

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

CONTRACT

DECLINE CLOSURE

When a contract is closed, the status is changed **End of Contract**, and must either be <u>Approved</u> to fully process the closure, or Declined in order to release from the Closure process. Declining the Contract Closure will move the contract into Released status, where it can be reviewed and <u>Approved</u> to return to Active status.

Ribbon Access: Contract > Contracts



- 1. The **Contract Listing** screen will be displayed.
- 2. Select the Site that you wish to work in.



Decline Closure

(1-		Contract Listing - BF	O: Version 2.4.	0.11 - Example (Company					x
Home Equ	uipment /	Locations Co	ntract Financ	e / HR Inventory Mai	ntenance / Projec	ts Manufacturi	ing Procurem	nent Sales	Service F	Reporting	i – Ø	×
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	•	CO000002	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		01/03/2014	03/04/2019	Sales Depar	
Notes		CO000003	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills		01/03/2014	01/03/2019	Sales Depar	
		CO000004	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Forest Hills	Test Comm	07/04/2014	07/04/2019	Sales Depar	
		CO000005	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills	ContractOr	01/03/2014	01/03/2019	Sales Depar	
Documents		CO000006	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Hillcrest	1234	15/07/2020	17/07/2025	Sales Depar	U
		CO000007	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Forest Hills		07/01/2014	07/01/2019	Sales Depar	
		CO000008	YES001	Young Electric	CPC	Cost Per Copy	Durban Area	abc123	05/02/2019	26/11/2020	Sales Depar	
Hold History		CO000009	DER001	Derton / Technologies	CPC	Cost Per Copy	Durban Area		07/05/2014	07/05/2020	Sales Depar	
		CO0000010	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	BPO_RSI		05/01/2011	07/01/2016	Sales Depar	
		CO0000011	WES001	Westwood Dynamic	CPC	Cost Per Copy	Main	ContractOr	09/05/2014	09/05/2019	Sales Depar	
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		CO000015	TIA001	Titan Group	CPC	Cost Per Copy	Main		20/05/2014	20/05/2019	Sales Depar	
		CO000016	TIA001	Titan Group	CPC	Cost Per Copy	Main		13/06/2014	13/06/2019	Sales Depar	
		CO000017	TIA001	Titan Group	CPC	Cost Per Copy	Main		17/06/2014	17/06/2019	Sales Depar	
Processing		CO0000018	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		09/07/2014	09/07/2019	Sales Depar	
Invoices		CO0000019	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		28/07/2014	28/07/2019	Sales Depar	
		CO000020	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area		01/01/2011	31/01/2016	Sales Depar	
		CO000021	YES001	Young Electric	CPC	Cost Per Copy	Main		31/07/2014	31/07/2019	Sales Depar	
		CO000022	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		05/08/2014	05/08/2019		
Credit Notes		CO000023	DER001	Derton / Technologies	CPC	Cost Per Copy	Kloof	CO1254	07/01/2015	07/01/2020	Sales Depar	۲ ۲

- 1. This screen defaults to the **Active** status.
- 2. Click on the drop-down **arrow** and select the **End of Contract** status from the menu.

⊕				Contract Listing	- BPO: Version	2.4.0.11 - Exam	ple Company	У					
Home Equipme	ent /	Locations C	ontract Fi	nance / HR Inventory M	aintenance / Proj	ects Manufact	uring Proc	urement Sales	Service	Reporting	Utilities	- 8	×
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		CO000005	DER001	Derton / Technologies	CPC	Cost Per Copy	Forest Hills	ContractOr	01/03/2014	01/03/2019	Sales Depar	60	Mc
Documents		CO000006	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Hillcrest	1234	15/07/2020	17/07/2025	Sales Depar	60	Mc
		CO000007	OFF001	Office Supplies Unlimited	CPC	Cost Per Copy	Forest Hills		07/01/2014	07/01/2019	Sales Depar	60	Mc
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Hold History		CO000009	DER001	Derton / Technologies	CPC	Cost Per Copy	Durban Area	а	07/05/2014	07/05/2020	Sales Depar	60	Mc
		CO0000010	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	BPO_RSI		05/01/2011	07/01/2016	Sales Depar	60	Mc
		CO0000011	WES001	Westwood Dynamic	CPC	Cost Per Copy	Main	ContractOr	09/05/2014	09/05/2019	Sales Depar	60	Mc
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Invoices		CO000019	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Main		28/07/2014	28/07/2019	Sales Depar	60	Mc
invoices		CO000020	HOP001	Hope Works (Pty) Ltd	CPC	Cost Per Copy	Durban Area	а	01/01/2011	31/01/2016	Sales Depar	60	Mc
		CO000021	YES001	Young Electric	CPC	Cost Per Copy	Main		31/07/2014	31/07/2019	Sales Depar	60	Mc
		CO000022	SAM001	Samanthas Diner	CPC	Cost Per Copy	Main		05/08/2014	05/08/2019		60	Mc
Credit Notes		CO000023	DER001	Derton / Technologies	CPC	Cost Per Copy	Kloof	CO1254	07/01/2015	07/01/2020	Sales Depar	60	Mc T

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- Select the **row** of the **contract** where you wish to decline the closure request.
- Click on **Decline Closure**.
- A message box will come up, noting: The contract [contract number], has been released from closure approval.
- Click on Ok.

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Home Equip	nent /	Locations Con	tract Finan	ce / HR Inventory Maintenance	/ Projects	Manufacturin	Procurem	ent Sales	Service	Reporting	Utilities						_ 8	×
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		CO000073	HOP001	Hope Works (Pty) Ltd		Λ	CPC	Cost Per Co	Durban Area		29/05/2018	29/05/2023	Sales Depar		60 Months	Months		0
		CC0000082	HOP001	Hope Works (Pty) Ltd		Λ	CPC	Cost Per Co	Durban Area		10/09/2019	10/09/2024	Sales Depar		60 Months	Months		7
Documents		CO0000883	WES001	Westwood Dynamic		· ·	CPC	Cost Per Co	Durban Area	1234	15/10/2014	15/10/2019	Sales Depar		60 Months	Months		8
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