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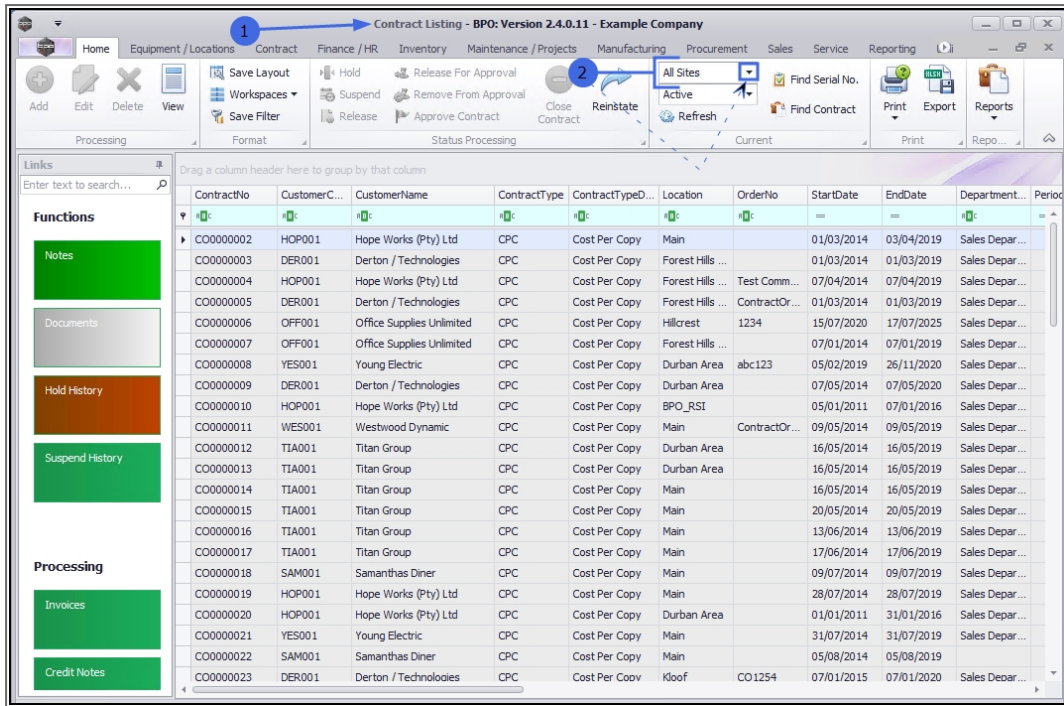
CONTRACT

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.
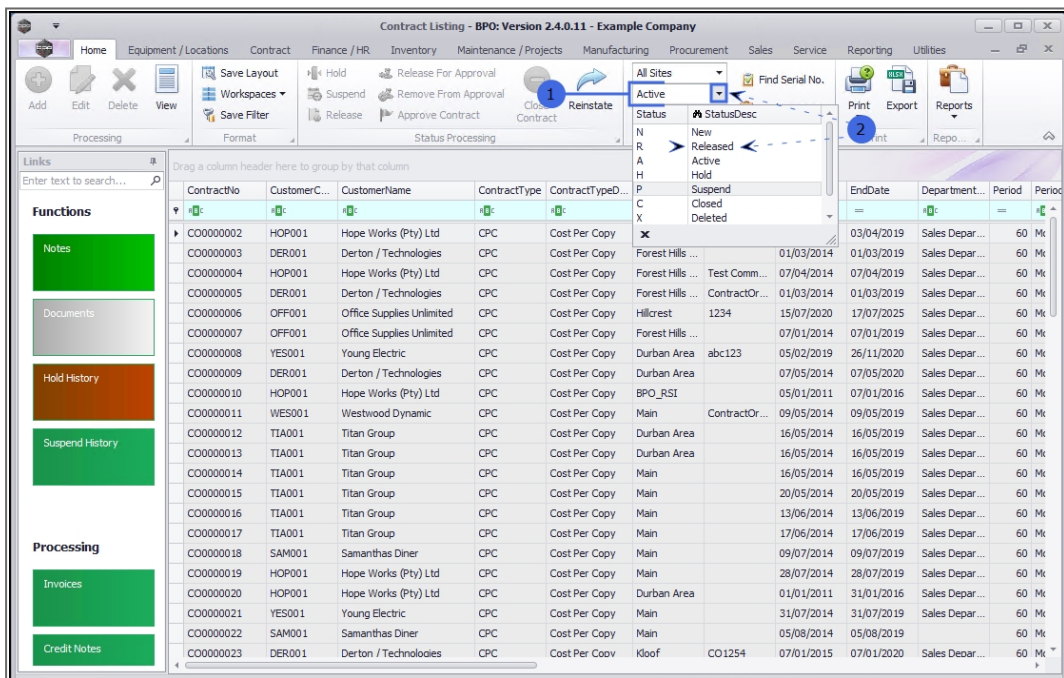

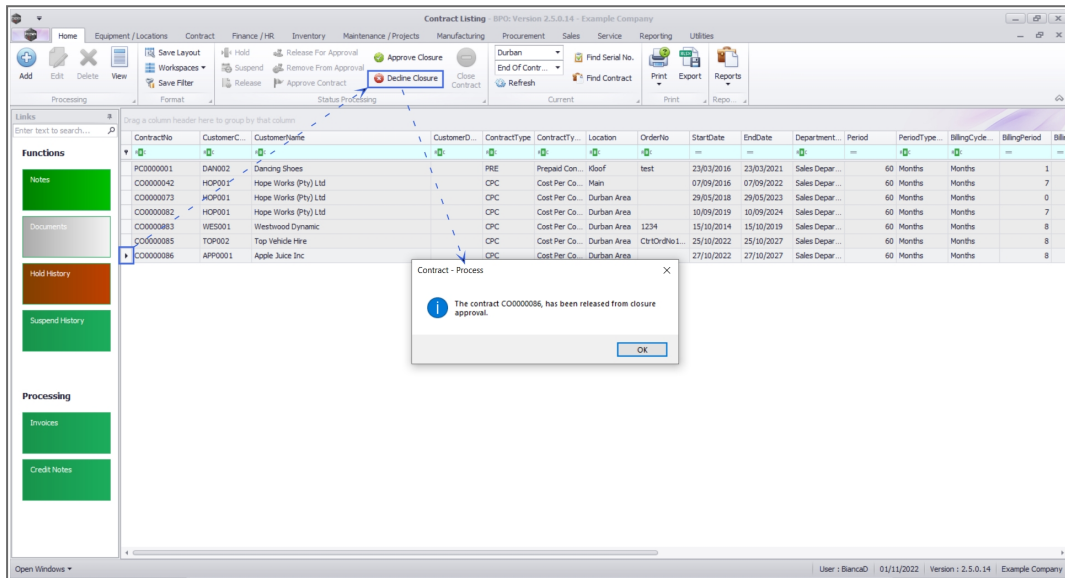**Ribbon Access:** Contract > Contracts

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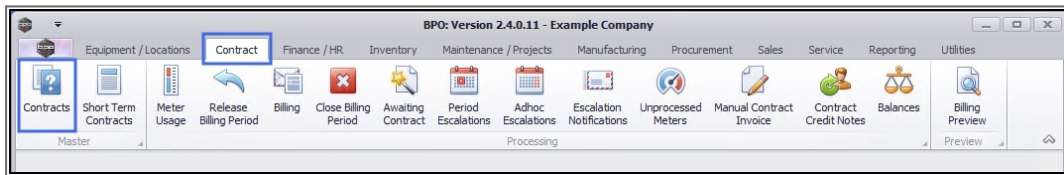
1. The **Contract Listing** screen will be displayed.
2. Select the **Site** that you wish to work in.

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.

- 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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