
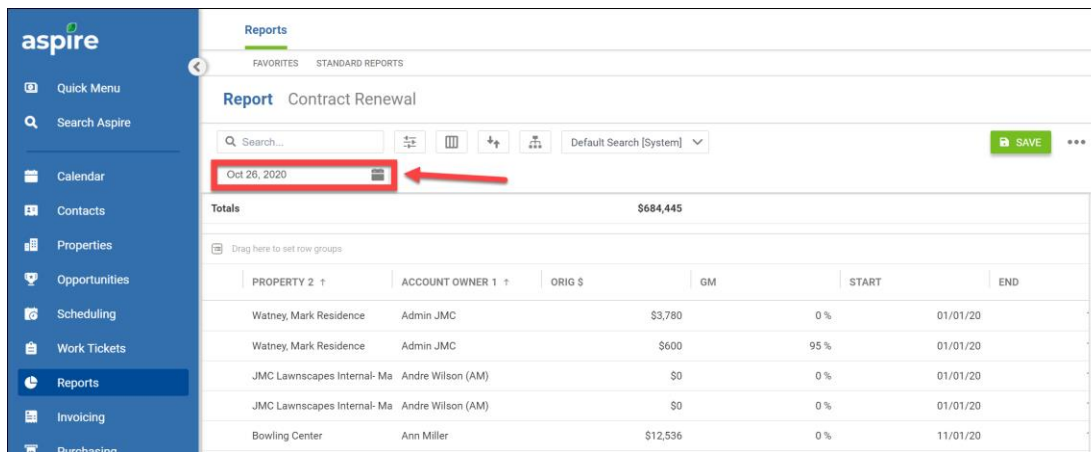


Contract Renewal Report

The *Contract Renewal Report* is a search list designed to manage the renewal process on active contracts. It is available from the *Reports* screen by clicking on the Reports Icon  on the left side of the home screen. Then clicking on *Contract Renewal* under the Sales section. The report provides a cut-off date field at the top that allows the user to specify the timeframe for considering contracts for renewal as further described below. When the screen initially displays, the cut-off date is set to a value 45 days prior to the current date.



Contracts are listed on this report that meet the following conditions...

- Start date is in the past
- And one of the following is true
 - Contract does not have an end date
 - Renewal date is not prior to the cut-off date
 - End date is not prior to the cut-off date

The image below shows an example of the *Contract Renewal Report*.

Reports

FAVORITES STANDARD REPORTS

Report Contract Renewal

Search... [Filters] [Columns] [Refresh] [Default Search (System)] [SAVE] [More]

Dec 01, 2020

Totals \$684,445 \$9,213 \$18,128

Drag here to set row groups

PROPERTY 2 ↑	ACCOUNT OWNER 1 ↑	ORIG \$	GM	START	END	RENEWAL DATE	DAYS LEFT	RENEW STATUS	PROPOSED \$	RENEWED \$	J.
Watney, Mark Residence	Admin JMC	\$3,780	0 %	01/01/20	12/31/20		21		\$0	\$0	
Watney, Mark Residence	Admin JMC	\$600	95 %	01/01/20	12/31/20		21		\$0	\$0	
JMC Lawscapes Internal- Ma	Andre Wilson (AM)	\$0	0 %	01/01/20	12/31/20		21		\$0	\$0	
JMC Lawscapes Internal- Ma	Andre Wilson (AM)	\$0	0 %	01/01/20	12/31/20		21		\$0	\$0	
Bowling Center	Ann Miller	\$12,536	0 %	11/01/20	10/31/21		325		\$0	\$0	
Cafe Lulu	Ann Miller	\$13,064	0 %	11/01/20	10/31/21		325		\$0	\$0	
Hilton Milwaukee City Center	Ann Miller	\$12,408	86 %	01/01/20	12/31/20		21		\$0	\$0	
Hilton Milwaukee City Center	Ann Miller	\$9,360	95 %	01/01/20	12/31/20		21		\$0	\$0	
Hilton Milwaukee City Center	Ann Miller	\$3,370	0 %	11/01/20	04/30/21		141		\$0	\$0	
Warner Residence	Ann Miller	\$37,539	95 %	01/01/20	12/31/20		21		\$0	\$0	
Astar Inc.	Bryan Simpson (AM)	\$15,172	0 %	03/01/20	02/28/21		80		\$0	\$0	
Corry Towns	Bryan Simpson (AM)	\$408	91 %	06/01/20	05/31/21		172		\$0	\$0	
Corry Towns	Bryan Simpson (AM)	\$33,054	89 %	01/01/20	12/31/20		21		\$0	\$0	

In the example above, all fields from Days Remaining to the left are related to the original contract which is under consideration for renewal. The *Renew Status* and *Renew Amount* columns are related to the renewed contract that is based on the original. These later fields only have values for contracts that have been renewed.

The renewal is the next contract, based on start date, which shares the same *Master Contract Number* as the active contract.