Search Contract

The **Search Contract screen** lists down all active contracts of the customer. This is opened when creating a call entry and the customer has an active contract (See also How to Create a Call Order). On this screen, select the appropriate contract then click the Open Selected button to apply the contract's unit price to the call entry. Note that the contracts made via the Link Contract process are not displayed on this screen.

Here is a sample Search Contracts screen.

ear	ch Contract	:								^ 🗆
Ope	n Selected	Refresh Export -	Close							
Q,	Filter Reco	rds (F3) 1	records							
	Item/Class	Loc	Description	Contract	Due	Unit Price	Contract Balance	Unit	Ext Amount	Туре
	LPG	0001 - Fort Wayne	Propane	58	01/01/2020	1.50000	100.0000	Gallon	150.00	Prepaid
2		Ready								
_	A A	leady								

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	Open Selected Refresh Close											
	7	Filter Recor	ds (F3)	1 records								
		Item/Class	Loc	Description	Contract	Due	Unit Price	Contract Balan	Unit	Ext Amount	Туре	
		1130	063	Class: 11000	0000001	01/01/2099	1.59900	0.0000	GAL	0.00	Prepaid	
L	0	这 🤶 Read	у									

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Оре	Open Selected Refresh Close										
7		rds (F3)	1 records								
	Item/Class	Loc	Description	Contract	Due	Unit Price	Contract Balance	Unit	Ext Amount	Туре	
	AW10001	001	Class: AW1 thru 000	00000244	12/30/2014	610.00000	7.7500	TON	4,727.50	Prepaid	
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