closed** - this shows the status of the billing period whether it has been closed **(Yes)** or not **(No)**.

The **Released** and **Closed** columns show you the **status** of the months displayed.

For example in this image:

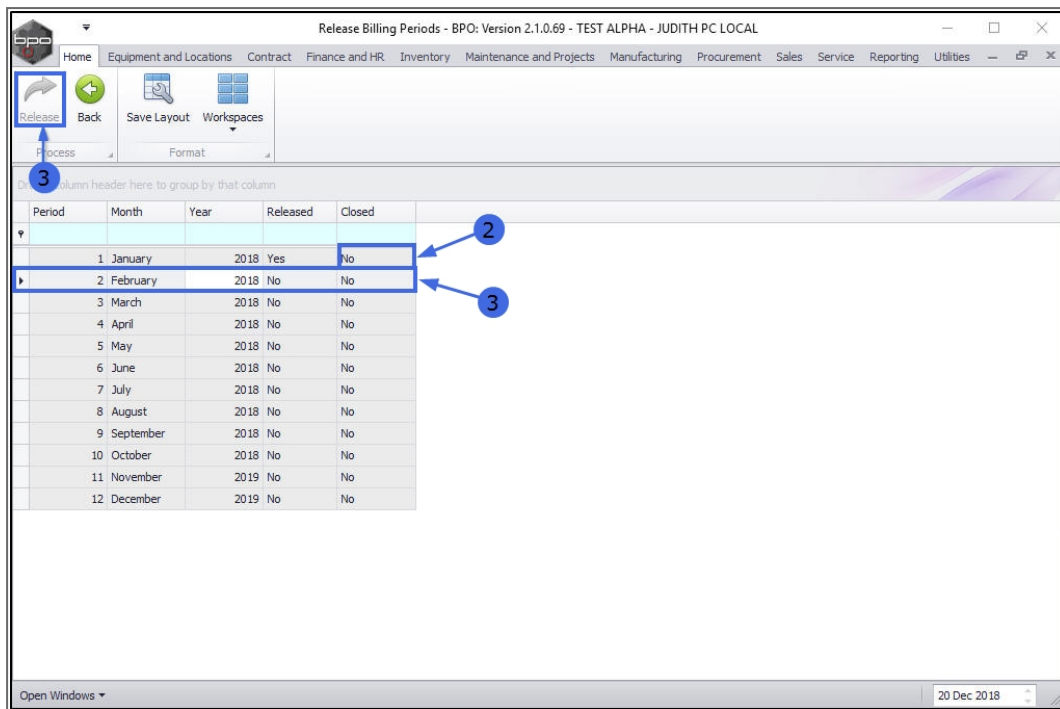
2. **January 2018** has been released and closed
3. **February 2018** has been released but not closed.

Period	Month	Year	Released	Closed
1	January	2018	Yes	Yes
2	February	2018	Yes	No
3	March	2018	No	No
4	April	2018	No	No
5	May	2018	No	No
6	June	2018	No	No
7	July	2018	No	No
8	August	2018	No	No
9	September	2018	No	No
10	October	2018	No	No
11	November	2019	No	No
12	December	2019	No	No

If the last **billing period is not closed**, you will not be able to release a new billing period, the **Release** button will be greyed out.

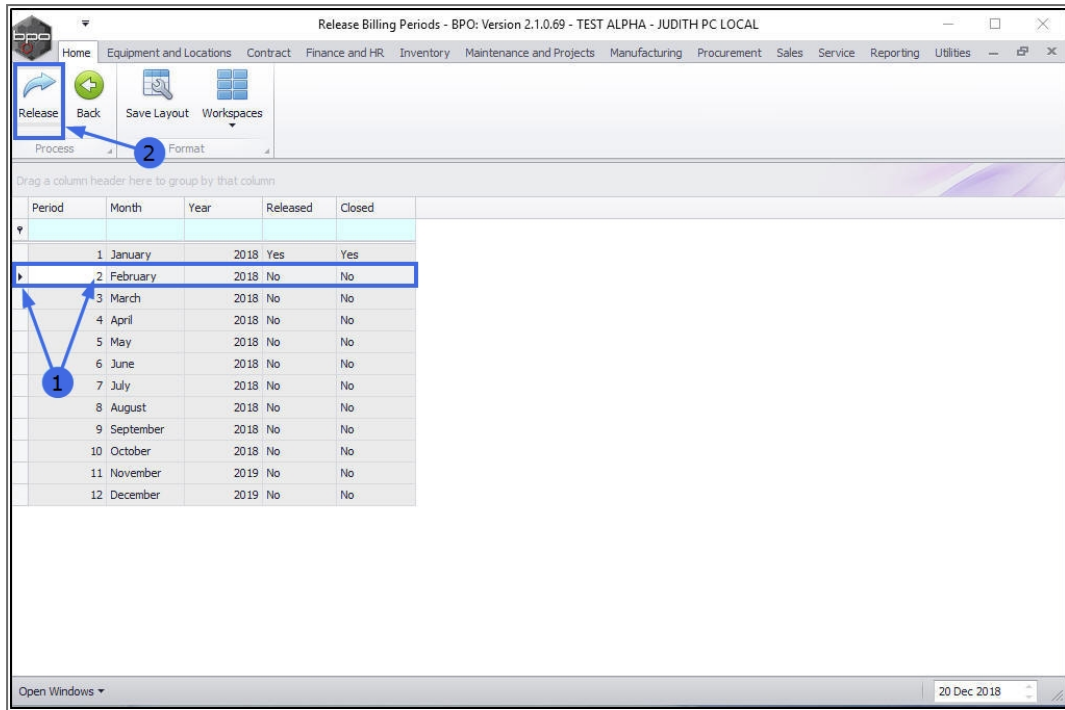
In this example:

1. **Period 2** (February 2018) is the **next** billing period to be released.
2. However, **Period 1** (January 2018) billing period is **not** closed.
3. Therefore the **Release** button will be greyed out. (As this period cannot be released unless the previous period has been closed.)

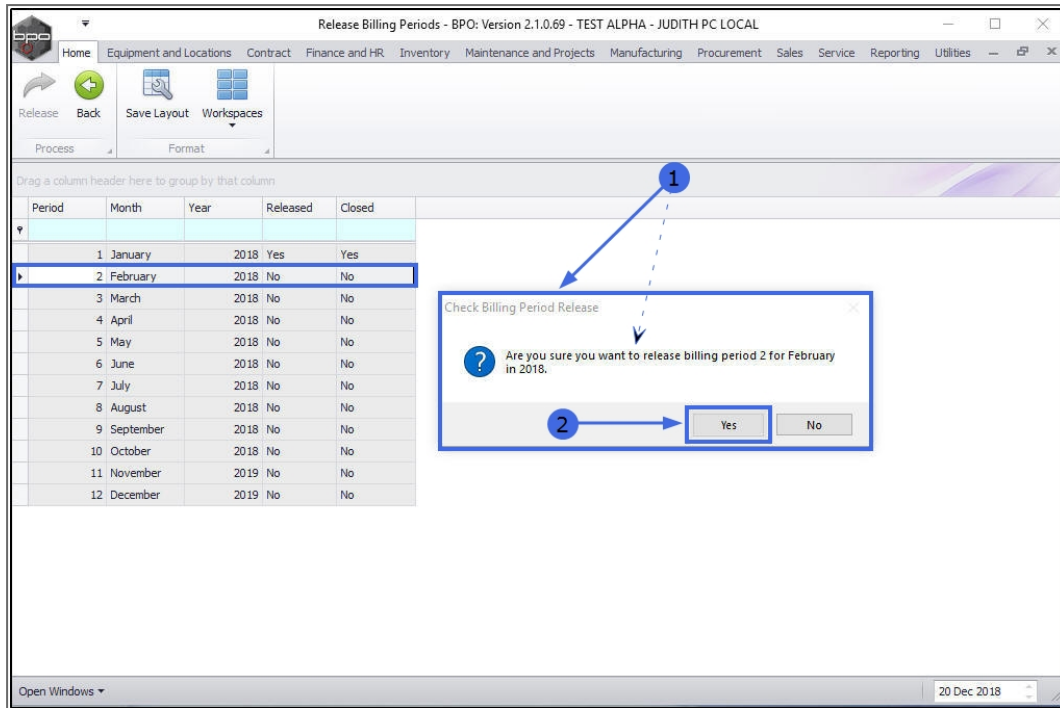


## RELEASE CONTRACT BILLING PERIOD

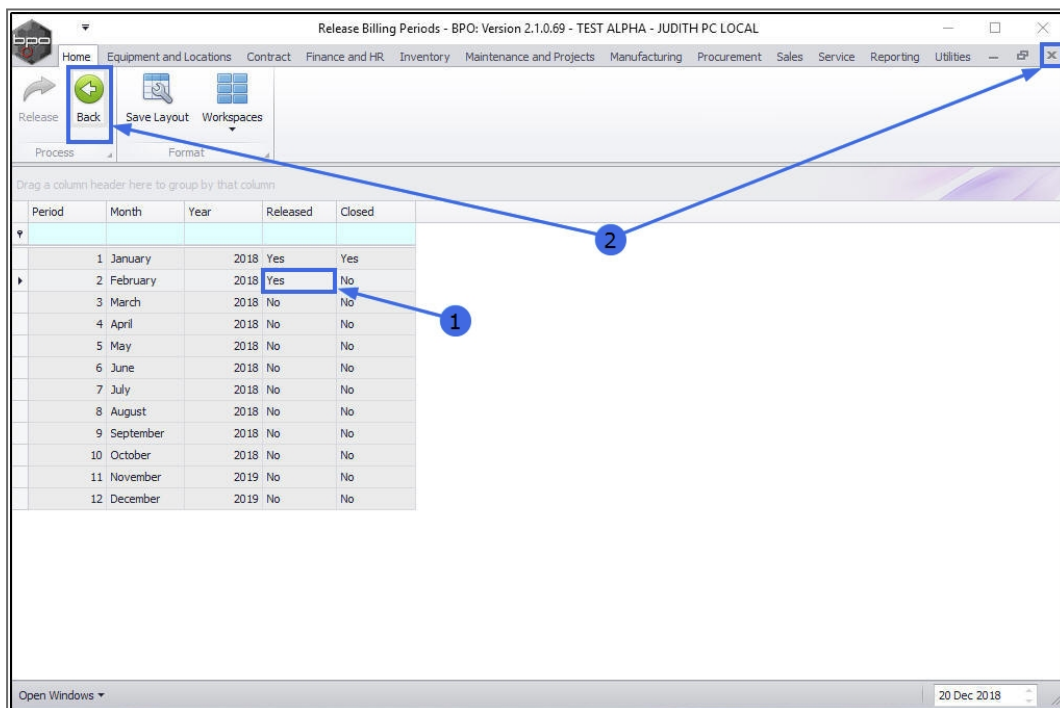
1. Select the **row** of the **Period** that you wish to **release**.
  - In this example, **Period 2** has been selected.
2. Click on **Release**.



1. A **Check Billing Period Release** message box will pop up, asking;
  - **Are you sure you want to release billing period [ ] for [ ] in [ ]?**
2. Click on **Yes**.



1. The **Released** column for **Period 2** will change to **Yes**.
2. Click on **Back** or **Close** the screen when you are done. .



**Related Topics**

- [Contract Processing: Close Billing Period](#)
- [Contracts and Billing](#)
- [Financial Management: Monthly Housekeeping Process](#)

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