

Mark Instruction Complete

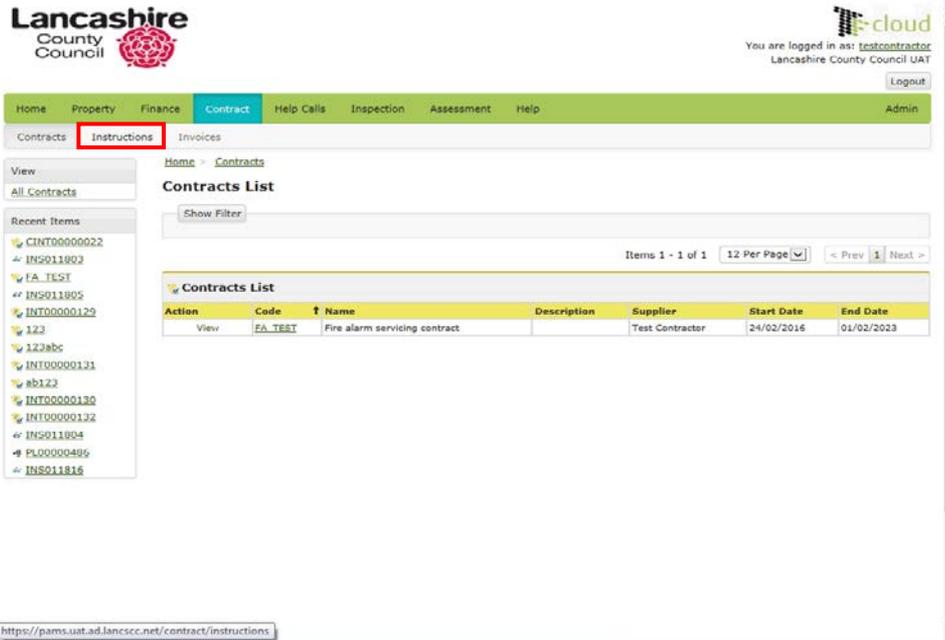
The screenshot shows the Lancashire County Council PAMS UAT interface. The user is logged in as 'lancccontractor' and is viewing the 'Contracts List' page. The interface includes a navigation menu with options like Home, Property, Finance, Contract, Help Calls, Inspection, Assessment, and Help. A sidebar on the left lists 'Recent Items' with various contract codes. The main content area displays a table with the following data:

Action	Code	Name	Description	Supplier	Start Date	End Date
View	FA_TEST	Fire alarm servicing contract		Test Contractor	24/02/2016	01/02/2023

The URL at the bottom of the page is <https://pams.uat.ad.lanccsc.net/contract/instructions>.

This lesson shows how to confirm the full series of inspections have been carried out, marked complete and all invoices raised. The instruction is therefore complete.

Please note: Never change the status of the instruction until you have raised all invoices for all of the inspections within this instruction; you cannot raise any further invoices if the instruction has been marked complete.



Lancashire County Council   You are logged in as: [testcontractor](#)
Lancashire County Council UAT [Logout](#)

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts **Instructions** Invoices

View
All Contracts

Recent Items

- CINT00000022
- INS011802
- FA_TEST
- INS011805
- INT00000129
- 123
- 123abc
- INT00000131
- ab123
- INT00000130
- INT00000132
- INS011804
- PL00000489
- INS011816

Home > Contracts

Contracts List

Show Filter

Items 1 - 1 of 1 12 Per Page < Prev 1 Next >

Action	Code	Name	Description	Supplier	Start Date	End Date
View	FA_TEST	Fire alarm servicing contract		Test Contractor	24/02/2016	01/02/2023

<https://pams.uat.ad.lancsc.c.net/contract/instructions>

Step 1

Search for and select the instruction.

Click the **Instructions** link.

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

View
All Instructions
Generated (0)
Printed (1)
Sampled (0)
Closed (0)
Cancelled (0)

Actions

Recent Items
CINT00000022
INS011803
FA_TEST
INS011805
INT00000129
123
123abc
INT00000131
ah123
INT00000130
INT00000132
INS011804
PL00000486
INS011816

Contract Instructions List

Filter Data

Code:
Financial Year: All
Supplier: Find Clear
Net Total From (£): To:
Account: Find Clear

Status Type
 Generated
 Printed
 Complete
 Closed
 Cancelled

Apply Filter Clear Filter Hide Filter

Items 1 - 1 of 1 12 Per Page < Prev 1 Next >

Instructions List

Action	Code	Contract	Description	Year	Period	Status
View	CINT00000022	FA_TEST	FA_TEST - Fire alarm servicing contract	2015-16	Feb	PR1 - Registered (Printed)

<https://pams.uat.ad.lancsc.c.net/contract/instructions/22/edit>

Step 2

Click the **CINT00000022** link.

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > Contract Instructions > Edit Contract Instruction

View Contract Instruction

Save Cancel

Details

Code	CINT00000022
Reference	
Description	FA_TEST - Fire alarm servicing contract
Status	PRI - Registered (Printed)
Financial Year	2015-16 - Financial Year 2015-16
Financial Period	Feb

Estimate

Supplier Acc. Ref.	123456
Labour (£)	3500.00
Material (£)	0.00
Other (£)	0.00
Net Total (£)	3500.00
Tax Code	ST - Standard Rate
VAT (£)	700.00
Gross Total (£)	4200.00

Save Cancel

Step 3

The Status is currently PRI - Registered (Printed).

Click the **Status** list.

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > Contract Instructions > Edit Contract Instruction

View Contract Instruction

Save Cancel

Details

Code: CINT00000022

Reference:

Description: FA_TEST - Fire alarm servicing contract

Status:

- Not Selected
- PRD - Registered (Printed)**
- POG - Posted (Sent to Oracle)
- DS - Issued Directly (not via oracle)
- COM - Completed

Financial Year:

Financial Period: Feb

Estimate

Supplier Acc. Ref.: 123456

Labour (£)	3500.00
Material (£)	0.00
Other (£)	0.00
Net Total (£)	3500.00
Tax Code	ST - Standard Rate
VAT (£)	700.00
Gross Total (£)	4200.00

Save Cancel

Step 4

Please note: Never change the status of the instruction until you have raised all invoices for all of the inspections within this instruction; you cannot raise any further invoices if the instruction has been marked complete.

Warning: Do not confuse completing an inspection with completing an instruction. If you wish to submit an invoice for an inspection, you do not mark the **instruction** as complete, you should mark the **inspection** as complete. For further details, view the online lesson 'Mark Inspection Complete'.

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > Contract Instructions > Edit Contract Instruction

View Contract Instruction

Save Cancel

Details

Code	CINT00000022
Reference	
Description	FA_TEST - Fire alarm servicing contract
Status	<ul style="list-style-type: none">Not SelectedPRD - Registered (Printed)PIG - Posted (Sent to Oracle)PIG - Raised Directly (not via oracle)COM - Completed
Financial Year	
Financial Period	Feb

Estimate

Supplier Acc. Ref.	123456
Labour (£)	3500.00
Material (£)	0.00
Other (£)	0.00
Net Total (£)	3500.00
Tax Code	ST - Standard Rate
VAT (£)	700.00
Gross Total (£)	4200.00

Save Cancel

Step 5

Click the **COM - Completed** list item.

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > Contract Instructions > Edit Contract Instruction

View Contract Instruction

Save Cancel

Details

Code	CINT00000022
Reference	
Description	FA_TEST - Fire alarm servicing contract
Status	COM - Completed
Financial Year	2015-16 - Financial Year 2015-16
Financial Period	Feb

Estimate

Supplier Acc. Ref.	123456
Labour (£)	3500.00
Material (£)	0.00
Other (£)	0.00
Net Total (£)	3500.00
Tax Code	ST - Standard Rate
VAT (£)	700.00
Gross Total (£)	4200.00

Save Cancel

<https://pams.uat.ad.lancsc.net/contract/instructions/22>

Step 6

Click the **Save** button.

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > [Contract Instructions](#) > [Edit Contract Instruction](#)

The contract instruction record has been updated.

View Contract Instruction

[Back](#)

Details

Code CINT00000022

Reference

Description FA_TEST - Fire alarm servicing contract

Status COM - Completed

Financial Year 2015-16 - Financial Year 2015-16

Financial Period Feb

Estimate

Supplier Acc. Ref. 123456

Labour (£)	3500.00
Material (£)	0.00
Other (£)	0.00
Net Total (£)	3500.00
Tax Code	ST - Standard Rate
VAT (£)	700.00
Gross Total (£)	4200.00

Step 7

Confirmation that the instruction has been updated is displayed at the top of the screen.

You can no longer raise invoices against inspections within this instruction.

Home Property Finance **Contract** Help Calls Inspection Assessment Help Admin

Contracts Instructions Invoices

Home > Contract Instructions > Edit Contract Instruction

The contract instruction record has been updated.

View Contract Instruction

[Back](#)

Details

Code	CINT00000022
Reference	
Description	FA_TEST - Fire alarm servicing contract
Status	COM - Completed
Financial Year	2015-16 - Financial Year 2015-16
Financial Period	Feb

Estimate

Supplier Acc. Ref.	123456
Labour (£)	3500.00
Material (£)	0.00
Other (£)	0.00
Net Total (£)	3500.00
Tax Code	ST - Standard Rate
VAT (£)	700.00
Gross Total (£)	4200.00

Step 8

You have successfully marked the instruction complete.

End of Procedure.