

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 - Smoke Vents and Curtains - Colt Servic SRA Unique Reference: 85
SRA Description: AB - Smoke Vents and Curtains - Colt Servic SRA Resource: Colt Service Limited

Contract Details Cancel Contract

Name: AB - Colt Services - Smoke Vents Code: 85/2
Description: AB - Colt Services - Smoke Vents Status: Active

Contract Periods Add View Renew / Copy Delete

Start Date	Finish Date	Contract Value	Contract Type	Cancellation Period	Signed	Status
01/05/2011	30/04/2012	£41,956.00	Pay As You Go Reactive and PPM ...		<input checked="" type="checkbox"/>	Expired
01/05/2012	30/04/2013	£43,552.00	Pay As You Go Reactive and PPM ...		<input checked="" type="checkbox"/>	Active

Close

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

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".

The screenshot displays a software interface with a 'Change PPM Task Periods' dialog box overlaid on a table of PPM tasks. The dialog box is titled 'Change PPM Task Periods' and contains the following fields:

- Equipment Task between 01/08/2014 and 12/11/2014
- Frequency of Visits: None
- Invoice Count: Monthly
- Invoice Value: 0.00
- Site Value: £0.00

Below these fields is a table with the following columns: Visits / Invoices, Financial Start, Financial End, Visit Start, Visit End, Inv, and Closed. The table contains 12 rows of data, with the first row highlighted in blue. The 'Inv' and 'Closed' columns have checkmarks in the first 12 rows.

The background table has the following columns: Name, Number, Financial Start, Financial End, Visit Start, Visit End, Inv, Invoice Value, Site Value, Grouping 1, Grouping 2, and Grouping 3. The table contains 12 rows of data, with the first row highlighted in blue. The 'Inv' and 'Closed' columns have checkmarks in the first 12 rows.

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