# Contract Periods - Add Contract Period

💾 Wed, Jan 17, 2024 🛛 🖿 Contract Actions

1. This allows the user to set a new period that can be created from scratch whereas renew/copy creates a follow-on period with all the existing details from the last period, starting the day after it has ended (but excludes any Buildings where periods were shortened). From the Contract Periods screen, shown below, click on the Add button.

Contract Contract created for Dr Explain										
Linked SRA Details	5									
SRA	Name	For Dr Explain			SRA Unique Refer	ence	809			
SRA Desc	ription For Dr Explain				SRA Reso	ource	AMK Maintenance Ltd			
Contract Details									Cancel C	Contract
	Name	Contra	ct created for Dr Expl	ain		Code	809/1			
Desc	Description Contract created for Dr Explain			ain	5	Status	Active			
Contract Periods							А	dd View	Renew / Copy	Delete
Start Date	Finish Dat	e	Contract Value	Contract Type		Cancella	ation Period	Signed	Status	
10/04/2013	09/04/201	.4	£0.00	Fully Compreh	ensive Reactive an				Invalid	
										lose

**Please note:** There are two "Status" fields - the one that is located under the Contract Details section denotes whether the contract overall is Active/Cancelled. The other is under the Contract Periods section, this states whether the contract period is pending/expired/active etc.

Explanation of the different statuses available:

Active - The contract period is fully active and will be able to be selected when raising a work order

Start Date	Finish Date	Contract Value	Contract Type	Cancellation Period	Signed	Status
01/08/2012	31/07/2013	£44,210.40	Pay As You Go Reactive and PPM			Active

Expired - The contract period has lapsed and the contract/period has therefore expired. The contract will not be able to be selected when raising a work order

Start Date	Finish Date	Contract Value	Contract Type	Cancellation Period	Signed	Status
01/08/2012	31/10/2012	£6,738.00	Pay As You Go PPM - Parts Payable			Expired

Cancelled - The contract period has been cancelled. The contract will no longer be valid and will

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#### not be able to be selected when raising a work order

Start Date	Finish Date	Contract Value	Contract Type	Cancellation Period	Signed	Status
01/03/2013	14/03/2013	£0.00	Pay As You Go PPM - Parts Payable			Cancelled

## Pending - The contract period is for a future period, therefore this contract/contract period is pending the specified dates

Start Date	Finish Date	Contract Value	Contract Type	Cancellation Period	Signed	Status
01/04/2013	31/03/2014	£1,400.00	Pay As You Go PPM - Parts Payable			Active
01/04/2014	31/03/2015	£1,400.00	Pay As You Go PPM - Parts Payable			Pending

### Invalid - The contract has been raised from an incomplete SRA thus making the contract invalid

Start Date	Finish Date	Contract Value	Contract Type	Cancellation Period	Signed	Status
10/04/2013	09/04/2014	£0.00	Fully Comprehensive Reactive an			Invalid

### 2. This window will open:

Add Contract Period			
Contract Group Type	Comprehensive	-	
Contract Type	Fully Comprehensive Reactive	e and PPM - Parts Payable	•
Period Start Date	01 March 2014	•	
Length	Annually	•	
			OK Cancel

3. Contract Group Type - select from the predefined list whether the contract is a "Comprehensive" or "Pay As You Go" contract.

4. Contract Type - select from the predefined list dependant on the previous field selection. This will determine if the contract is a Reactive, PPM or a combination of the both and whether the Parts are deemed the be payable or not.

5. Clicking on the Period Start Date drop down arrow will pop up a calendar for the User to define the start date of the contract (this will only show dates that will not conflict with any previous contract periods set up).

6. Length - select from a predefined list to determine the length of time this contract is for .

7. Once all the information has been entered, click on the OK button. The User will then be presented with an "Are you Sure?" Message. Clicking 'Yes' will create a new period for this contract, clicking 'No' will return to the previous screen.

**Please note**: Once this information has been set it cannot be amended. If any of these details are incorrect after clicking 'OK' the contract would need to be cancelled and re-raised.

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