The Contract Expiry Listing Screen

Contracts

Introduction to Contract Expiry

For expired contracts that remain active, you have the ability to buy back serial numbers that have been selected, if the selected items are customer assets.

THE CONTRACT EXPIRY LISTING SCREEN

Ribbon Select Contract > Contract Expiry

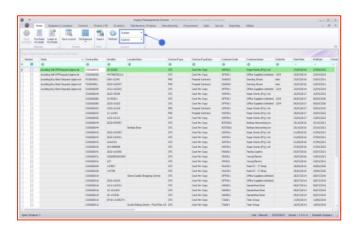


The Contract Expiry Management screen will be displayed.

Select the Site

Upon opening, this screen will default to the Expired status, listing all the serial numbers on contracts that have expired, indicating the state of the serial number. The expiry date is based on the contract start date + contract period.

You can view all contracts, regardless of expiry date, by selecting the All status.



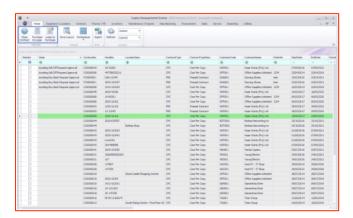


THE CONTRACT EXPIRY RIBBON ACTION BUTTONS

The ribbon action buttons will be available (bold) or unavailable (greyed out) depending on the status selection, and security right access level. The following functionality is available from this screen:

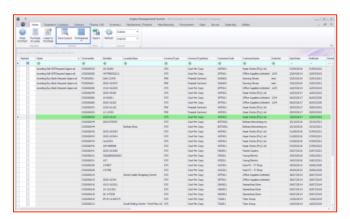
MAINTAIN BUTTONS

• Close Contract, Purchase to Lease, Lease to Purchase



FORMAT BUTTONS

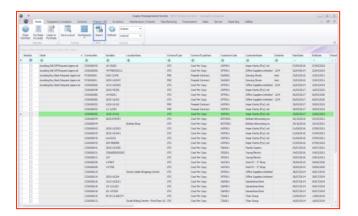
• <u>Save Layout</u> and <u>Workspaces</u>.





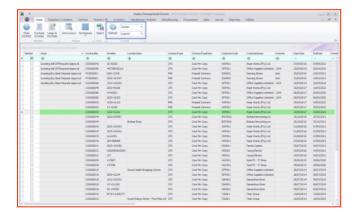
PRINT BUTTONS

• <u>Export</u> listing to Excel.



CURRENT BUTTONS

• • Site selection, Expiry Status selection and Refresh.



Related Topics

- Buy Back Requests
- Sell Off Requests