

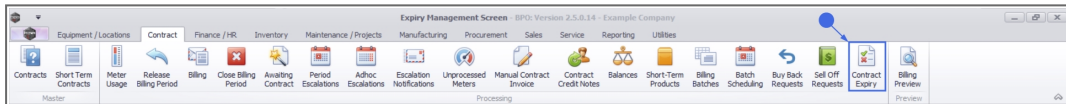
# CONTRACTS

## INTRODUCTION TO CONTRACT EXPIRY

For expired contracts that remain active, you have the ability to buy back serial numbers that have been selected, if the selected items are customer assets.

## THE CONTRACT EXPIRY LISTING SCREEN

**Ribbon** Select *Contract* > *Contract Expiry*



The *Contract Expiry Management* screen will be displayed.

### Select the Site

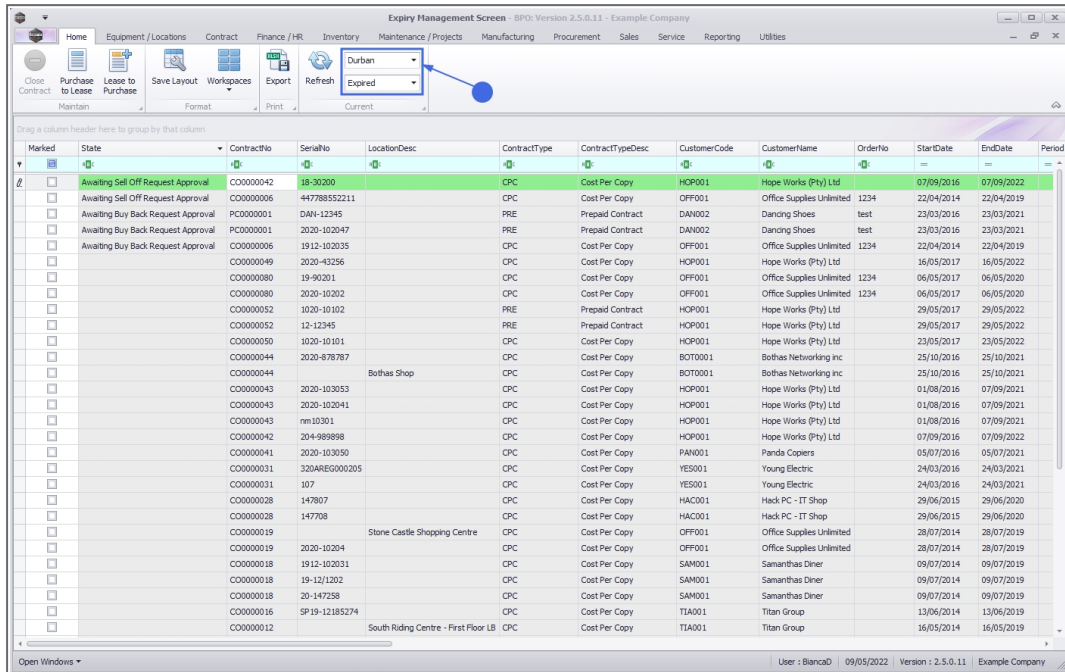
Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

Another site can be selected, if required, and if you have the security rights to access the site.

If **All Sites** displays here, then you do not have a default site configured on your user record, and need to select the required site.

Upon opening, this screen will default to the **Expired** status, listing all the serial numbers on contracts that have expired, indicating the state of the serial number. The expiry date is based on the contract start date + contract period.

You can view all contracts, regardless of expiry date, by selecting the **All** status.



## THE CONTRACT EXPIRY RIBBON ACTION BUTTONS

The ribbon **action** buttons will be available (bold) or unavailable (greyed out) depending on the status selection, and security right access level. The following functionality is available from this screen:

### MAINTAIN BUTTONS

- [Close Contract](#), [Purchase to Lease](#), [Lease to Purchase](#)

Expiry Management Screen - BPO: Version 2.5.0.11 - Example Company

Home | Equipment / Locations | Contract | Finance / HR | Inventory | Maintenance / Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Close Contract | Purchase to Lease | Lease to Purchase | Save Layout | Workspaces | Export | Refresh | Durban | Expired | Current

Drag a column header here to group by that column

Marked	State	ContractNo	SerialNo	LocationDesc	ContractType	ContractTypeDesc	CustomerCode	CustomerName	OrderNo	StartDate	EndDate	Period
<input type="checkbox"/>	Awaiting Sell Off Request Approval	CO0000042	18-30200		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		07/09/2016	07/09/2022	
<input type="checkbox"/>	Awaiting Sell Off Request Approval	CO0000006	447788552211		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	22/04/2014	22/04/2019	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	PC0000001	DAN-12345		PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	PC0000001	2020-102047		PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	CO0000006	1912-102035		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	22/04/2014	22/04/2019	
<input type="checkbox"/>		CO0000049	2020-43256		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		16/05/2017	16/05/2022	
<input type="checkbox"/>		CO0000080	19-90201		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	06/05/2017	06/05/2020	
<input type="checkbox"/>		CO0000080	2020-10202		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	06/05/2017	06/05/2020	
<input type="checkbox"/>		CO0000052	1020-10102		PRE	Prepaid Contract	HOP001	Hope Works (Pty) Ltd		29/05/2017	29/05/2022	
<input type="checkbox"/>		CO0000052	12-12345		PRE	Prepaid Contract	HOP001	Hope Works (Pty) Ltd		29/05/2017	29/05/2022	
<input type="checkbox"/>		CO0000050	1020-10101		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		23/05/2017	23/05/2022	
<input type="checkbox"/>		CO0000044	2020-878787		CPC	Cost Per Copy	BOT0001	Bothas Networking inc		25/10/2016	25/10/2021	
<input type="checkbox"/>		CO0000044		Bothas Shop	CPC	Cost Per Copy	BOT0001	Bothas Networking inc		25/10/2016	25/10/2021	
<input type="checkbox"/>		CO0000043	2020-103053		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	
<input type="checkbox"/>		CO0000043	2020-102041		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	
<input type="checkbox"/>		CO0000043	nm10301		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	
<input type="checkbox"/>		CO0000042	204-989898		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		07/09/2016	07/09/2022	
<input type="checkbox"/>		CO0000041	2020-103050		CPC	Cost Per Copy	PAN001	Panda Copiers		05/07/2016	05/07/2021	
<input type="checkbox"/>		CO0000031	320AREG000205		CPC	Cost Per Copy	YES001	Young Electric		24/03/2016	24/03/2021	
<input type="checkbox"/>		CO0000031	107		CPC	Cost Per Copy	YES001	Young Electric		24/03/2016	24/03/2021	
<input type="checkbox"/>		CO0000028	147807		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop		29/06/2015	29/06/2020	
<input type="checkbox"/>		CO0000028	147708		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop		29/06/2015	29/06/2020	
<input type="checkbox"/>		CO0000019		Stone Castle Shopping Centre	CPC	Cost Per Copy	OFF001	Office Supplies Unlimited		28/07/2014	28/07/2019	
<input type="checkbox"/>		CO0000019	2020-10204		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited		28/07/2014	28/07/2019	
<input type="checkbox"/>		CO0000018	1912-102031		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	
<input type="checkbox"/>		CO0000018	19-121202		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	
<input type="checkbox"/>		CO0000018	20-147258		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	
<input type="checkbox"/>		CO0000016	SP19-12185274		CPC	Cost Per Copy	TIA001	Titan Group		13/06/2014	13/06/2019	
<input type="checkbox"/>		CO0000012		South Riding Centre - First Floor LB	CPC	Cost Per Copy	TIA001	Titan Group		16/05/2014	16/05/2019	

## FORMAT BUTTONS

- [Save Layout](#) and [Workspaces](#).

Expiry Management Screen - BPO: Version 2.5.0.11 - Example Company

Home | Equipment / Locations | Contract | Finance / HR | Inventory | Maintenance / Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Close Contract | Purchase to Lease | Lease to Purchase | Save Layout | Workspaces | Export | Refresh | Durban | Expired | Current

Drag a column header here to group by that column

Marked	State	ContractNo	SerialNo	LocationDesc	ContractType	ContractTypeDesc	CustomerCode	CustomerName	OrderNo	StartDate	EndDate	Period
<input type="checkbox"/>	Awaiting Sell Off Request Approval	CO0000042	18-30200		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		07/09/2016	07/09/2022	
<input type="checkbox"/>	Awaiting Sell Off Request Approval	CO0000006	447788552211		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	22/04/2014	22/04/2019	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	PC0000001	DAN-12345		PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	PC0000001	2020-102047		PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	CO0000006	1912-102035		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	22/04/2014	22/04/2019	
<input type="checkbox"/>		CO0000049	2020-43256		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		16/05/2017	16/05/2022	
<input type="checkbox"/>		CO0000080	19-90201		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	06/05/2017	06/05/2020	
<input type="checkbox"/>		CO0000080	2020-10202		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	06/05/2017	06/05/2020	
<input type="checkbox"/>		CO0000052	1020-10102		PRE	Prepaid Contract	HOP001	Hope Works (Pty) Ltd		29/05/2017	29/05/2022	
<input type="checkbox"/>		CO0000052	12-12345		PRE	Prepaid Contract	HOP001	Hope Works (Pty) Ltd		29/05/2017	29/05/2022	
<input type="checkbox"/>		CO0000050	1020-10101		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		23/05/2017	23/05/2022	
<input type="checkbox"/>		CO0000044	2020-878787		CPC	Cost Per Copy	BOT0001	Bothas Networking inc		25/10/2016	25/10/2021	
<input type="checkbox"/>		CO0000044		Bothas Shop	CPC	Cost Per Copy	BOT0001	Bothas Networking inc		25/10/2016	25/10/2021	
<input type="checkbox"/>		CO0000043	2020-103053		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	
<input type="checkbox"/>		CO0000043	2020-102041		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	
<input type="checkbox"/>		CO0000043	nm10301		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	
<input type="checkbox"/>		CO0000042	204-989898		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		07/09/2016	07/09/2022	
<input type="checkbox"/>		CO0000041	2020-103050		CPC	Cost Per Copy	PAN001	Panda Copiers		05/07/2016	05/07/2021	
<input type="checkbox"/>		CO0000031	320AREG000205		CPC	Cost Per Copy	YES001	Young Electric		24/03/2016	24/03/2021	
<input type="checkbox"/>		CO0000031	107		CPC	Cost Per Copy	YES001	Young Electric		24/03/2016	24/03/2021	
<input type="checkbox"/>		CO0000028	147807		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop		29/06/2015	29/06/2020	
<input type="checkbox"/>		CO0000028	147708		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop		29/06/2015	29/06/2020	
<input type="checkbox"/>		CO0000019		Stone Castle Shopping Centre	CPC	Cost Per Copy	OFF001	Office Supplies Unlimited		28/07/2014	28/07/2019	
<input type="checkbox"/>		CO0000019	2020-10204		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited		28/07/2014	28/07/2019	
<input type="checkbox"/>		CO0000018	1912-102031		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	
<input type="checkbox"/>		CO0000018	19-121202		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	
<input type="checkbox"/>		CO0000018	20-147258		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	
<input type="checkbox"/>		CO0000016	SP19-12185274		CPC	Cost Per Copy	TIA001	Titan Group		13/06/2014	13/06/2019	
<input type="checkbox"/>		CO0000012		South Riding Centre - First Floor LB	CPC	Cost Per Copy	TIA001	Titan Group		16/05/2014	16/05/2019	

## PRINT BUTTONS

- [Export](#) listing to Excel.

The screenshot shows the 'Expiry Management Screen' interface. The top toolbar includes buttons for 'Close Contract', 'Purchase to Lease', 'Lease to Purchase', 'Save Layout', 'Workspaces', 'Export', 'Refresh', and 'Expired'. The 'Export' button is highlighted. Below the toolbar is a table with the following columns: Marked, State, ContractNo, SerialNo, LocationDesc, ContractType, ContractTypeDesc, CustomerCode, CustomerName, OrderNo, StarDate, EndDate, and Period. The table contains multiple rows of contract data, with one row (ContractNo: CO000090, SerialNo: 1020-10101) highlighted in green.

Marked	State	ContractNo	SerialNo	LocationDesc	ContractType	ContractTypeDesc	CustomerCode	CustomerName	OrderNo	StarDate	EndDate	Period
<input type="checkbox"/>	Awaiting Sell Off Request Approval	CO000092	19-30200		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		07/09/2016	07/09/2022	
<input type="checkbox"/>	Awaiting Sell Off Request Approval	CO000006	447788552211		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	22/04/2014	22/04/2019	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	PC000001	D4N-12345		PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	PC000001	2020-102047		PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	CO000006	1912-102035		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	22/04/2014	22/04/2019	
<input type="checkbox"/>		CO000049	2020-43256		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		16/05/2017	16/05/2022	
<input type="checkbox"/>		CO000080	19-90201		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	06/05/2017	06/05/2020	
<input type="checkbox"/>		CO000080	2020-10202		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	06/05/2017	06/05/2020	
<input type="checkbox"/>		CO000052	1020-10102		PRE	Prepaid Contract	HOP001	Hope Works (Pty) Ltd		29/05/2017	29/05/2022	
<input type="checkbox"/>		CO000052	12-12345		PRE	Prepaid Contract	HOP001	Hope Works (Pty) Ltd		29/05/2017	29/05/2022	
<input type="checkbox"/>		CO000090	1020-10101		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		23/05/2017	23/05/2022	
<input type="checkbox"/>		CO000044	2020-678787		CPC	Cost Per Copy	BOT0001	Bothas Networking inc		25/10/2016	25/10/2021	
<input type="checkbox"/>		CO000044		Bothas Shop	CPC	Cost Per Copy	BOT0001	Bothas Networking inc		25/10/2016	25/10/2021	
<input type="checkbox"/>		CO000043	2020-103053		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	
<input type="checkbox"/>		CO000043	2020-102041		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	
<input type="checkbox"/>		CO000043	nm10301		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	
<input type="checkbox"/>		CO000042	204-989898		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		07/09/2016	07/09/2022	
<input type="checkbox"/>		CO000041	2020-103050		CPC	Cost Per Copy	PAN001	Panda Copiers		05/07/2016	05/07/2021	
<input type="checkbox"/>		CO000031	3204REG000205		CPC	Cost Per Copy	YES001	Young Electric		24/03/2016	24/03/2021	
<input type="checkbox"/>		CO000031	107		CPC	Cost Per Copy	YES001	Young Electric		24/03/2016	24/03/2021	
<input type="checkbox"/>		CO000028	147807		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop		29/06/2015	29/06/2020	
<input type="checkbox"/>		CO000028	147708		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop		29/06/2015	29/06/2020	
<input type="checkbox"/>		CO000019		Stone Castle Shopping Centre	CPC	Cost Per Copy	OFF001	Office Supplies Unlimited		28/07/2014	28/07/2019	
<input type="checkbox"/>		CO000019	2020-10204		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited		28/07/2014	28/07/2019	
<input type="checkbox"/>		CO000018	1912-102031		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	
<input type="checkbox"/>		CO000018	19-12/1202		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	
<input type="checkbox"/>		CO000018	20-147258		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	
<input type="checkbox"/>		CO000016	SP19-12185274		CPC	Cost Per Copy	TIA001	Titan Group		13/06/2014	13/06/2019	
<input type="checkbox"/>		CO000012		South Riding Centre - First Floor LB	CPC	Cost Per Copy	TIA001	Titan Group		16/05/2014	16/05/2019	

## CURRENT BUTTONS

- Site selection, Expiry Status selection and Refresh.

Expiry Management Screen BPO: Version 2.5.0.11 - Example Company

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Close Contract Purchase to Lease Lease to Purchase Save Layout Workspaces Export Refresh Expired Current

Drag a column header here to group by that column

Marked	State	ContractNo	SerialNo	LocationDesc	ContractType	ContractTypeDesc	CustomerCode	CustomerName	OrderNo	StartDate	EndDate	Period
<input type="checkbox"/>	Awaiting Sell Off Request Approval	CO0000042	18-30200		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		07/09/2016	07/09/2022	
<input type="checkbox"/>	Awaiting Sell Off Request Approval	CO0000006	44788552211		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	22/04/2014	22/04/2019	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	PC0000001	DAN-12345		PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	PC0000001	2020-102047		PRE	Prepaid Contract	DAN002	Dancing Shoes	test	23/03/2016	23/03/2021	
<input type="checkbox"/>	Awaiting Buy Back Request Approval	CO0000006	1912-102035		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	22/04/2014	22/04/2019	
<input type="checkbox"/>		CO0000049	2020-43256		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		16/05/2017	16/05/2022	
<input type="checkbox"/>		CO0000080	19-90201		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	06/05/2017	06/05/2020	
<input type="checkbox"/>		CO0000080	2020-10202		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited	1234	06/05/2017	06/05/2020	
<input type="checkbox"/>		CO0000052	1020-10102		PRE	Prepaid Contract	HOP001	Hope Works (Pty) Ltd		29/05/2017	29/05/2022	
<input type="checkbox"/>		CO0000052	12-12345		PRE	Prepaid Contract	HOP001	Hope Works (Pty) Ltd		29/05/2017	29/05/2022	
<input type="checkbox"/>		CO0000050	1020-10101		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		23/05/2017	23/05/2022	
<input type="checkbox"/>		CO0000044	2020-878787		CPC	Cost Per Copy	BOT0001	Bothas Networking inc		25/10/2016	25/10/2021	
<input type="checkbox"/>		CO0000044		Bothas Shop	CPC	Cost Per Copy	BOT0001	Bothas Networking inc		25/10/2016	25/10/2021	
<input type="checkbox"/>		CO0000043	2020-103053		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	
<input type="checkbox"/>		CO0000043	2020-102041		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	
<input type="checkbox"/>		CO0000043	nm10301		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		01/08/2016	07/09/2021	
<input type="checkbox"/>		CO0000042	20+989898		CPC	Cost Per Copy	HOP001	Hope Works (Pty) Ltd		07/09/2016	07/09/2022	
<input type="checkbox"/>		CO0000041	2020-103050		CPC	Cost Per Copy	PAN001	Panda Copiers		05/07/2016	05/07/2021	
<input type="checkbox"/>		CO0000031	320AREG000205		CPC	Cost Per Copy	YES001	Young Electric		24/03/2016	24/03/2021	
<input type="checkbox"/>		CO0000031	107		CPC	Cost Per Copy	YES001	Young Electric		24/03/2016	24/03/2021	
<input type="checkbox"/>		CO0000028	147807		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop		29/06/2015	29/06/2020	
<input type="checkbox"/>		CO0000028	147708		CPC	Cost Per Copy	HAC001	Hack PC - IT Shop		29/06/2015	29/06/2020	
<input type="checkbox"/>		CO0000019		Stone Castle Shopping Centre	CPC	Cost Per Copy	OFF001	Office Supplies Unlimited		28/07/2014	28/07/2019	
<input type="checkbox"/>		CO0000019	2020-10204		CPC	Cost Per Copy	OFF001	Office Supplies Unlimited		28/07/2014	28/07/2019	
<input type="checkbox"/>		CO0000018	1912-102031		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	
<input type="checkbox"/>		CO0000018	19-12/1202		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	
<input type="checkbox"/>		CO0000018	20-147258		CPC	Cost Per Copy	SAM001	Samanthas Diner		09/07/2014	09/07/2019	
<input type="checkbox"/>		CO0000016	SP19-12185274		CPC	Cost Per Copy	TIA001	Titan Group		13/06/2014	13/06/2019	
<input type="checkbox"/>		CO0000012		South Riding Centre - First Floor LB	CPC	Cost Per Copy	TIA001	Titan Group		16/05/2014	16/05/2019	

## Related Topics

- [Buy Back Requests](#)
- [Sell Off Requests](#)

MNU.010.001

