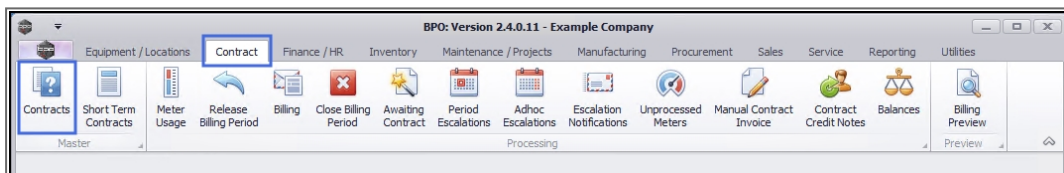


CONTRACT

DECLINE CLOSURE

When a contract is closed, the status is changed **End of Contract**, and must either be Approved to fully process the closure, or Declined in order to release from the Closure process. Declining the Contract Closure will move the contract into Released status, where it can be reviewed and Approved to return to Active status.

Ribbon Access: *Contract > Contracts*



1. The **Contract Listing** screen will be displayed.
2. Select the **Site** that you wish to work in.

Contract Listing - BPO: Version 2.4.0.11 - Example Company

1. This screen defaults to the **Active** status.

2. Click on the drop-down **arrow** and select the **End of Contract** status from the menu.

ContractNo	CustomerC...	CustomerName	ContractType	ContractTypeD...	Location	OrderNo	StartDate	EndDate	Department...	Period
CO0000002	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		01/03/2014	03/04/2019	Sales Depart...	
CO0000003	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills ...		01/03/2014	01/03/2019	Sales Depart...	
CO0000004	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Forest Hills ...	Test Comm...	07/04/2014	07/04/2019	Sales Depart...	
CO0000005	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills ...	ContractOr...	01/03/2014	01/03/2019	Sales Depart...	
CO0000006	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Hillcrest	1234	15/07/2020	17/07/2025	Sales Depart...	
CO0000007	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Forest Hills ...		07/01/2014	07/01/2019	Sales Depart...	
CO0000008	YES001	Young Electric	CPC	Cost Per Copy	Durban Area	abc123	05/02/2019	26/11/2020	Sales Depart...	
CO0000009	DER001	Derton / Technologies	CPC	Cost Per Copy	Durban Area		07/05/2014	07/05/2020	Sales Depart...	
CO0000010	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	BPO_RSI		05/01/2011	07/01/2016	Sales Depart...	
CO0000011	WES001	Westwood Dynamic	CPC	Cost Per Copy	Main	ContractOr...	09/05/2014	09/05/2019	Sales Depart...	
CO0000012	TIA001	Titan Group	CPC	Cost Per Copy	Durban Area		16/05/2014	16/05/2019	Sales Depart...	
CO0000013	TIA001	Titan Group	CPC	Cost Per Copy	Durban Area		16/05/2014	16/05/2019	Sales Depart...	
CO0000014	TIA001	Titan Group	CPC	Cost Per Copy	Main		16/05/2014	16/05/2019	Sales Depart...	
CO0000015	TIA001	Titan Group	CPC	Cost Per Copy	Main		20/05/2014	20/05/2019	Sales Depart...	
CO0000016	TIA001	Titan Group	CPC	Cost Per Copy	Main		13/06/2014	13/06/2019	Sales Depart...	
CO0000017	TIA001	Titan Group	CPC	Cost Per Copy	Main		17/06/2014	17/06/2019	Sales Depart...	
CO0000018	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		09/07/2014	09/07/2019	Sales Depart...	
CO0000019	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		28/07/2014	28/07/2019	Sales Depart...	
CO0000020	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		01/01/2011	31/01/2016	Sales Depart...	
CO0000021	YES001	Young Electric	CPC	Cost Per Copy	Main		31/07/2014	31/07/2019	Sales Depart...	
CO0000022	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		05/08/2014	05/08/2019	Sales Depart...	
CO0000023	DER001	Derton / Technologies	CPC	Cost Per Coov	Kloof	CO1254	07/01/2015	07/01/2020	Sales Deoar...	

1. This screen defaults to the **Active** status.
2. Click on the drop-down **arrow** and select the **End of Contract** status from the menu.

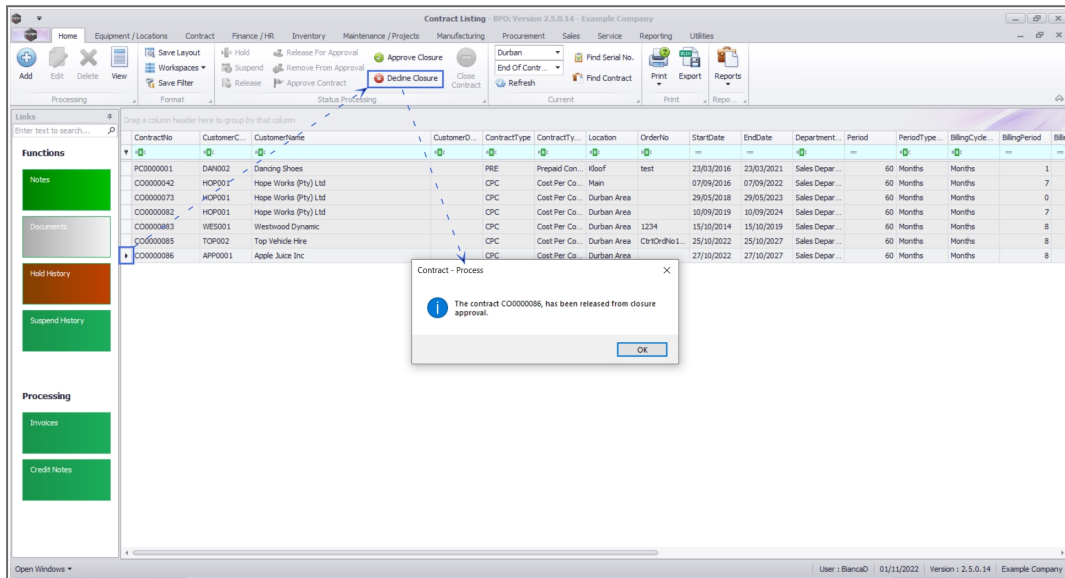
Contract Listing - BPO: Version 2.4.0.11 - Example Company

1. This screen defaults to the **Active** status.

2. Click on the drop-down **arrow** and select the **End of Contract** status from the menu.

ContractNo	CustomerC...	CustomerName	ContractType	ContractTypeD...	Location	OrderNo	StartDate	EndDate	Department...	Period
CO0000002	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		01/03/2014	03/04/2019	Sales Depart...	
CO0000003	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills ...		01/03/2014	01/03/2019	Sales Depart...	
CO0000004	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Forest Hills ...	Test Comm...	07/04/2014	07/04/2019	Sales Depart...	
CO0000005	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills ...	ContractOr...	01/03/2014	01/03/2019	Sales Depart...	
CO0000006	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Hillcrest	1234	15/07/2020	17/07/2025	Sales Depart...	
CO0000007	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Forest Hills ...		07/01/2014	07/01/2019	Sales Depart...	
CO0000008	YES001	Young Electric	CPC	Cost Per Copy	Durban Area	abc123	05/02/2019	26/11/2020	Sales Depart...	
CO0000009	DER001	Derton / Technologies	CPC	Cost Per Copy	Durban Area		07/05/2014	07/05/2020	Sales Depart...	
CO0000010	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	BPO_RSI		05/01/2011	07/01/2016	Sales Depart...	
CO0000011	WES001	Westwood Dynamic	CPC	Cost Per Copy	Main	ContractOr...	09/05/2014	09/05/2019	Sales Depart...	
CO0000012	TIA001	Titan Group	CPC	Cost Per Copy	Durban Area		16/05/2014	16/05/2019	Sales Depart...	
CO0000013	TIA001	Titan Group	CPC	Cost Per Copy	Durban Area		16/05/2014	16/05/2019	Sales Depart...	
CO0000014	TIA001	Titan Group	CPC	Cost Per Copy	Main		16/05/2014	16/05/2019	Sales Depart...	
CO0000015	TIA001	Titan Group	CPC	Cost Per Copy	Main		20/05/2014	20/05/2019	Sales Depart...	
CO0000016	TIA001	Titan Group	CPC	Cost Per Copy	Main		13/06/2014	13/06/2019	Sales Depart...	
CO0000017	TIA001	Titan Group	CPC	Cost Per Copy	Main		17/06/2014	17/06/2019	Sales Depart...	
CO0000018	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		09/07/2014	09/07/2019	Sales Depart...	
CO0000019	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		28/07/2014	28/07/2019	Sales Depart...	
CO0000020	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		01/01/2011	31/01/2016	Sales Depart...	
CO0000021	YES001	Young Electric	CPC	Cost Per Copy	Main		31/07/2014	31/07/2019	Sales Depart...	
CO0000022	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		05/08/2014	05/08/2019	Sales Depart...	
CO0000023	DER001	Derton / Technologies	CPC	Cost Per Coov	Kloof	CO1254	07/01/2015	07/01/2020	Sales Depart...	

- Select the **row** of the **contract** where you wish to decline the closure request.
- Click on **Decline Closure**.
- A message box will come up, noting: **The contract [contract number], has been released from closure approval.**
- Click on **Ok**.



MNU.112.064

