

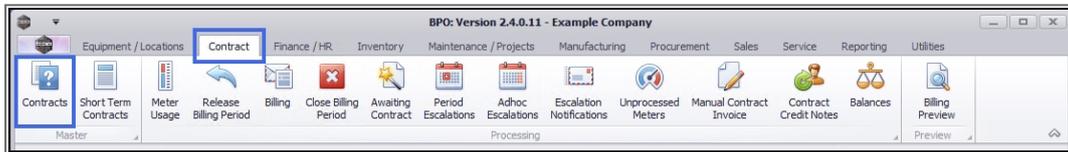
We are currently updating our site; thank you for your patience.

CONTRACT

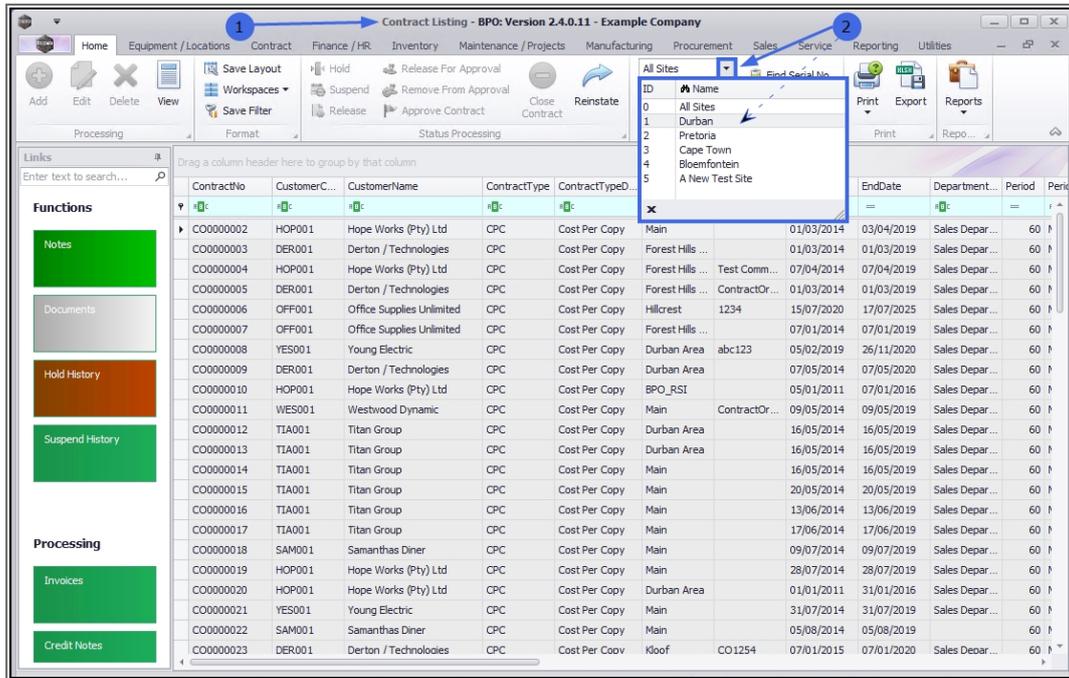
PRINT CONTRACT SETTLEMENT REPORT

From the Contract Listing screen, you can view and print **Contract Settlement** reports.

Ribbon Access: Contract > Contracts



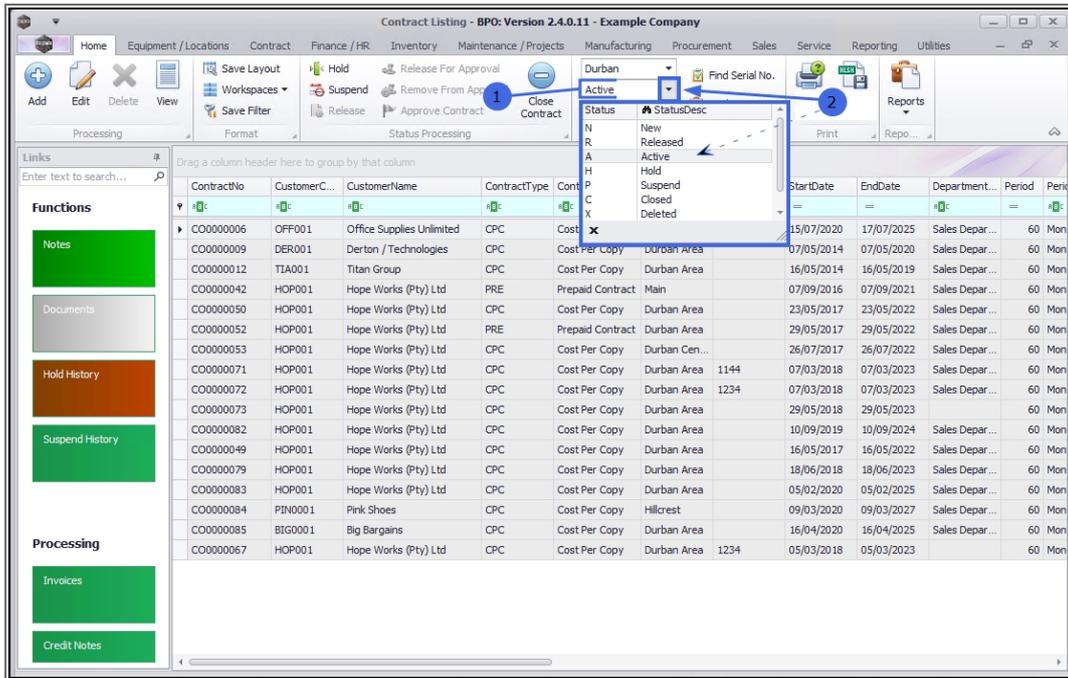
1. The **Contract Listing** screen will be displayed.
2. Click on the drop-down **arrow** in the **Site** field and select from the list, the Site that you wish to work in.
 - In this image **Durban** is selected.
 - **Note:** The **Contract Settlement** print option will **not** be available until a **Site** is selected.



1. Upon opening, this screen will default to the **Active** status, listing all the **Active** contracts for the selected site.
2. Click on the **drop-down arrow** in the **status** field and select an alternative status if required.

- **Note:** Contract Settlement reports can only be viewed and printed in the following states:

- **New,**
- **Released**
- **Active**
- **Hold** and
- **Suspend**

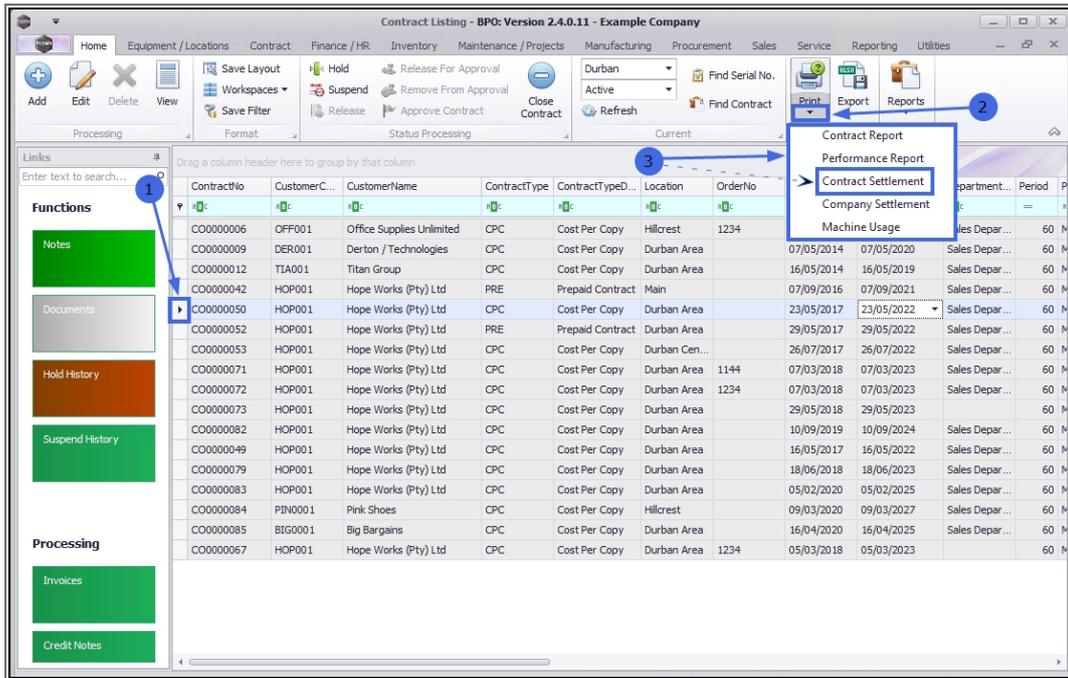


SELECT THE CONTRACT

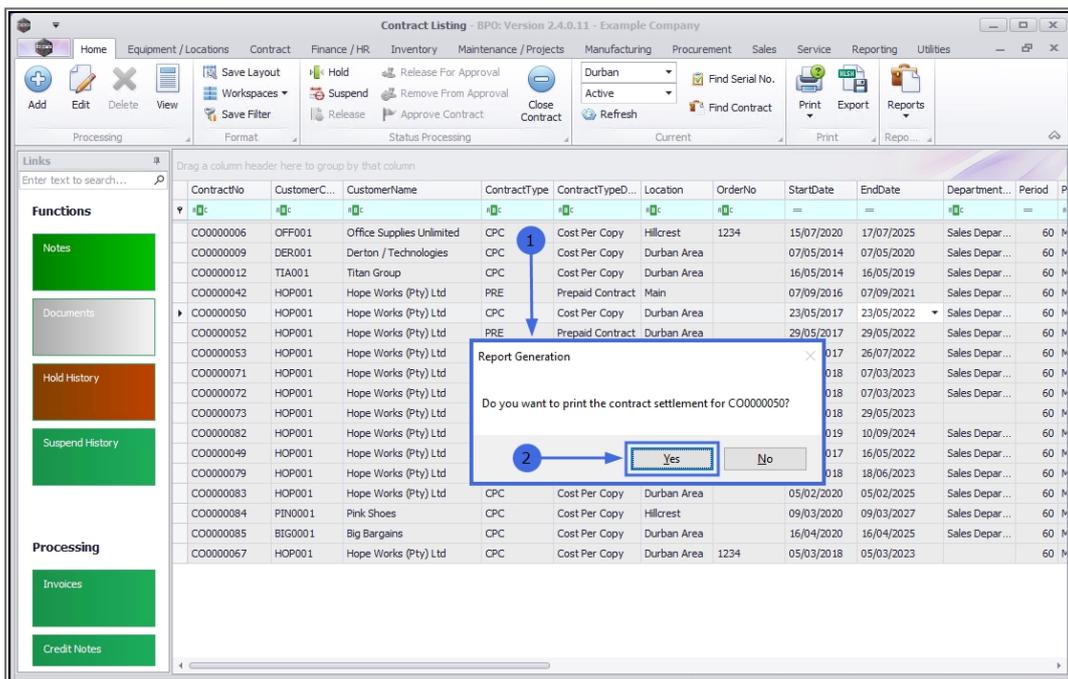
1. Select the **row** of the **contract** where you wish to print the Contract Settlement report.

PRINT CONTRACT SETTLEMENT REPORT

2. Click on the **arrow** icon in the **Print** button.
3. From the Print drop-down menu displayed, click on **Contract Settlement**.

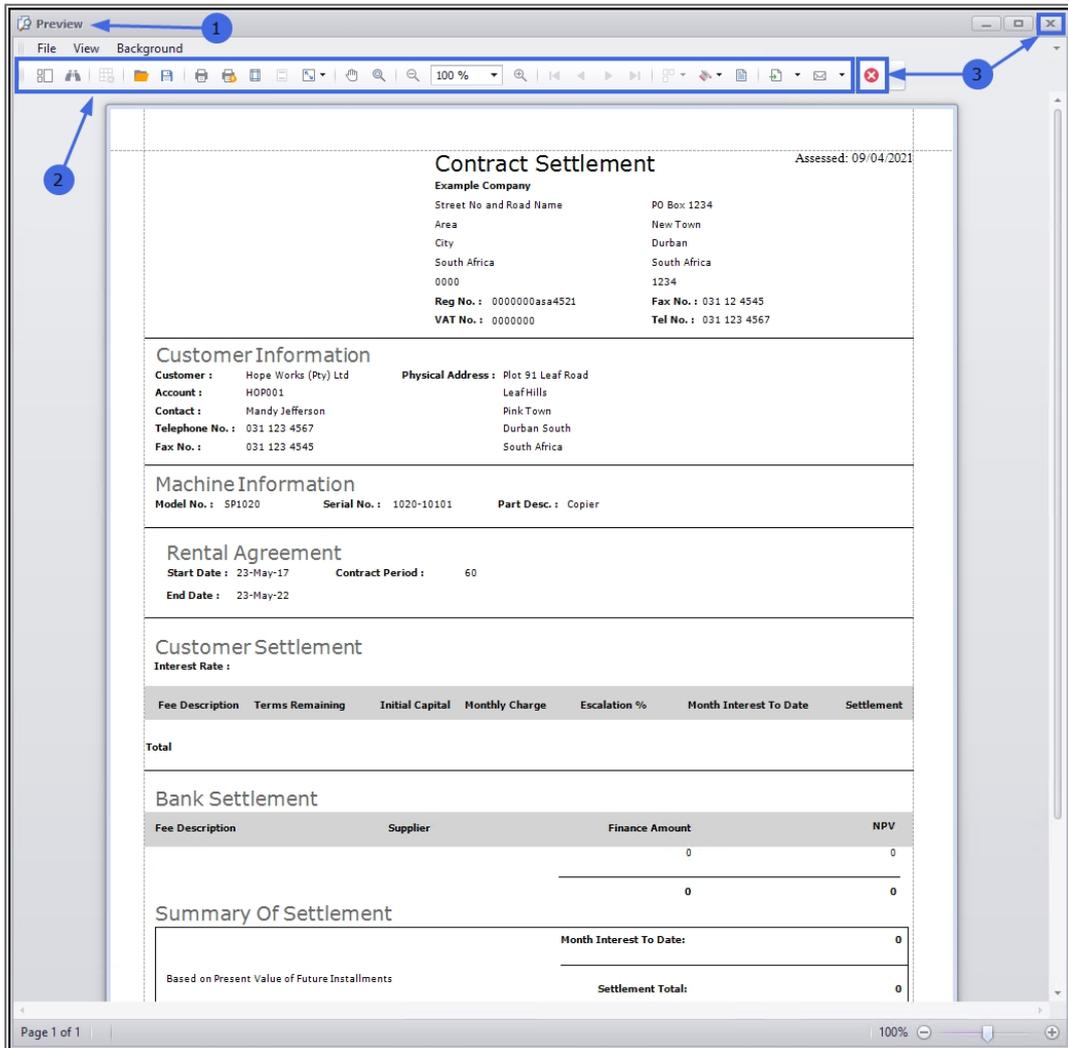


1. A Report Generation message box will pop up asking;
 - Do you want to print the contract settlement for [?]
2. Click on Yes.



VIEW CONTRACT SETTLEMENT REPORT

1. The **Report Preview** screen will be displayed.
2. From here you can **View, Print, Export** or **Email** the Contract Settlement report.
3. **Close** the Report Preview screen when you are done.



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