Contract Periods - Cancel Contract

💾 Wed, Jan 17, 2024 🛛 🖿 Contract Actions

When a contract needs to be cancelled, firstly the User will need to find the relevant contract by using the Searching for a Contract functionality.

1. Select the contract to be cancelled by double clicking on the contract in the Contracts List Screen. This window will then open:

Contract AB - Colt Services - Smoke Vents														
Linked SRA Details														
SRA	Name	AB - Sn	noke Vents and Curta	ains - Colt Servic	SRA Unique Refer	ence	85							
SRA Desc	ription	AB - Sn	noke Vents and Curta	ains - Colt Servic	SRA Reso	Colt Service Limited								
Contract Details									Cancel Con	tract				
	Name	AB - Co	olt Services - Smoke	/ents		85/2								
Desc	ription	AB - Co	olt Services - Smoke \	/ents	S	Status	Active							
Contract Periods Add View Renew / Copy Delete														
Start Date	Finish Dat	te	Contract Value Contract Tj			Cancellation Period		Signed	Status					
01/05/2011	30/04/2012		£41,956.00	Pay As You Go	Reactive and PPM		V	Expired						
01/05/2012	30/04/201	13	£43,552.00	Pay As You Go	Reactive and PPM		V	Active						
									Clos	e				

2. From here the User will need to click on the "Cancel Contract" button. This screen will then open:

Cancel Contract	
Last Day of Contract (Inclusive)	
Reason For Cancellation	· · · · · · · · · · · · · · · · · · ·
Cancellation Description	
Remove Resource From SRA	
	OK Cancel

3. Complete the "Last Day of Contract (Inclusive)" date. This date is the last inclusive day that the Contract will run till E.G. if the "Last Day of Contract (Inclusive)" date is set to the 01/02/2013, then the Contract will run till 23:59 on the 01/02/2013. **Note:** If the user wishes to cancel a contract as if it had never existed then leaving this field blank will do exactly that.

4. Select the "Reason for Cancellation" from the predefined drop down list.

5. Complete the "Cancellation Description". This will give more detailed auditing and will be

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displayed on the history tab of the contract

6. Tick "Remove Resource From SRA" or leave unticked.

Note: If left unticked the Resource will continue to be allocated Reactive Work Orders via the SRA.

7. A confirmation message will be displayed. Clicking "No" will return the User to the previous screen. Clicking "Yes" will display a list of Affected Work Orders (if there are already PPM's generated).

8. Once the User has decided what to do with any work orders generated (if applicable), the contract will be cancelled. The History tab on the Contract and any Work Orders that were cancelled will also be updated with the cancellation.

9. All dates that have been shortened due to the contract cancellation will now be shown in green. This includes future periods from the "Change PPM Task Periods".

PPM Tasks	(Change		sk Pariods									1	Refre	esh 🔻 Vie	ew Actions	▼ Edit A	Actions	ype
Equipment/Service Type		Change Privi Task Periods											Invoice Frequency		Invoice Value		Site Value		
Automatic Folding Door, Automatic Revolving Door, Automat		Equipment Task between 01/08/2014 and 12/11/2014											None		£0.00		£0.00		- 6
Automatic Folding Door, Automatic Revolving Door, Automat		Frequency of Visits None -								None	£0.00			£0.00		-			
Automatic Folding Door, Automatic Revolving Door, Automat		Invoice Count			Manthly							Monthly		£0.00		£0.00			
Automatic Revolving Door, Automatic Sliding Door, Automati					Monthly						Monthly		£0.00		£0.00				
			Invoid	e Value									- ·						
			Site Value £0.00																
		Visits	/ Invoic	es															
			Financ	cial Start	Finan	cial End	Visit Start	Visit En	d	Inv	Closed								
		▶ 1	01/08/	/2014	31/08	/2014				V	V								1
		2	01/09/	/2014	30/09	/2014					V								
Buildings (878 items selected)		3 01/10/20		/2014	31/10	/2014				V					✓ View Actio		▼ Edit A	Actions	
Name	Number	4	4 01/11/2014 5 01/12/2014 6 01/01/2015		30/11	/2014							Value	Grouping 1 Filter		Grouping 2 Filter		Grou	
Filter	Filter	5			31/12	/2014							sr					Filter	
PENRITH	214	6			31/01	/2015							0	North					1
PENRITH PFS	21420	7	01/02/	01/02/2015		/2015							0	North	h				5
SWINTON	217	8	01/03/	/2015	31/03/2015								0	Midlan	ds				
THORNTON CLEVELEYS	218	9	01/04/	/2015	30/04	/2015							0	North					- Contraction
THORNTON CLEVELEYS PFS	21820	10	01/05/	/2015	31/05	/2015							0	North					Г
THORNTON CLEVELEYS IP	21830	11	01/06/	/2015	30/06	/2015							0	North					
TODMORDEN	219	12	01/07/	/2015	31/07	/2015				V			0	North					
WEST KIRBY	220											0	Midlan	ds					
WHITEHAVEN 221		OK Cancel										0	North						
WHITEHAVEN PFS	22120								OK		cancer		0	North					
WORKINGTON	223	01/08/2014		12/11/2014	V	None	Mo	nthly		£0.00		£0.	.00	North					
WORKINGTON PFS	22320	01/08/2014		12/11/2014	V	None	Mo	nthly		£0.00		£0.	.00	North					
BRIDLINGTON	224	01/08/2014		12/11/2014	V	None	Mo	nthly		£0.00		£0.	.00	North					
BRIDLINGTON PFS	22420	01/08/2014		12/11/2014	V None		Mo	nthly	£0.00		£0		0.00 North						
CHESTERFIELD	225	01/08/2014		12/11/2014		None	Mo	nthly		£0.00		£0.	.00	Midlan	ds				
CHESTERFIELD PFS	22520	01/08/2014		12/11/2014	V	None	Mo	nthly		£0.00		£0.	.00	Midlan	ds				-
•				III														•	1

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