

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

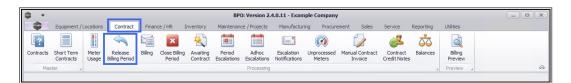
# CONTRACT

## **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**

- 1. Column Titles
  - **Period** this displays the billing period and <u>not</u> 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)**.

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• **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.

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-																
		January	2018	226	Yes			2								
		February March	2018		No											
		April	2018		No		3									
		May	2018		No No											
		June	2018		No											
		July	2018		No											
		August	2018		No											
		September	2018		No											
		October	2018		No											
		November	2010		No											
		December	2019		No											
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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 <u>cannot</u> be released unless the <u>previous</u> period has been closed.)

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Period		Month	Year	Released	Closed	-								-
9						2								
	1	January	2018	Yes	No									
•	2	February	2018	No	No									
	3	March	2018	No	No	3								
	4	April	2018	No	No									
	5	May	2018	No	No									
	6	June	2018	No	No									
	7	July	2018	No	No									
	8	August	2018	No	No									
	9	September	2018	No	No									
	10	October	2018	No	No									
		November	2019	No	No									
	12	December	2019	No	No									

#### **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.



Process		ormat	a l						/	
Period	Month	Year	Released	Closed						/
1	January	2018	Yes	Yes						
2	February	2018	No	No						
3	March	2018	No	No						
4	April	2018	No	No						
5	Мау	2018	No	No						
6	June	2018	No	No						
1 7	' July	2018	No	No						
8	August	2018	No	No						
9	September	2018	No	No						
10	October	2018	No	No						
	November	2019	No	No						
12	December	2019	No	No						

- 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**.



#### Release Billing Period

						/	1	
Period	Month	Year	Released	Closed				
	January	2018	1.027.05	Yes				
	February	2018		No				
	March	2018		No	Check Billing Period Release			
	April	2018		No	¥			
	May	2018		No	Are you sure you want to release billing period 2 for February			
	June	2018		No	in 2018.			
	July	2018		No				
	August September			No	2 Yes No			
	October	2018		No				
	November	2018		No				
	December	2019		No				
12	December	2019	no	no				

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

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	Home			riudet Filid	ance and fik inventi	tory Maintenance and Projects	Manufacturing	Procurement	odies	Service	Reporting	Utilities	
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e	lease Back	Save Lay	out Workspaces	3							/		
	and the second sec		-							-			
	Process	4	Format	4					/				
				11113				/					
	Period	Month	Year	Released	Closed								6
	( choo	Thomas	Tear	The label	closed								
	1	January	2018	Yes	Yes		2						
		February	2018	3187203	No								
		March	2018	-	No	-							
	4	April	2018		No	1							
	5	May	2018	No	No								
	6	June	2018	No	No								
	7	July	2018	No	No								
	8	August	2018	No	No								
	9	September	2018	No	No								
	10	October	2018	No	No								
	11	November	2019	No	No								
	12	December	2019	No	No								

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#### **Related Topics**

- <u>Contract Processing: Close Billing Period</u>
- Contracts and Billing
- Financial Management: Monthly Housekeeping Process

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