State of Oklahoma
COR439

Contracts – Contract Processing & Administration Manual

Office of Management & Enterprise Services

Table of Contents

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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.

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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, 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 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".
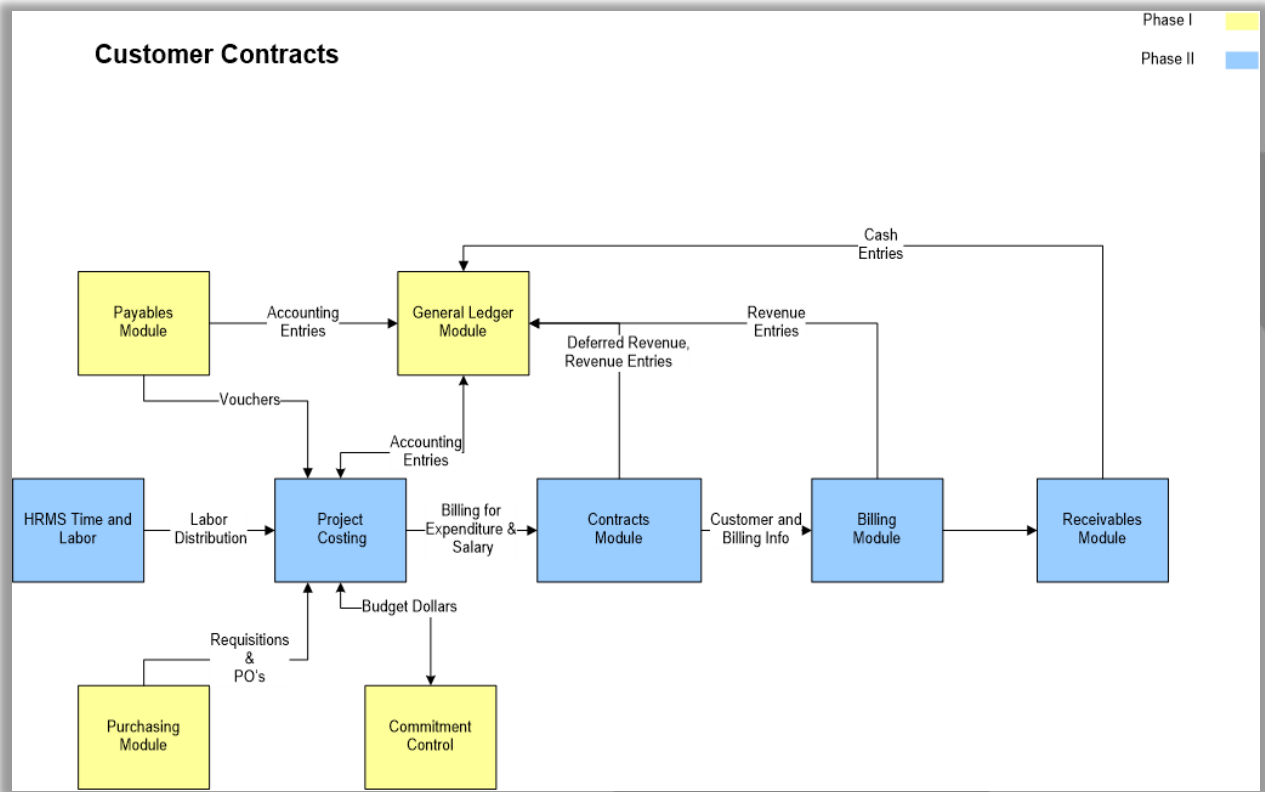
Process Flows

Diagram 1: Customer 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 Price Types with Billing and Revenue Methods

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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 Methods

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 ▾] [AMOUNT_BASED]

Program Name [begins with ▾] [CA_BI_INTFC]

☐ **Case Sensitive**

[Search] [Clear] Basic Search ▣ Save Search Criteria

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

Click the **Search** button to use an existing Run Control value if available.

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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_INTFC   Process Frequency   Always

Process Billing Details

🔍 |◀ ◀   1 of 1   ▶ ▶| | View All

[+] [−]

Request Number   1

Contract Options

Business Unit	29000 🔍 OESC
Contract Type	🔍
Contract Class	
Sold To	🔍
Contract	CON000000000000000000000014 🔍
Master Contract	🔍

Billing Options

Billing Business Unit	29000 🔍
Bill To	🔍
Billing Plan	B101 🔍
Billing Method	
Billing Specialist	🔍
Billing Cycle Identifier	🔍
Event Date Option	Specify Date
Event Date	08/27/2024 📅
Invoice Date Option	Specify Date
Invoice Date	08/27/2024 📅

Streamline Processing Options

☐ Process Milestones
☐ Process Project Progress

[Save] [Notify]   [Add] [Update/Display]

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

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Select the checkbox next to the desired process.

Click the **OK** button to execute the process. Navigate to the **Process Monitor** 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 Billing

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 ▾   RATE_BASED

Program Name   begins with ▾   CA_BI_INTFC

☐ Case Sensitive

Search	Clear	Basic Search ▧ Save Search Criteria

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

Click the **Search** button to use an existing Run Control value if available.

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Process As Incurred Billing Page

Process As Incurred Billing

Run Control ID	RATE_BASED	Report Manager	Process Monitor	Run

Program Name

Program Name CA_BI_INTFC   Process Frequency Always ▾

Process Billing Details   🔍 | |◀ ◀ 1 of 1 ▾ ▶ ▶| | View All

[+] [−]

Request Number   1

Contract Options

Business Unit	29000 🔍 OESC
Contract Type	🔍
Contract Class	▾
Sold To	🔍
Contract	CON0000000000000000000014 🔍
Cost Plus Fee Type	▾
Master Contract	🔍
LOC Doc ID	🔍

Project Options

*BU/Proj/Act Option	Business Unit/Project/Activity ▾	Project Type	🔍
PC Business Unit	29000 🔍	Project Manager	🔍
Project	🔍		
Activity	🔍		

Billing Options

Billing Business Unit	29000 🔍	*Date Option	All ▾
Bill To	🔍	From Date Option	Specify Date ▾
Billing Plan	🔍	From Date	📅
Billing Method	As Incurred ▾	Through Date Option	Specify Date ▾
Billing Specialist	🔍	Through Date	📅
Billing Cycle ID	🔍	Event Date Option	Specify Date ▾
Cycle From Date	📅	Event Date	08/27/2024 📅
Cycle To Date	📅	Invoice Date Option	Specify Date ▾
Billing Authority	🔍	Invoice Date	08/27/2024 📅
Letter of Credit ID	🔍		
☐ Ignore Tolerance Amount			

Streamline Processing Options

☐ Process Milestones

Save	Notify	Add	Update/Display

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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 **Plus** button to insert additional rows as necessary to select additional Contracts.

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

Select the checkbox next to the desired process.

Click the **OK** button to execute the process. Navigate to the **Process Monitor** 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 Billing

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 ▾` `RECURRING`

Program Name `begins with ▾` `CA_BI_INTFC`

☐ Case Sensitive

Search   Clear   Basic Search   🔲 Save Search 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

Process Recurring Billing

| Run Control ID | RECURRING | Report Manager | Process Monitor | Run |

Program Name

Program Name   CA_BI_INTFC   Process Frequency   `Always ▾`

Process Billing Details   🔍 | |◀   ◀   `1 of 1 ▾`   ▶   ▶| | View All

Request Number   1   ➕ ➖

Contract Options

Business Unit	29000 🔍	OESC
Contract Type	🔍	
Contract Class	`▾`	
Sold To	🔍	
Contract	CON0000000000000000000014 🔍	
Master Contract	🔍	

Billing Options

Billing Business Unit	29000 🔍
Bill To	🔍
Billing Plan	🔍
Billing Method	Recurring `▾`
Billing Specialist	🔍
Billing Cycle Identifier	🔍
Bill Thru Date Option	Specify Date `▾`
Bill Thru Date	08/27/2024 📅
Invoice Date Option	Specify Date `▾`
Invoice Date	08/27/2024 📅

| Save | Notify | | Add | Update/Display |

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

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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.

Select the checkbox next to the desired process.

Click the **OK** button to execute the process. Navigate to the **Process Monitor** 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

Find an Existing **Run Control ID** or Add a New Value

Click the **Search** button to use an existing Run Control ID if available.

Process Fixed Amount Revenue Page

Process Fixed Amount Revenue

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 🔍 OESC

Contract Type 🔍

Contract Class ⌄

Sold To 🔍

Contract CON00000000000000000000014 🔍

Revenue Options

GL Business Unit 🔍

Revenue Plan 🔍

Revenue Method ⌄

Revenue Profile 🔍

From Date 08/27/2024 📅

Through Date 08/27/2024 📅

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

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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 **Run** button to execute the Contracts Revenue process.

Process Scheduler Request							✕

Help

User ID	BBENN06		Run Control ID	FIXED_AMT_REV

Server Name		Run Date	08/27/2024 📅	
Recurrence		Run Time	3:24:25PM	Reset to Current Date/Time
Time Zone	🔍			

Process List

Select	Description	Process Name	Process Type	•Type	•Format	Distribution
☑	Load GL	CA_LOAD_GL1	Application Engine	Web	TXT	Distribution

[OK] [Cancel]

Select the checkbox next to the desired process.

Click the **OK** button to execute the process. Navigate to the **Process Monitor** to view the Process status.

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

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As Incurred Revenue

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

Process Project Accounting

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

Search by: Run Control ID begins 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 **Search** button to use an existing Run Control ID if available.

Process Project Accounting Page

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 **Run** button to execute the Contracts Revenue process.

Select the checkbox next to the desired process.

Click the **OK** button to execute the process. Navigate to the **Process Monitor** 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

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 ▼] [DEFERRED_REVENUE]

Program Name [begins with ▼] [CA_LOAD_DEF]

☐ **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 **Search** button to use an existing Run Control ID if available.

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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   OESC
Contract Type
Contract Class
Sold To
Contract   CON0000000000000000000014

Revenue Options

Revenue Profile
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

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

Click the **Run** button to execute the Contracts Revenue process.

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Select the checkbox next to the desired process.

Click the **OK** button to execute the process. Navigate to the **Process Monitor** 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 Contracts > Create and Amend > Define Contract General Info > Find an Existing Value

General Information

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

Business Unit	= ∨	29000 🔍
Contract	begins with ∨	ADULT_FY24
Description	begins with ∨	
Sold To Customer	begins with ∨	🔍
Customer Name	begins with ∨	
Contract Status	begins with ∨	🔍
Processing Status	= ∨	∨
Contract Type	begins with ∨	🔍
Contract Classification	= ∨	∨
Region Code	begins with ∨	🔍
Contract Administrator	begins with ∨	🔍
Master Contract #	begins with ∨	🔍

☐ 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 **Search** button to enter the Contract component.

General Tab

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

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 post-date when it will impact the Contract.

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

Click the **Save** 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

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 **Process Amendment** 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

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

Click the **Search** button to use an existing Run Control ID.

Process Amendments Page

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 **Run** button to execute the Contracts Amendments process.

Select the checkbox next to the desired process.

Click the **OK** button to execute the process. Navigate to the **Process Monitor** 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

| Find an Existing Value | **Add a New Value** |

*Business Unit 09000 🔍

*Contract NEXT

*Sold To Customer 0000000010 🔍

*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 **Add** button to enter the Customer Contract pages.

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General Tab

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**.

Click the **Add Contract Lines** button to initiate the Contract Line.

Add Contract Lines Page

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

Click the **Search** button to retrieve Products matching the search criteria provided.

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.

The Renewable Contract Line displays the 'Renewal Tab'.

Click the **Renewal Tab**.

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

Find 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

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Define Renewal Plan Page

Define Renewal Plan

Renewal Plan	PLAN01	*Description	Renewal Plan 01
*Unit	09000	*Status	Pending
*Target Contract	CON00000000000000X	Cycle in Progress	1
Sold To Customer	0000000010	Revenue Plan Template	☐ Autoready Revenue Plan
	OKLAHOMA STATE UNIVERSITY	Billing Plan Template	☐ Autoready Billing Plan
Separate Fixed Billing and Revenue: ☐		Detail Template	

Currency USD

Renewal Cycles

1-1 of 1

Cycle	*Start Date	*End Date	Product ID	Quantity	UOM	Billing Amount	Revenue Amount	*Cycle Status		
1	09/04/2025	10/03/2025						Pending	+	−

Assign Renewable 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 **Save** 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 1.

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Step 3 – Create a Renewal Cycle

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

Define Renewal Cycle Page

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 **Save** 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

Field	Value
Business Unit	09000
Sold To Customer	
Contract	CON000000000000000000021
With Renewals Ending Before	
Contract Admin	
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 **Search** button to retrieve Contract Lines.

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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 **Assign** 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

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

Click Search to use an existing Run Control ID.

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

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Process Renewals Page

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 **Run** button to execute the Contracts Renewal process.

Select the checkbox next to the desired process.

Click the **OK** button to execute the process. Navigate to the **Process Monitor** link to view the Process status.

Step 5 – Process Renewals Ad Hoc

Navigation: Customer Contracts > Define Renewals > Review Renewals

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

Click the **Search** button to find the renewable lines.

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

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 🔍
Contract	begins with ▾	CON00000000000000000 🔍
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 **Search** button to enter the Redistribute pages.

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

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Revenue Redistribution Page

Redistribute Fixed Amount Rev							

Contract CLE000000000627   Business Unit 34500   Currency USD

Sold To Customer 0000002072   TULSA COUNTY   GL Business Unit 34500

Revenue Plan R104   GL Currency USD

Recognized Amount   190,550.00   [Redistribute]

Line Details

1-4 of 96   View All

General   Chartfields

Line#	Event	Status	Redistribute	Dist Seq #	Accounting Date	Distribution Type	Discount ID	PostSeq#	Amount	Base Ar
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	☐	1	11/01/2016	Revenue			-1,984.90	
1	4	Completed	☐	1	12/01/2016	Revenue			-1,984.90	

[Return to Search] [Previous in List] [Next in List] [Notify]

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

Click the **Redistribute** button to initiate the revenue redistribution process.

New Chartfield Assignment Page

New Chartfield Assignment		
New Chartfields Details		

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

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 **OK** button to initiate the Revenue Accounting Entry redistribution.

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