State of Oklahoma COR439

Contracts – Contract Processing & Administration Manual

Office of Management & Enterprise Services



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Document History

Document Revision	Date	Description
1.0	04/30/2010	Initial Document
2.0	10/25/2024	Upgrade Update

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.



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 predefined 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, 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 3digit 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

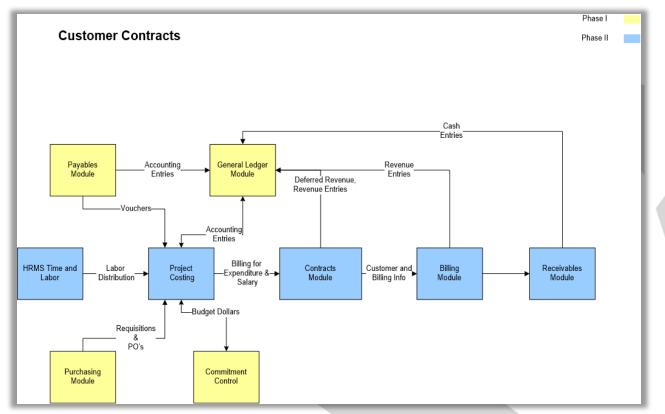


Diagram 1: Customer Contracts Module Integration



Guidelines.	Concepts.	and	Alternatives
Guiachines,	Concepts,		

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 Price Types with Billing and Revenue Methods



Contract Billing

When Contract Bill Plans are created, set to Ready status, and the Contract to which the Bill Plan is linked is Activated, Customer bills can be released to the Billing Module.

There are different batch processes that release Contract billing for Amount-Based Contracts, Rate-Based Contracts and Recurring Contracts. While each type of Contract uses a different page from which the process will be executed, each Contract executes the Contracts to Billing Interface (CA_BI_INTFC)

Amount-Based Contract Billing

Navigation: Customer Contracts > Schedule and Process Billing > Process Other Billing Methods

Process Other Billing	lethods		1
Enter any information you have a	nd click Search. Leave f	ields blank for a list of all values.	
Find an Existing Value	Add a New Value		Ľ
▼ Search Criteria			
Run Control ID begins with ~	AMOUNT_BASED		
Program Name begins with ~	CA_BI_INTFC		
□ Case Sensitive			
Search Clear Basic	Search 🖉 Save Searc	h Criteria	

Select an existing Run Control ID or add a new value.

Click the <u>Search</u> button to use an existing Run Control value if available.



Process Other Billing Methods Page

Process Other Billing Methods				
Run Control ID AMOUNT_BASED		Report Manager	Process Monitor	Run
Program Name				
Program Name CA_BI_IN	ITFC	Process Frequency	Always 🗸	
Process Billing Details		Q	4 4 1 of 1 🗸	View All
Request Number 1				+-
Business Unit 2900	UESC			
Contract Type	۹			
Contract Class		~		
Sold To	٩			
	000000000000000000000000000000000000000	٩		
Master Contract		Q		
Billing Options Billing Business Unit	29000	L		
Bill To	٥	L III		
Billing Plan	B101 Q	L		
Billing Method		~		
Billing Specialist	۹			
Billing Cycle Identifier	۹			
Event Date Option	Specify Date			
Event Date	08/27/2024]		
Invoice Date Option	Specify Date 🗸	_		
Invoice Date	08/27/2024	1		
Streamline Processing Options				
	Process Milestones Process Project Progress			
Save Notify			A	\dd Update/Display



Use the Process Other Billing Methods page to define parameters for Contract Billing.

Process Frequency - set to 'Always'

Use the **Contract Options** section of the page to select particular Contracts from which billing will be released:

Business Unit – select the agency business unit in which the Contract information resides. Contract Type – populate to select all Contracts with a particular Contract Type. Sold To – to release billing for all Contracts to a particular Customer, populate this value. Contract ID – to release billing for a particular Contract ID, populate the Contract ID.

Use the **Billing Options** section of the page to further define the Contract Billing Options:

Billing Business Unit – populate to define a particular Billing business unit. **Billing Plan** – to bill for only a particular Bill Plan, populate the Bill Plan ID from Contract defined in the previous section.

Billing Method – release bills for a particular Bill Method.

Event Date – for Amount-Based Contracts with Milestone Event Dates, this value determines which bills from the Bill Plan will be released.

NOTE: For Amount-Based Contracts with Event Dates, the Event Date field is critical in determining which bill from the Bill Plan is released. This date MUST be equal to or greater than the Event Date on the Bill Plan for the bill to be released to the Billing Module.

Invoice Date – define the Invoice Date for the released bill.

NOTE: Use the **plus** button to insert additional rows as necessary to select additional Contracts.

Click the <u>Run</u> button to execute the Contracts to Billing Interface.



								He
	User ID	BBENN06		Run Control I	D AMOUNT_BA	SED		
	Server Name		~	Run Date 08/27/2024				
	_						t Data (Time	
	Recurrence		~	Run Time 12:08:01PM		Reset to Currer	it Date/Time	
Process	Time Zone	٩	~	Run Time 12:08:01PM		Reset to Currer	it Date/Time	
Process Select	Time Zone	Q	✓ Process Name	Run Time 12:08:01PM Process Type	туре	Format	Distribution	

Select the checkbox next to the desired process.

Click the <u>OK</u> button to execute the process. Navigate to the <u>Process Monitor</u> to view the Process status.

NOTE: The bill(s) released from the Contracts to Billing Interface process will be inserted into the Billing Interface Tables in the Billing Module.



Rate-Based Contract Billing

Navigation: Customer Contracts > *Schedule and Process Billing* > *Process As Incurred Billing*

Process As Incurred Bi	lling		
Enter any information you have an	nd click Search. Leave	fields blank for a list of all values.	
Find an Existing Value	Add a New Value		
 Search Criteria 			
Run Control ID begins with 🗸	RATE_BASED		
Program Name begins with 🗸	CA_BI_INTFC		
Case Sensitive			
Search Clear Basic S	earch 📓 Save Sear	ch Criteria	Г

Select an existing Run Control ID or add a new value.

Click the <u>Search</u> button to use an existing Run Control value if available.



Process As Incurred Billing Page

Process As Incurred Billing				_		1
Run Control ID RATE_BASED		Report Manager F	Process Monitor	Run	7	
Program Name						
Program Name CA_BI_I	NTFC	Process Frequency Alw	vays 🗸			
Process Billing Details			Q 1 of	1 🗸 🕨	I View All	
Request Numbe	er 1				+ -	
Contract Options						
Business Ur	nit 29000	Q OESC				
Contract Ty	pe	Q				
Contract Cla	ss	~				
Sold	Го	Q				
Contra	ct CON000000000000000000000000000000000000	000014 Q				
Cost Plus Fee Ty	be	~				
Master Contra	ct	Q				
LOC Doc		Q				
Project Options						
*BU/Proj/Act Option	Business Unit/Project/Activit	ty 🗸 Pr	roject Type	Q,		
PC Business Unit	29000 Q	Projec	ct Manager	Q		
Project	٩					
Activity	٩					
						2
Dilling Octions						
Billing Options						
Billing Business Unit		*Date Option				
Bill To	٩	From Date Option From Date	Specify Date ~			
Billing Plan	Q As Incurred V	Through Date Option		~		
Billing Method Billing Specialist	Q	Through Date				
Billing Cycle ID	٩	Event Date Option		~		
Cycle From Date		-	08/27/2024			
Cycle To Date		Invoice Date Option		~		
Billing Authority	٩	Invoice Date	08/27/2024			
Letter of Credit ID	٩					
	Ignore Tolerance Amount					
Streamline Processing Options						
	Process Milestones					
Save Notify				Add	Update/Display	
Noury						



Use the Process As Incurred Billing page to define parameters for Contract Billing.

Process Frequency – set to 'Always'.

Use the **Contract Options** section of the page to select particular Contracts from which billing will be released:

Business Unit – select the agency business unit in which the Contract information resides. Contract Type – populate to select all Contracts with a particular Contract Type. Sold To – to release billing for all Contracts to a particular Customer, populate this value. Contracts ID – to release billing for a particular Contract ID, populate the Contract ID.

Use the **Projects Option** section of the page to define which Projects or Activities **BU/Proj/Act Option** – define a Project Business Unit, Project or Activity that will be used as selection criteria for billing.

PC Business Unit – populate to release billing for an agency Projects business unit.
Project - populate to release billing for a particular Project ID.
Activity - populate to release billing for an Activity.
Project Type - populate to release billing for all Projects with a particular Project Type.

NOTE: The Projects section of the page can be useful to bill only a particular Project or Activity or a Rate-Based Contract Line.

Use the **Billing Options** section of the page to further define the Contract Options defined.

Billing Business Unit – populate to define a particular Billing business unit. **Billing Plan** – to bill for only a particular Bill Plan, populate the Bill Plan ID from Contract defined in the previous section.

Letter of Credit ID – for Grant billing, the Letter of Credit can be used for a selection criteria.

Invoice Date – define the Invoice Date for the released bill.

NOTE: For Rate-Based (As Incurred) billing, the Project transactions that have been Priced into Billing rows will be selected and released to the Billing module.

NOTE: Use the <u>Plus</u> button to insert additional rows as necessary to select additional Contracts.

Click the <u>Run</u> button to execute the Contracts to Billing Interface.



								H
	User ID	BBENN06		Run Control II	D RATE_BASED	D		
	Server Name		~	Run Date 08/27/2024				
	Recurrence		~	Run Time 12:18:54PM		Reset to Curre	nt Date/Time	
	Time Zone	Q						
rocess	List							
Process Select	Description		Process Name	Process Type	туре	Format	Distribution	

Select the checkbox next to the desired process.

Click the <u>OK</u> button to execute the process. Navigate to the <u>Process Monitor</u> link to view the Process status.

NOTE: The bill(s) released from the Contracts to Billing Interface process will be inserted into the Billing Interface Tables in the Billing Module.



Recurring Contract Billing

Navigation: Customer Contracts > Schedule and Process Billing > Process Recurring Billing

Process Recurring Billi	ng		1
Enter any information you have an	nd click Search. Leave	fields blank for a list of all values.	
Find an Existing Value	Add a New Value		
▼ Search Criteria			
Run Control ID begins with 🗸	RECURRING		
Program Name begins with ~	CA_BI_INTFC		
Case Sensitive			
Search Clear Basic S	earch 🖉 Save Sear	ch Criteria	

Select an existing Run Control ID or add a new value.

Click the <u>Search</u> button to use an existing Run Control value if available.



Process Recurring Billing Page

Program Name CA_BI_INTFC Process Frequency Always Cess Billing Details Q Request Number 1 mtract Options Business Unit 29000 Q OESC Always
ocess Billing Details Q 10f1 > View All Request Number 1 ontract Options OESC
rocess Billing Details Q I <t< th=""></t<>
Request Number 1 + -
Contract Options Business Unit 29000 Q OESC
Business Unit 29000 Q OESC
Contract Type Q
Contract Class
Sold To Q
Contract CON000000000000000000000000000000000000
Master Contract Q
Billing Options Billing Business Unit 29000 Q Bill To Q
Billing Plan Q
Billing Method Recurring
Billing Specialist Q
Billing Cycle Identifier Q
Bill Thru Date Option Specify Date
Bill Thru Date 08/27/2024
Invoice Date Option Specify Date
Invoice Date 08/27/2024

Use the **Process Recurring Billing** page to define parameters for Contract Billing.



Process Frequency – set to 'Always'.

Use the **Contract Options** section of the page to select particular Contracts from which billing will be released:

Business Unit – **select** the agency business unit in which the Contract information resides. **Contract Type** – populate to select all Contracts with a particular Contract Type. **Sold To** – to release billing for all Contracts to a particular Customer, populate this value. **Contract ID** – to release billing for a particular Contract ID, populate the Contract ID.

Use the **Billing Options** section of the page to further define the Contract Options defined.

Billing Business Unit – populate to define a particular Billing business unit. **Billing Plan** – to bill for only a particular Bill Plan, populate the Bill Plan ID from Contract defined in the previous section.

Bill Thru Date – release recurring bills through a particular date.

NOTE: For Recurring Contract Bill Plans this date is critical in releasing the proper bills from the Bill Plan.

Invoice Date – define the Invoice Date for the released bill.

NOTE: Use the **plus** button to insert additional rows as necessary to select additional Contracts.

Click the Run button to execute the Contracts to Billing Interface.



	User ID	BBENN06		Run Control	ID RECURRING				
	Server Name		~	Run Date 08/27/2024					
	Recurrence		~	Run Time 2:00:01PM		Reset to Currer	nt Date/Time		
				1.00.011 M					
	Time Zone	٩		2.00.011]		
Process Select	Time Zone	Q	Process Name	Process Type	• Type	•Format	Distribution		

Select the checkbox next to the desired process.

Click the <u>OK</u> button to execute the process. Navigate to the <u>Process Monitor</u> link to view the Process status.

NOTE: The bill(s) released from the Contract to Billing Interface process will be inserted into the Billing Interface Tables in the Billing Module.



Contract Revenue

Accounting Entries are created in the Contracts module for interface to the General Ledger through Journal Generation. Accounting Entries can be for Revenue, Deferred Revenue or Unbilled Accounts Receivable based on the type of Contract and revenue distribution that is defined.

Revenue Accounting Entries are created by batch process with each type of Contract (Product and Contract Line) having a separate page from which the process is executed.

Fixed Amount Revenue

Navigation: Customer Contracts > Schedule and Process Revenue > Process Fixed Amount Revenue

Process Fixed Am	ount Revenue		
Enter any information you	have and click Search. Leav	e fields blank for a list of all values.	
Find an Existing Va	lue <u>A</u> dd a New Value		
 Search Criteria 			
Run Control ID begins	with	/	
Program Name begins	with CA_LOAD_GL1		
Case Sensitive	Basic Search 🖉 Save Sea	arah Critaria	
Find an Existing Value	Add a New Value		

Find an Existing Run Control ID or Add a New Value

Click the <u>Search</u> button to use an existing Run Control ID if available.



Process Fixed Amount Revenue Page

Process Fixed Amount Revenue				1
Run Control ID FIXED_AMT_REV	Report Manager Process Monitor	Run		
Program Name				
Program Name CA_LOAD_GL1	Process Frequency Always			
Contract Options				
Business Unit 29000 Q OESC				
Contract Type Q				Ľ.,
Contract Class	~			
Sold To Q				
Contract CON0000000000000000014	Q			
Revenue Options GL Business Unit Q Revenue Plan Q Revenue Method	V			
Streamline Processing Options Process Milestones Process Project Progress Process Contract Liability Process Journal Entries				
Save Notify		Add	Update/Display	

Use the **Process Fixed Amount Revenue** page to select the Contract(s) for which Revenue Accounting Entries will be created.

Use the **Contract Options** section of the page to define the Contract(s) that will be selected for revenue accounting entry creation.

Business Unit – **select** the agency business unit in which the Contract information resides. **Contract Type** – populate to select all Contracts with a particular Contract Type. **Sold To** – to release billing for all Contracts to a particular Customer, populate this value. **Contract ID** – to release billing for a particular Contract ID, populate the Contract ID



Use the Revenue Options section of the page to further define which revenue accounting entries will be created.

General Ledger Business Unit – select to create accounting entries for a single GL Business Unit.

Revenue Plan – populate to create accounting entries for a particular Revenue Plan. **Revenue Method** – select to create accounting entries by Revenue Method.

NOTE: Only Fixed Fee Revenue Methods will be available on this page.

From/Through Date – for Revenue Plans using Event Dates, populate the From and Through dates that will select the desired Revenue Event.

Use the **Streamline Processing Options** section of the page to initiate other batch processes with the Revenue Accounting Entry process is executed.

Click the <u>Run</u> button to execute the Contracts Revenue process.

			Process	Scheduler Reques	t			н
	User ID	BBENN06		Run Control II	D FIXED_AMT	_REV		
	Server Name		~	Run Date 08/27/2024				
	Recurrence		~	Run Time 3:24:25PM		Reset to Currer	nt Date/Time	
	Time Zone	Q						
rocess					_			
	Description		Process Name	Process Type	* Type	*Format	Distribution	
Select	Description							

Select the checkbox next to the desired process.

Click the <u>OK</u> button to execute the process. Navigate to the <u>Process Monitor</u> to view the Process status.

NOTE: The Accounting Entries created from the Load GL process will be inserted into the CA_ACCTG_LINE table.



As Incurred Revenue

Navigation: Customer Contracts > Schedule and Process Revenue > Process As Incurred Revenue > Find an Existing Value

Process Project Accou	Inting
Enter any information you have a	and click Search. Leave fields blank for a list of all values.
Find an Existing Value	Add a New Value
▼ Search Criteria	
Search by: Run Control ID be	gins with AS_INCURRED
Case Sensitive	
Search Advanced Search	
Find an Existing Value Add a	New Value

Find and Existing Run Control ID or Add a New Value.

Click the <u>Search</u> button to use an existing Run Control ID if available.



Process Project Accounting Page

cess Project Accounting					
Run Co	ntrol ID AS_INCURRED	Repo	ort Manager	Process Monitor	Run
ogram Name					
Program Name	PSA_ACCTGGL	Process Frequency Alwa	ys 🗸]	
ontract Options					
Contracts Business Unit	29000 9 0500				
Contracts Business Unit	OESC		Cost Plus Fe	е Туре	
Contract Classification		~	Fixed F Award		
Sold To	Q		✓ Incenti ✓ Other F	ve Fee	
	CON000000000000000000000000000000000000	۹			
un Control Options					
Revenue Plan	٩		Pusinos	s Unit/Project/Activity 🗸	
Revenue Profile	۲ ۲	*Opt Project Business U			
From Date	08/27/2024	Project Business C		٩	
Through Date	08/27/2024	Activ		٩	
Override Accounting Date		Project Ty		٩	
Overhae Accounting Date		Project Mana		~	
	Processing Options	,			
	Process All				
	 Process Costs Process Revenue 				
	O Process Revenue				
	Streamline Processing Options				
	Process Milestones				
	Process Journal Entries				
Save Return to Search Notify	J			Add	Update/Display
	J				

Use the **Process Project Accounting** page to select the Contract(s) for which Revenue Accounting Entries will be created.



Use the **Contract Options** section of the page to define the Contract(s) that will be selected for revenue accounting entry creation.

Contracts Business Unit – select the agency business unit in which the Contract information resides.

Contract Type – populate to select all Contracts with a particular Contract Type. **Sold To** – to release billing for all Contracts to a particular Customer, populate this value. **Contract ID** – to release billing for a particular Contract ID, populate the Contract ID

Use the **Run Control Options** section of the page to further define which revenue accounting entries will be created.

Revenue Plan – populate to create accounting entries for a particular Revenue Plan. **Override Accounting Date** – populate to create a new Accounting Date for accounting entries.

Use the Option drop-down to define which Projects or Activities

All – select to run accounting entries for all business units.
Business Unit – populate to release billing for an agency Projects business unit.
Project - populate to release billing for a particular Project ID.
Activity - populate to release billing for an Activity.
Project Type - populate to release billing for all Projects with a particular Project Type.

Use the **Streamline Processing Options** section of the page to initiate other batch processes with the Revenue Accounting Entry process is executed.

Click the <u>Run</u> button to execute the Contracts Revenue process.



	Process Scheduler Request									
	User ID	BBENN06		Run Control IE	AS INCURRE	D		Help		
	036110	DEINNO		Kun Control IE						
	Server Name		~	Run Date 08/27/2024	Ē					
	Recurrence		~	Run Time 3:35:42PM		Reset to Current	Date/Time			
	Time Zone	Q								
Process	List									
Select	Description		Process Name	Process Type	* Туре	Format	Distribution			
	PSA_ACCTGG	L	PSA_ACCTGGL	Application Engine	Web 🗸	TXT 🗸	Distribution			
ОК	Cancel	7								

Select the checkbox next to the desired process.

Click the <u>OK</u> button to execute the process. Navigate to the <u>Process Monitor</u> link to view the Process status.

NOTE: The Accounting Entries created from the PSA_ACCTGGL process will be inserted into the CA_ACCTG_LN_PC table.



Contract Liability

Navigation: Customer Contracts > Schedule and Process Revenue > Process Contract Liability

Process Contract Liability
nter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value Add a New Value
Search Criteria
Run Control ID begins with 🗸 DEFERRED_REVENUE
rogram Name begins with ➤ CA_LOAD_DEF
Case Sensitive
Search Clear Basic Search 🖾 Save Search Criteria
ind an Existing Value Add a New Value

Find and Existing **Run Control ID** or **Add** a New Value.

Click the <u>Search</u> button to use an existing Run Control ID if available.



Process Contract Liability Page

Process Contract Liability	
Run Control ID DEFERRED_REVENUE	Report Manager Process Monitor Run
Program Name Program Name CA_LOAD_DEF	Process Frequency Always
Contract Options	
Business Unit 29000 Q Contract Type Q Contract Class Sold To Q Contract CON000000000000000000000000000000000000	OESC
Revenue Profile Q	
From Date 08/27/2024	
Through Date 08/27/2024	
Save Notify	Add Update/Display

Use the **Contract Options** section of the page to define the Contract(s) that will be selected for revenue accounting entry creation.

Business Unit – **select** the agency business unit in which the Contract information resides. **Contract Type** – populate to select all Contracts with a particular Contract Type. **Sold To** – to release billing for all Contracts to a particular Customer, populate this value. **Contract ID** – to release billing for a particular Contract ID, populate the Contract ID.

From/Though Date – the time frame defined in these fields is matched against the Accounting Date of the deferred revenue defined on the Contract

NOTE: Any active, un-booked, deferred revenue with an Accounting Date within this range will be picked up by the process.

Click the <u>Run</u> button to execute the Contracts Revenue process.



								H
	User ID	BBENN06		Run Control I	D DEFERRED_	REVENUE		
	Server Name		~	Run Date 08/27/2024				
	Recurrence		~	Run Time 3:47:15PM		Reset to Current	Date/Time	
	Time Zone	٩	~	Run Time 3:47:15PM		Reset to Current	Date/Time	
Process Select	Time Zone	Q	✓ Process Name	Run Time 3:47:15PM Process Type	зТуре	Reset to Current	Date/Time Distribution	

Select the checkbox next to the desired process.

Click the <u>OK</u> button to execute the process. Navigate to the <u>Process Monitor</u> link to view the Process status.

NOTE: The Accounting Entries created from the CA_LOAD_DEF process will be inserted into the CA_ACCTG_LINE table.



Contract Amendments

A Contract Amendment is required to make changes to an Active Contract that impacts the core data elements of the Contract. Contract Amendments are initiated from the Contract component that is used to initially create and save the Contract.

When the Amend Contract button is selected on a Contract, the user is transferred to the Amendments page. If a pending amendment exists, the changes are added to it. If there is no existing pending amendment, the system creates a new amendment. On the Amendments page define the high-level details of the amendment, including the amendment type and amendment reason.

Amendments can be done to change Contract Amounts for an Amount-Based Contract, Project and Activity values for a Rate-Based Contract, change Contract Line amounts and properties, cancel a Contract Line, etc.

Amendments are assigned an amendment number that is visible from the Contract pages. To complete the Amendment, set the status to 'Ready' and process the Amendment through the Contract Component or a batch process.



Step 1 – Contract Amendment

Navigation:	Customer	<i>Contracts</i> >	Create and Amend	> Define Contrac	t General Info > I	Find
an Existing	Value					

General Information	on		
Enter any information you	have and click Se	earch. Leave fields blank fo	r a list of all value
Find an Existing Va	lue <u>A</u> dd a M	New Value	
 Search Criteria 			
Business Unit	= 🖌	29000	Q
Contract	begins with \checkmark	ADULT_FY24	
Description	begins with 🗸		
Sold To Customer	begins with 🗸		Q
Customer Name	begins with \checkmark		
Contract Status	begins with 🗸		Q
Processing Status	= •		~
Contract Type	begins with \checkmark		۹
Contract Classification	= 🖌		~
Region Code	begins with 🗸		Q
Contract Administrator	begins with 🗸		Q
Master Contract #	begins with \checkmark		Q
□ Case Sensitive			
Search Clear	Basic Search 📓	Save Search Criteria	

Use the Search Criteria to find the Contract to Amend.

Business Unit – populate with the agency business unit number.

Contract – search by Contract ID.

Description – search by the Contract description.

Processing Status – search by Contract Status of Active, Pending or Closed.

Click the <u>Search</u> button to enter the Contract component.



General Tab

General Lines Amgndments		
Contract Number ADULT_FY24 Amendment Number 000000000	Sold To Customer *Contract Status	
Amend Contract	Add to My Contrac	ts
Description ADULT_FY24	Processing Status	Active
Contract Admin Q	Amendment Status	Complete
Region Code	Business Unit	OESC
Contract Type GRANT	Contract Classification	Standard
Currency Code USD	Start Date	10/01/2023
Exchange Rate Type CRRNT	End Date	09/30/2025
Contract Signed 10/01/2023	Last Update Date/Time	04/02/2024 10:00:18AM
Contract Role	Last Update User ID	
Revenue Profile Separate Fixed Billing and Revenue:		
Use Project ChartFields:		
Other Information		
▶ Summary of Amounts ⑦		
Billing Plans Revenue Plans Milestones Renewals	Supplement	ntal Data Go To More 🗸
Save Return to Search Notify		Add Update/Display
General Lines Amendments		

With the Contract in 'Active' status the General page displays the <u>Amend Contract</u> button.

Click the <u>Amend Contract</u> button to initiate the Contract Amendment.



Amendments Tab

General	Lines Amendments							
	ontract Number ADULT_FY24	P.	Sold To Cus Contract	stomer DEPARTME Status ACTIVE	ENT OF COMME	RCE		
	v Current							
Amendments				٦	14 4	1-2 of 2 🗸	▶ ▶ View All	
General Amendment	Statistics Billing Amended A Amendment Type	Amounts Reason	mended Amounts Misc.		mendment atus	Detail	Notes	
000000000			04/0	2/2024 Co	omplete	Detail	Notes	
000000001	Scope Changes	Scope Change	s v 08/2	27/2024 🗰 Pe	ending	Detail	Notes	
Jilling Plans Revenue Plans Milestones Renewals Amount Allocation Supplemental Data								
Save Return to Search Notify Add Update/Display								
General Lines	Amendments							

The Amendments Tab allows the user to categorize the Amendment by Amendment Type and Reason.

Amendment – the system assigned amendment number.

Amendment Type – select a high-level classification for the amendment for historical purposes.

Amendment Reason – choose a pre-defined reason for the amendment.

NOTE: Generally, the Amendment Type and Reason are a parent-child relationship. This allows the amendment to have a high-level and a low-level classification.

Process Date – define the date that the amendment is to be processed or active.

NOTE: By defining the Process Date, the user has the ability to create an Amendment and postdate when it will impact the Contract.

Amendment Status – the status should be 'Pending' when initiating the amendment.

Click the <u>Save</u> button to save the Amendment.

Make the necessary change to the Contract and Contract Lines and **click** the **Amendments Tab** again.

Click the **Detail** link to complete the Amendment.



Amendment Details Page

Amendment Details						
Contract	ADULT_FY24		Amendment Number	000000001		
Sold To Customer	000000160					
Amendment Type	Scope Changes		Process Date	08/27/2024		
Amendment Reason	Scope Changes	*Amendment Status		Ready ~	Process Amendment	
Total Billing Adjustment	0.00	Total Revenue Adjustment 0.00				
Fixed Billing Adjustment	0.00	Fixed	Revenue Adjustment	0.00		
Fixed Billing Allocation	Incomplete	Fixe	d Revenue Allocation	Incomplete		
Additional Amendment Details						
Reference ID	Reference ID User Ref #1					
			User Ref #2			
Amendment Components						
■ Q I 1-1 of 1						
General Statistics						
Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value	
1						
Internal Notes Return to General Information						
Save Return to Search Notify						

When the Contract and Contract Line amendments (changes) have been made, return to the **Amendment Details** page to complete the Amendment.

Amendment Status – set the status to 'Ready'.

To process a single Contract amendment, **click** the <u>**Process Amendment**</u> button to initiate the Amendment Processing batch process.



Step 2 – Process Contract Amendment

Navigation: Customer Contracts > Create and Amend > Process Amendments > Find an Existing Value

Process Amendments	1
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value Add a New Value	
▼ Search Criteria	
Run Control ID begins with	
Program Name begins with CA_CHG_CTRL	
Case Sensitive	
Search Clear Basic Search 🖾 Save Search Criteria	
Find an Existing Value Add a New Value	

Find and Existing Run Control ID or Add a New Value.

Click the <u>Search</u> button to use an existing Run Control ID.



Process Amendments Page

Process Amendments					
Run Control ID	AMENDMENTS	Repo	rt Manager	Process Monitor	Run
Program Name					
Program Name CA_CH	G_CTRL	Process Frequency	Always	~	
Application Options					
Process all Ready amendments	Value 🗸				
Contract	ADULT_FY24	٩			
Save Notify				Add	Update/Display

Process all Ready Amendments – **select** 'All' to process all active amendments or specify a 'Value'.

Contract – select a particular Contract ID that has been amended.

Click the <u>Run</u> button to execute the Contracts Amendments process.

				ess Schedul					; He
	User ID	BBENN06		I	Run Control ID	AMENDMEN	rs		
	Server Name		~	Run Date	08/27/2024				
	Recurrence		~	Run Time	4:19:04PM		Reset to Current	Date/Time	
	Time Zone	٩							
rocess	List								
Select	Description		Process Name	e Proces	s Type	• Туре	*Format	Distribution	

Select the checkbox next to the desired process.

Click the <u>OK</u> button to execute the process. Navigate to the <u>Process Monitor</u> link to view the Process status.

NOTE: Verify that the Contract Amendment has been processed to completion by navigating back to the Contract and checking the Amendment Status.



Contract Renewals

The Contracts Module provides the ability to renew Contract Lines outside of amendment processing. A Renewable Contract Line is defined for a Fixed Fee (Amount-Based) Product. An example could be a maintenance contract, where the agreement is for a fixed period of time and the customer is allowed to extend the agreement once the initial contract period has expired.

When defining an Amount-Based Product, identify the Product as renewable, select the renewal action (manual versus automated renewal), and optionally select a default Renewal Plan Template. When selecting a Renewable Product for a Contract Line, define a start and end date for the contract line, and identify a future Renewal Plan. If you select a Renewal Plan Template for a Product, the system creates a Renewal Plan when the Contract is saved.

Products must be flagged as Renewable and renewal processing defined as Automatic or Manual.

Renewal Plans and Renewal Cycles are the main components of the renewal feature. A renewal plan contains one or more renewal cycles. Each cycle represents a period of time. The user defines the Product and amount corresponding to this period of time. When the user assigns renewable contract lines to a renewal cycle and approves the cycle, the system generates a new contract line.



Step 1 – Create a Contract with Renewable Product

Navigation: Customer Contracts > Create and Amend > Define Contract General Info > Add a New Value

General Information		1	
Eind an Existing Value Add a New Value			
*Business Unit 09000 Q			
*Contract NEXT			
*Sold To Customer 000000010	Q		
*Contract Classification Standard	~		
Separate Fixed Billing and Revenue			
Separate As Incurred Billing and Revenue			
Add			

Business Unit - select the agency Contracts business unit.

Contract – leave 'NEXT' in the Contract field to allow the system to assign the Contract ID. Alternatively, key the Contract ID value.

Sold To Customer – select from the list of pre-defined Customers. Customers are unique to the agency business unit.

Contract Classification – set to 'Standard'.

Click the <u>Add</u> button to enter the Customer Contract pages.



General Tab

General	Lines							
	Contract Nun	ther NEXT			Sold To Customer		DEFENSE SYSTEM	
	oonnaot nun				*Contract Status	PENDING		٩
			Copy I	From Contract	Add to My Contrac	cts		
	Descrip	tion Monthly Renewal Contract	s		Processing Status	Pending		
	Contract Ad	min	Q		Amendment Status			
	Region C	ode	Q		Business Unit	Mgmt and Ente	rprise Services	
	Contract 1	ype SERVICE	۹		Contract Classification	Standard		
	Currency C	ode USD	۹		Last Amended			
	Exchange Rate 1	ype CRRNT	~		Last Update Date/Time Last Update User ID			
	Contract Sig	ned 08/28/2024	Ħ		Fixed Billing and Revenue:			
	Contract I	Role	Q	Separate As In	curred Billing and Revenue:			
	Revenue Pro	ofile	Q					
U	se Project ChartFi	elds: 🗆						
• Other Infor	rmation							
Summary of	of Amounts ⑦							
Billing Plans	Revenue F	Plans Milestones	Renew	als Amount Al	location Suppleme	ntal Data	Go To More	~
Save	Notify							Add Update/Display
General Line	s							

NOTE: Not all required fields in the Contract component are illustrated in this section. Only those fields required and specific to Renewal Contracts are listed.

When initially creating a Contract, only the General and Lines tabs will be visible. Use the General tab to define **Contract** header information. Some fields will be populated with default values. Others will need to be populated by the user.

Click the Lines Tab.

	Contract N	lumber NEXT		B		ustomer OK INDIC		SYSTEM				
ontract Lines	s (?)		Add Contract Lines		Add	Default Kit				I4 4 [1-1 of 1 🗸 🕨	▶ View A
General ctions	Detai <u>l</u>	Billing Amount Det Product	ails <u>R</u> evenue Amount Description	Details <u>C</u> o Price Type	Hold Billing on Unpaid Cost	Renewals III	Standalone Sale	Bundle	Product Kit	Start Date	End Date	*Status
ctions												Active

Click the <u>Add Contract Lines</u> button to initiate the Contract Line.



Add Contract Lines Page

General Information Add Contract Lines		
Search ⑦		
Product Group	Q	Product Kits
Product		Renewable
Product Description		
Price Type	~	
Physical Nature		•
	Search	
	Create Adhoc Product	Return to Contract Lines

The Add Contract Lines page allows the user to search for pre-defined Products using the Search Products criteria.

Click the <u>Search</u> button to retrieve Products matching the search criteria provided.



General Information Add Contract Lines											
Search ⑦											
Product Group	Q Pro	duct Kits									
Product	Rer	newable									
Product Description											
Price Type											
Physical Nature	~										
Sear	ch										
Search Results ⑦											
General Iemplates										1-1 of 1 🗸	▶ ▶ View All
Product	Description I	Price Type	Physical Nature	Product Kit	*Fee Type	Start Date	End Date	Renewable	Renewal Action	Quantity	UOM
I MONTHLY_RENEWAL	Monthly Renewal	Amount	Goods	N	None	09/04/2024	09/03/2025	Y	Automatic 🗸	1.0000	٩
Select All											
Create Plans from Template Con	bine Like Templates										
Billing Plans	Billing Plans Revenue Plans										
Add Contract Lines Creat	e Adhoc Product	Return	to Contract Lines	8							

From the list of Products that match the search criteria, **select** the **Product** to copy onto the Contract Line.

Renewal – this column indicates whether the Product is defined as 'Renewable'.

Renewal Action – this field indicates whether the Product is defined for 'Automatic' or 'Manual' renewal.

NOTE: The Renewal Action can be changed on this page from the default value defined on the Product. Manual Renewals require the user to confirm the customer before the finalizing the renewal.

Click the Add Contract Lines button to add a Product to the Contract Line.

Click the Return to Contract Lines link.



Ge <u>n</u> eral	Lines												
	Contract Number NEXT Sold To Customer OK INDIGENT DEFENSE SYSTEM Contract Status PENDING												
	Add Contract Lines Add Default Kit												
Contract Lines													
Actions	Line	Product		escription	Contract	Price Type	Standalone Sale			Start Date	End Date	*Status	Supplemental Da
▼Actions		1 MONTHLY_RENEWAL	N	Nonthly Renew	al	Amount			٩	09/04/2024	09/03/2025	Active 🗸	Supplemental Dat
Billing Plans	_												
Save I General Line	Save Notify												

The Renewable Contract Line displays the 'Renewal Tab'.

Click the Renewal Tab.

General Lines							
Contract Nu	mber NEXT	R	Sold To Customer Contract Status	OK INDIGENT DEFENSE SYSTEM PENDING			
		Add Contract Lines	Add Default	Kit			
Contract Lines ⑦	Billing Amount D	etails Revenue Amount Details	Contract Liability	Renewals III		• • 1-1 of 1 • • • • •	View All
Actions	Line	Product		Description	Price Type	Renewable	
▼Actions	1	MONTHLY_RENEWAL		Monthly Renewal	Amount	2	-
Billing Plans F Save Notify General Lines	Revenue Plans	Milestones Rener	wals Amou	nt Allocation Supplemental Data	Go To	Add Upda	te/Display

The **Renewal Tab** displays the Renewal checkbox indicating a renewable Product is being used.

NOTE: The Contract should be completed with a Bill Plan, Revenue Plan, Amount Allocation (if applicable), Distribution and Activation before the Renewal subsequent renewal steps are initiated.



Step 2 – Create a Renewal Plan

Navigation: Customer Contracts > Define Renewals > Define Renewal Plan > Add a New Value

Plan	
Eind an Existing Value Add a New Value	
*Renewal Plan NEXT	
Add	
Find an Existing Value Add a New Value	

Renewal Plan – leave the value as 'NEXT' for the system to assign the next available Plan number or key the Plan ID.

Click the Add button to enter the Renewal Plan pages



Define Renewal Plan Page

Define Re	newal Plan						
	Renewal Plan	PLAN01			*Description	Renewal Plan 01	
	*Unit	09000	Q CL	urrency USD	*Status	Pending ~	
	*Target Contract	CON0000000000000	00(Q		Cycle in Progress	1 0.4uteme	dy Revenue Plan
	Sold To Customer	000000010			Revenue Plan Template		
Separate Fixe	ed Billing and Revenue	OKLAHOMA STATE e:	UNIVERSITY		Billing Plan Template	Q Autorea	dy Billing Plan
· ·	-				Detail Template	٩	
Renewal Cyc	cles						
■ Q							I
Cycle	*Start Date	*End Date	Product ID	Quantity	UOM Billing	Amount Revenue Amount	*Cycle Status
1	09/04/2025	10/03/2025					Pending ~ + -
Assign Renew	able Lines						
Save	Return to Search	Notify					

Unit – select the agency business unit.

Target Contract – **select** to link the plan to the Contract.

Start/End Dates – define the Plan start date and end dates.

Product ID – **select** from the list of pre-defined Product ID's.

Unit of Measure – select from the UOM defined for the Product.

Click the <u>Save</u> button to save the Renewal Plan.

NOTE: The Renewal Cycle is also seen on this page in the Cycle hyperlink -1.

Click the Renewal Cycle link <u>1</u>.



Step 3 – Create a Renewal Cycle

Navigation: Customer Contracts > Define Renewals > Define Renewal Cycles > Add a New Value

Define Renewal Cycle Page

Define Renewal Cycle													
	Renewal Plan	PLAN01		Renewal Pla	an 01			Cycle in Pi					
	Status	Pending						Target C	ontract CON0	000000000000000000000000000000000000000)21		
	Renewal Cycle	1						*Cycle	Status Pend	ing 🗸			
	*Start Date	09/04/2025						Hold					
		10/03/2025							- Hold	Cycle			
	*End Date	Automatic	~						eason				
	d Billing and Reve		•					Dat	e Held				
-	Basis For Billing		e Billing Amour	nt 🗸									
"Price Bas	sis For Revenue	Contract Lin	e Revenue Am	ount 🗸									
ource Lines													
₽ Q										1-1 of 1 🗸 🕨	▶ View All		
General Amount Detail	⊪												
Contract					Line Status	Product		Start Date	End Date	Bundle			
CON000000000000000000000000000000000000			1	ACTIVE	Active	MONTH	LY_RENEWAL	09/04/2024	09/03/2025				
Create Target Lines						Rev	view Message Log						
Individual Consolidated										Reprice			
		Price Rules N	laintenance			Ten	ms and Conditions						
Target Lines													
											1 of 1 🗸 🕨	View All	
			Billi	Bill	ling Net	Dilling		Revenue	Net Devenue	A			
Product ID Q	uantity	UOM	Billi Amou	Discours	its /	t Billing Amount	Revenue Amount	Discounts / Surcharges	Net Revenue Amount	Accounting Distribution Option	Bundle		
MONTHLY_RENEWAL Q	1.0000	۹	1,200	0.00	0.00	1,200.00	1,200.00	0.00	1,200.00	Inherit From Lin 🗸		۹	
											·		
Return to Plan													
Save Return to Search	Notify										Add	Update/Display	

The Define Renewal Cycle page displays information inherited from the Renewal Plan.

Cycle Status – set to 'Ready' to process the Renewal.

Create Target Lines –

Individual - Select for the renewals process to generate a new contract line for each renewable contract line that is linked to the renewal cycle. You can setup details for one or more renewal lines in the Target Lines grid.

Consolidated - Select for the renewals process to generate one new contract line for one or multiple renewable contract lines that are linked to the same renewal cycle. You can setup details for one renewal line in the Target Line grid.

Click the <u>Save</u> button to save the Renewal Cycle.







Step 4 – Assign Contracts to Renewals Navigation: Customer Contracts > Define Renewals > Assign Cycles > Add a New Value

Assign Cycles Page

Assign Renewal Plans/Cycles		
Selection Criteria for Renewable Lines		
Business Unit	09000 Q	
Sold To Customer	٩	
Contract	CON000000000000000000000000000000000000	00021 Q
With Renewals Ending Before		
Contract Admin		٩
Renewal Assignment Status	Not Assigned	~
	Search	

Use the Assign Cycles page to link Contract Lines to Renewal Cycles.

Business Unit – select the agency business unit value.

Contract – select the Contract to which the Renewal Cycle will be assigned.

Click the <u>Search</u> button to retrieve Contract Lines.



Assign Ren	ewal Plans/Cycles											
Selection Crite	eria for Renewable Lines											
	Business Unit	09000 Q										
	Sold To Customer	Q										
	Contract	CON000000000000000000000000000000000000	α									
Wit	th Renewals Ending Before	Ē										
	Contract Admin		Q									
R	tenewal Assignment Status	Not Assigned	~									
		Search										
Select Lines to	Assign to Penewal Plan											
B Q	Select Lines to Assign to Renewal Plan											
General	Additional Info											
Select	Sold To Customer Con	ntract	Contract Status	Line	Description	Line Status	Billing Amount	Revenue Amount	Currency	Start Date	End Date	Renewal Action
۵	OKLAHOMA STATE CO UNIVERSITY	DN000000000000000000000000000000000000	ACTIVE	1		Active	1,200.00	1,200.00	USD	09/04/2024	09/03/2025	Automatic
Renewal Plan	to Assign / Unassign											
	Renewal Plan	PLAN01 Q, Cycle 1	Start Date 09/0	4/2024								
	Business Unit		newal Action Auto									
	Target Contract	CON000000000000000000000000000000000000	Sep	arate Fixed	Billing and Revenue							
	Assian Contract Lik	ines to selected Renewal	Unassign Rene	wal Dian on a	alastad Linea							
Assign	Plan	ines to selected Renewal Unassign	Unassign Rene	wai midfi ofi S	electeu Lilles							

The Assign Cycles page displays all Contract Lines meeting the Selection Criteria.

Select – select the Contract Line that will be assigned to the Renewal Cycle.

Renewal Plan – if the Plan has been defined select the Plan ID. Leave as 'NEXT' to allow the system to create a new Plan.

Click the <u>Assign</u> button to assign the Contract Line.



Step 5 – Process Renewals in Batch

Navigation: Customer Contracts > Schedule and Process Renewals > Process Renewals > Add a New Value

Find an Existing Value	Add a New Value	
Search Criteria		
Run Control ID begins with 🗸	RENEW	
Program Name begins with ~	CA_RNW_PRCS	
Case Sensitive		
Search Clear Basic	Search 🖉 Save Search Criteria	
and Existing Run Control ID	or Add a New Value	

NOTE: The Renewal Cycle must be set to Ready to be successfully processed.



Process Renewals Page

Process Renewals						1
Run	Control ID RENEW	F	Report Manager	Process Monitor	Run	
Program Name						
Program N	lame CA_RNW_PRCS	Process Frequency	Always	~		
Contract Options						
Business Unit	09000 Q	Mgmt and Enterprise Services				
Contract Type	٩					
Sold To	٩					
Contract	CON0000000000 Q					
Billing Option						
Event Date	08/04/2025					
Renewal Options						
Renewal Plan	PLAN01 Q	Cycle 1				
Renewal Timing	Days	Gycle				
Quantida Translata a						
Override Templates		Revenue Plan Template				
Billing Plan		Billing Plan Template				
🗆 Bill Plan Detail		Bill Plan Detail Template ID				
					,	
Streamline Processing Op	tion					
Process Billing						
Save Return to Searc	h Notify			Add	lpdate/Display	

Business Unit – populate with the agency business unit value.

Contract – **select** the Contract that will be renewed.

Renewal Plan – to narrow the selection to a particular Renewal Plan, select the value here.

Use the **Override Templates** section of the page to use Template for the Bill and Revenue Plans that will be created on the Renewal Contract Line.

Click the <u>Run</u> button to execute the Contracts Renewal process.



								He
	User ID	BBENN06		Run Control I	D RENEW			
	Server Name		~	Run Date 09/04/2024				
	Recurrence		~	Run Time 11:55:52AM		Reset to Currer	nt Date/Time	
rocess	Time Zone	٩						
rocess Select		٩	Process Name	Process Type	∗Туре	• Format	Distribution	
	List		Process Name CA_RNW_PRCS	Process Type Application Engine	∎ Type Web ✓	•Format	Distribution Distribution	

Select the checkbox next to the desired process.

Click the <u>OK</u> button to execute the process. Navigate to the <u>Process Monitor</u> link to view the Process status.



Step 5 – Process Renewals Ad Hoc

Navigation: Customer Contracts > Define Renewals > Review Renewals

Review Renewals					
Search Criteria					
Business Unit	09000 Q	Contract	CON000000000000000000000000000000000000	Contract Line Status	~
Sold To Customer	٩	Contract Type	۹	Renewal Action	~
Product Group	Q	Product ID	Q	Renewal Option	~
Days Before End Date				Hold Cycle Status	~
	Search	Clear			

Use the Search Criteria to find the Contract(s) that will be Renewed.

Click the <u>Search</u> button to find the renewable lines.

Review Renewals									
✓ Search Criteria									
Business Unit 09000 Q	Contract	N0000000000000000000000000000000000000	Contract Line	Status	~				
Sold To Customer Q	Contract Type	Q	Renewal	Action	~				
Product Group Q Product ID Q Renewal Option									
Days Before End Date			Hold Cycle	Status	~				
Search	Clear								
Renewable Lines									
R Q									
Contract	Line Line Status	Product	Billing Amount	Revenue Amount	Currency S	Start Date	End Date	Not To Be Renewed	Renewal Action
CON000000000000000000000000000000000000	1 Active	MONTHLY_RENEWAL	1,200.00	1,200.00	USD	09/04/2024	09/03/2025		Automatic 🗸
Select All									
Process Renewals Process Mor	hitor				Review Message Log				
Save									

Select the Contract Line that will be renewed.

Click the **Process Renewals** button to execute the renewal.



Step 6 – Verify the Contract Renewal

Navigation: Customer Contracts > Create and Amend > Define Contract General Information > Find an Existing Value

General	Lines	Amendments										
A	Contract No mendment No		000000000021			Customer OKL act Status ACT		ATE UNIVERSITY				
Ar ontract Lines	mend Contrac	ł										
General	Detai	Billing Amount Details	Revenue An	nount Details	Contract Liability	Renewals	₽			I4 4	1-2 of 2 🗸	View All
Actions	Line	Product	_	Description	Price	Chand	alone _	Bundle	Start Date	End Date	Status	Supplemental Data
▼Actions		1 MONTHLY_RENEWAL		Monthly Renev	val Amou	nt		م	08/01/2024	08/30/2024	Renewed	Supplemental Data
▼Actions		2 MONTHLY_RENEWAL		Monthly Rene	wal Amou	nt 🗆		۵	08/31/2024	09/30/2024	Active	Supplemental Data
						•						
			Milestones	5	Renewals			Supplemental E	ata Go To	More		~
Illing Plans teturn to Cycle		Revenue Plans							00 1			

The Contract Line page should reflect the new renewed Contract Line.

Status – the renewed (original) Contract Line should have a 'Renewed' status. The renewal (new) Contract Line should show a status of 'Active'.

NOTE: If Templates were not used to create Bill and Revenue Plans, they must be created for the new Contract Line.



Adjust Revenue and Billing

When Revenue Accounting Entries have been made and Billing has been released, the resulting transactions can be adjusted. Revenue Entries can be adjusted for chartfield changes while Billing can be adjusted for Amounts.

Adjust Fixed Fee Revenue

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

Redistribute Fixed Amount Rev	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
Find an Existing Value	
▼ Search Criteria	
Business Unit = 🗸 34500 Q	
Contract begins with ➤ CON00000000000000 Q	
Revenue Plan begins with 🗸	
Revenue Plan Status 😑 🗸	
Contract Administrator begins with 🗸	
Case Sensitive	
Search Clear Basic Search 🖾 Save Search Criteria	
Business Unit – select the agency Contracts business unit.	
Contract – select the Contract that will be adjusted.	
Click the <u>Search</u> button to enter the Redistribute pages.	

NOTE: Accounting Entries for Contract Revenue must have been created for them to be redistributed.



Revenue Redistribution Page

	Sold	Contract To Customer		JLSA COUNTY	Business Unit 3450			USD 34500		
	I	Revenue Plan	R104				GL Currency	USD		
	Recogr	ized Amount	190,550.00)	Redistribute					
ne Details	Chartfie	lds III					I	4 1-4 of 96	► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ►	/iew Al
ine#	Event	Status	Redistribute	Dist Seq #	Accounting Date	Distribution Type	Discount ID	PostSeq#	Amount	Base
1	1	Completed			1 09/01/2016	Revenue			-1,984.90	
1	2	Completed			1 10/01/2016	Revenue			-1,984.90	
1	3	Completed	0		1 11/01/2016	Revenue			-1,984.90	
1	4	Completed			1 12/01/2016	Revenue			-1,984.90	

Redistribute – **select** the redistribution checkbox for the Line on which revenue accounting will be changed.

Click the <u>Redistribute</u> button to initiate the revenue redistribution process.



New	Chartfield	Assignm	ent Page

	New Chartfield Assign]	
New Chartfields Details			
Account	Rent from Equipment	443105 Q	
Sub-Account		٩	
Fund Type	Equipment Leasing	1310 Q	
Class-Funding	Administrative Fees	23000 Q	
Dept	County Equipment	9500230 Q	
Bud Ref		٩	
CFDA#		٩	
Program	INFRASTRUCTURE	B0001 Q	
PC Business Unit		٩	
Project		Q	
Activity		Q	
Source Type		٩	
Category		٩	
Subcategory		٩	
Operating Unit		٩	
Affiliate		٩	
Fund Affil		Q	
Alt Acct		٩	
Class Funding Affiliate		Q	
ChartField 2		Q	
Accounting Date 09/04/2024	<u> </u>		

Use the New Chartfield Assignment page to make changes to the revenue accounting entry.

Chartfields – change the desired chartfield values.

Accounting Date – select the accounting date for the redistribution accounting entry that will be created.

Click the \underline{OK} button to initiate the Revenue Accounting Entry redistribution.



ne#	Event	Status	Redistribute	Dist Seq #	Accounting Date	Distribution Type	Discount ID	PostSeq#	Amount	Base A
1	1	Completed		1	09/01/2016	Revenue			-1,984.90	
1	1	Completed		1	09/04/2024	Revenue		1	1,984.90	
1	1	Completed		1	09/04/2024	Revenue		2	-1,984.90	
1	2	Completed		1	10/01/2016	Revenue			-1,984.90	

The **Revenue Redistribution** page should show the adjusting entries.

