

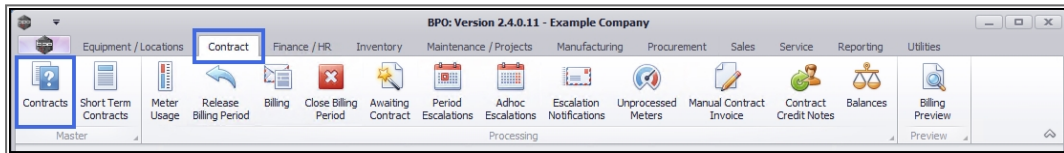
We are currently updating our site; thank you for your patience.

CONTRACT

PRINT COMPANY SETTLEMENT REPORT

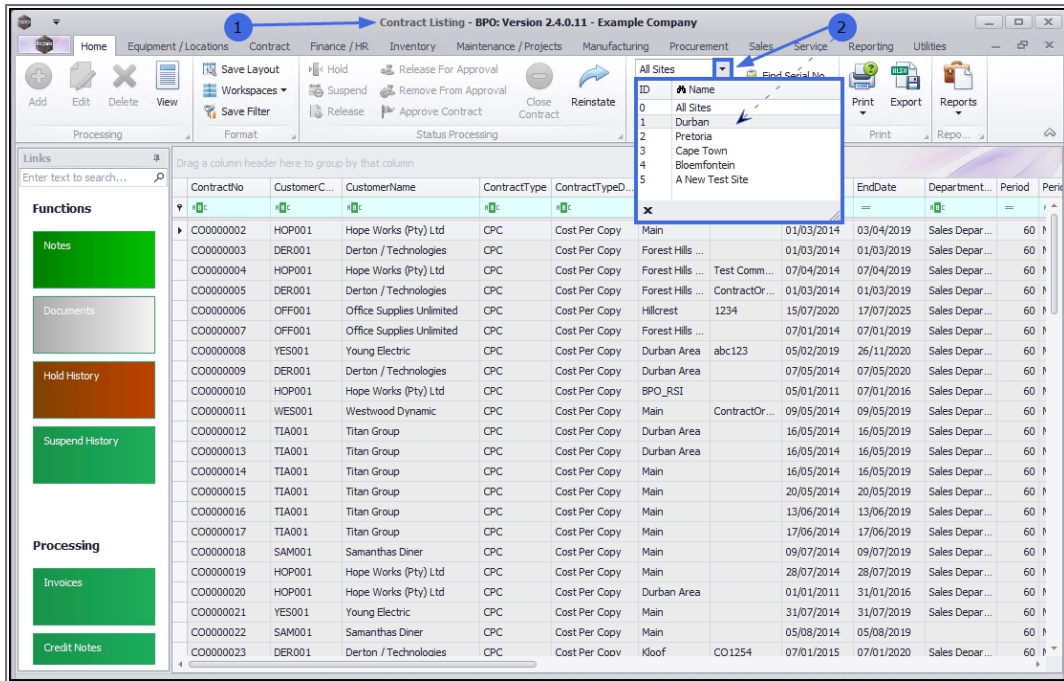
From the Contract Listing screen, you can view and print **Company Settlement** reports.

Ribbon Access: Contract > Contracts



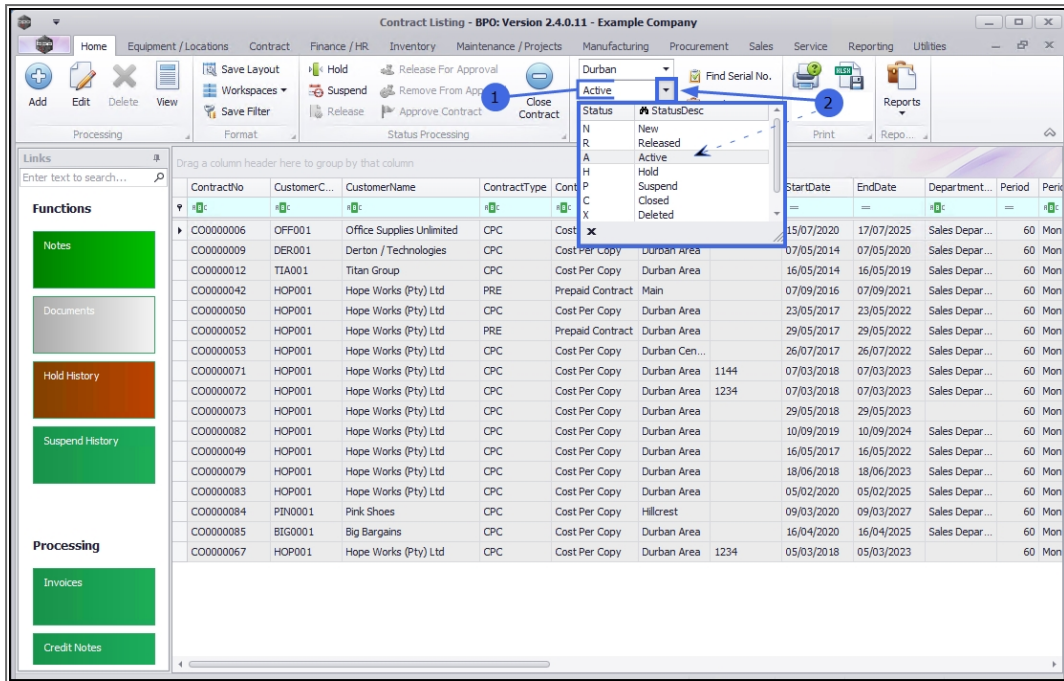
The **Contract Listing** screen will be displayed.

- Click on the drop-down **arrow** in the **Site** field and select from the list, the Site that you wish to work in.
 - In this image **Durban** has been selected.
- **Note:** The **Company Settlement** print option will **not** be available until a **Site** is selected.



1. Upon opening, this screen will default to the **Active** status, listing all the **Active** contracts for the selected site.
2. Click on the **drop-down arrow** in the **status** field and select an alternative status if required.

- **Note:** Company Settlement reports can only be viewed and printed in the
 - **New,**
 - **Released**
 - **Active**
 - **Hold** and
 - **Suspend** states.

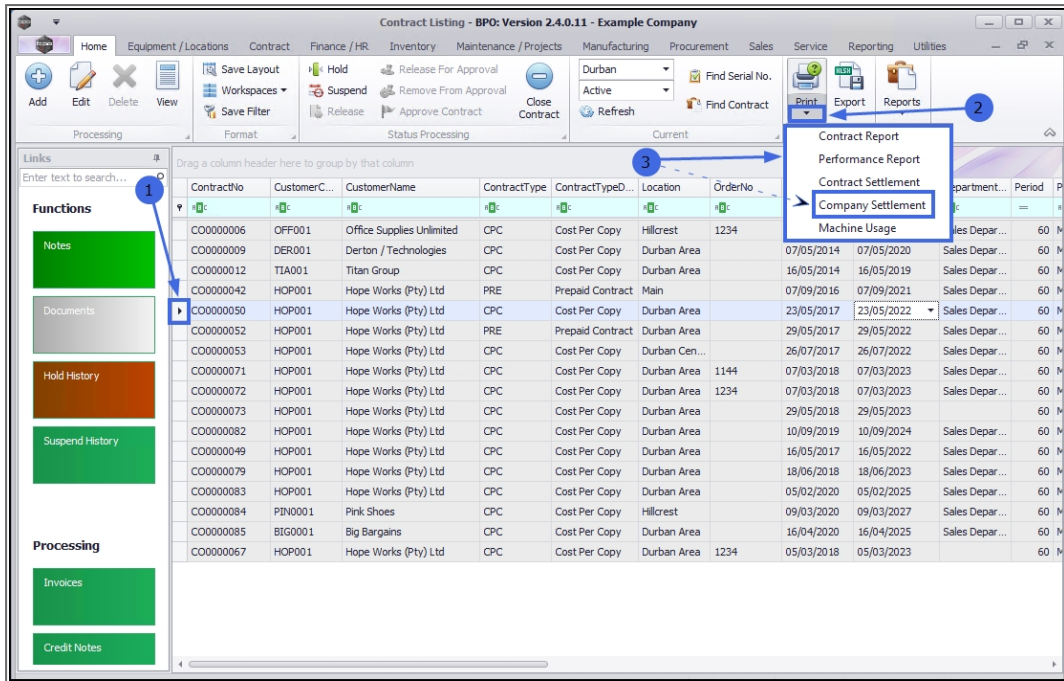


SELECT THE CONTRACT

1. Select the **row** of a **contract**. The Company Settlement report option will not be available in the **Print** drop-down list if a contract row is not selected.

PRINT COMPANY SETTLEMENT REPORT

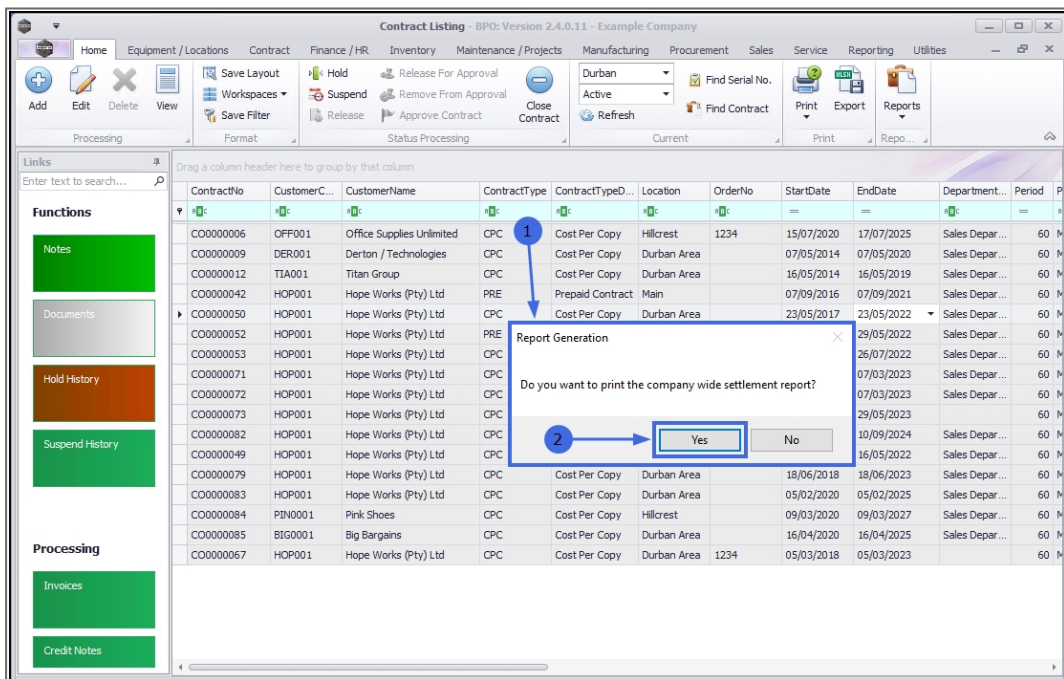
2. Click on the **arrow** icon in the **Print** button.
3. From the Print drop-down menu displayed, click on **Company Settlement**.



1. A Report Generation message box will pop up asking:

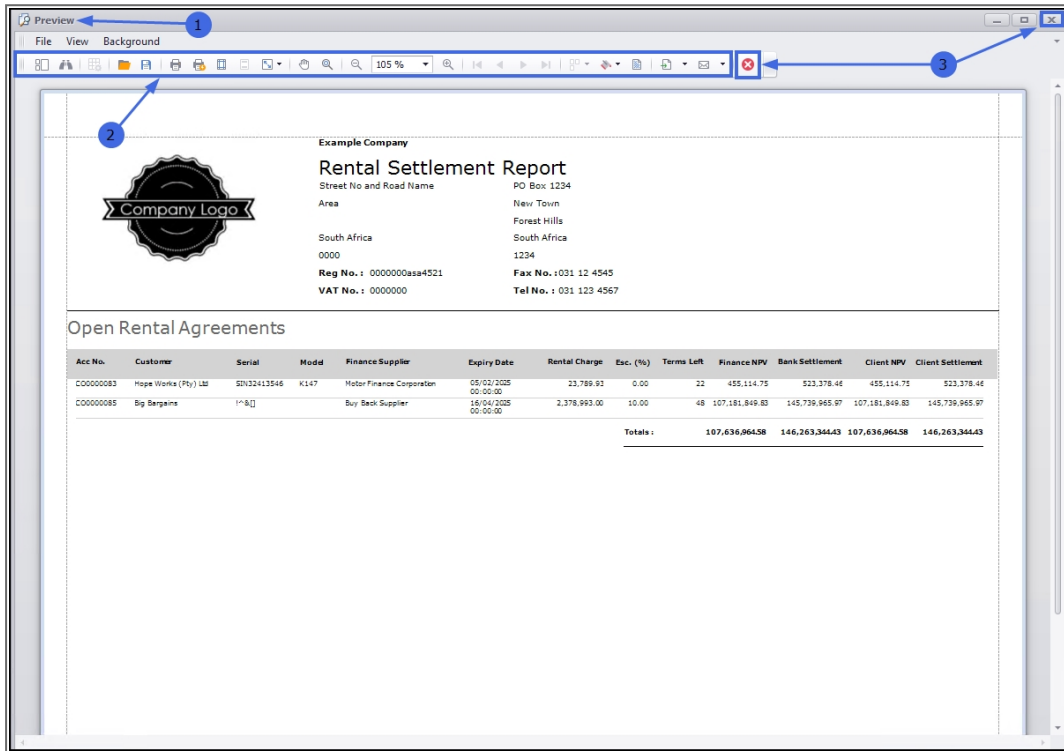
- Do you want to print the company wide settlement report?

2. Click on **Yes**.



VIEW COMPANY SETTLEMENT REPORT

1. The **Report Preview** screen will be displayed.
2. From here you can **View, Print, Export** or **Email** the Company Settlement report.
3. **Close** the Report Preview screen when you are done.



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