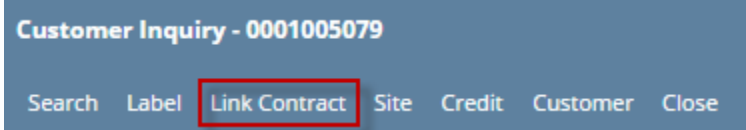
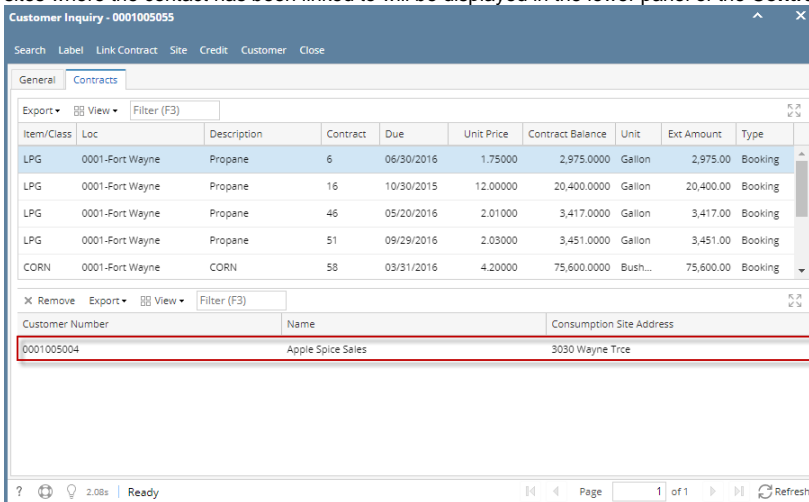


# How to Link a Contract

1. Open a [Customer Inquiry](#) record.
2. Navigate to **Contracts** tab. Select any type of contract in the grid.  
*Note: On previous version (old 17.3 build and below), Link Contract is only applicable to Prepaid Contract type.*
3. Click the **Link Contract** toolbar button. This will open the Search Consumption Sites screen.

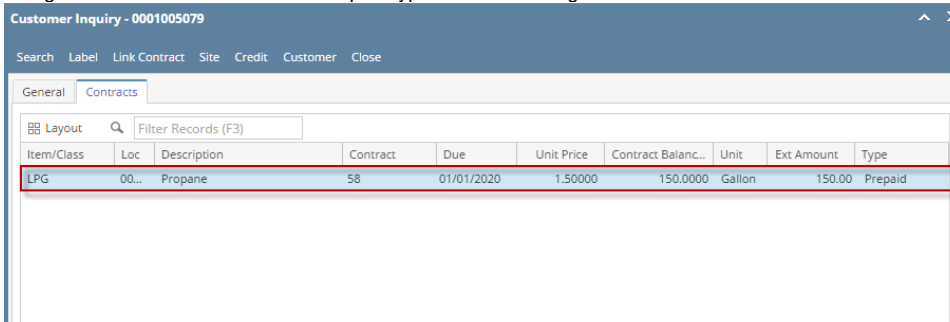


4. Select the consumption site you would want the contract be linked to, and then click the **Open Selected** toolbar button. All the consumption sites where the contract has been linked to will be displayed in the lower panel of the **Contracts** tab.

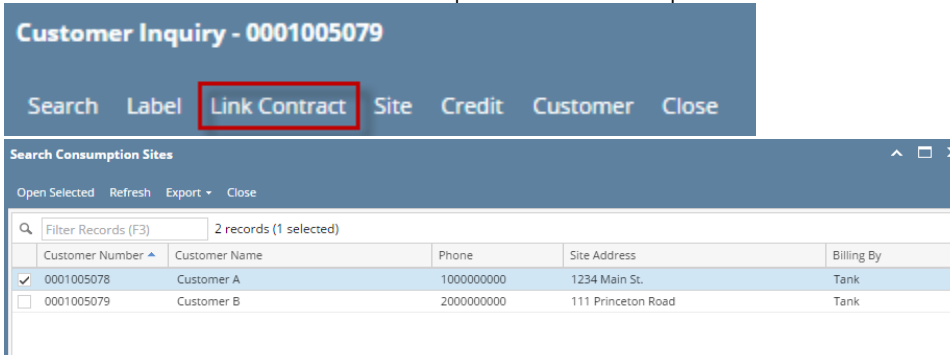


5. You can also view the linked contract from the **Consumption Sites > Contract** toolbar button. The Contract screen displays the link contract and the customer's own contract regardless of its type. Below are the contract type that can be

1. Open a [Customer Inquiry](#) record.
2. Navigate to **Contracts** tab. Select a Prepaid type contract in the grid.



3. Click the **Link Contract** toolbar button. This will open the Search Consumption Sites screen.



4. Select the consumption site you would want the contract be linked to, and then click the **Open Selected toolbar button**. All the consumption sites where the contact has been linked to will be displayed in the lower panel of the **Contracts** tab.

Customer Inquiry - 0001005079

Search Label Link Contract Site Credit Customer Close

General Contracts

Layout Filter Records (F3)

Item/Class	Loc	Description	Contract	Due	Unit Price	Contract Balanc...	Unit	Ext Amount	Type
LPG	00...	Propane	58	01/01/2020	1.50000	150.0000	Gallon	150.00	Prepaid

X Remove Layout Filter Records (F3)

Customer Number	Name	Consumption Site Address
0001005078	Customer A	1234 Main St.

Ready Page 1 of 1

5. You can also view the linked contract from the **Consumption Sites > Contract** toolbar button. The Contract screen displays the link contract and the customer's own contract regardless if it is a Booking or Prepaid contract.

Consumption Sites - 0001005078

New Save Search Undo Attach Device Site Action Print Call Entry + Call Entry Dispatch Contract Customer Create Event Summary List Work Order Print Efficiency Close

Customer: Customer A Customer No: 0001005078 Current: 0.00 Credit Note:

Address: 1234 Main St. Fort Wayne, IN 46801 Terms: Due on Receipt Total Past Due: 0.00

Phone: 1000000000 Regular Credit: 0.00 Budget Amt Due: 0.00

Credit Limit: 0.00 Prepaid Balance: 0.00

Showing 1 Consumption Site

+ Filter Records (F3)

Address	Description
1234 Main St.	Tank A

Location Information

Site No: 0001 Billing By: Tank Description: Tank A

Site Information

Location: 0001 - Fort Wayl Total Capacity: 0.00

Clock: 001 Total Reserve: 0.00

Contracts

Close

Details

Layout Filter Records (F3)

Customer ...	Name	Item/Class	Loc	Description	Contract	Due	Unit Price	Contract Balanc...	Unit	Ext Amount	Type
0001005079	Customer B	LPG	00...	Propane	58	01/01/2020	1.50000	150.0000	Gallon	150.00	Prepaid