

New contract - General Information

Description

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To register a contract click on the NEW tab and fill in the contract details you have agreed with the owner. Complete all the information you are asked to avoid errors in the future. Contracts with a fixed expiry date may be entered with a specific date.

To begin creating a new contract with the owner, we must first complete the **General Information** section.

The screenshot shows a web form titled 'General information' for creating a new contract. At the top left are 'SAVE' and 'CANCEL' buttons. At the top right is a 'Contracts' header with an information icon and a note: '* Indicates an obligatory field'. The form fields are as follows:

Field	Value
Owner / Accommodation *	Alojamiento Ruben Test (Sara Góm...
Registration date *	16/04/2021
Term of contract *	01/04/2021 to 24/04/2031
Company name *	VRMS testing
Automatic annual renewal	<input checked="" type="checkbox"/>
Contract N° *	11

Contenido de esta sección

Contenido relacionado

Content by label

There is no content with the specified labels

Owner/Accommodation: this is an auto-suggest field that will search by the first three letters of both the accommodation name and the owner. Once selected, the accommodation name and owner name will always appear in brackets to avoid confusion if an owner has more than 1 accommodation.

Start Date: The date on which the contract is registered in the system

Contract term: Mark the start and end dates of the contract. This field is very important because it also determines the payments and reserve settlements covered by the contract.

Automatic renewal: When this option is activated, the contract is automatically renewed unless one of the parties does not wish to renew it. This method has the advantage of saving you the time and the effort of not having to sign a contract every year. The system will also monitor the expiry of extensions and warnings before each extension.

⚠ If a contract has automatic renewal marked, the data in the General Data section cannot be changed.

💡 In the event that the conditions agreed with the owner change from year to year, it is advisable not to mark the automatic renewal, but to create a new contract for the following year with the new conditions.

Company Name: Selects the company name under which this contract has been signed.

Contract No: The counter will automatically assign the contract number as configured in the company name.

Continue reading our help page "[Types of Owner Contracts](#)" to continue with the setup.