CONTRACT

REMOVE ITEM METER CHARGES

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

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

Certain amendments made to the contract item **meter**, 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.

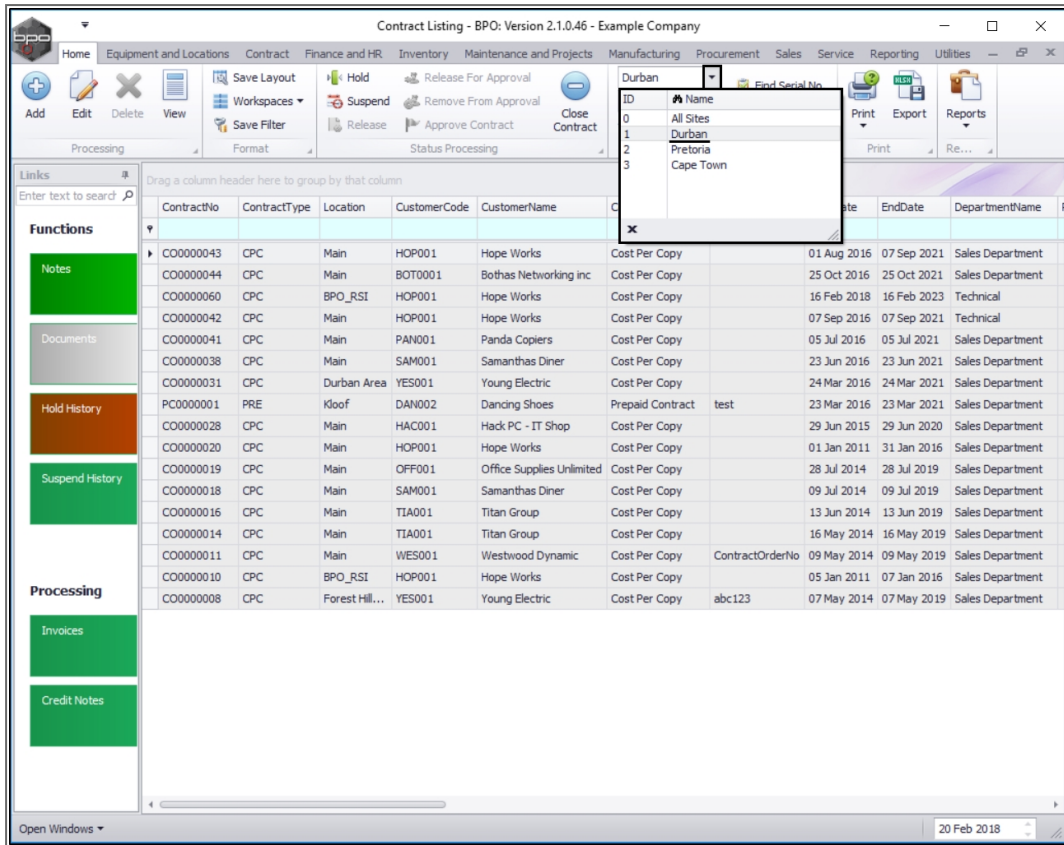Removing an item meter charge will **not** trigger the re-approval process.

Ribbon Access: Contract > Contracts
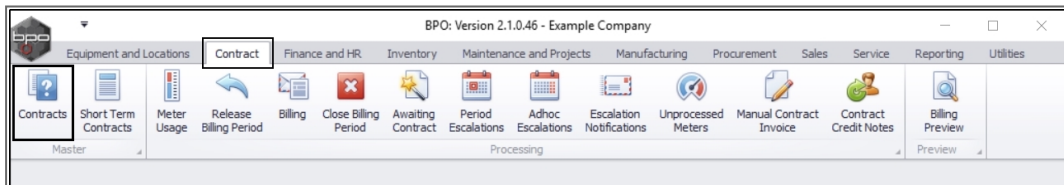
The **Contract Listing** screen will be displayed.

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

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

SELECT THE CONTRACT

- Select the **row** of the **contract** where you wish to **remove** a **meter charge**.
- Click on **Edit**.

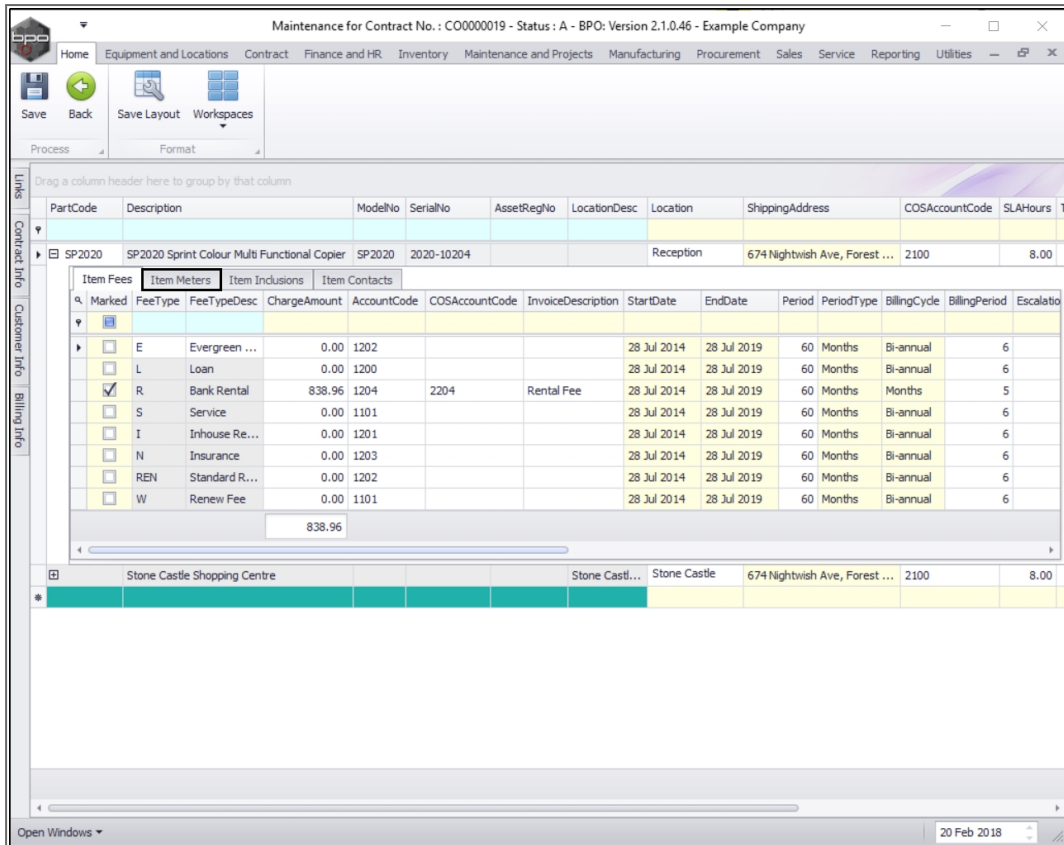- The **Maintenance for Contract No.: [] - Status: []** screen will be displayed.

SELECT THE ITEM

- Click on the **expand** button in the **row** of the **item** where you wish to remove the **meter charge**.

- The **Items** data grid will be expanded.

SELECT THE METER

- Click on the **Item Meters** tab.

- The **Item Meters** frame will open.

REMOVE THE METER CHARGE

- **Un-tick** the **Marked** check box of the item meter you wish to **remove** from billing.

- The **Marked** check box will now be **blank**.
- **Scroll right** in the **Item Meters** frame.

- The **Is Active** field of the selected meter will now display **No** as the meter charges have been **deactivated**.

SAVE METER CHARGE REMOVAL

- When you have finished removing the required meter charges, click on **Save**.
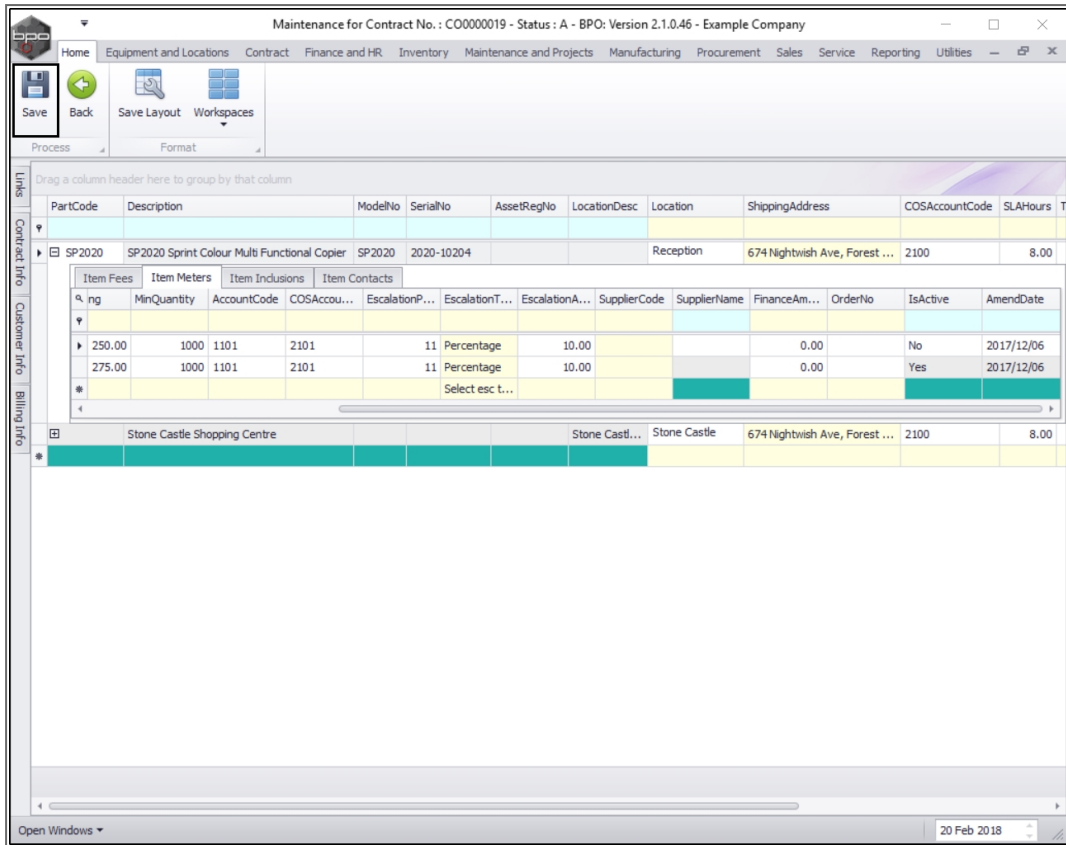
- The meter charge will be **removed** and you will return to the **Contract Listing** screen.

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