State of Oklahoma

COR440

Contracts – Revenue and Billing Review Manual

Office of Management & Enterprise Services

OKLAHOMA

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The content of this training manual is based largely on a generic system configuration and illustrates the base-line functionality required to execute transactions in the module. Your agency may be utilizing more or less of the functionality illustrated in this manual. This manual is intended to be a framework upon which agencies can add agency-specific training content that speaks specifically to the system functionality that they have deployed and related configuration that they use for transaction processing. Agencies should not depend on these manuals for end-user training or problem resolution until they have been reviewed by the agency for appropriateness.

Document History

Document Revision	Date	Description
1.0	04/30/2010	Initial Document
2.0	10/31/2024	Upgrade Update

Contract Processing

Once Contract setup and configuration is complete and Contracts have been defined and activated a series of batch processes are used to Bill Customers, Recognize Revenue, Amend Contracts and Renew Contracts.

Some of the batch processes required to process Contracts data are scheduled to run at pre-defined intervals while others are available to run on an ad hoc basis.

Key Terms

Contracts Business Unit: Each agency has one, and only one Contracts Business Unit. The Business Unit is the three (3) digit agency code, plus 00. For example, Office of Management and Enterprise Services is 09000.

Customer: A customer is an external entity that is defined in a Contract to receive invoices and from which revenue is recognized.

Contract Bill Plan: The Bill Plan defines the schedule, parameters, and configuration of the Customer invoice. A Contract manages the billing process through the creation of billing plans. Billing plans are Contract specific. The Billing plan stores the schedule of billing events and the corresponding bill lines for these events. Each contract line product is tied to a billing plan.

Contract Revenue Plan: The Contract Revenue Plan defines how and when customer revenue will be recognized for accounting purposes. Define a revenue plan for Contract lines in which revenue is managed by Contracts. For each revenue plan that is defined, select a Revenue Recognition method for the Revenue Plan and define the Events that trigger revenue recognition. Revenue Plans are not defined for contract lines with a revenue method of Billing Manages Revenue

Billing Event: A Billing Event is a "trigger" that initiates contract billing. The Event could be a date, milestone, etc. Bill Plans define Billing Events that are used to generate billing that is interfaced into the Billing Module.

Revenue Recognition Method: Revenue recognition methods define the criteria that must be met before revenue can be recognized. Specify revenue recognition methods for products on the Product Definition component. The associated revenue recognition method appears when you select a product onto the contract line.

Product: A Product is the core contractual obligation of products or services that an agency provides to the public. These could be fees, licenses or even grant related products. A Product represents the basis for the Contract Line and determines what type of Contract will be created. Products are associated with a set of attributes that include pricing structure, tax parameters, and accounting information. Once defined Products are used in the Contract creation process.

Price Type: Contract Products are classified as Rate-Based, Amount-Based, or Recurring. Rate-based products have a price type of Rate, Amount-Based products have a price type of Amount or Percent, and recurring products have a price type of Recurring. The price type that you select for a product determines the details that you define for that product and the billing and revenue recognition methods with which you can associate the product.

Project Costing Business Unit: Each agency has one, and only one Project Costing Business Unit. The Business Unit is the three (3) digit agency code, plus 00. For example, Office of Management and Enterprise Services is 09000.

Project ID: The Project ID represents the basic unit that serves to establish budgets and collect costs and revenue for analysis purposes. Projects serve to collect construction costs and capitalize Assets in conjunction with the Asset Management module. Project ID is also a Chartfield and as such a part of the distribution line. In Contracts, Project ID is the basic unit that makes up a Rate Based contract used to collect expended costs and bill customers for those costs.

Activity ID: An Activity ID generally represents a task that makes up a Project. Project Costs and Budgets are stored in Activities. In Contracts, Activity ID is used to collect costs that are priced and billed to customers for reimbursement.

Prepaid: An amount paid in advance by a Customer in a Rate Based Contract agreement. The prepaid amounts are applied or deducted from otherwise billable costs collected in a Project until all prepaid amounts are fully “utilized”.

Process Flows

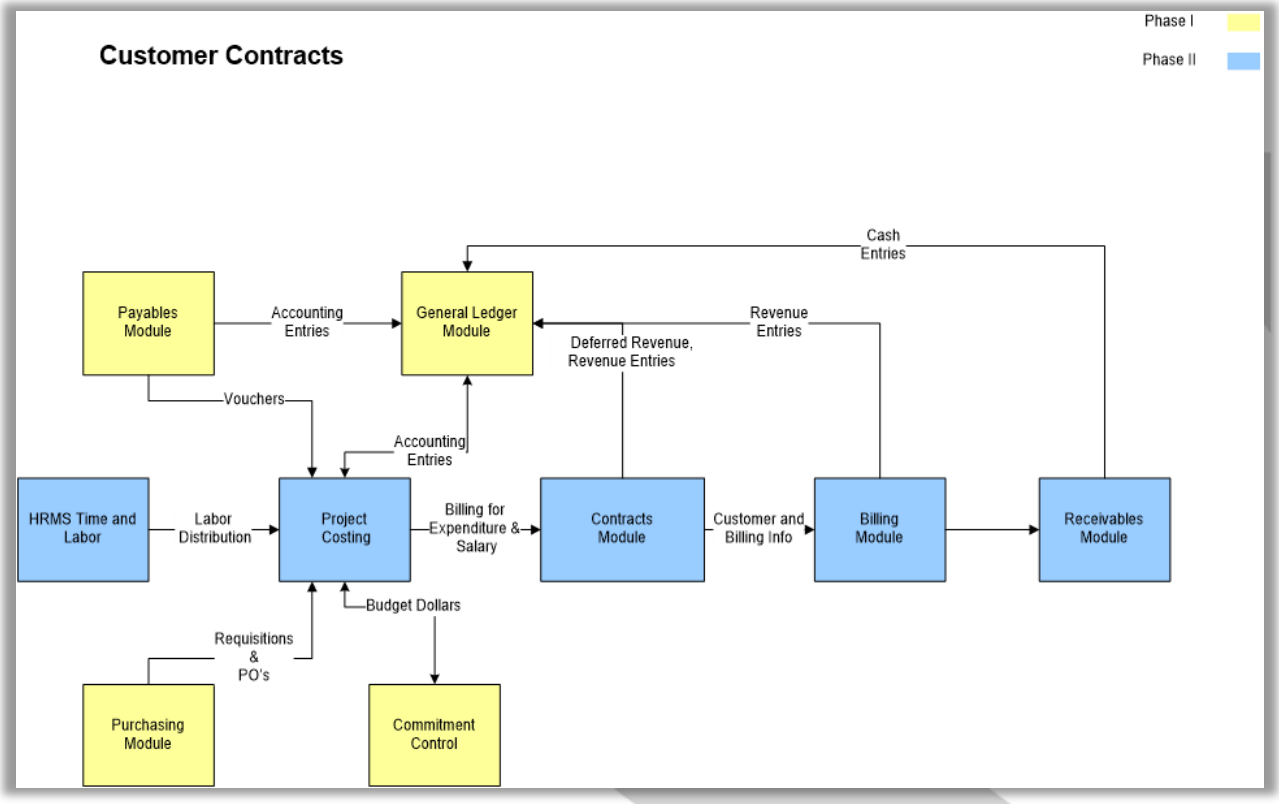


Diagram 1: Contracts Module Integration

Guidelines, Concepts, and Alternatives

Price Type	Description	Billing Method	Revenue Recognition Method
Amount or Percent	Used for contracts with a fixed price. Or, used for contracts that are priced as a percent of one or more contract lines.	Milestone, Percent Complete, Immediate	Milestone, Percent Complete, Apportionment, Billing Manages Revenue
Rate	Used for contracts, such as services, with a rate-based pricing structure, such as $400 per hour worked. The actual monetary amount is not known until the hours have been worked and reported	As-incurred, Value-based	As-incurred
Recurring	Used for contracts that have a recurring pricing structure where a start date and schedule are defined	Recurring	Billing Manages Revenue

Table 1: Product Prince Types with Billing and Revenue Methods

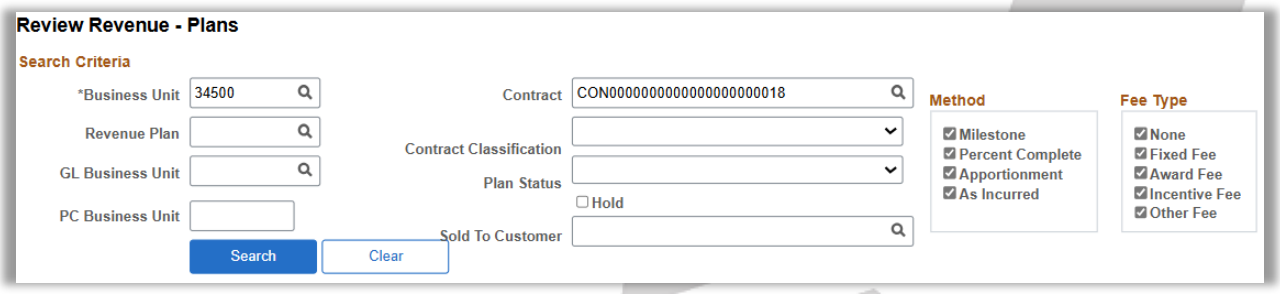
Revenue Review and Inquiry

Once Revenue Accounting Entries have been booked, they can the reviewed and adjusted as needed. Revenue Plans can be managed individually or collectively in the Review Revenue pages. Revenue Events can also be reviewed and managed to assist the user in administrating revenue recognition events.

Review Revenue Plans

Navigation: Customer Contracts > Review Revenue > Plans

Review Revenue – Plans Page

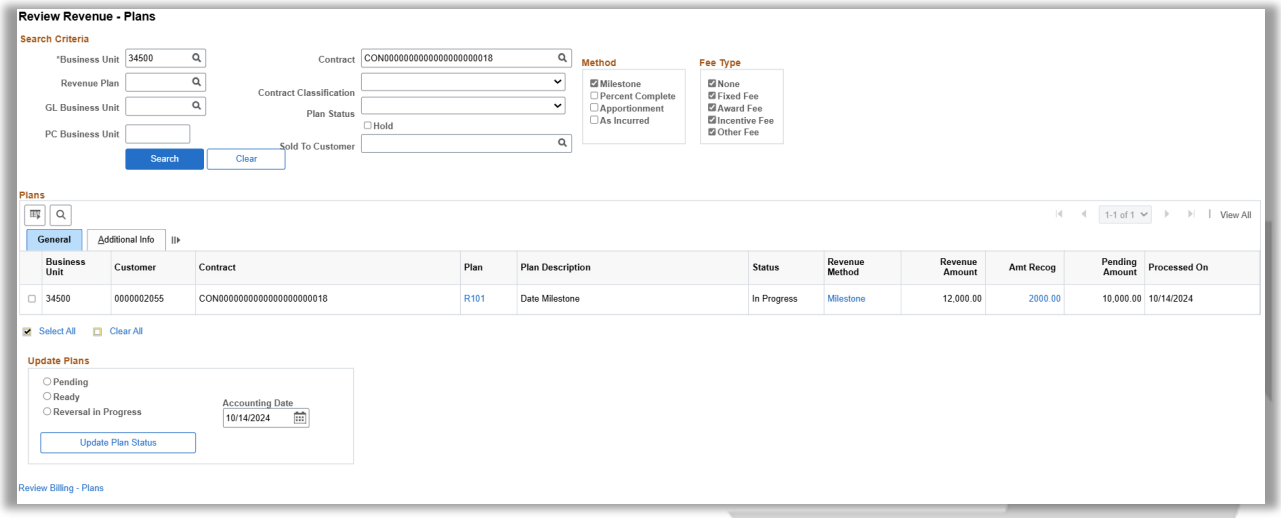


Use the **Review Revenue – Plans** page to retrieve Revenue Plans for review and changes.

Search Criteria – use the search criteria fields to select the desired Revenue Plan(s).

Method – use the Revenue Recognition method to further define the search criteria.

Click the **Search** button to retrieve Revenue Plans that match the search criteria.

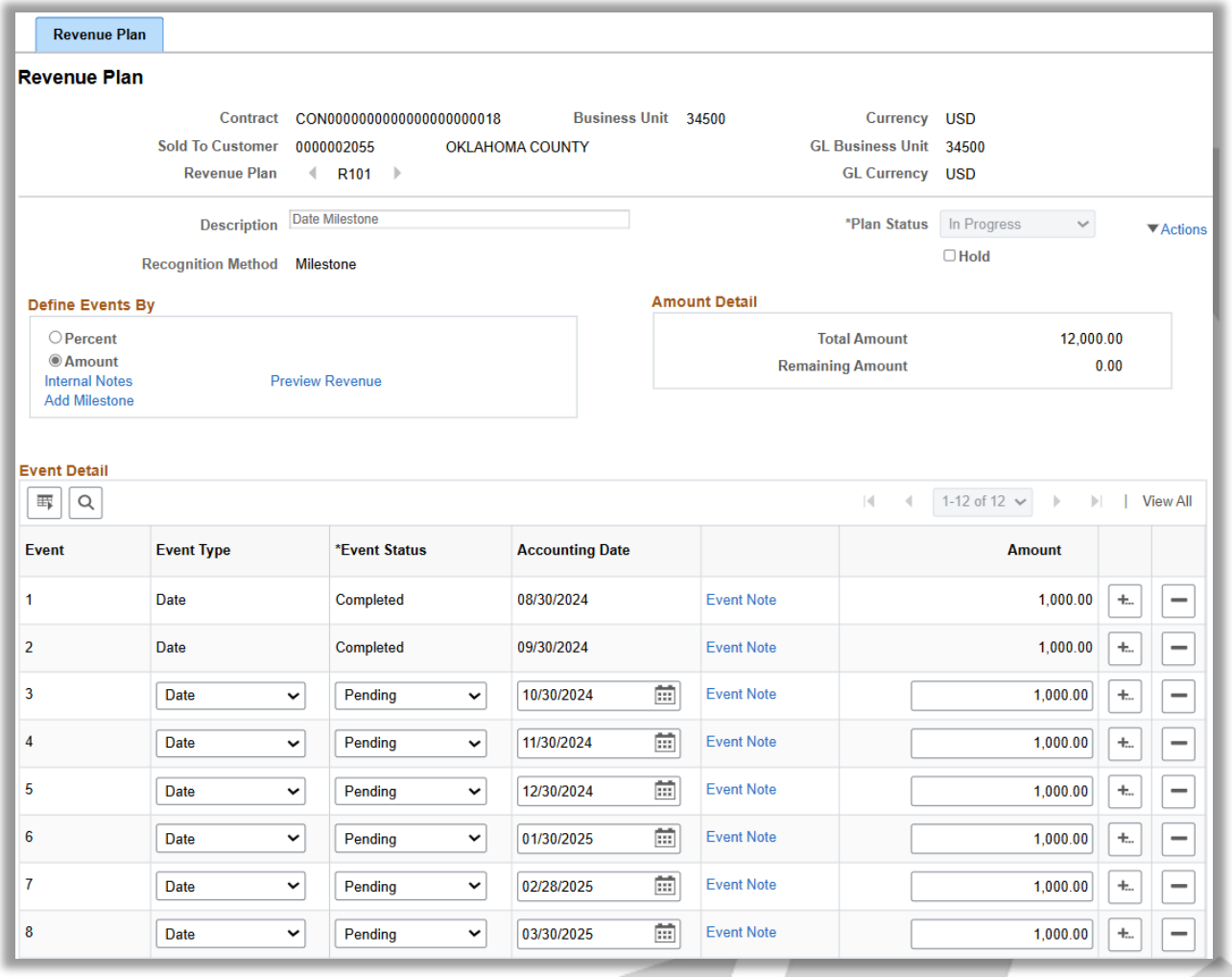


The **Revenue Plan(s)** that match the search criteria will be visible.

Select the checkbox next to the Contract Revenue Plan to update that Plan.

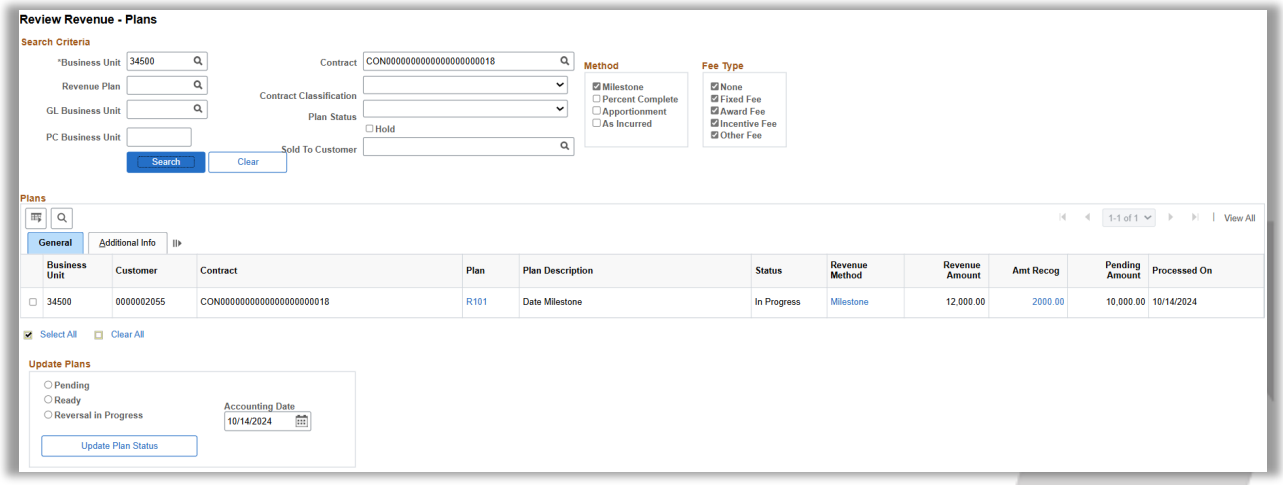
Click the Plan link, **R101** above, to view Revenue Plan Events and make changes.

Revenue Plan Tab



Make changes to the Revenue Plan **Events** or place the Plan on Hold.

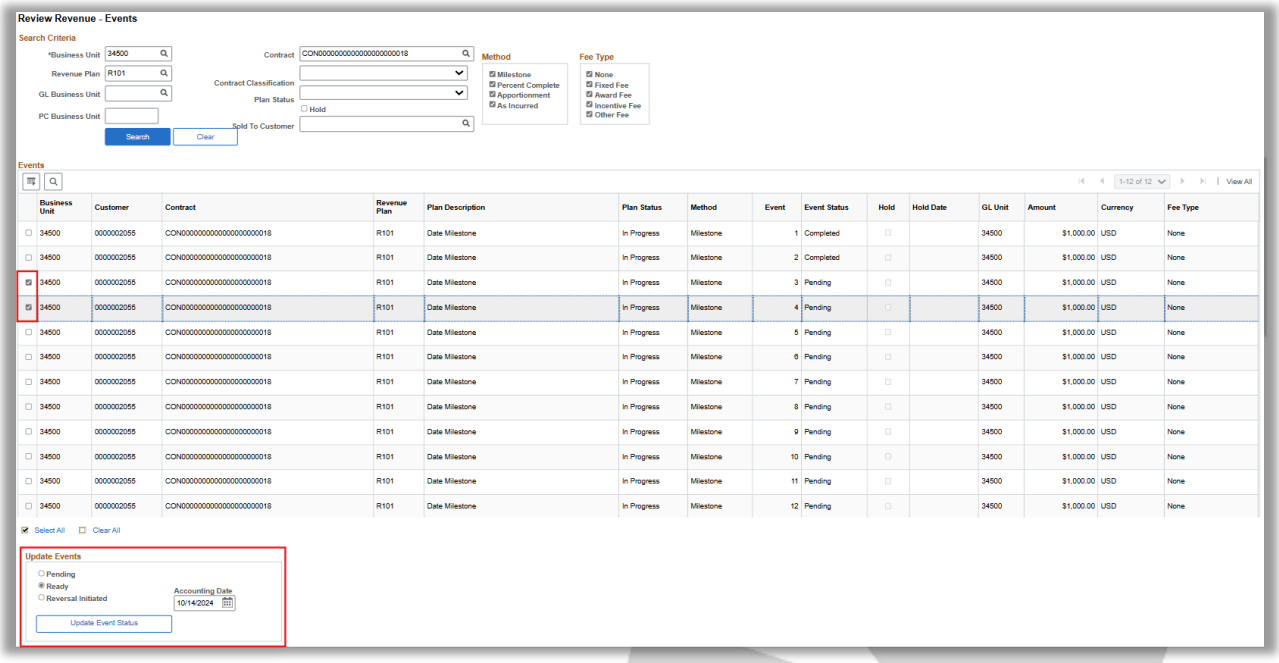
Click the **Return to Plans** link to further Review the Revenue Plan.



Click the Revenue Method **Milestone** link to update the Status of multiple Revenue Events at once.

NOTE: The Review Plan Events page can also be accessed by navigating to **Customer Contracts>Review Revenue>Events**.

Review Plan – Event Page



Select the Revenue Plan Events to update using the checkbox on the left side of the event line.

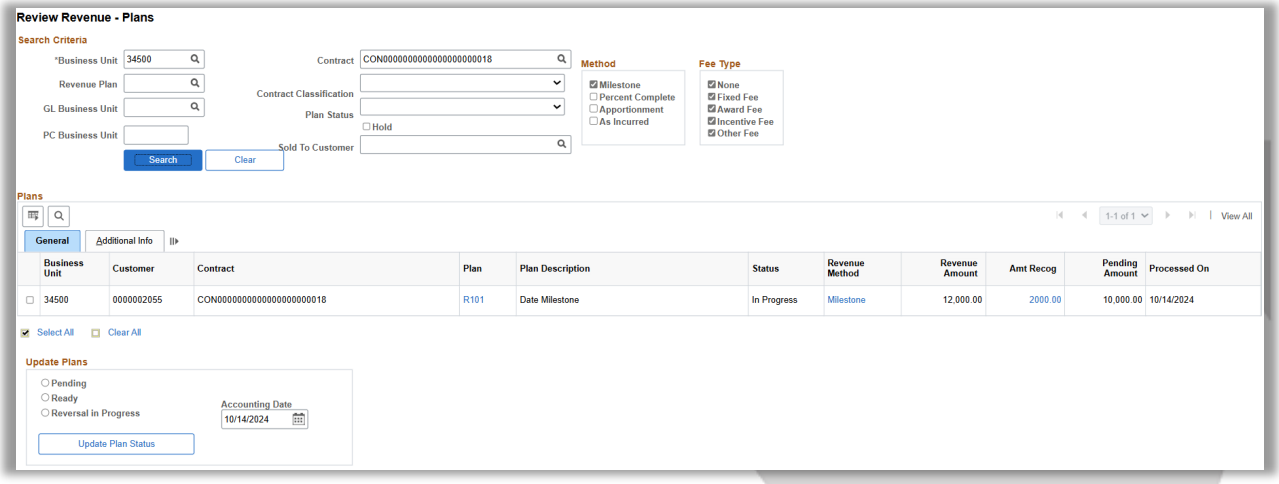
Use the **Update Events** section of the page to change the **Status** of a Plan Event or Initiate a **Reversal** of revenue.

Accounting Date – when reversing Revenue, determine the Accounting Date that the reversal will be booked with.

Click the **Update Event Status** button to initiate the selected action on the Revenue Plan Events.

Return to the **Review Revenue – Plans** page.

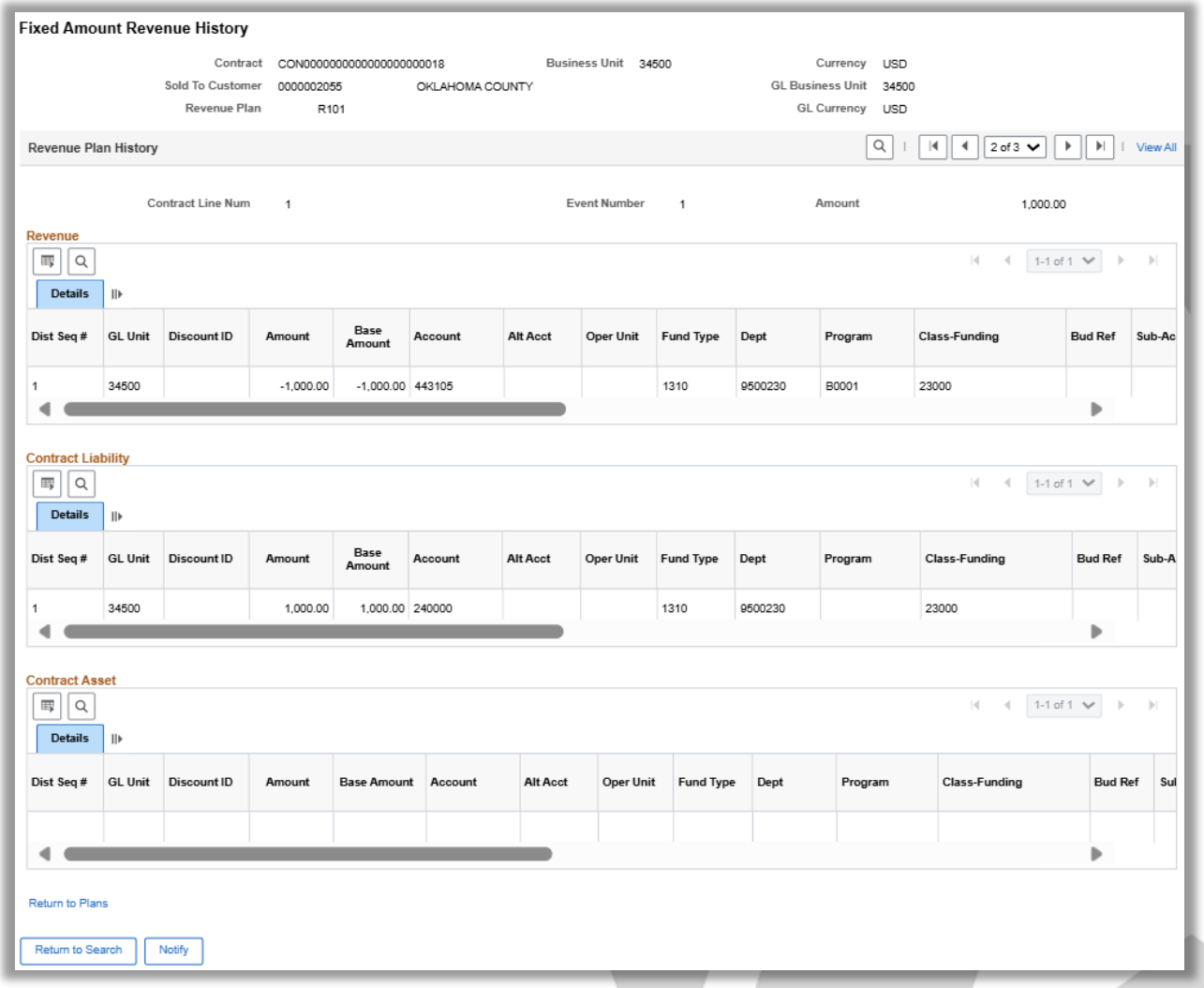
Review Revenue – Plans page:



Total Amount - displays the total amount for the revenue plan associated with this row.

Click the Amount Recognized (**Amt Recog**) link, **2000.00** in the example above, to view the Accounting Entries for the revenue that has been recognized.

Fixed Fee Revenue History Page



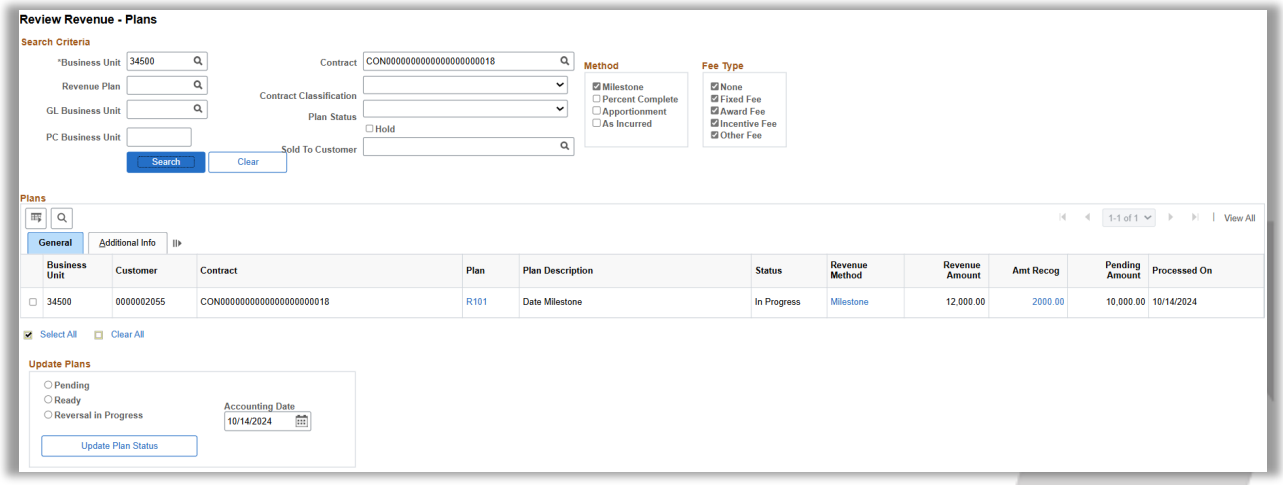
View the **Accounting Entries** related to the Revenue Plan.

The **Revenue** section of the page shows the revenue amounts recognized for the Plan.

The **Contract Liability** section of the page will be populated if deferred revenue is recognized for the Plan, those entries will be visible here.

The **Contract Asset** section of the page shows unbilled accounts receivable entries.

Click the **Return to Plans** link.



Processed On – reflects the last day that revenue was recognized for this plan.

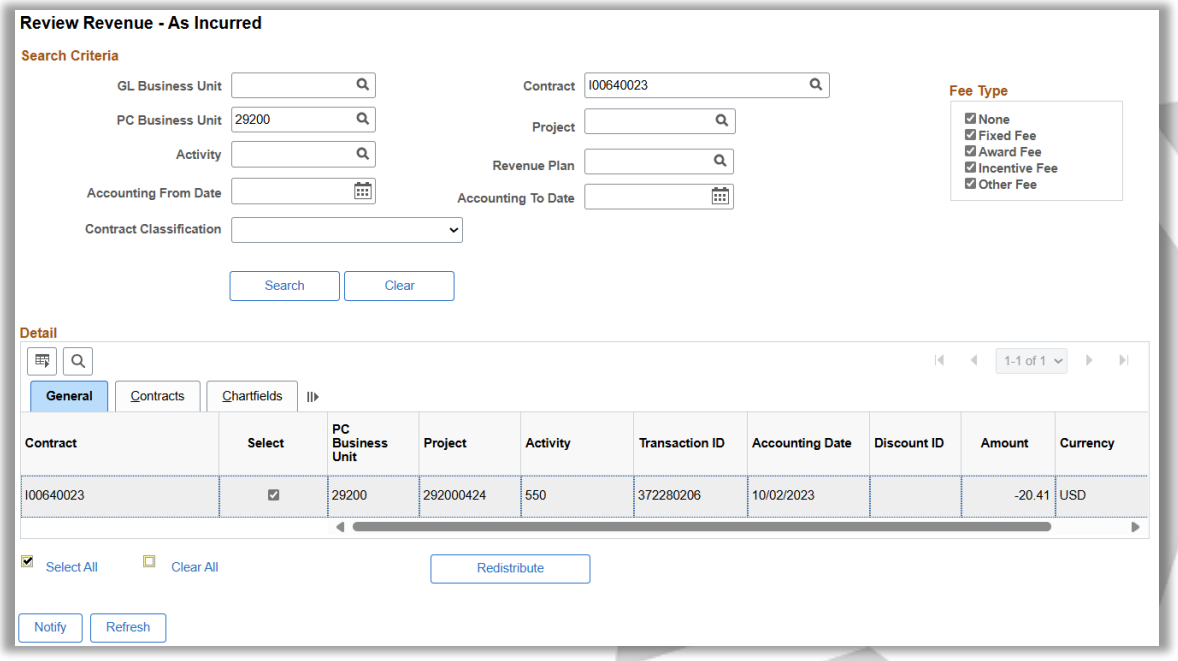
Use the **Update Plans** section of the page to take a particular action on the Revenue Plan:

- **Pending** – **select** to change the status of a Plan or Plans from Ready to Pending.
- **Ready** – **select** to change the status of a Plan or Plans from Pending to Ready.
- **Reversal in Progress** – **select** to reverse the accounting entries for a revenue plan.
- **Accounting Date** - enter a date for the system to use as the accounting date for the reversing entries.

Click the **Update Plan Status** button to initiate the selected action on the Plan.

As Incurred Revenue Plans

Navigation: Customer Contracts > Review Revenue > Review As Incurred Revenue



When revenue has been created in Contracts for As Incurred Revenue Plans, those results will be displayed.

Select – **click** this checkbox to 'Redistribute' the revenue that has already been recognized (booked).

Project – this field displays the Project in which the As Incurred Revenue has been booked.

Activity - this field displays the Activity in which the As Incurred Revenue has been booked.

Accounting Date – displays the accounting date for the revenue. This date will determine into which period the revenue will be booked.

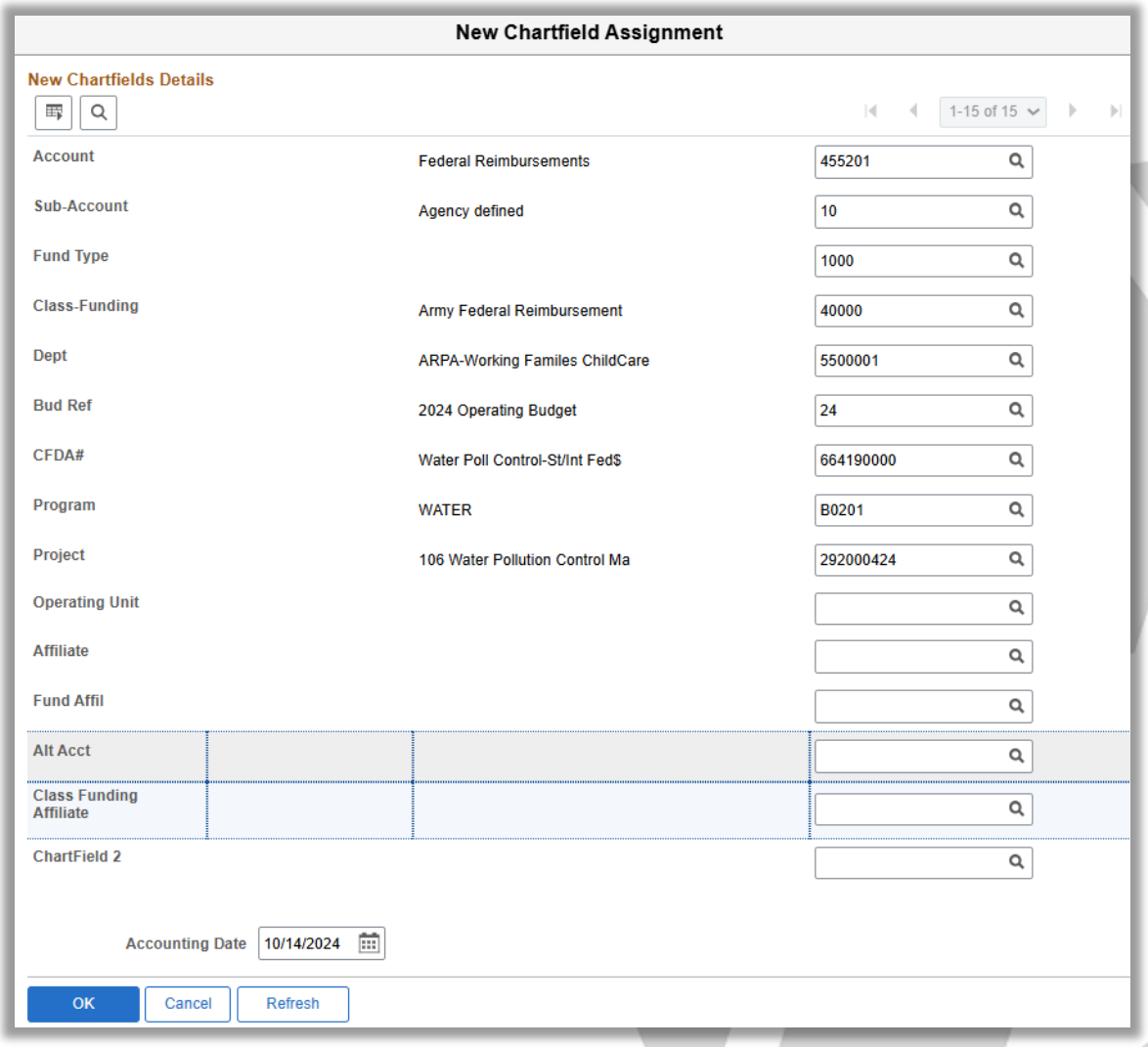
Amount – displays the amount of revenue that was recognized for this row.

NOTE: There could be multiple rows of revenue recognized for the Project depending on how the BIL rows were created in the Project Costing module.

Click the **Select** checkbox to redistribute previously booked revenue.

Click the **Redistribute** button to display the revenue redistribution page.

New Chartfield Assignment Page



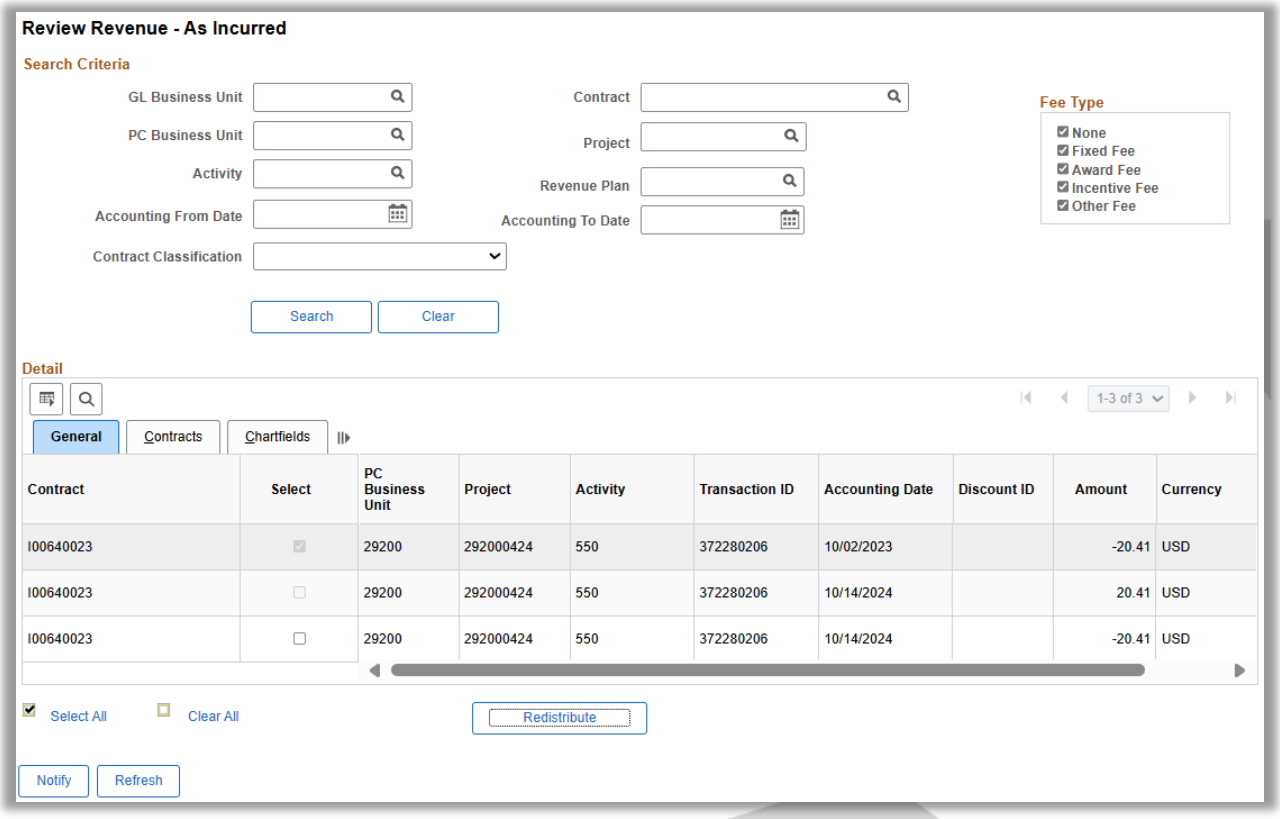
The **New Chartfield Assignment** page allows the user to change the chartfield values for revenue that has previously been created.

Chartfields – make any desired changes to the chartfield values that were used to originally create the revenue accounting entry.

Accounting Date – populate the accounting date with the date that the redistribution accounting entry will date place.

Click the **OK** button to create the redistribution rows.

NOTE: The system will automatically create the reversing entries required to reverse the revenue accounting entry. No batch process is required.



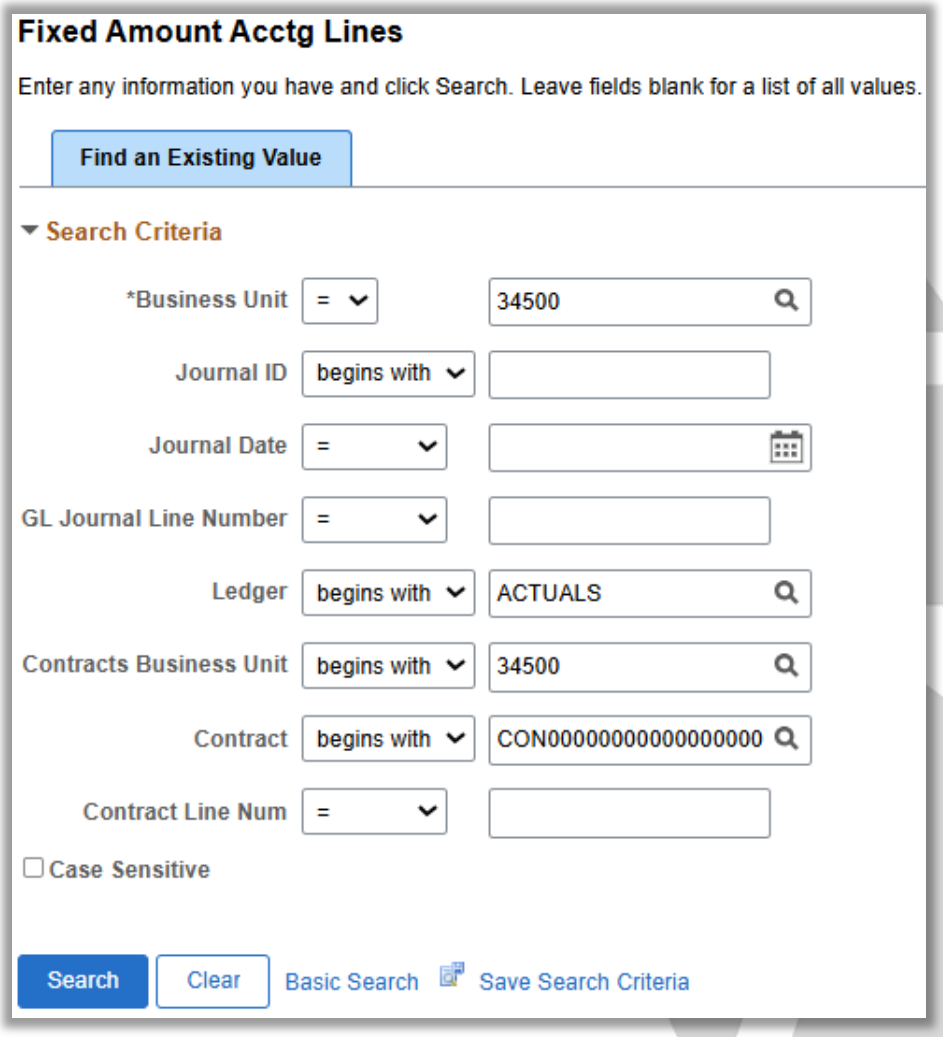
The **Review Revenue – As Incurred** page now shows the redistribution accounting entry rows.

NOTE: Two (2) rows are created in the redistribution: one to clear the original accounting entry distribution, the other to book the new revenue distribution.

NOTE: There redistribution accounting entry rows have now been created in the Projects/Contracts Accounting Entry Table – CA_ACCTG_LN_PC and are eligible for Journal Generation to General Ledger.

Fixed Fee Journals

Navigation: Customer Contracts > Review Revenue > Fixed Amount Accounting Lines



Use the **Search** fields to find the desired Fixed Fee Journals.

Business Unit – **select** the agency business unit number. This is the General Ledger business unit value.

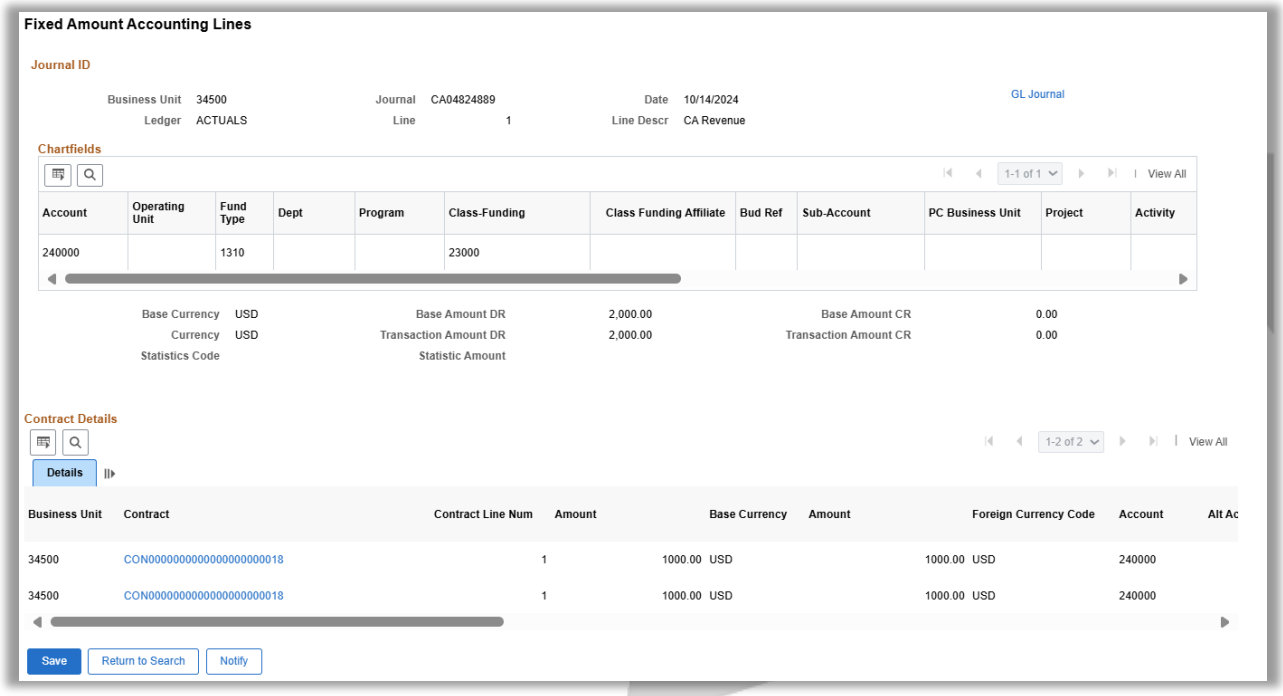
Ledger – define the ledger that the Journals are posted to. This field is required.

Contracts Business Unit – **select** the agency business unit number.

Contract – **select** the Contract ID from which Journals will be retrieved.

Click the **Search** button to retrieve Revenue Journals.

Fixed Fee Journal Accounting Lines Page



The **Fixed Fee Journals Accounting Lines** page displays General Ledger details for the revenue accounting entries that have been created in the Contracts module and interfaced to General Ledger.

Unit – displays the General Ledger business unit value.

Journal – displays the Journal ID from General Ledger.

Date – reflects the Journal Date from the Journal.

Line – displays the Journal Line from the Journal.

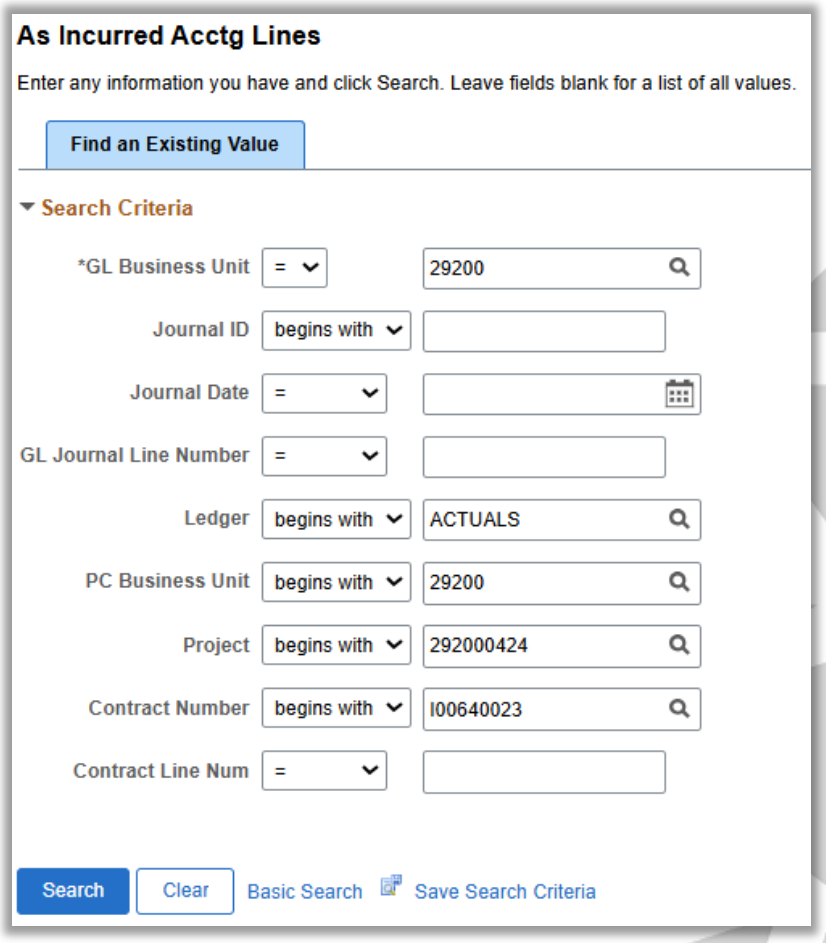
Base Amount – the amount reflects debit or credit for the Journal Line (Credit is negative).

The **Contract Details** section of the page displays Contract specific information related to the Journal that has been created.

NOTE: Journal Lines are displayed individually on this page. Navigate back to the search list to view different journal lines for a single Journal ID.

As Incurred Journals

Navigation: Customer Contracts > Review Revenue > Review As Incurred Acctg Lines



Use the **Search** fields to find the desired As Incurred Journals.

Business Unit – **select** the agency business unit number. This is the General Ledger business unit value.

Ledger – define the ledger that the Journals are posted to. This field is required.

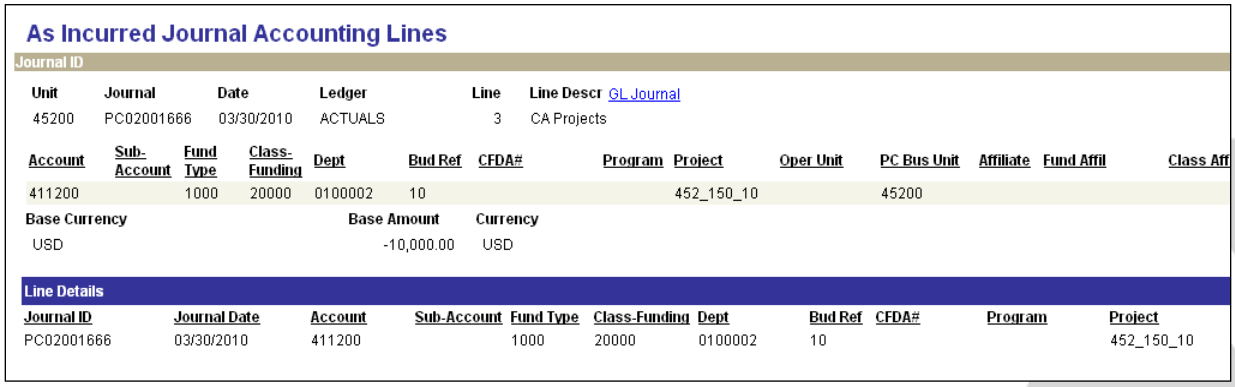
PC Business Unit – **select** the agency business unit value. This field is required.

Project – to retrieve Journals by Project populate this field.

Contract – **select** the Contract ID from which Journals will be retrieved.

Click the **Search** button to retrieve Revenue Journals.

As Incurred Journal Accounting Lines Page



As Incurred Journal Accounting Lines

Journal ID

Unit	Journal	Date	Ledger	Line	Line Descr GL Journal
45200	PC02001666	03/30/2010	ACTUALS	3	CA Projects

Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Project	Oper Unit	PC Bus Unit	Affiliate	Fund Affil	Class Aff
411200		1000	20000	0100002	10			452_150_10		45200			

Base Currency	Base Amount	Currency
USD	-10,000.00	USD

Line Details

Journal ID	Journal Date	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Project
PC02001666	03/30/2010	411200		1000	20000	0100002	10			452_150_10

The **Fixed Fee Journals Accounting Lines** page displays General Ledger details for the revenue accounting entries that have been created in the Contracts module and interfaced to General Ledger.

Unit – displays the General Ledger business unit value.

Journal – displays the Journal ID from General Ledger.

Date – reflects the Journal Date from the Journal.

Line – displays the Journal Line from the Journal.

Base Amount – the amount reflects debit or credit for the Journal Line (Credit is negative).

The **Line Details** section of the page displays Journal Line details for the Journal ID.

NOTE: Journal Lines are displayed individually on this page. Navigate back to the search list to view different journal lines for a single Journal ID.

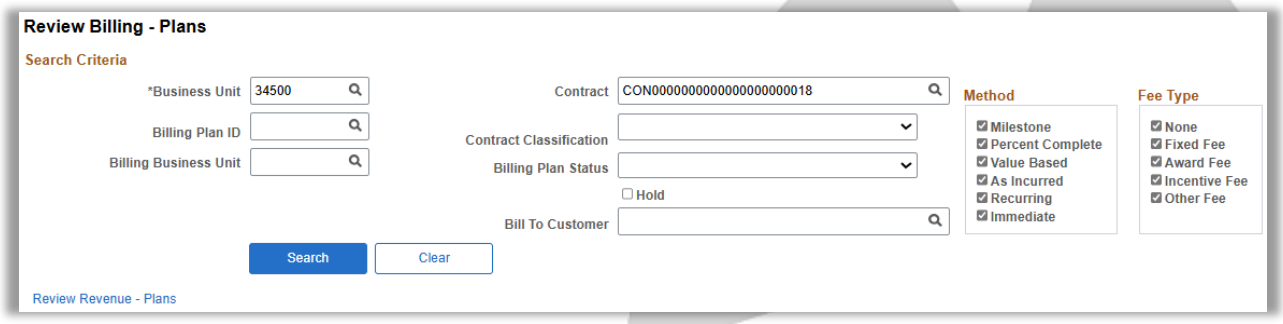
Billing Review and Inquiry

Once Contract Bill Plans have been created, they can be managed individually or collectively in the Review Billing pages. Changes to Status, recognized Revenue and previously processed Billing can all be made. History of revenue Accounting Entries and Invoicing can also be viewed through the review pages.

Review Bill Plans

Navigation: Customer Contracts > Review Billing > Plans

Review Billing – Plans Page

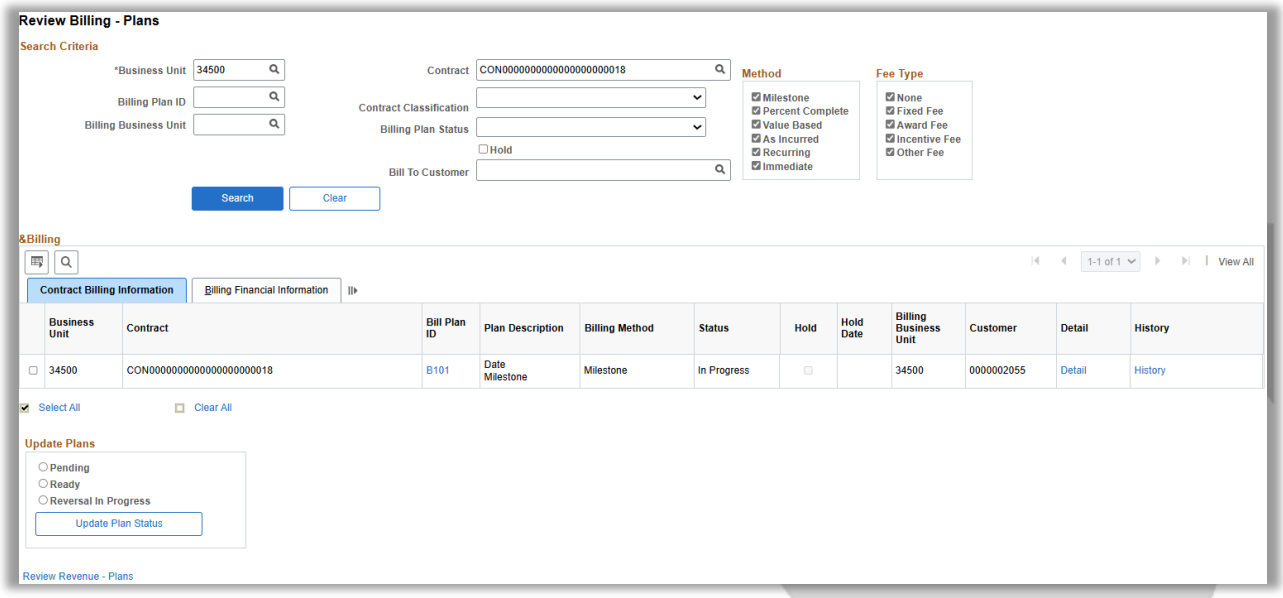


Use the **Review Billing – Plans** page to retrieve Billing Plans for review and changes.

Search Criteria – use the search criteria fields to select the desired Billing Plan(s).

Method – use the Billing Method to further define the search criteria.

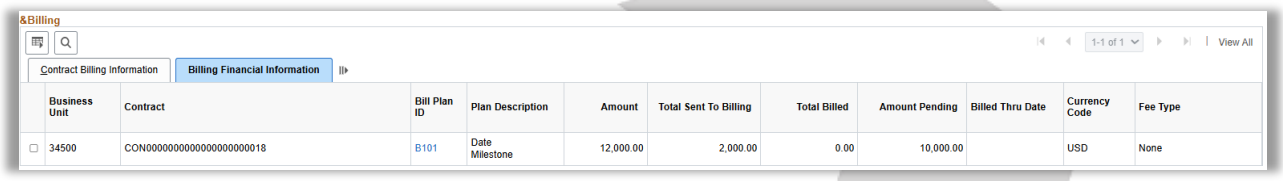
Click the **Search** button to retrieve Billing Plans that match the search criteria.



The Billing Plan(s) that match the search criteria will be visible.

Select the checkbox next to the Contract Billing Plan to update that Plan.

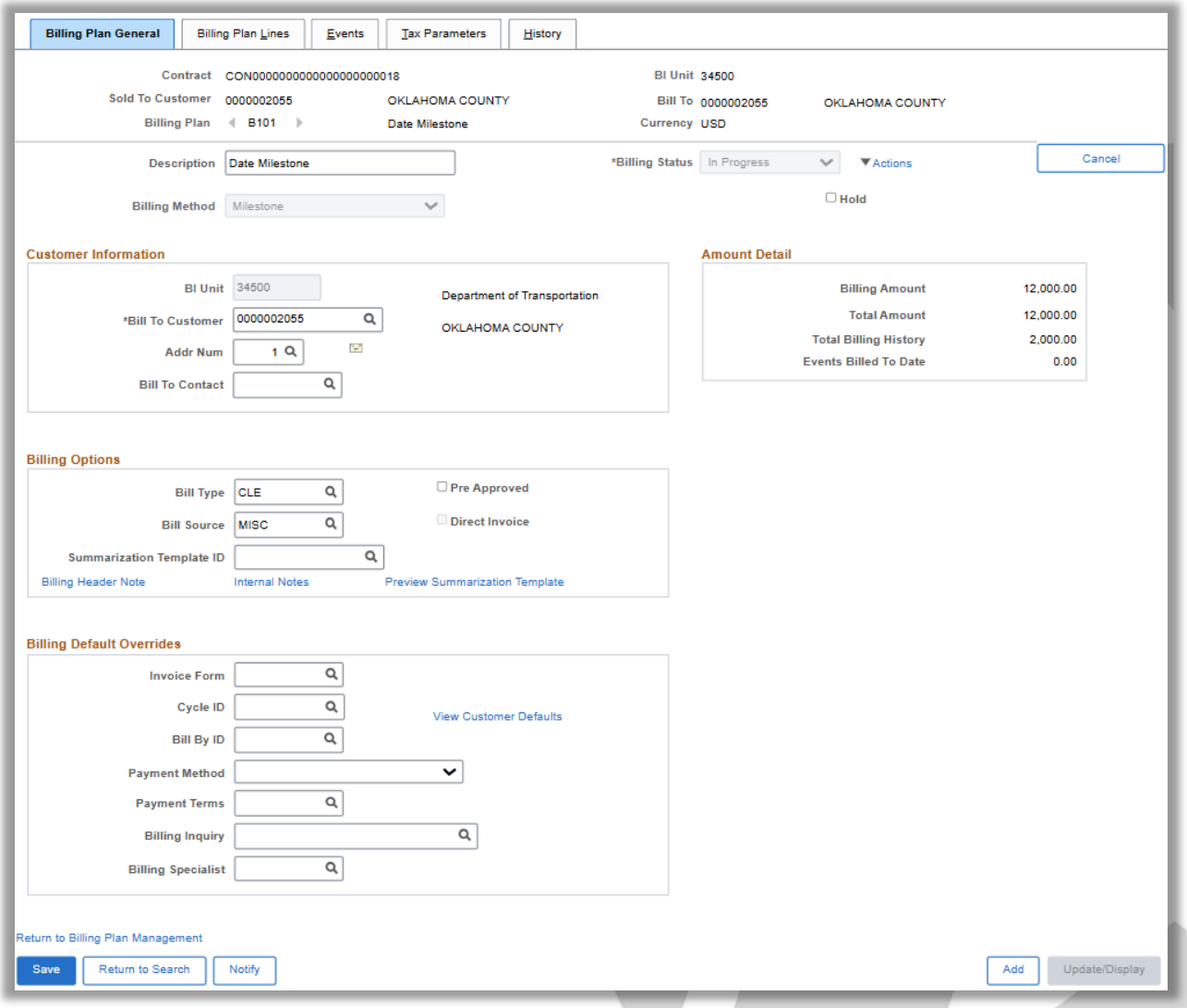
Click the **Billing Financial Information Tab**.



Cumulative billing information for this Bill Plan is visible.

On the **Contract Billing Information Tab**, **click** the Plan link B101 to view the detail Billing Plan.

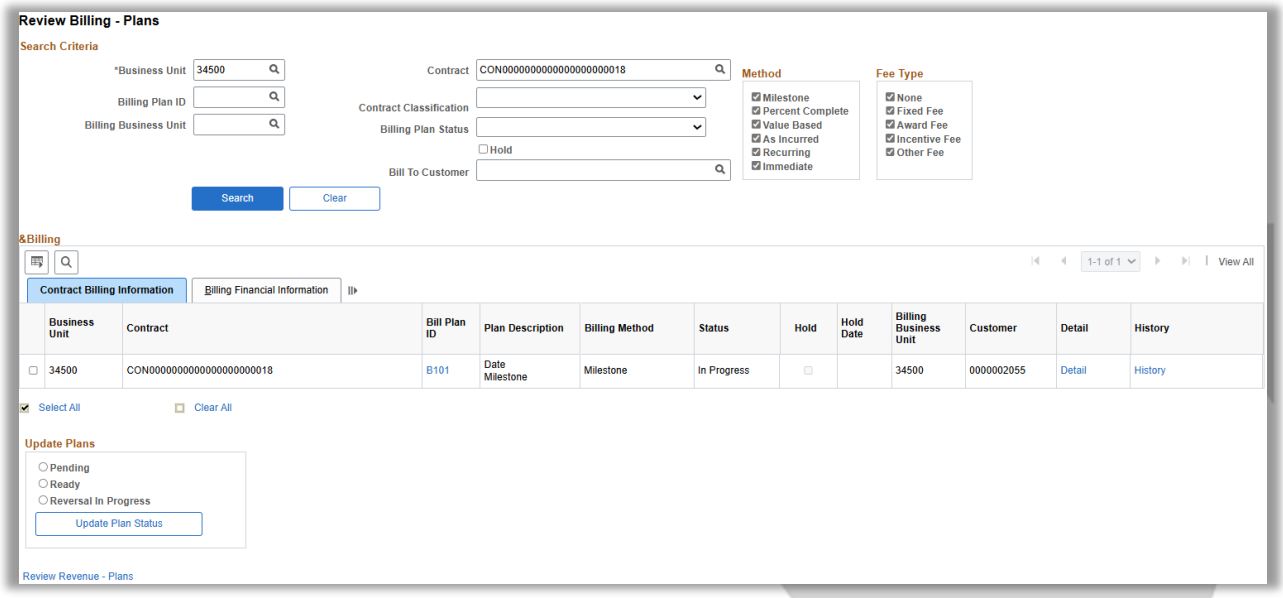
Billing Plan General Tab



Changes to the Billing Plan can be made from this page.

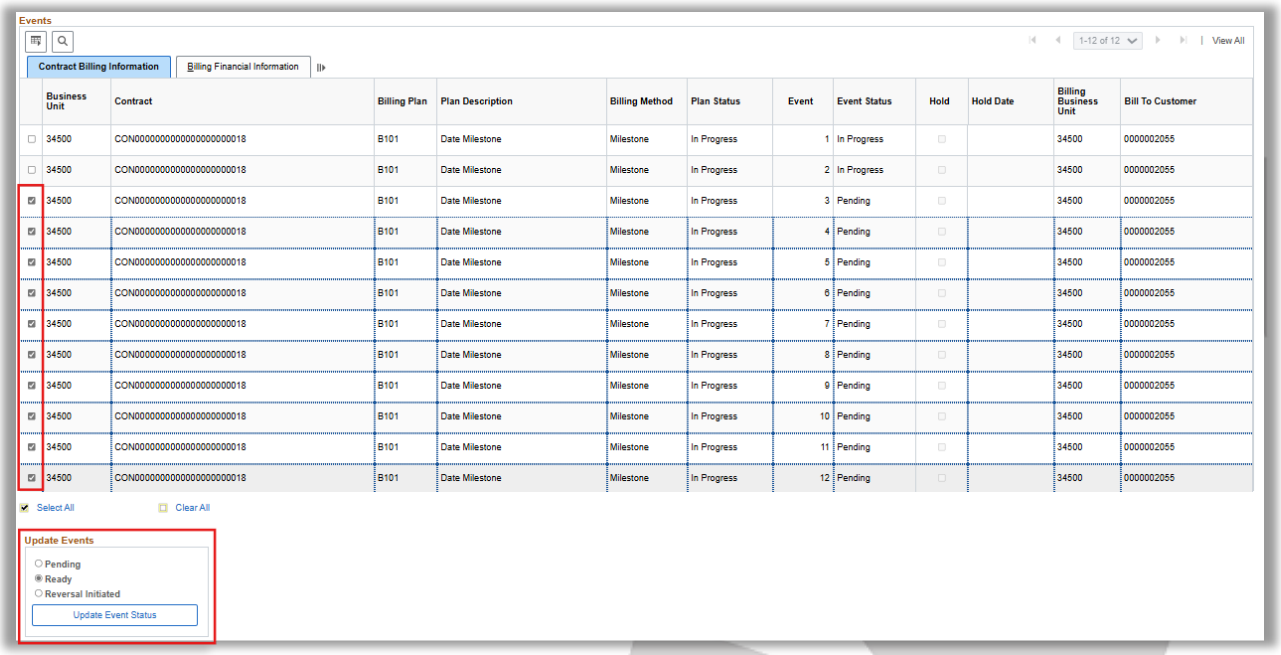
Click the **Return to Billing Plan Management** link.

NOTE: The Bill Plan Status may prevent certain changes from being made to the Bill Plan.



Click the Detail link to view Bill Plan Event information.

Review Billing – Events Page

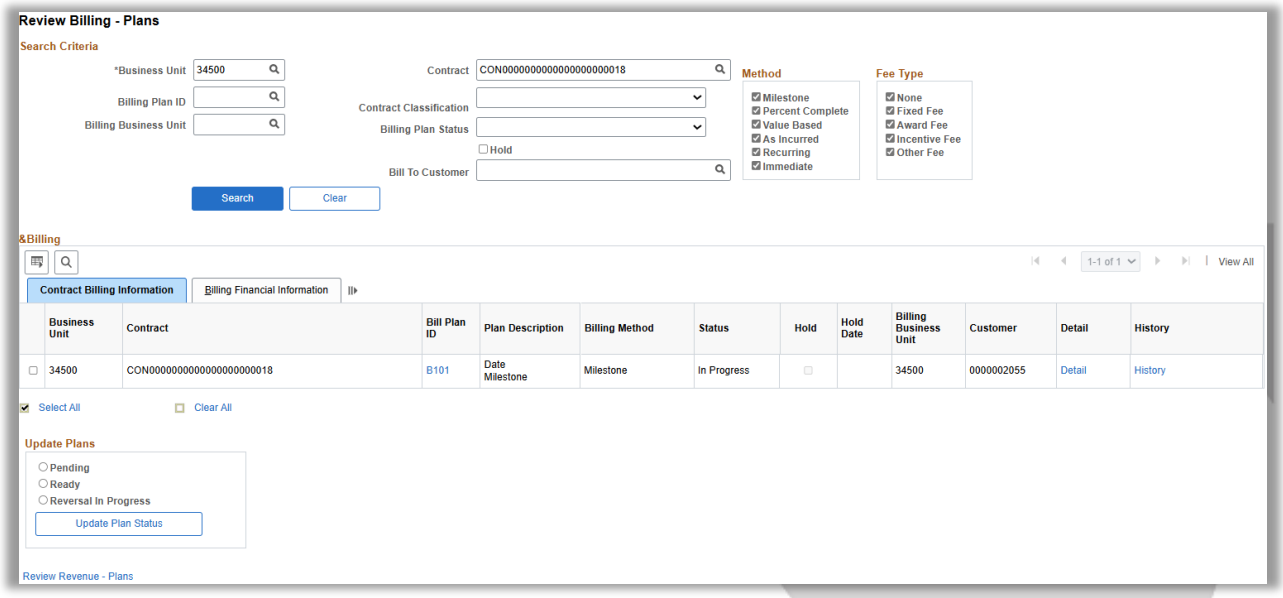


Select the Bill Plan Events to update.

Use the **Update Events** section of the page to change the **Status** of a Plan Event or Initiate a **Reversal** of billing.

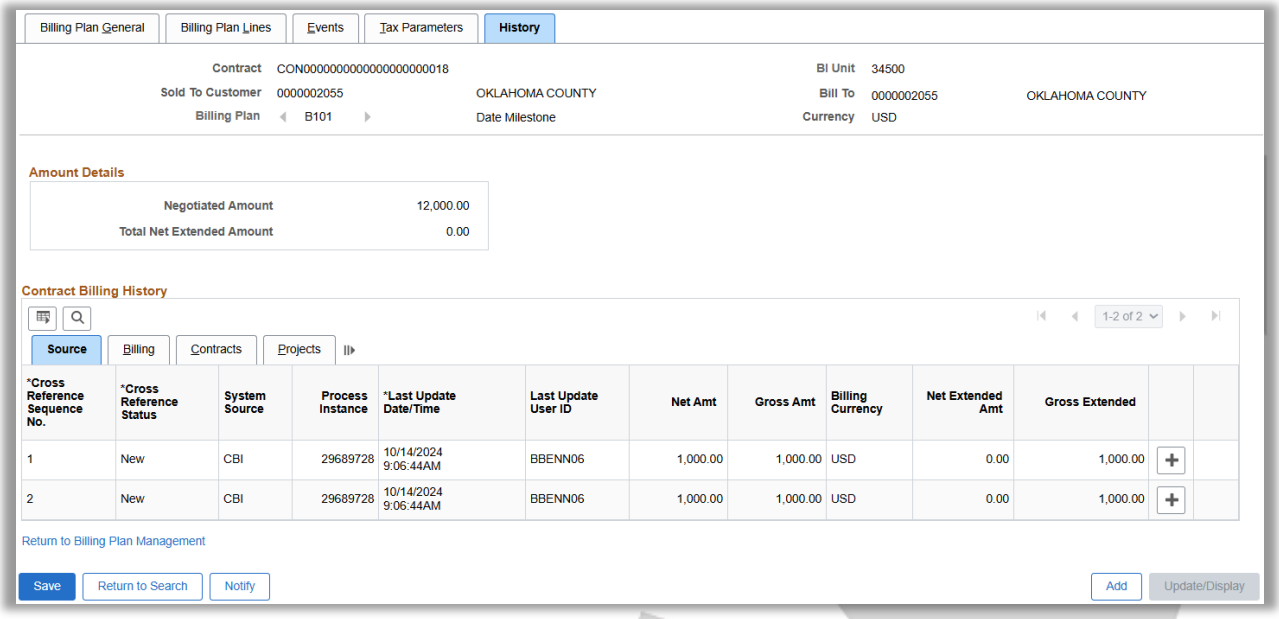
Click the **Update Event Status** to initiate the selection Action on the Billing Plan Events.

Click the **Return to Billing Plan Management** link.



Click the **History** link to view a billing history for this Bill Plan.

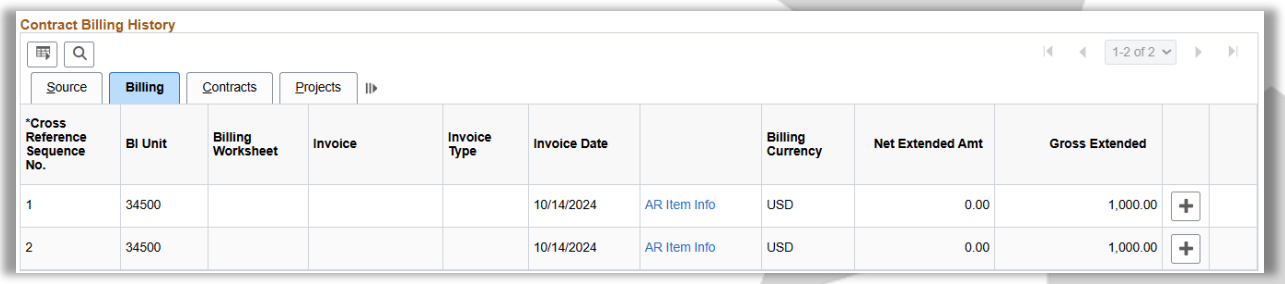
History Tab



The billing **History Tab** displays information about the bills that have been created from this Bill Plan.

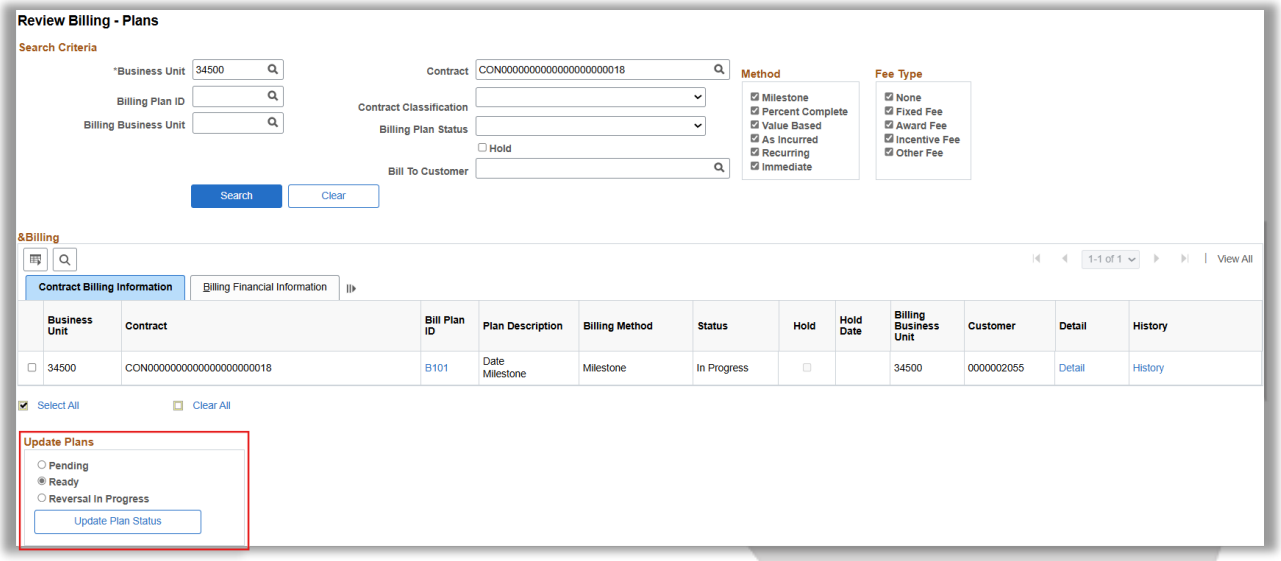
Net Amount – displays the amount of the bill.

Click the **Billing Tab**.



The Billing Tab displays details about each invoice including **Invoice Number**, **Invoice Type,** and **Invoice Date**.

Click the **Return to Billing Plan Management** link.



Use the **Update Plans** section of the page to take a particular action on the Revenue Plan:

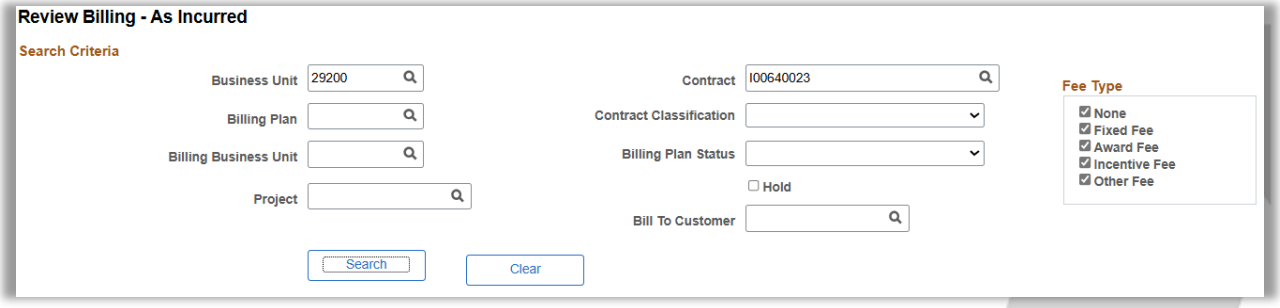
- **Pending** – **select** to change the status of a Plan or Plans from Ready to Pending.
- **Ready** – **select** to change the status of a Plan or Plans from Pending to Ready.
- **Reversal in Progress** – **select** to reverse all or a portion of the billing that has been billed for the selected billing plan.

Click the **Update Plan Status** to initiate the selected action on the Plan.

Review As Incurred Billing

Navigation: Customer Contracts > Review Billing > Review As Incurred Billing

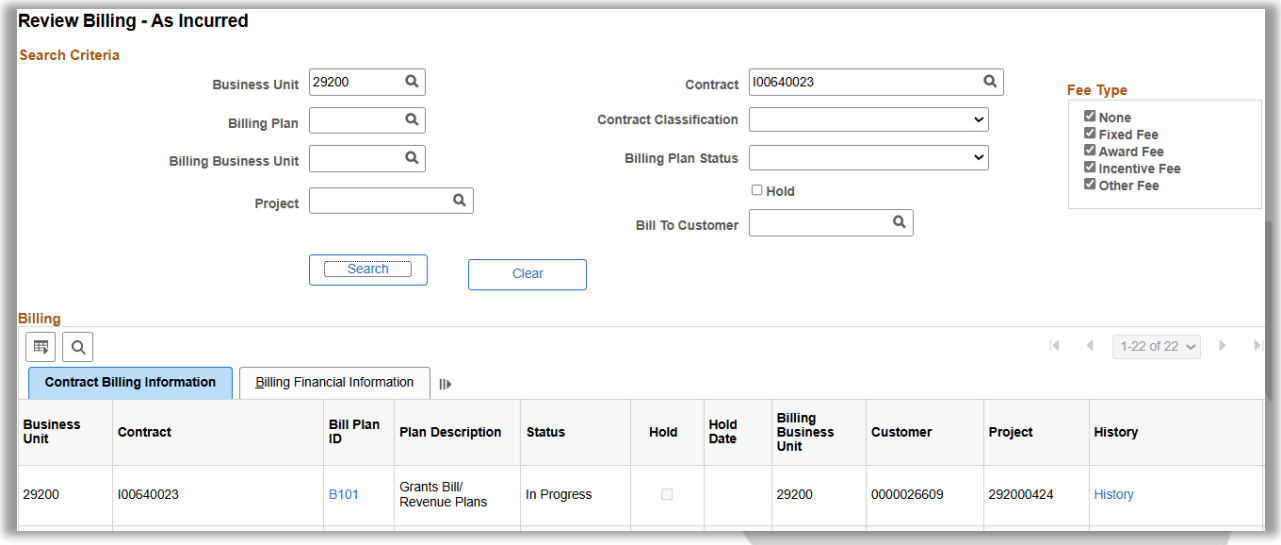
Review Billing – As Incurred Page



Use the **Review Billing – As Incurred** page to retrieve As Incurred (Rate Based) Billing Plans for review and changes.

Search Criteria – use the search criteria fields to select the desired Billing Plan(s).

Click the **Search** button to retrieve Billing Plans that match the search criteria.

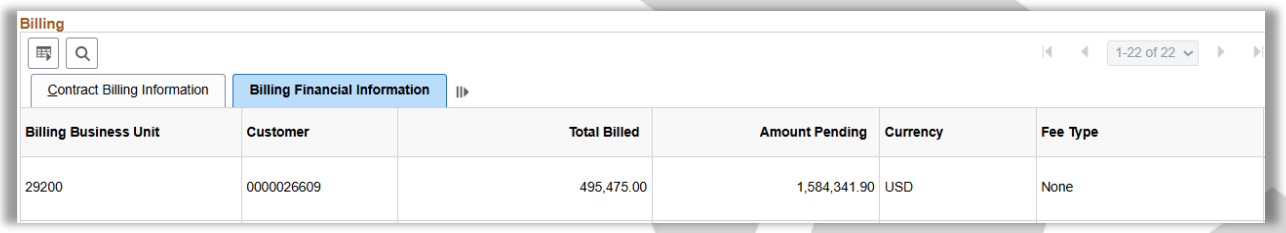


The Billing Plan(s) that match the search criteria will be visible.

Status – Bill Plan Status is visible.

Project – the Project ID that the Contract Line is linked to will be visible.

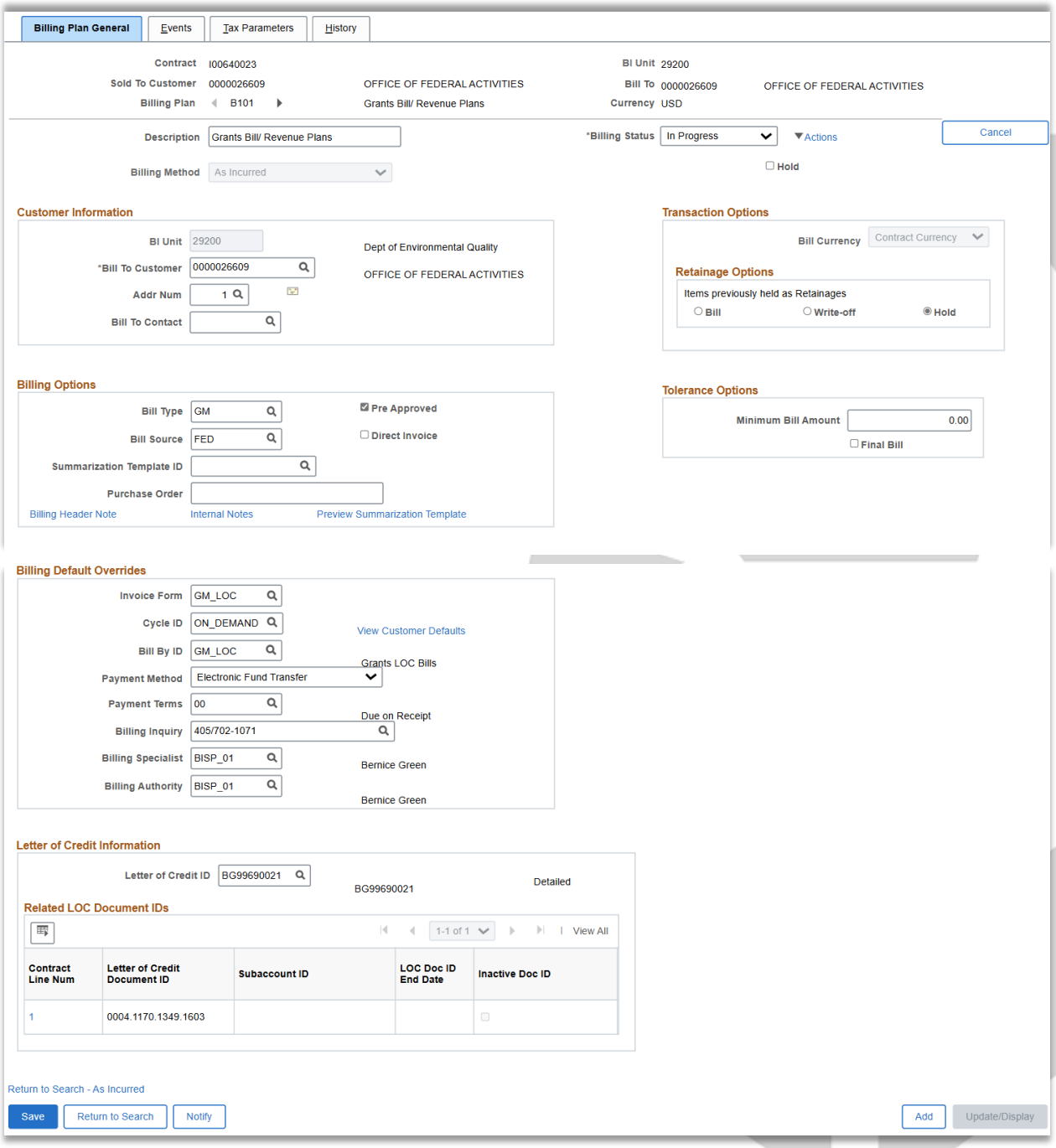
Click the **Billing Financial Information Tab.**



Cumulative Billing information for this Plan is visible.

On the **Contract Billing Information Tab**, **click** the Plan hyperlink B101 to view the detail Billing Plan.

Billing Plan General Tab

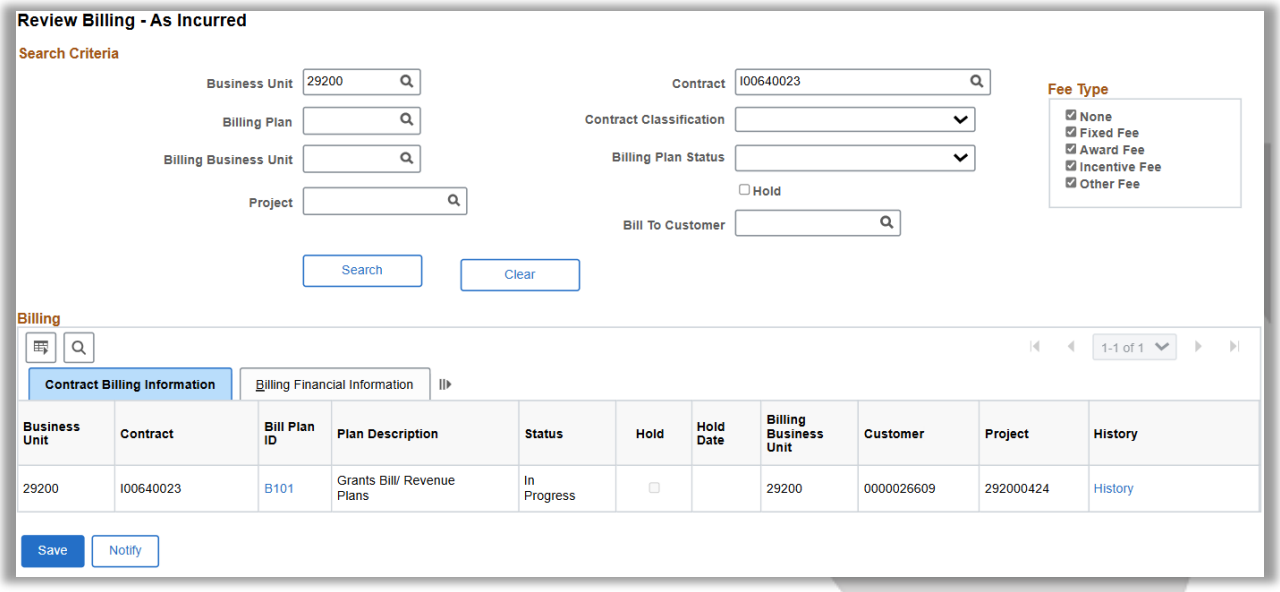


Changes to the Billing Plan can be made.

Click the **Return to Search – As Incurred** link.

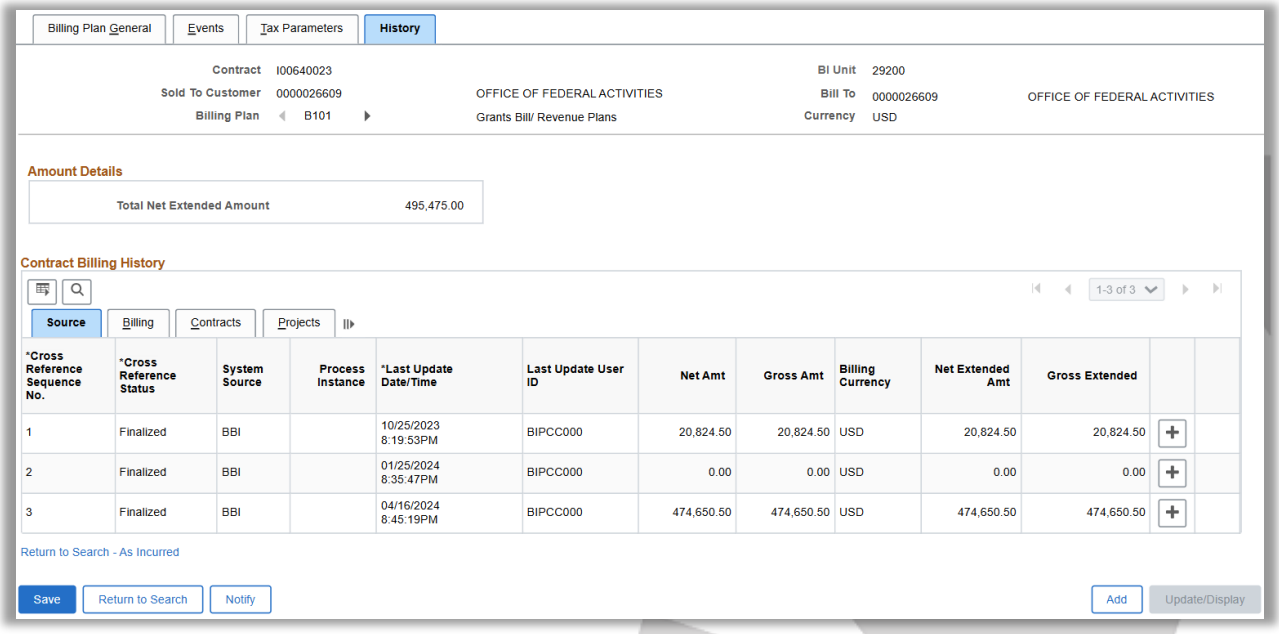
NOTE: The Bill Plan Status may prevent certain changes from being made to the Bill Plan.

Review Billing – As Incurred page continued



Click the **History** link to view a billing history for this Bill Plan.

History Tab



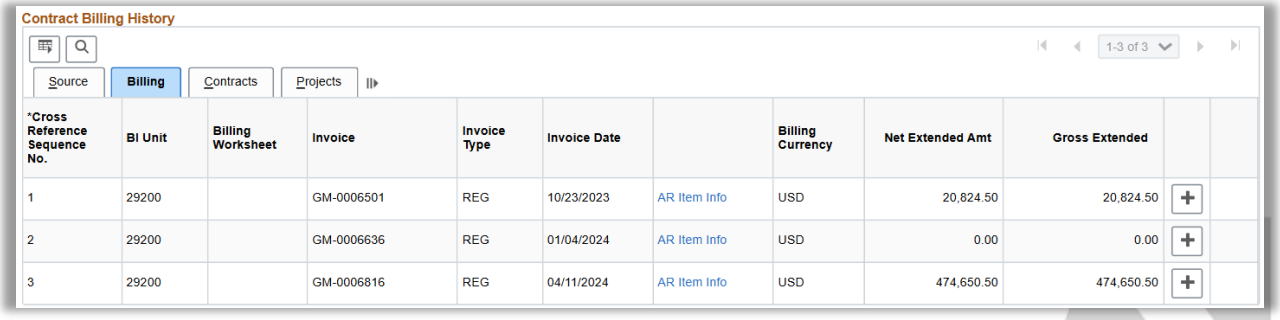
The **Billing History Tab** displays information about the bills that have been created from this Bill Plan.

Last Updated Date/Time – this value reflects the last time the Bill Plan was updated with billing information.

NOTE: The Bill History page for As Incurred bills is updated through a batch process and therefore does not always reflect "Real Time' billing activity.

Net Amount – displays the amount of the bill.

Click the **Billing Tab**.



*Cross Reference Sequence No.	BI Unit	Billing Worksheet	Invoice	Invoice Type	Invoice Date		Billing Currency	Net Extended Amt	Gross Extended	
1	29200		GM-0006501	REG	10/23/2023	AR Item Info	USD	20,824.50	20,824.50	+
2	29200		GM-0006636	REG	01/04/2024	AR Item Info	USD	0.00	0.00	+
3	29200		GM-0006816	REG	04/11/2024	AR Item Info	USD	474,650.50	474,650.50	+

The Billing Tab displays details about each invoice including **Invoice Number**, **Invoice Type,** and **Invoice Date**.

Click the **Return to Search – As Incurred** link to return to the Review Billing – As Incurred page.

Adjust Revenue and Billing

Recognized Revenue and processed Billing can be adjusted from the Contracts module.

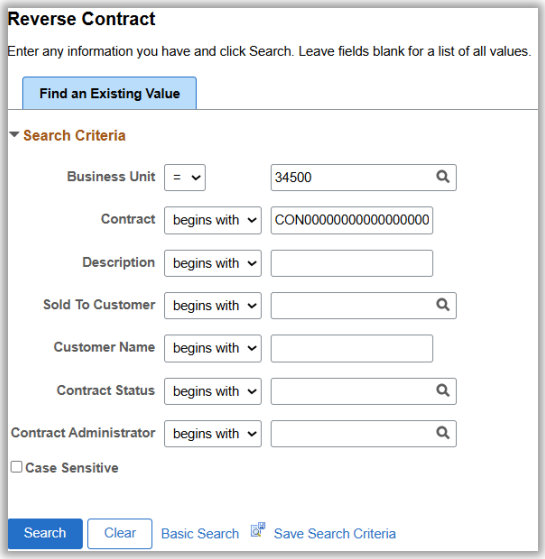
When revenue is reversed, the system creates additional accounting entries to back out the original recognized revenue. The system can reverse revenue previously recognized for an entire Contract, a single Revenue Plan, or a single Revenue Plan Event. When reversing the Event or Plan, the system reverses the original entry—debiting revenue and crediting either unbilled AR or deferred revenue.

Billing activity can be reversed from the Contracts module by issuing Credit bills (invoices).

Revenue Accounting Entries can also be "Redistributed" to change the chartfield values that were used on the accounting entry. This could be useful when revenue entries were booked with the wrong chartfield values and need to be corrected.

Reverse Contract

Navigation: Customer Contracts > Adjust Revenue and Billing > Reverse Contract



Use the **Search** fields to retrieve the Contract that will be reversed.

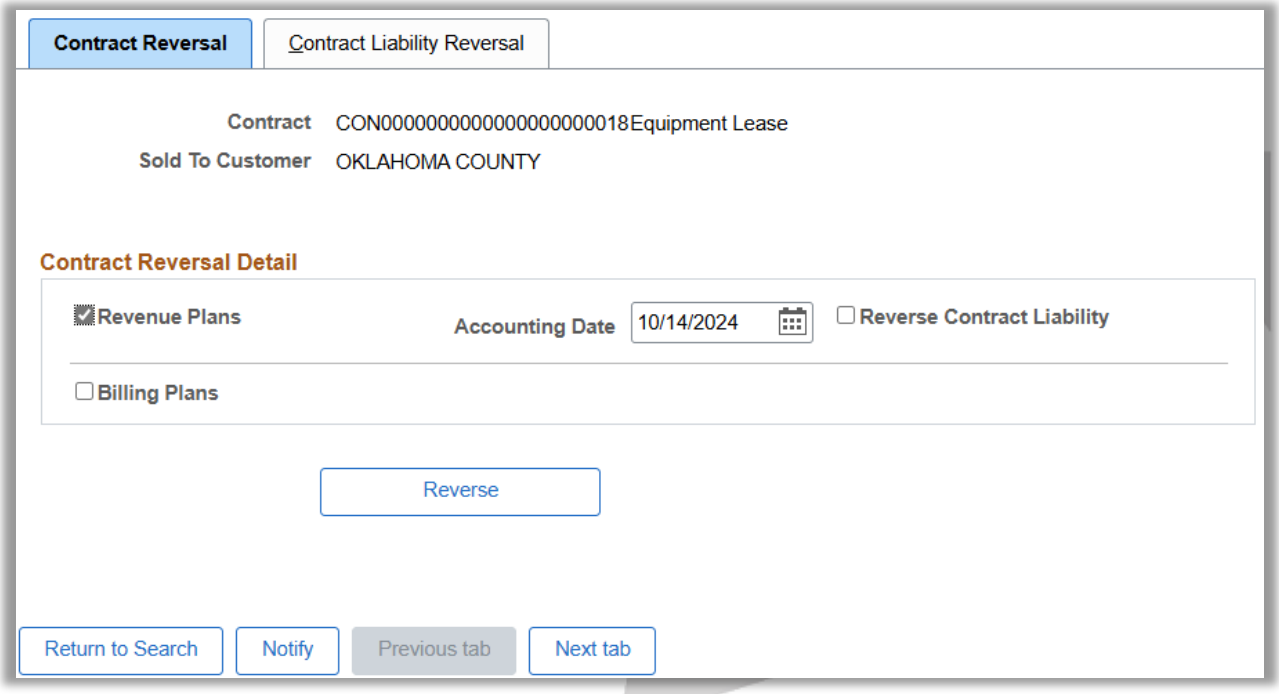
Business Unit – enter the agency business unit value.

Contract – populate with the Contract ID.

Sold to Customer – **select** from a list of valid Customers.

Click the **Search** button to retrieve the desired Contract for reversal.

Contract Reversal Tab



The **Contract Reversal Tab** allows the user to reverse all revenue accounting entries for an **Amount Based** Contract.

Revenue Plans – **select** to reverse all Accounting Entries for Amount Based Contract Lines in this Contract.

Accounting Date – **select** the accounting date for the reversal Accounting Entries.

Reverse Contract Liability – if contract liability is enabled for the Contract, select this checkbox to reverse those accounting entries.

Billing Plans - select this check box to reverse billing for all Billing Plans associated with this Contract. The system generates bills with credit amounts only for billing plans with a method of Percent Complete, Milestone, and Immediate.

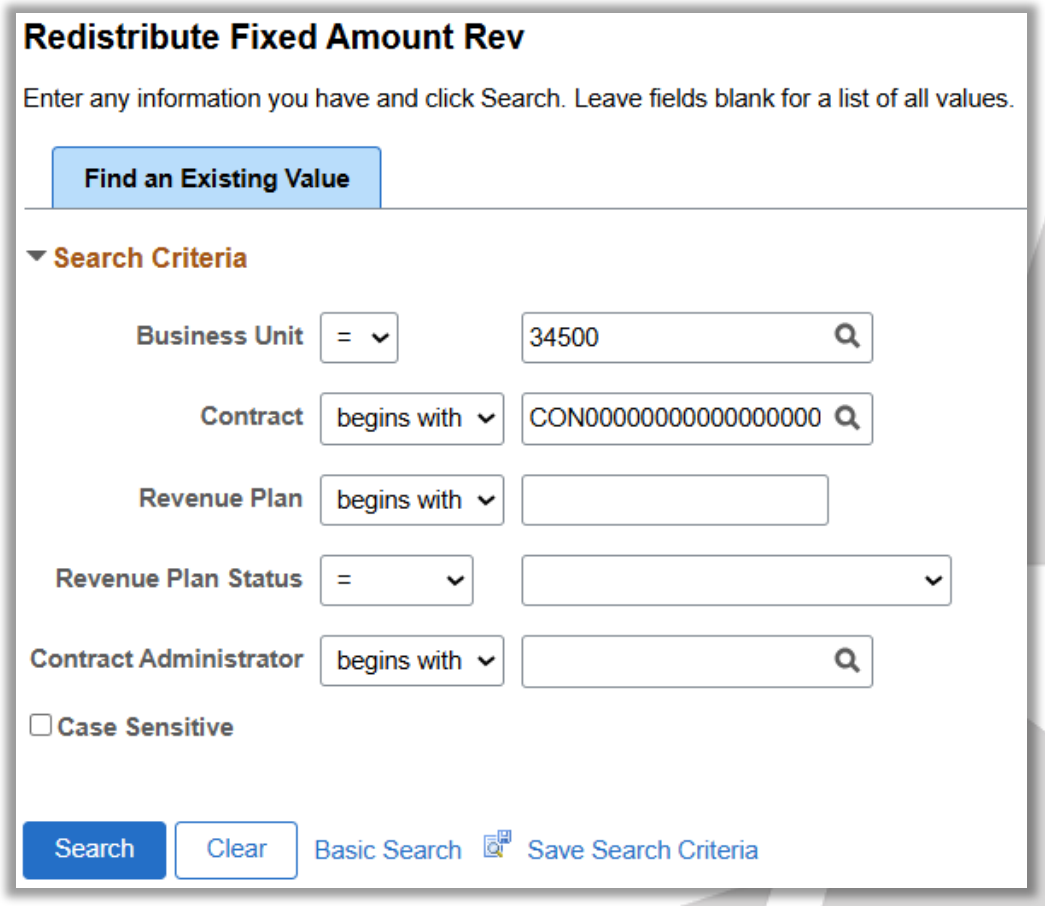
When reversing deferred revenue, **click** the **Deferred Revenue Reversal Tab** to define parameters for that accounting entry including Accounting Date. Execute the deferred revenue reversal using the **Reverse Contract Liability** checkbox.

Click the **Reverse** button.

NOTE: Amount-based revenue previously recognized for a revenue plan event can be reversed only when the status is In Progress or Completed. Revenue for an entire revenue plan can be reversed only if the revenue plan status is In Progress or Completed.

Redistribute Fixed Amount

Navigation: Customer Contracts > Adjust Revenue and Billing > Redistribute Fixed Amount Rev > Find an Existing Value



Use the **Search** fields to retrieve the Contract that will be redistributed.

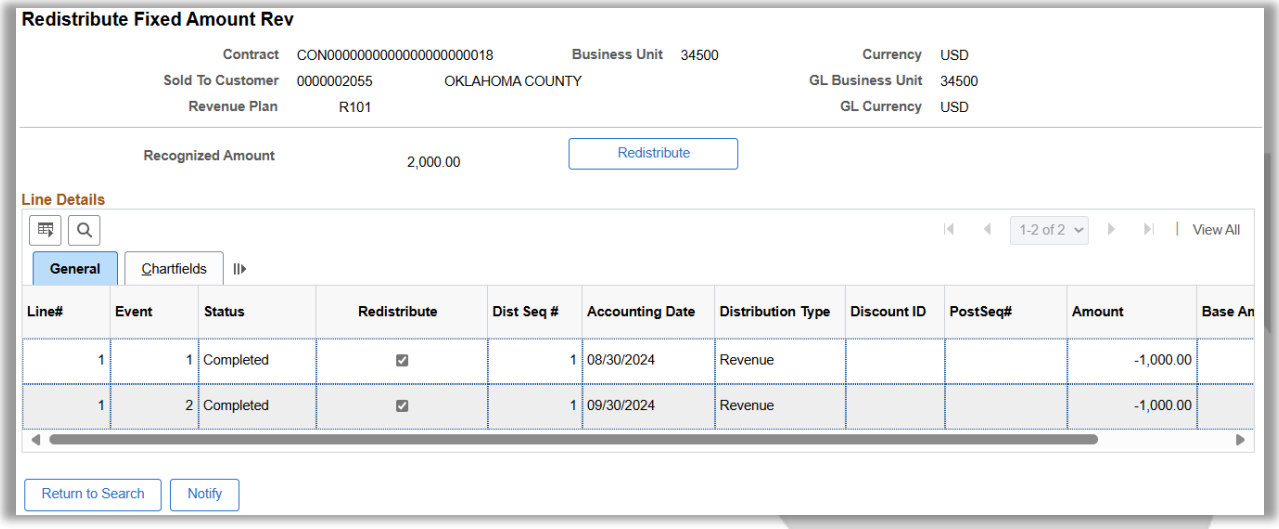
Business Unit – enter the agency business unit value.

Contract – populate with the Contract ID.

Revenue Plan – to redistribute a particular Revenue Plan, populate this field with the Plan ID.

Click the **Search** button to retrieve the desired Contract.

Redistribute Fixed Amount Page



The **Redistribute Fixed Amount Rev** page displays existing revenue accounting entries for a Fixed Fee Contract.

Revenue **Accounting Entries** that have been recognized can be redistributed to alter the chartfield values on the entry.

Recognized Amount – this value represents the amount of recognized revenue to date on this Revenue Plan.

Redistribute – **select** to identify which accounting entry line will be Redistributed.

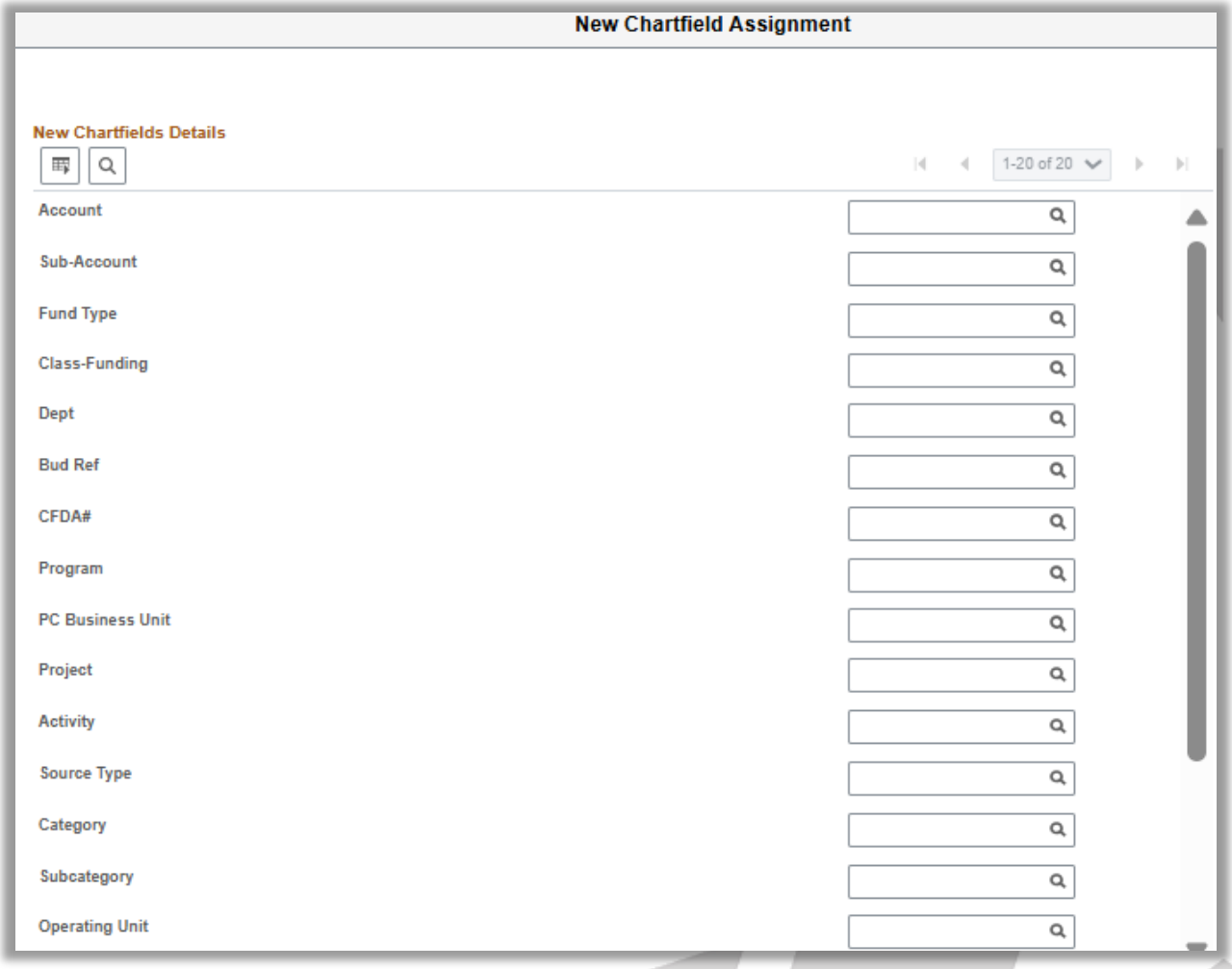
Accounting Date – this value is the accounting date on the accounting entry line.

Post Sequence # - indicates that the accounting entry line has been redistributed previously.

Click the **Chartfields Tab** to view the chartfield distribution for the accounting entry lines.

Click the **Redistribute** button to enter the redistribution pages to change chartfield values.

New Chartfield Assignment Page



The **New Chartfield Assignment** page allows the user to change the chartfield values for revenue that has previously been created.

Chartfields – make any desired changes to the chartfield values that were used to originally create the revenue accounting entry.

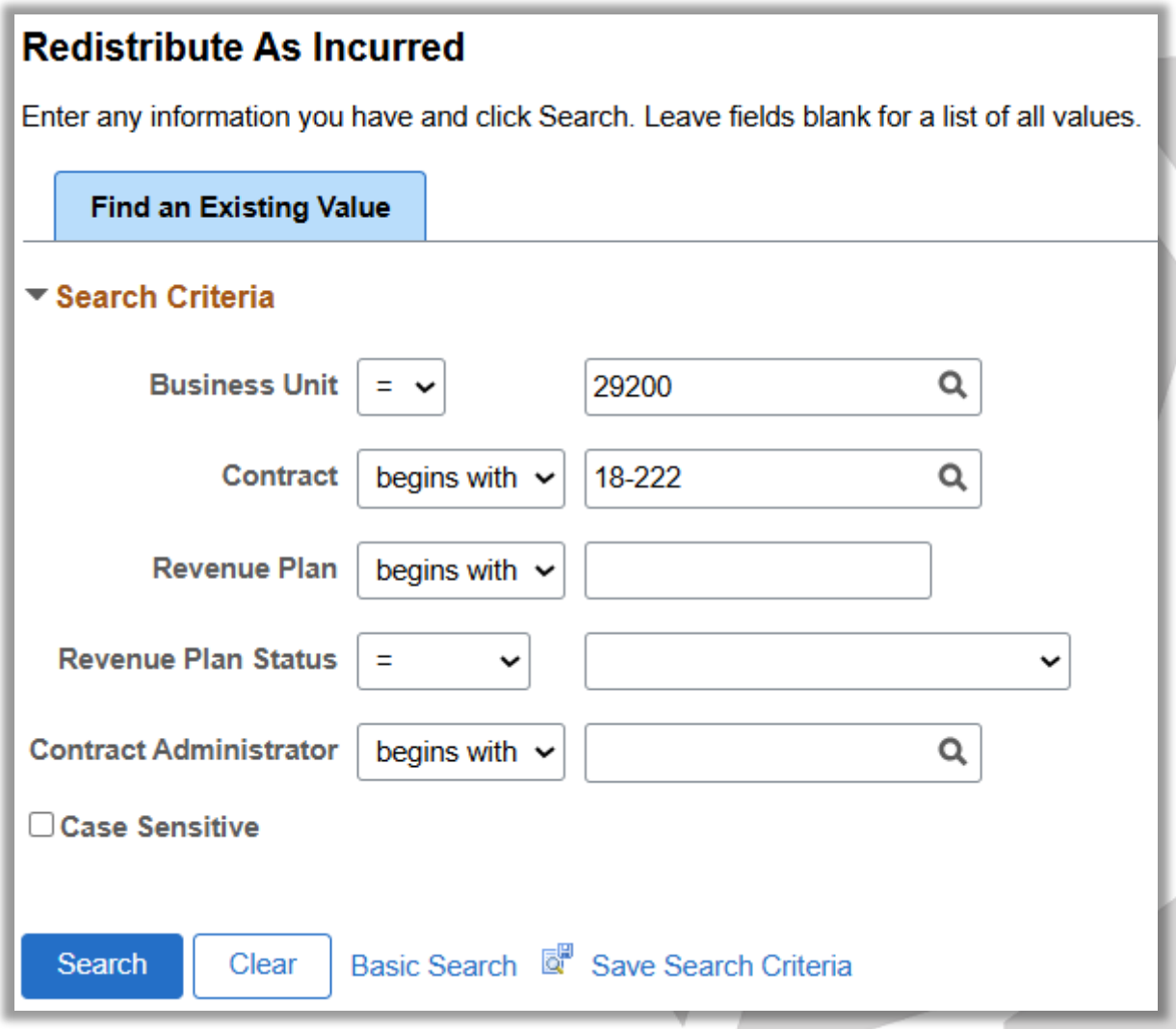
Accounting Date – populate the accounting date with the date that the redistribution accounting entry will date place.

Click the **OK** button to create the redistribution rows.

NOTE: The system will automatically create the reversing entries required to reverse the revenue accounting entry. No batch process is required.

Redistribute As Incurred

Navigation: Customer Contracts > Adjust Revenue and Billing > Redistribute As Incurred > Find an Existing Value



Use the **Search** fields to retrieve the Contract that will be redistributed.

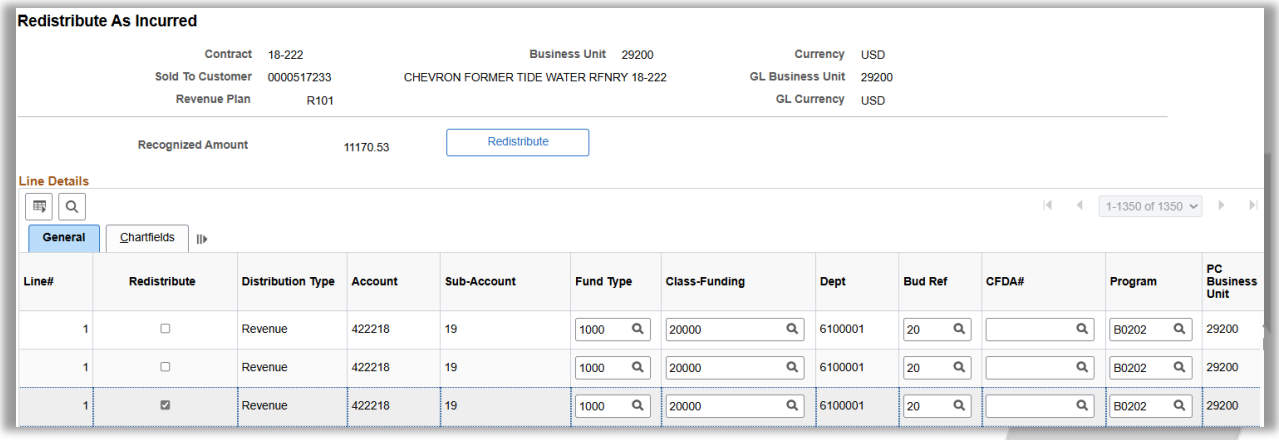
Business Unit – **enter** the agency business unit value.

Contract – populate with the Contract ID.

Revenue Plan – to redistribute a particular Revenue Plan, populate this field with the Plan ID.

Click the **Search** button to retrieve the desired Contract.

Redistribute As Incurred Page

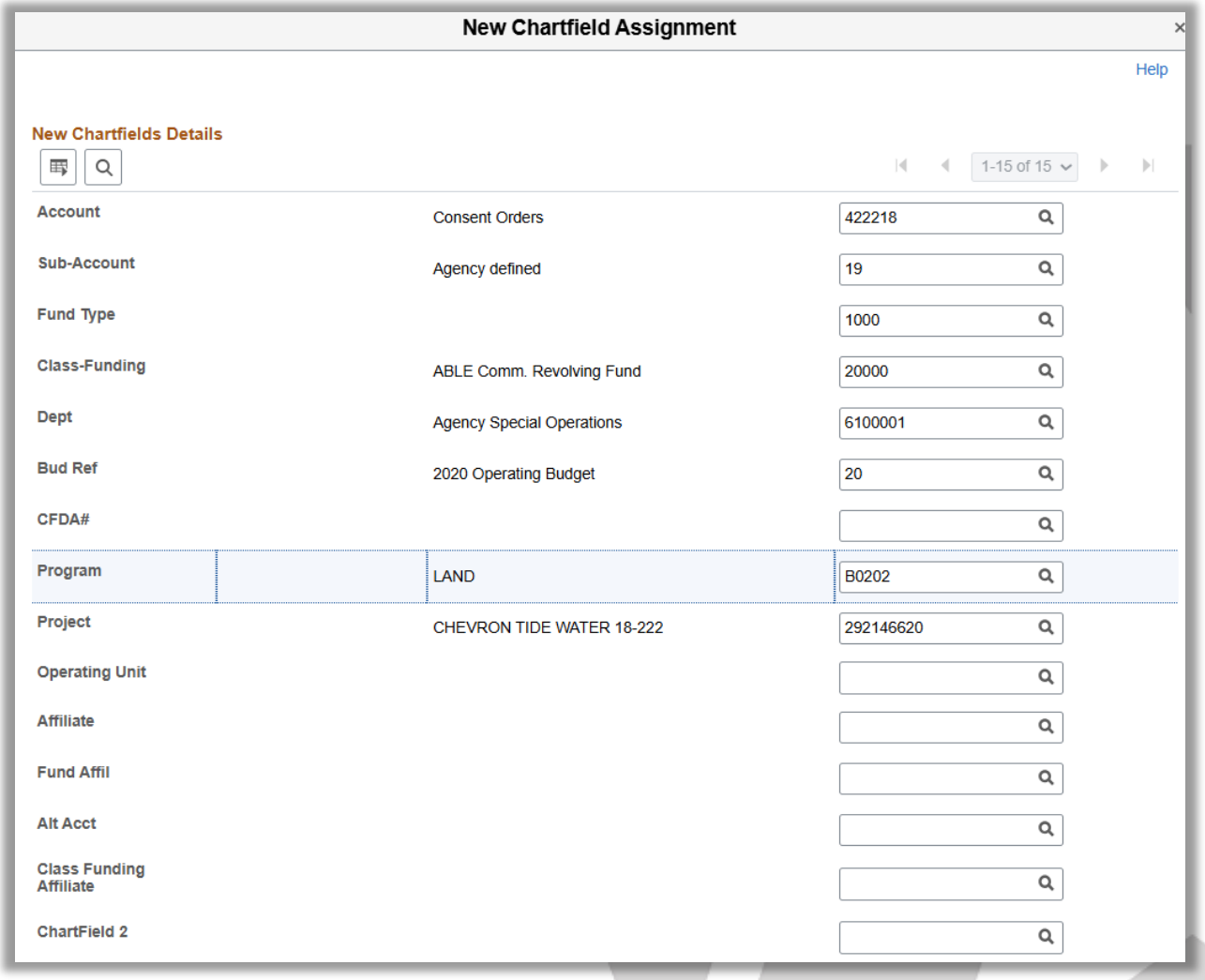


The **Redistribute As Incurred** page displays existing revenue accounting entries for an As Incurred Contract.

The **General Tab** displays current accounting entry chartfields.

Click the **Redistribute** button to enter the redistribution pages to change chartfield values.

New Chartfield Assignment Tab



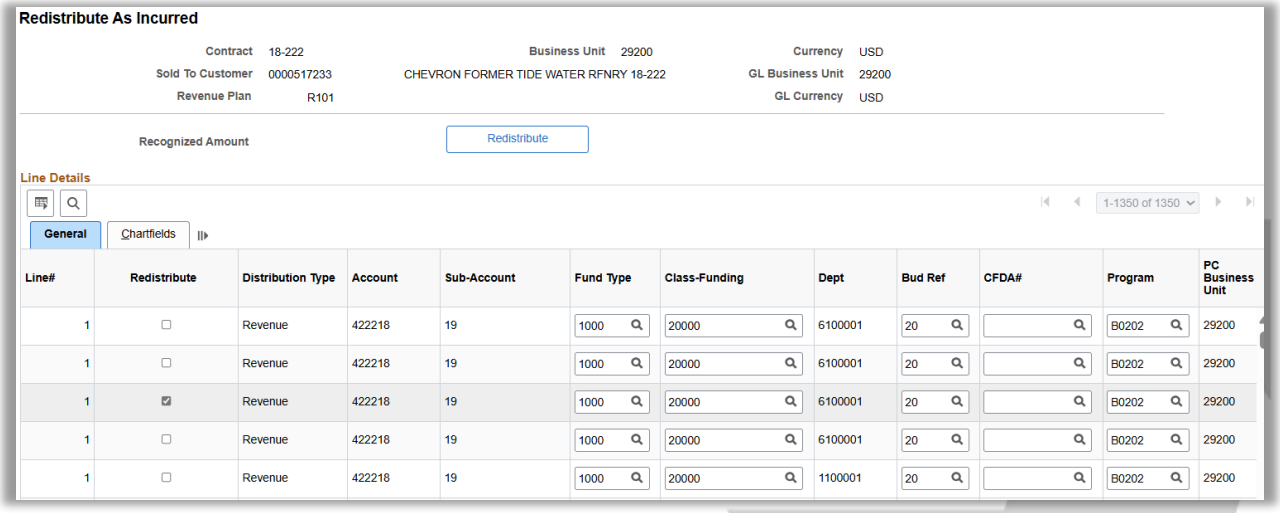
The **New Chartfield Assignment** page allows the user to change the chartfield values for revenue that has previously been created.

Chartfields – make any desired changes to the chartfield values that were used to originally create the revenue accounting entry.

Accounting Date – populate the accounting date with the date that the redistribution accounting entry will date place.

Click the **OK** button to create the redistribution rows.

NOTE: The system will automatically create the reversing entries required to reverse the revenue accounting entry. No batch process is required.



Line#	Redistribute	Distribution Type	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	PC Business Unit
1	☐	Revenue	422218	19	1000	20000	6100001	20		B0202	29200
1	☐	Revenue	422218	19	1000	20000	6100001	20		B0202	29200
1	☑	Revenue	422218	19	1000	20000	6100001	20		B0202	29200
1	☐	Revenue	422218	19	1000	20000	6100001	20		B0202	29200
1	☐	Revenue	422218	19	1000	20000	1100001	20		B0202	29200

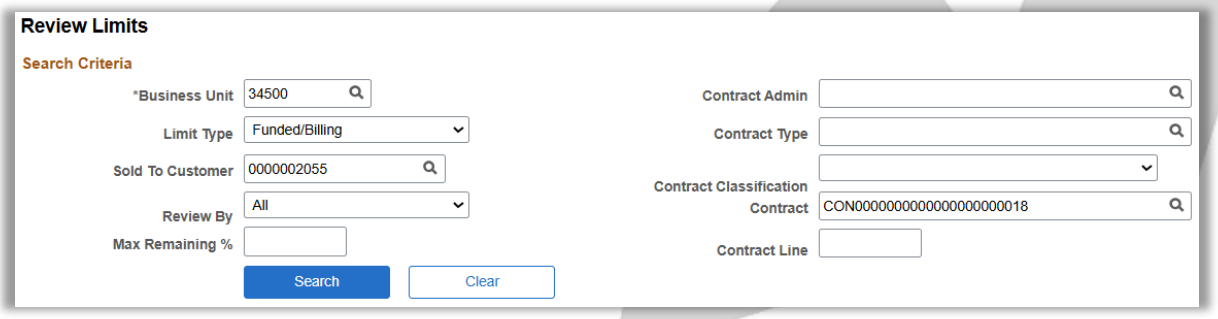
The **Redistribute As Incurred** page now shows the new accounting entries that reflect the redistribution.

Review and Manage Limits

Throughout the duration of a Contract, Contract Line limits must be managed, including the amount of the limits that have been used to date, the amounts remaining, and any amounts that have been exceeded. Review and Manage Limits is an inquiry page that provides both a summarized and detailed view of this information, with filtering capabilities, that enables management of Contract Line Limits.

Navigation: Customer Contracts > Adjust Revenue and Billing > Review and Manage Limits

Review Limits Page



Use the **Review Limits** page to retrieve Limit information for a Rate Based Contract Line.

Search Criteria – use the search criteria fields to select the desired Contract Line.

Sold To Customer – define the Customer for the Contract that will be limit checked.

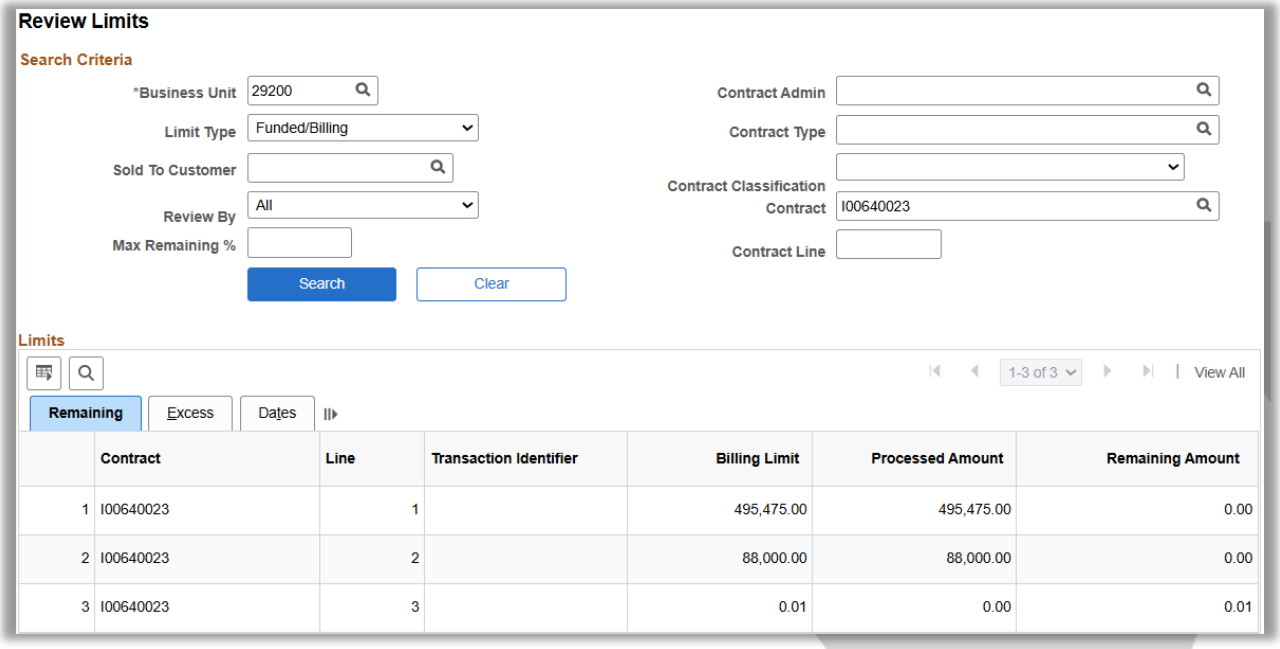
Review By – select a value that will be used to display Limit Amounts:

- **All - select** this option to view all limit amounts including any remaining amounts and amounts that have exceeded the limits for contract lines.
- **Excess - select** this option to view only those amounts that have exceeded the limit amount for contract lines.
- **Remaining - select** this option to see the remaining available limit amounts for contract lines.

Max Remaining – if the 'Remaining' option was selected for the **Review By** field, enter a maximum remaining amount percentage to restrict the results to only those contract lines with that limit amount percentage or less remaining.

NOTE: Values in Business Unit, Limit Type, Sold To Customer, and Review By fields are required for search capability on this page.

Click the **Search** button to retrieve Limit amounts for Contract Lines matching the search criteria.



	Contract	Line	Transaction Identifier	Billing Limit	Processed Amount	Remaining Amount
1	I00640023	1		495,475.00	495,475.00	0.00
2	I00640023	2		88,000.00	88,000.00	0.00
3	I00640023	3		0.01	0.00	0.01

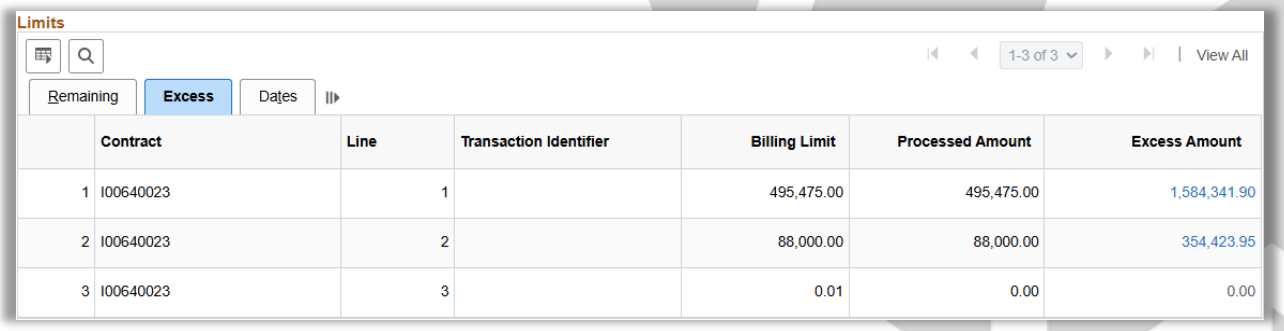
The **Remaining Tab** displays Limit and balance information.

Limit Amount – this value is the Contract Line limit amount.

Processed Amount – this value reflects the amount of contract billing that has taken place against the Limit.

Remaining Amount – this value is the amount of the Limit left after current billing.

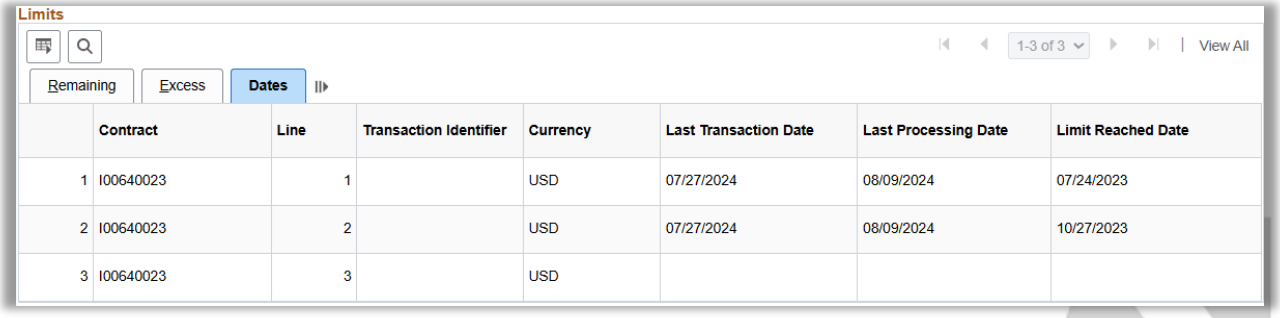
Click the **Excess Tab**.



	Contract	Line	Transaction Identifier	Billing Limit	Processed Amount	Excess Amount
1	I00640023	1		495,475.00	495,475.00	1,584,341.90
2	I00640023	2		88,000.00	88,000.00	354,423.95
3	I00640023	3		0.01	0.00	0.00

Excess Amount – this field displays any amount more than the Limit defined on the Contract Line.

Click the **Dates Tab**.


Limits

1-3 of 3 | View All

Remaining | Excess | Dates

	Contract	Line	Transaction Identifier	Currency	Last Transaction Date	Last Processing Date	Limit Reached Date
1	I00640023	1		USD	07/27/2024	08/09/2024	07/24/2023
2	I00640023	2		USD	07/27/2024	08/09/2024	10/27/2023
3	I00640023	3		USD			

Last Transaction Date – this date reflects the last billing transaction date for the Contract Line.

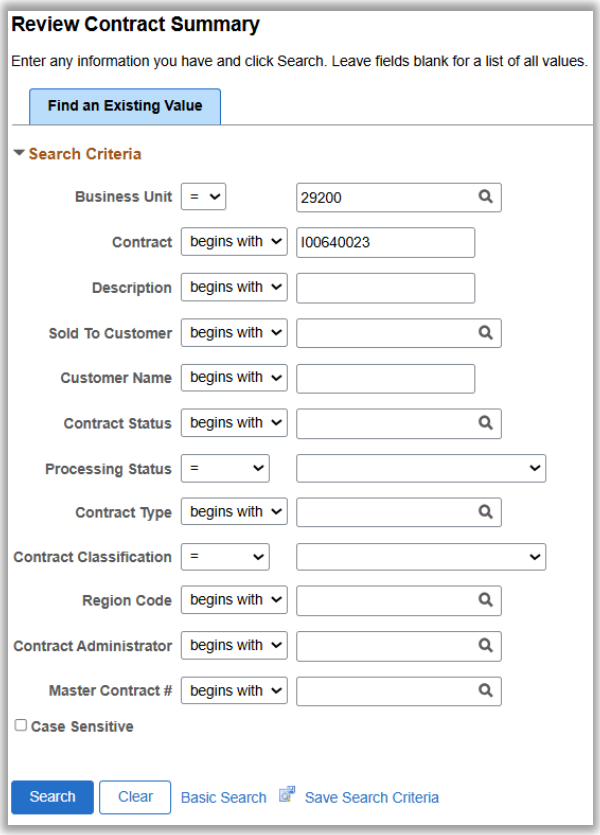
Limit Reached Date – if the Line Limit Amount has been reached, the date that the limit was exceeded will be visible.

Review Contracts

The Contract Summary feature provides Contract-related information, including current status, associated Amendments, Related Projects, and Contract Amounts (including total amount invoiced, total cash collected, total revenue recognized, and total forecasted revenue). The feature also provides hyperlinks to the Contract, Bill Plan, Revenue Plan, or any Amendments.

Review Contract Summary

Navigation: Customer Contracts > Review Contract Summary



Use the **Search** fields to retrieve the Contract that will be reviewed.

Business Unit – **enter** the agency business unit value.

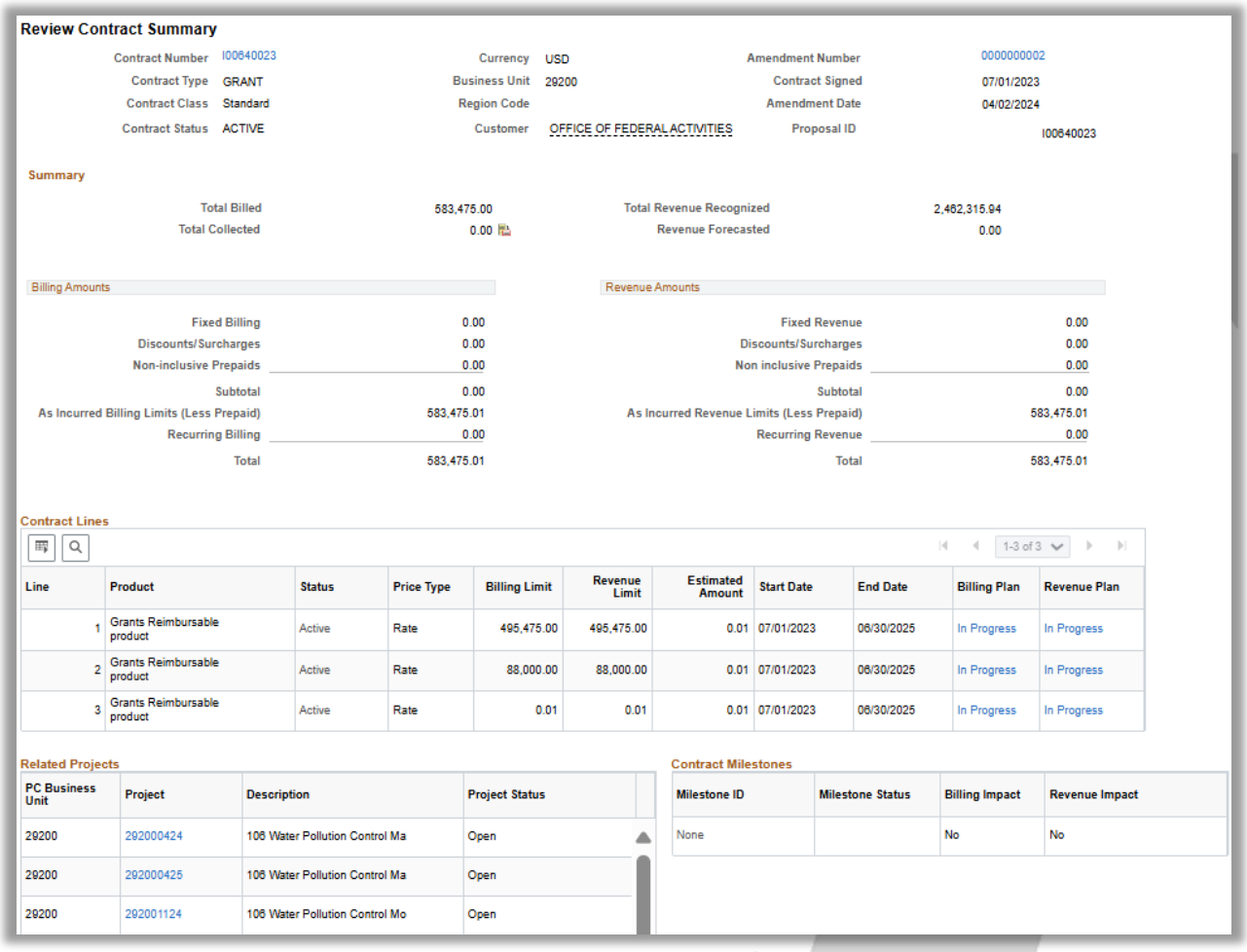
Contract – populate with the Contract ID.

Description – to search by Contract Description populate this field.

Contract Status – to retrieve Contracts by Contract Status, populate this field.

Click the **Search** button to retrieve the desired Contract.

Contract Summary Page



Review Contract Summary

Contract Number	I00640023	Currency	USD	Amendment Number	0000000002
Contract Type	GRANT	Business Unit	29200	Contract Signed	07/01/2023
Contract Class	Standard	Region Code		Amendment Date	04/02/2024
Contract Status	ACTIVE	Customer	OFFICE OF FEDERAL ACTIVITIES	Proposal ID	I00640023

Summary

Total Billed	583,475.00	Total Revenue Recognized	2,462,315.94
Total Collected	0.00	Revenue Forecasted	0.00

Billing Amounts

Fixed Billing	0.00
Discounts/Surcharges	0.00
Non-inclusive Prepaids	0.00
Subtotal	0.00
As Incurred Billing Limits (Less Prepaid)	583,475.01
Recurring Billing	0.00
Total	583,475.01

Revenue Amounts

Fixed Revenue	0.00
Discounts/Surcharges	0.00
Non inclusive Prepaids	0.00
Subtotal	0.00
As Incurred Revenue Limits (Less Prepaid)	583,475.01
Recurring Revenue	0.00
Total	583,475.01

Contract Lines

1-3 of 3

Line	Product	Status	Price Type	Billing Limit	Revenue Limit	Estimated Amount	Start Date	End Date	Billing Plan	Revenue Plan
1	Grants Reimbursable product	Active	Rate	495,475.00	495,475.00	0.01	07/01/2023	06/30/2025	In Progress	In Progress
2	Grants Reimbursable product	Active	Rate	88,000.00	88,000.00	0.01	07/01/2023	06/30/2025	In Progress	In Progress
3	Grants Reimbursable product	Active	Rate	0.01	0.01	0.01	07/01/2023	06/30/2025	In Progress	In Progress

Related Projects

PC Business Unit	Project	Description	Project Status
29200	292000424	106 Water Pollution Control Ma	Open
29200	292000425	106 Water Pollution Control Ma	Open
29200	292001124	106 Water Pollution Control Mo	Open

Contract Milestones

Milestone ID	Milestone Status	Billing Impact	Revenue Impact
None		No	No

The **Contract Summary** page provides existing contract-related information, such as where the contract is in its lifecycle, associated Amendments, and Contract Amounts (including total amount invoiced, total cash collected, total revenue recognized, and total forecasted revenue).

Contract Number – use this hyperlink to navigate directly to the Contract entry pages.

The **Contract Amounts** section of the page displays total negotiated contract amount (for Amount Based Contracts), billed amounts, collected amounts and revenue recognized.

The **Contract Lines** section of the page displays each Contract Line with status, amounts and hyperlinks to Bill and Revenue Plans.

The **Related Projects** section of the page shows any Projects that are linked to Contract Lines.