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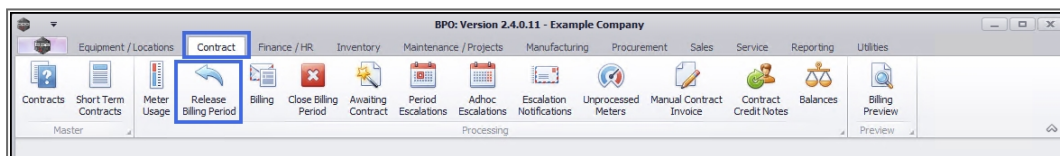
CONTRACT

RELEASE BILLING PERIOD

In order to do a contract billing run, the contract billing period must be released first. This will open the contract billing period, not the financial period.

 Important Note: The last billing period must be closed before the current billing period can be opened.

Ribbon Access: Contract > Release Billing Period

The **Release Billing Periods** screen will be displayed.

SCREEN OVERVIEW

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1. **Column Titles**

   - **Period** - this displays the billing period and not the financial period.
   - **Month** - this displays the billing month.
   - **Year** - this displays the billing year.
   - **Released** - this displays the status of the billing period whether it has been released **(Yes)** or not **(No)**.

- **Closed** - this shows the status of the billing period whether it has been closed **(Yes)** or not **(No)**.

The **Released** and **Closed** columns show you the **status** of the months displayed.

For example in this image:

2. **January 2018** has been released and closed

3. **February 2018** has been released but not closed.

If the last billing period is not closed, you will <u>not</u> be able to release a new billing period, the **Release** button will be greyed out.

In this example:

1. **Period 2** (February 2018) is the **next** billing period to be released.
2. However, **Period 1** (January 2018) billing period is **not** closed.

3. Therefore the **Release** button will be greyed out. (As this period cannot be released unless the previous period has been closed.)
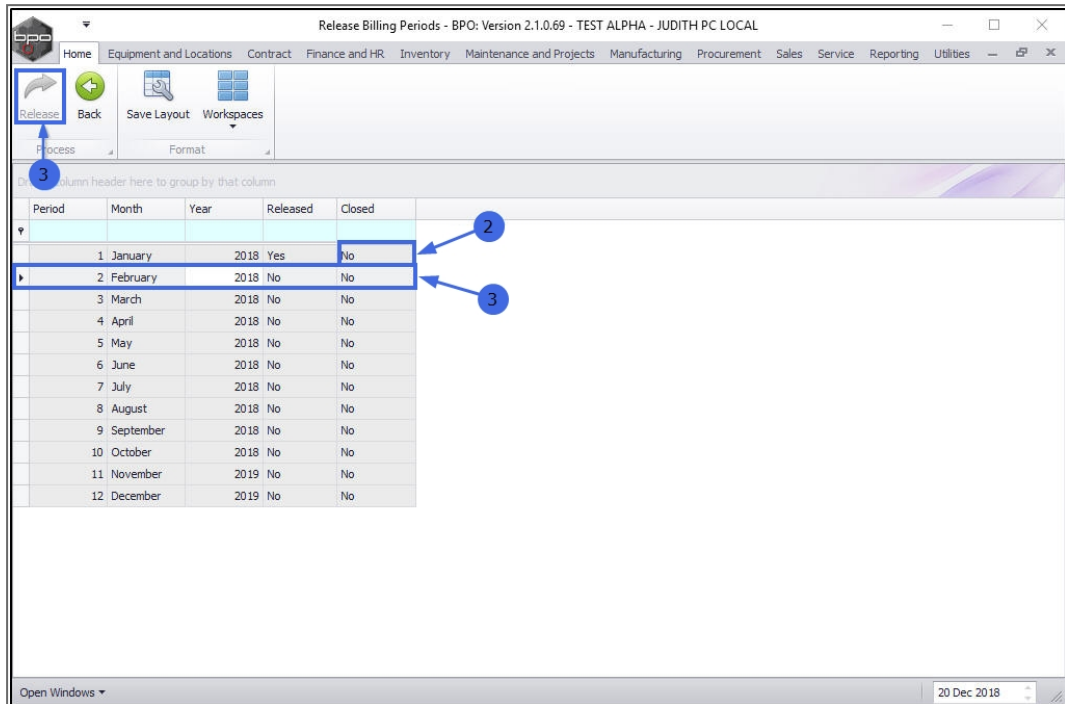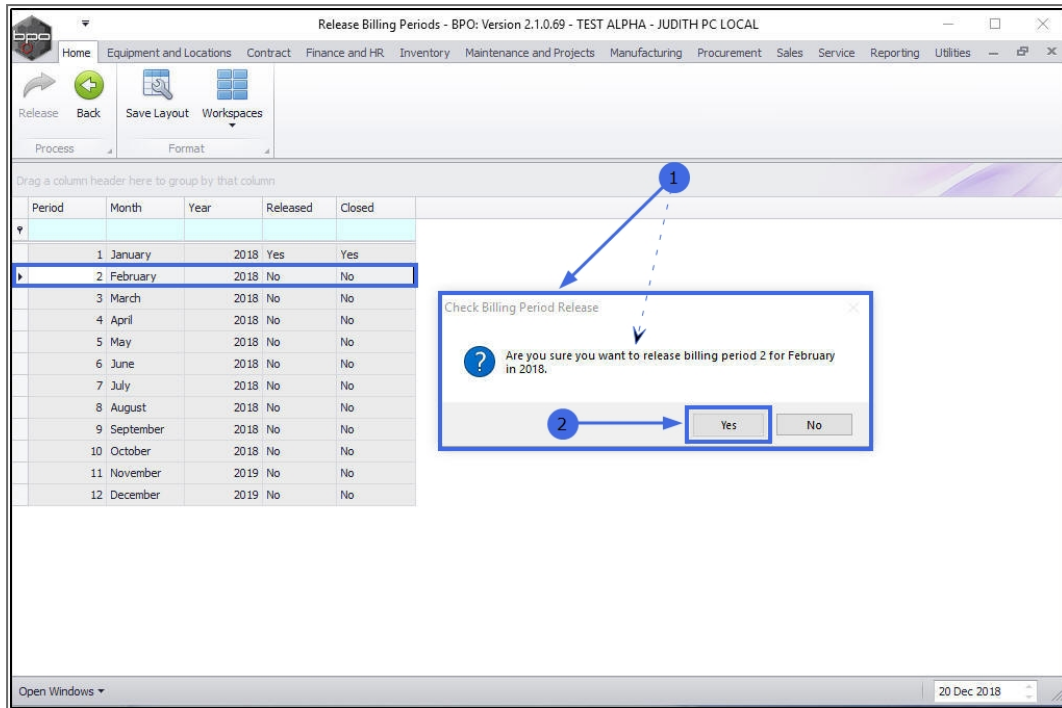

RELEASE CONTRACT BILLING PERIOD
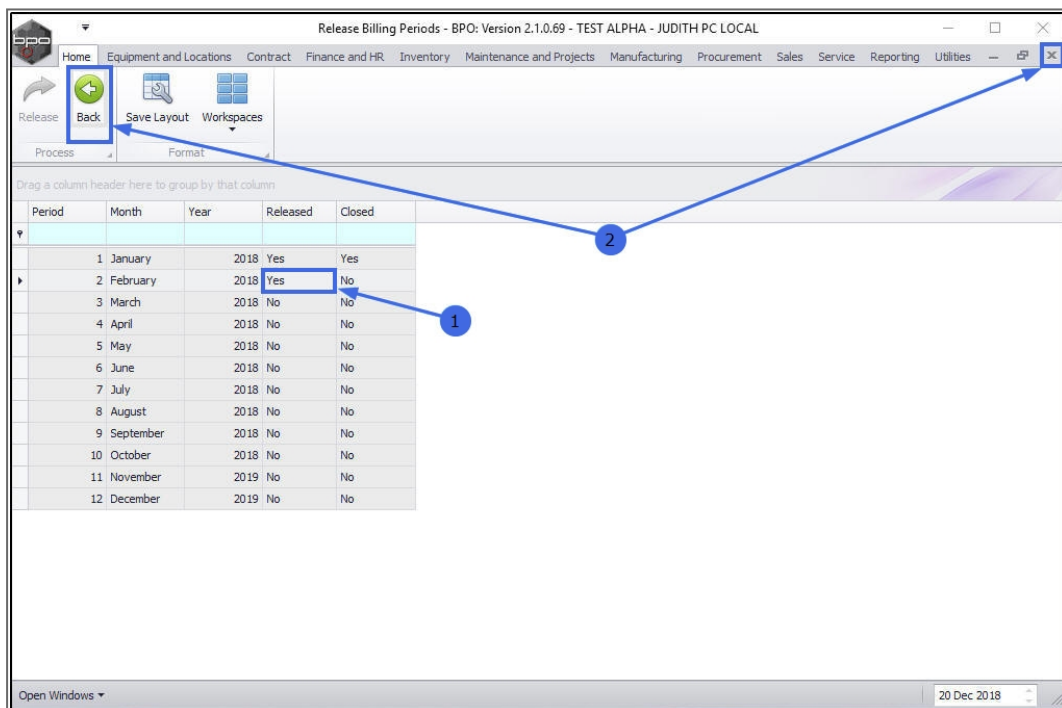
1. Select the **row** of the **Period** that you wish to **release**.
   - In this example, **Period 2** has been selected.
2. Click on **Release**.
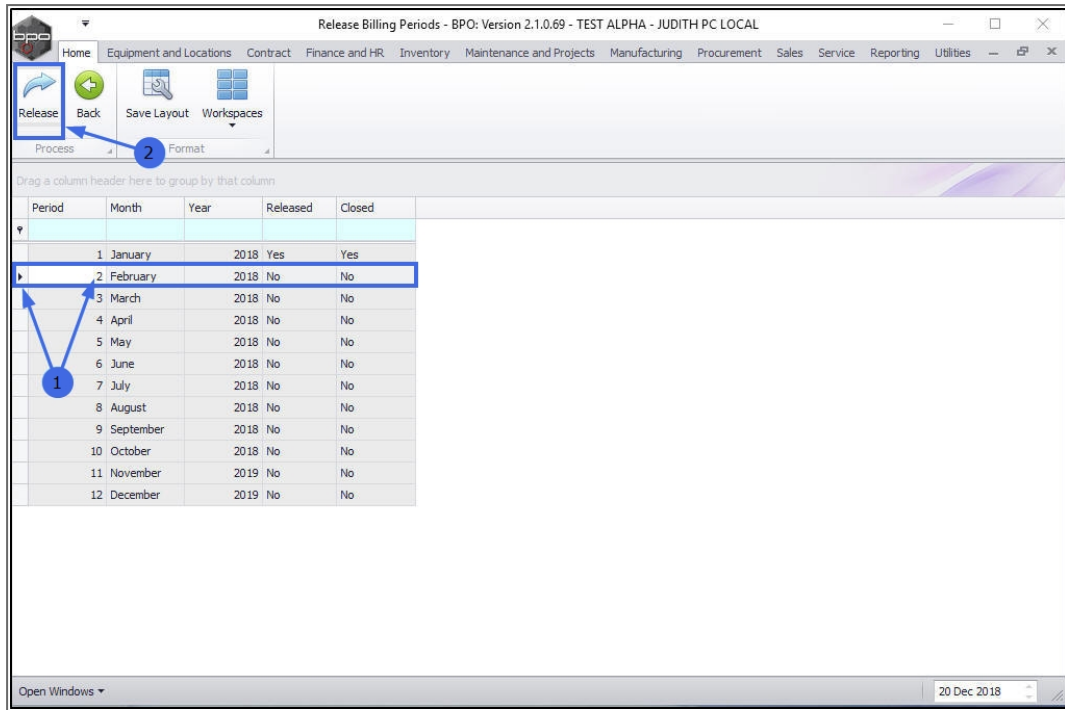
1. A **Check Billing Period Release** message box will pop up, asking;
    - **Are you sure you want to release billing period [ ] for [ ] in [ ]?**
2. Click on **Yes**.

1. The **Released** column for **Period 2** will change to **Yes**.
2. Click on **Back** or **Close** the screen when you are done. .

Related Topics

- [Contract Processing: Close Billing Period](#)
- [Contracts and Billing](#)
- [Financial Management: Monthly Housekeeping Process](#)

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