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

# CONTRACTS

## REMOVE ITEM FEES

A contract **item fee** can be removed when the contract is in the **Active** state.
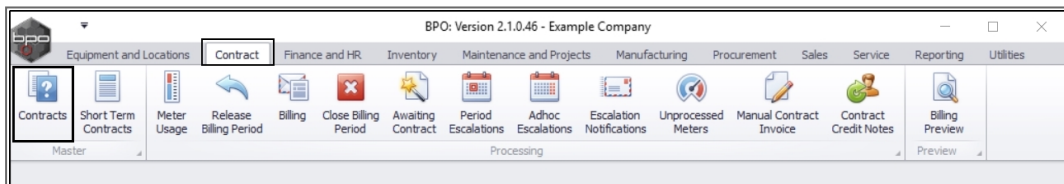
Certain amendments made to the contract **item fees**, will trigger the contract to be moved back to the **Released** state, in order for the contract to be checked and re-**Approved**. An email will then be sent to all users who have the rights to authorise this contract.

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

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**Ribbon Access:** Contract > Contracts

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The **Contract Listing** screen will be displayed.

- Select the **Site** that you wish to work in.
    - In this example, **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 an item fee when the Contract is in the **Active** state.

# SELECT THE CONTRACT

- Select the **row** of the **contract** where you wish to **remove** an **Item Fee**.
- 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 edit the **item fee**.

- 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.

# 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.

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

# SAVE ITEM FEE REMOVAL

- Click on **Save**.

- 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-Approval.

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