

CONTRACTS

REMOVE ITEM FEES

A contract **item fee** can be removed when the contract is in the **Active** state.

Certain amendments made to the contract **item fees**, will trigger the contract to be moved back to the <u>Released</u> state, in order for the contract to be checked and re-<u>Approved</u>. An email will then be sent to all users who have the rights to authorise this contract.

Removing an Item Fee will trigger the re-approval process.

Ribbon Access:Contract > Contracts



The *Contract Listing* screen will be displayed.

- Select the *Site* that you wish to work in.
 - In this example, *Durban* has been selected.



Remove Item Fees

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- Upon opening, this screen will default to the *Active* status, listing all the *Active* contracts for the selected site.
 - Note: You can *only* remove an item fee when the Contract is in the *Active* state.



Remove Item Fees

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SELECT THE CONTRACT

• Select the *row* of the *contract* where you wish to *remove* an *Item* Fee.

• Click on *Edit*.



Remove Item Fees

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• The *Maintenance for Contract No.: [] - Status: []* screen will be displayed.

SELECT THE ITEM

 Click on the *expand* button in the *row* of the *item* where you wish to edit the *item fee*.



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• The *Items* data grid will be expanded.

SELECT THE ITEM FEE

• The *Item Fees* frame usually opens first by default, if not, click on the *Item Fees* tab.



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REMOVE THE ITEM FEE

- **Un-tick** the **Marked** check box of the Item Fee that you wish to **remove** from billing.
 - In this image, *Bank Rental* has been selected.



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• The *Marked* check box will now be *blank*.

SAVE ITEM FEE REMOVAL

• Click on *Save*.



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- The *Item Fee* will be *removed* and you will return to the *Contract Listing* screen.
- The Contract will have been moved into the *Released* status, ready for re-<u>Approval</u>.

MNU.112.039