CONTRACT

CLOSE CONTRACT
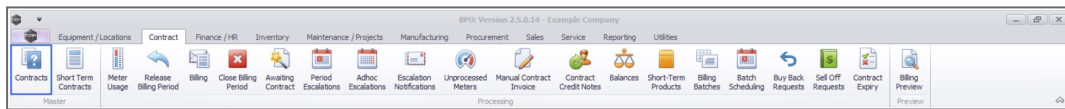
When a contract comes to an end, the contract must be closed and approved.

> 📖 Refer to "The Contract Expiry Listing Screen" on page 1 for more information relating to efficiently managing contract closure for contracts that are about to expire.

SELECT THE CONTRACT TO CLOSE

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 *Active* contracts for the selected site.

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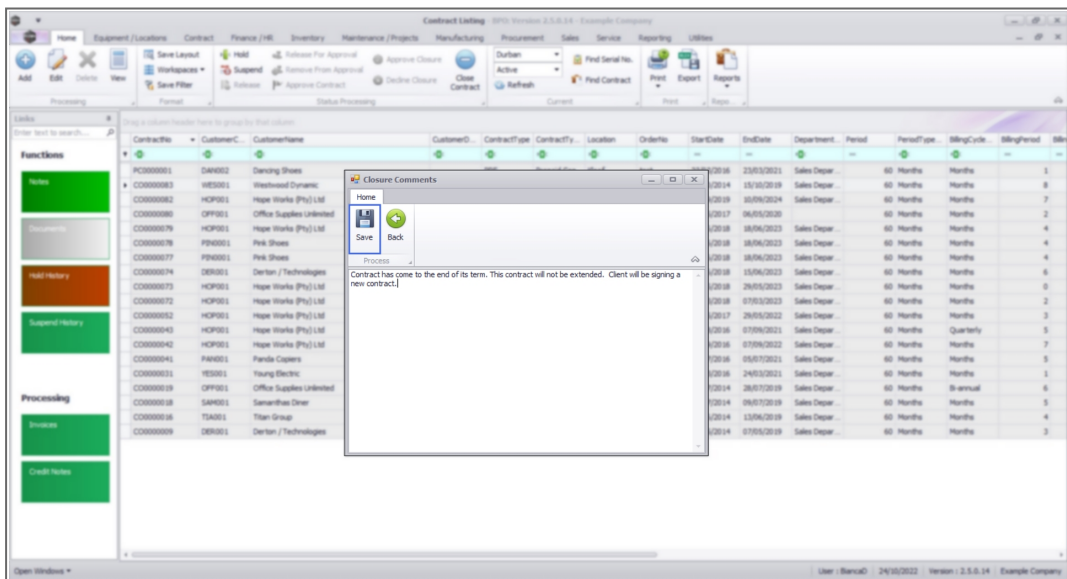

CLOSE CONTRACT

Click on *Close Contract*.

My Close Contract button is greyed out:

- The contract must be in status *Active*.

- You must have the *security rights* to use this feature.
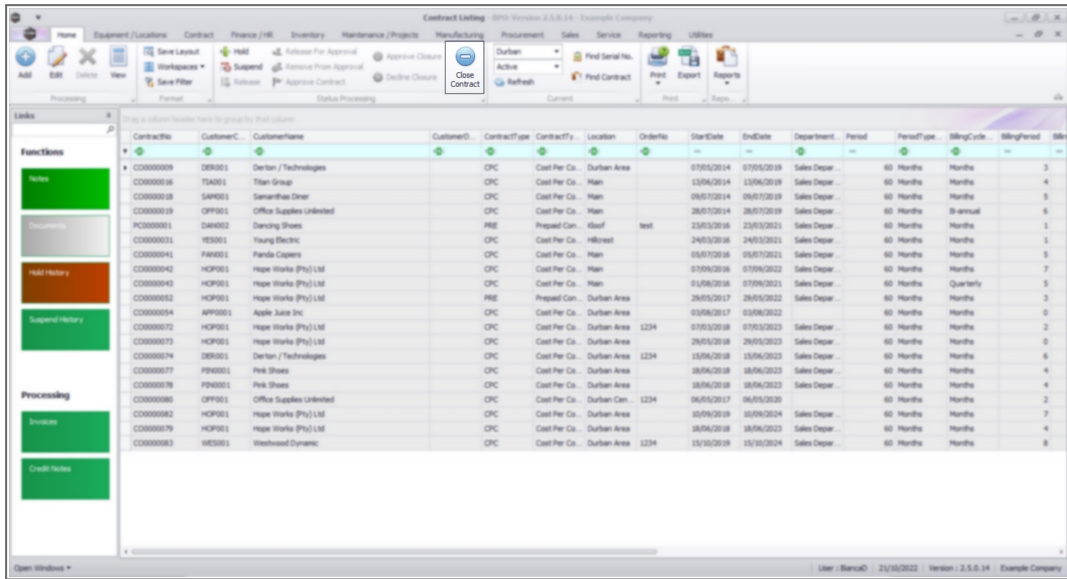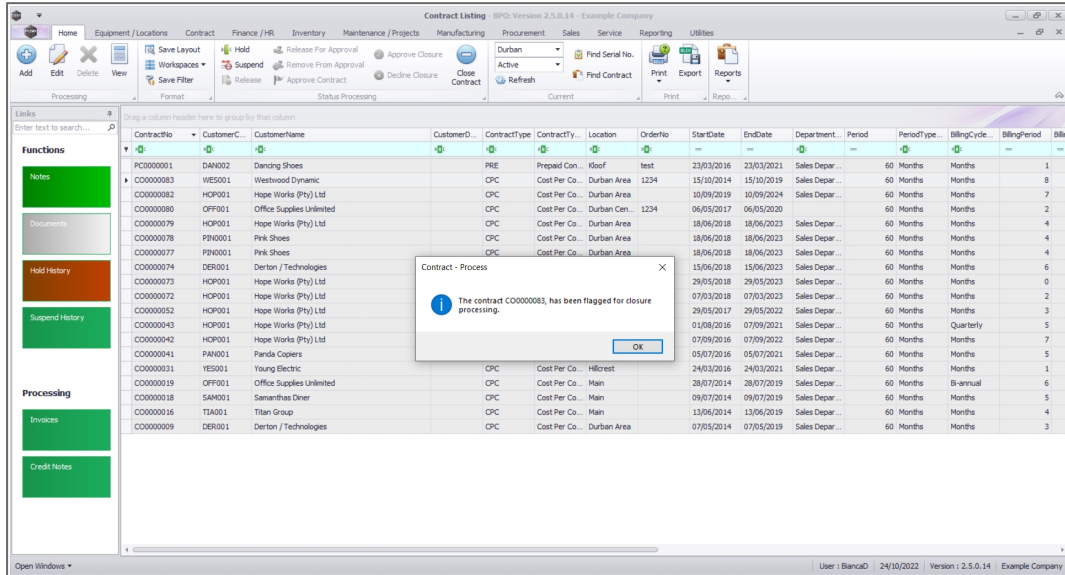

The *Closure Comments* dialogue screen will open.

- Type in the *reason* for closing the contract.
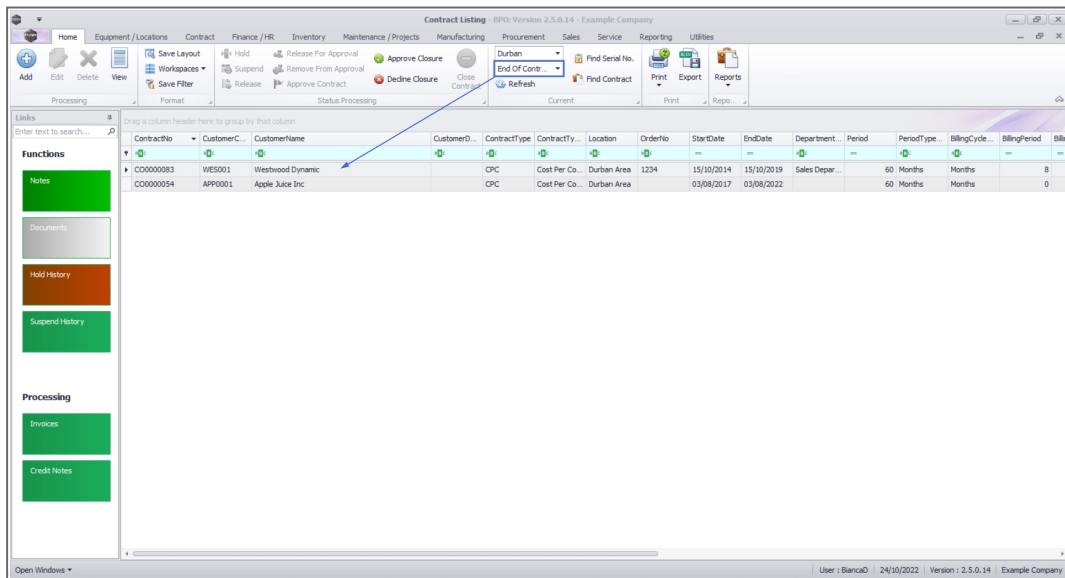
- Click on *Save*

A **Contract - Process** message box will display, informing you that:

The contract [contract number, has been flagged for closure processing.

- Click on **Ok**.

- The contract status will be set to **End of Contract** and can be found via the End of Contract status filter on the Contract Listing screen.

Refer to "Approve Contract Closure" on page 3 to complete the closure process.

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