

# State of Oklahoma

# COR440

Contracts – Revenue and Billing Review  
Manual

Office of Management & Enterprise Services



**OKLAHOMA**

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



## Document History

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



## Contract Processing

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

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



## Key Terms

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

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

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

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

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

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

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

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



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

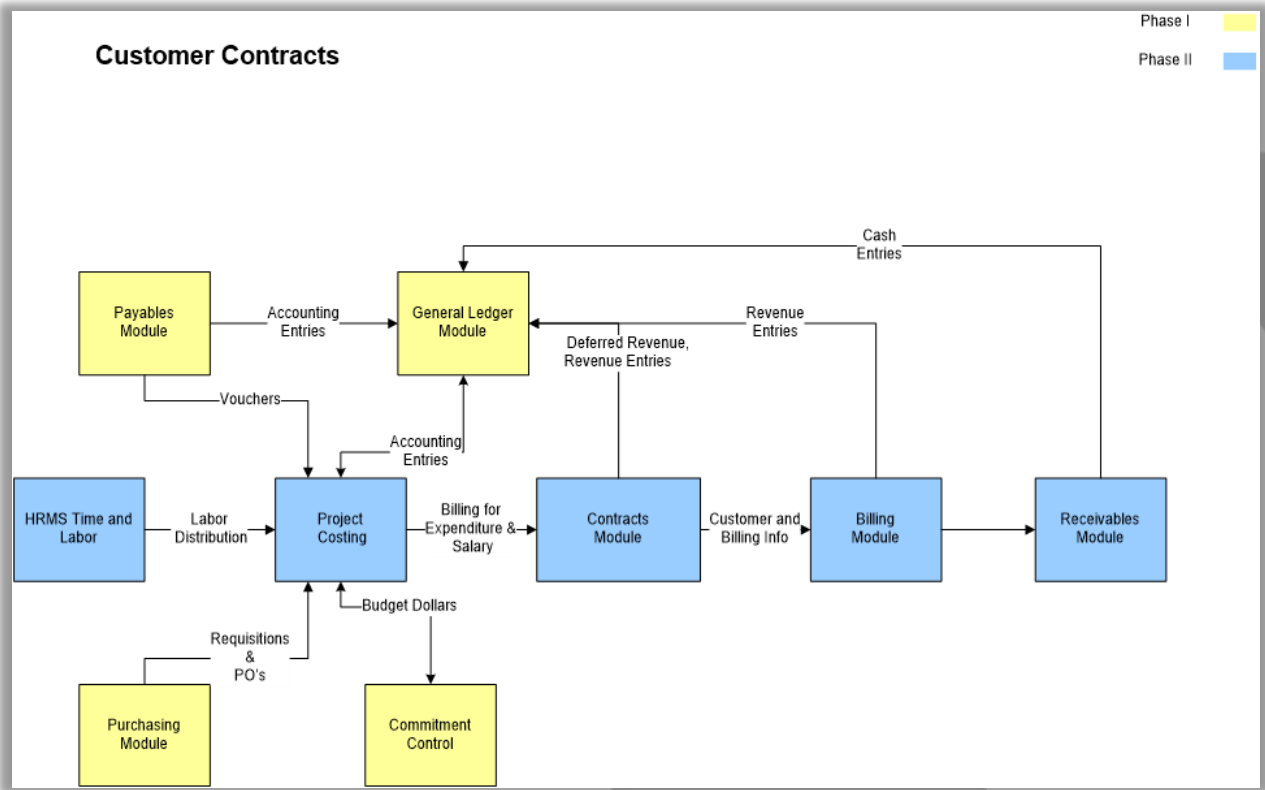
**Project ID:** The Project ID represents the basic unit that serves to establish budgets and collect costs and revenue for analysis purposes. Projects serve to collect construction costs and capitalize Assets in conjunction with the Asset Management module. Project ID is also a Chartfield and as such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

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

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



# Process Flows



**Diagram 1: Contracts Module Integration**



## Guidelines, Concepts, and Alternatives

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

**Table 1: Product Price Types with Billing and Revenue Methods**



## Revenue Review and Inquiry

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

### Review Revenue Plans

*Navigation: Customer Contracts > Review Revenue > Plans*

### Review Revenue – Plans Page

**Review Revenue - Plans**

**Search Criteria**

*Business Unit <input type="text" value="34500"/>	Contract <input type="text" value="CON000000000000000000018"/>	<b>Method</b>	<b>Fee Type</b>
Revenue Plan <input type="text"/>	Contract Classification <input type="text"/>	<input checked="" type="checkbox"/> Milestone <input checked="" type="checkbox"/> Percent Complete <input checked="" type="checkbox"/> Apportionment <input checked="" type="checkbox"/> As Incurred	<input checked="" type="checkbox"/> None <input checked="" type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Award Fee <input checked="" type="checkbox"/> Incentive Fee <input checked="" type="checkbox"/> Other Fee
GL Business Unit <input type="text"/>	Plan Status <input type="text"/>		
PC Business Unit <input type="text"/>	Sold To Customer <input type="text"/>	<input type="checkbox"/> Hold	
<input type="button" value="Search"/> <input type="button" value="Clear"/>			

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

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

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

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



**Review Revenue - Plans**

**Search Criteria**

\*Business Unit: 34500  
 Revenue Plan:   
 GL Business Unit:   
 PC Business Unit:

Contract: CON000000000000000000000018  
 Contract Classification:   
 Plan Status:   
 Sold To Customer:

**Method**

Milestone  
 Percent Complete  
 Apportionment  
 As Incurred

**Fee Type**

None  
 Fixed Fee  
 Award Fee  
 Incentive Fee  
 Other Fee

---

**Plans**

1-1 of 1 | View All

Business Unit	Customer	Contract	Plan	Plan Description	Status	Revenue Method	Revenue Amount	Amt Recog	Pending Amount	Processed On
<input type="checkbox"/> 34500	0000002055	CON000000000000000000000018	<a href="#">R101</a>	Date Milestone	In Progress	Milestone	12,000.00	2000.00	10,000.00	10/14/2024

Select All  Clear All

**Update Plans**

Pending  
 Ready  
 Reversal in Progress

Accounting Date: 10/14/2024

Review Billing - Plans

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

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

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



# Revenue Plan Tab

**Revenue Plan**

Contract CON000000000000000000018 Business Unit 34500 Currency USD  
Sold To Customer 0000002055 OKLAHOMA COUNTY GL Business Unit 34500  
Revenue Plan R101 GL Currency USD

Description Date Milestone \*Plan Status In Progress [Actions](#)  
Recognition Method Milestone  Hold

**Define Events By**  
 Percent  
 Amount  
[Internal Notes](#)  
[Add Milestone](#) [Preview Revenue](#)

**Amount Detail**

Total Amount	12,000.00
Remaining Amount	0.00

**Event Detail**

1-12 of 12 | [View All](#)

Event	Event Type	*Event Status	Accounting Date		Amount		
1	Date	Completed	08/30/2024	<a href="#">Event Note</a>	1,000.00	+..	-
2	Date	Completed	09/30/2024	<a href="#">Event Note</a>	1,000.00	+..	-
3	Date	Pending	10/30/2024	<a href="#">Event Note</a>	1,000.00	+..	-
4	Date	Pending	11/30/2024	<a href="#">Event Note</a>	1,000.00	+..	-
5	Date	Pending	12/30/2024	<a href="#">Event Note</a>	1,000.00	+..	-
6	Date	Pending	01/30/2025	<a href="#">Event Note</a>	1,000.00	+..	-
7	Date	Pending	02/28/2025	<a href="#">Event Note</a>	1,000.00	+..	-
8	Date	Pending	03/30/2025	<a href="#">Event Note</a>	1,000.00	+..	-

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

Click the [Return to Plans](#) link to further Review the Revenue Plan.

**Review Revenue - Plans**

**Search Criteria**

\*Business Unit

Revenue Plan

GL Business Unit

PC Business Unit

Contract

Contract Classification

Plan Status

Sold To Customer

**Method**

Milestone

Percent Complete

Apportionment

As Incurred

**Fee Type**

None

Fixed Fee

Award Fee

Incentive Fee

Other Fee

---

**Plans**

1:1 of 1 | View All

**General** | **Additional Info**

Business Unit	Customer	Contract	Plan	Plan Description	Status	Revenue Method	Revenue Amount	Amt Recog	Pending Amount	Processed On
<input type="checkbox"/> 34500	0000002055	CON00000000000000000000000018	R101	Date Milestone	In Progress	Milestone	12,000.00	2000.00	10,000.00	10/14/2024

Select All  Clear All

**Update Plans**

Pending

Ready

Reversal in Progress

Accounting Date

Click the Revenue Method [Milestone](#) link to update the Status of multiple Revenue Events at once.

---

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

---

## Review Plan – Event Page

**Review Revenue - Events**

Search Criteria

\*Business Unit:  Contract:

Revenue Plan:  Contract Classification:

GL Business Unit:  Plan Status:

PC Business Unit:  Sold To Customer:

Method:  Milestone  Percent Complete  As Incurred

Fee Type:  None  Fixed Fee  Award Fee  Incentive Fee  Other Fee

**Events**

Business Unit	Customer	Contract	Revenue Plan	Plan Description	Plan Status	Method	Event	Event Status	Hold	Hold Date	GL Unit	Amount	Currency	Fee Type
<input type="checkbox"/>	34500	0000002055	CON00000000000000000000000018	R101	Date Milestone	In Progress	Milestone	1 Completed	<input type="checkbox"/>		34500	\$1,000.00	USD	None
<input type="checkbox"/>	34500	0000002055	CON00000000000000000000000018	R101	Date Milestone	In Progress	Milestone	2 Completed	<input type="checkbox"/>		34500	\$1,000.00	USD	None
<input checked="" type="checkbox"/>	34500	0000002055	CON00000000000000000000000018	R101	Date Milestone	In Progress	Milestone	3 Pending	<input type="checkbox"/>		34500	\$1,000.00	USD	None
<input checked="" type="checkbox"/>	34500	0000002055	CON00000000000000000000000018	R101	Date Milestone	In Progress	Milestone	4 Pending	<input type="checkbox"/>		34500	\$1,000.00	USD	None
<input type="checkbox"/>	34500	0000002055	CON00000000000000000000000018	R101	Date Milestone	In Progress	Milestone	5 Pending	<input type="checkbox"/>		34500	\$1,000.00	USD	None
<input type="checkbox"/>	34500	0000002055	CON00000000000000000000000018	R101	Date Milestone	In Progress	Milestone	6 Pending	<input type="checkbox"/>		34500	\$1,000.00	USD	None
<input type="checkbox"/>	34500	0000002055	CON00000000000000000000000018	R101	Date Milestone	In Progress	Milestone	7 Pending	<input type="checkbox"/>		34500	\$1,000.00	USD	None
<input type="checkbox"/>	34500	0000002055	CON00000000000000000000000018	R101	Date Milestone	In Progress	Milestone	8 Pending	<input type="checkbox"/>		34500	\$1,000.00	USD	None
<input type="checkbox"/>	34500	0000002055	CON00000000000000000000000018	R101	Date Milestone	In Progress	Milestone	9 Pending	<input type="checkbox"/>		34500	\$1,000.00	USD	None
<input type="checkbox"/>	34500	0000002055	CON00000000000000000000000018	R101	Date Milestone	In Progress	Milestone	10 Pending	<input type="checkbox"/>		34500	\$1,000.00	USD	None
<input type="checkbox"/>	34500	0000002055	CON00000000000000000000000018	R101	Date Milestone	In Progress	Milestone	11 Pending	<input type="checkbox"/>		34500	\$1,000.00	USD	None
<input type="checkbox"/>	34500	0000002055	CON00000000000000000000000018	R101	Date Milestone	In Progress	Milestone	12 Pending	<input type="checkbox"/>		34500	\$1,000.00	USD	None

Select All  Clear All

**Update Events**

Pending

Ready

Reversal Initiated

Accounting Date:

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

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

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

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

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



Review Revenue – Plans page:

**Review Revenue - Plans**

**Search Criteria**

\*Business Unit: 34500 Contract: CON000000000000000000000018  
 Revenue Plan: \_\_\_\_\_ Contract Classification: \_\_\_\_\_  
 GL Business Unit: \_\_\_\_\_ Plan Status: \_\_\_\_\_  
 PC Business Unit: \_\_\_\_\_ Sold To Customer: \_\_\_\_\_

**Method**  
 Milestone  
 Percent Complete  
 Apportionment  
 As Incurred

**Fee Type**  
 None  
 Fixed Fee  
 Award Fee  
 Incentive Fee  
 Other Fee

**Plans**

1-1 of 1 | View All

Business Unit	Customer	Contract	Plan	Plan Description	Status	Revenue Method	Revenue Amount	Amt Recog	Pending Amount	Processed On
34500	0000002055	CON000000000000000000000018	R101	Date Milestone	In Progress	Milestone	12,000.00	2000.00	10,000.00	10/14/2024

Select All  Clear All

**Update Plans**

Pending  
 Ready  
 Reversal in Progress

Accounting Date: 10/14/2024

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

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

# Fixed Fee Revenue History Page

**Fixed Amount Revenue History**

Contract: CON000000000000000000018      Business Unit: 34500      Currency: USD  
 Sold To Customer: 0000002055      OKLAHOMA COUNTY      GL Business Unit: 34500  
 Revenue Plan: R101      GL Currency: USD

Revenue Plan History 2 of 3 [View All](#)

Contract Line Num: 1      Event Number: 1      Amount: 1,000.00

**Revenue**

Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Alt Acct	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Ac
1	34500		-1,000.00	-1,000.00	443105			1310	9500230	B0001	23000		

**Contract Liability**

Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Alt Acct	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Ac
1	34500		1,000.00	1,000.00	240000			1310	9500230		23000		

**Contract Asset**

Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Alt Acct	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub-Ac

[Return to Plans](#)  
[Return to Search](#)    [Notify](#)

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

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

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

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

Click the [Return to Plans](#) link.



**Review Revenue - Plans**

**Search Criteria**

\*Business Unit: 34500

Revenue Plan:

GL Business Unit:

PC Business Unit:

Contract: CON000000000000000000000018

Contract Classification:

Plan Status:

Sold To Customer:

**Method**

Milestone  
 Percent Complete  
 Apportionment  
 As Incurred

**Fee Type**

None  
 Fixed Fee  
 Award Fee  
 Incentive Fee  
 Other Fee

**Plans**

Business Unit	Customer	Contract	Plan	Plan Description	Status	Revenue Method	Revenue Amount	Amt Recog	Pending Amount	Processed On
<input type="checkbox"/> 34500	0000002055	CON000000000000000000000018	R101	Date Milestone	In Progress	Milestone	12,000.00	2000.00	10,000.00	10/14/2024

Select All  Clear All

**Update Plans**

Pending  
 Ready  
 Reversal in Progress

Accounting Date: 10/14/2024

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

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

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

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



## As Incurred Revenue Plans

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

**Review Revenue - As Incurred**

**Search Criteria**

GL Business Unit

PC Business Unit

Activity

Accounting From Date

Contract Classification

Contract

Project

Revenue Plan

Accounting To Date

**Fee Type**

None

Fixed Fee

Award Fee

Incentive Fee

Other Fee

---

**Detail**

Contract	Select	PC Business Unit	Project	Activity	Transaction ID	Accounting Date	Discount ID	Amount	Currency
100640023	<input checked="" type="checkbox"/>	29200	292000424	550	372280206	10/02/2023		-20.41	USD

Select All  Clear All

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

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

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

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

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

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

---

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

---

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

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

## New Chartfield Assignment Page

**New Chartfield Assignment**

**New Chartfields Details**

1-15 of 15

Account	Federal Reimbursements	455201	Q
Sub-Account	Agency defined	10	Q
Fund Type		1000	Q
Class-Funding	Army Federal Reimbursement	40000	Q
Dept	ARPA-Working Families ChildCare	5500001	Q
Bud Ref	2024 Operating Budget	24	Q
CFDA#	Water Poll Control-St/Int Fed\$	664190000	Q
Program	WATER	B0201	Q
Project	106 Water Pollution Control Ma	292000424	Q
Operating Unit			Q
Affiliate			Q
Fund Affil			Q
Alt Acct			Q
Class Funding Affiliate			Q
ChartField 2			Q

Accounting Date

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

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

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

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

---

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

---



**Review Revenue - As Incurred**

**Search Criteria**

GL Business Unit

Contract

PC Business Unit

Project

Activity

Revenue Plan

Accounting From Date

Accounting To Date

Contract Classification

**Fee Type**

- None
- Fixed Fee
- Award Fee
- Incentive Fee
- Other Fee

**Detail**

1-3 of 3

**General** | **Contracts** | **Chartfields**

Contract	Select	PC Business Unit	Project	Activity	Transaction ID	Accounting Date	Discount ID	Amount	Currency
100640023	<input checked="" type="checkbox"/>	29200	292000424	550	372280206	10/02/2023		-20.41	USD
100640023	<input type="checkbox"/>	29200	292000424	550	372280206	10/14/2024		20.41	USD
100640023	<input type="checkbox"/>	29200	292000424	550	372280206	10/14/2024		-20.41	USD

Select All  Clear All

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

---

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

---



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**NOTE:** These redistribution accounting entry rows have now been created in the Projects/Contracts Accounting Entry Table – CA\_ACCTG\_LN\_PC and are eligible for Journal Generation to General Ledger.

---

## Fixed Fee Journals

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

### Fixed Amount Acctg Lines

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 =

Journal ID begins with

Journal Date =

GL Journal Line Number =

Ledger begins with

Contracts Business Unit begins with

Contract begins with

Contract Line Num =

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

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

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

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

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

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

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



# Fixed Fee Journal Accounting Lines Page

### Fixed Amount Accounting Lines

**Journal ID**  
Business Unit 34500      Journal CA04824889      Date 10/14/2024      GL Journal  
Ledger ACTUALS      Line 1      Line Descr CA Revenue

#### Chartfields

Account	Operating Unit	Fund Type	Dept	Program	Class-Funding	Class Funding Affiliate	Bud Ref	Sub-Account	PC Business Unit	Project	Activity
240000		1310			23000						

Base Currency	USD	Base Amount DR	2,000.00	Base Amount CR	0.00
Currency	USD	Transaction Amount DR	2,000.00	Transaction Amount CR	0.00
Statistics Code		Statistic Amount			

#### Contract Details

Business Unit	Contract	Contract Line Num	Amount	Base Currency	Amount	Foreign Currency Code	Account	Alt Ac
34500	CON0000000000000000000018	1		1000.00 USD		1000.00 USD	240000	
34500	CON0000000000000000000018	1		1000.00 USD		1000.00 USD	240000	

Buttons: Save, Return to Search, Notify

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

**Unit** – displays the General Ledger business unit value.

**Journal** – displays the Journal ID from General Ledger.

**Date** – reflects the Journal Date from the Journal.

**Line** – displays the Journal Line from the Journal.

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

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

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

## As Incurred Journals

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

### As Incurred Acctg Lines

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**▼ Search Criteria**

\*GL Business Unit =

Journal ID begins with

Journal Date =

GL Journal Line Number =

Ledger begins with

PC Business Unit begins with

Project begins with

Contract Number begins with

Contract Line Num =

[Basic Search](#)

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

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

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

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

**Project** – to retrieve Journals by Project populate this field.

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

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



## As Incurred Journal Accounting Lines Page

As Incurred Journal Accounting Lines													
Journal ID													
Unit	Journal	Date	Ledger	Line	Line Descr	<a href="#">GL Journal</a>							
45200	PC02001666	03/30/2010	ACTUALS	3	CA Projects								
Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Project	Oper Unit	PC Bus Unit	Affiliate	Fund Affil	Class Aff
411200		1000	20000	0100002	10			452_150_10		45200			
Base Currency				Base Amount		Currency							
USD				-10,000.00		USD							
Line Details													
Journal ID	Journal Date	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	Project			
PC02001666	03/30/2010	411200		1000	20000	0100002	10			452_150_10			

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

**Unit** – displays the General Ledger business unit value.

**Journal** – displays the Journal ID from General Ledger.

**Date** – reflects the Journal Date from the Journal.

**Line** – displays the Journal Line from the Journal.

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

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

---

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

---





## Billing Review and Inquiry

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

### Review Bill Plans

*Navigation: Customer Contracts > Review Billing > Plans*

### Review Billing – Plans Page

**Review Billing - Plans**

**Search Criteria**

*Business Unit	<input type="text" value="34500"/>	Contract	<input type="text" value="CON000000000000000000018"/>
Billing Plan ID	<input type="text"/>	Contract Classification	<input type="text"/>
Billing Business Unit	<input type="text"/>	Billing Plan Status	<input type="text"/>
		<input type="checkbox"/> Hold	Bill To Customer
			<input type="text"/>

Review Revenue - Plans

**Method**

- Milestone
- Percent Complete
- Value Based
- As Incurred
- Recurring
- Immediate

**Fee Type**

- None
- Fixed Fee
- Award Fee
- Incentive Fee
- Other Fee

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

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

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

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



**Review Billing - Plans**

**Search Criteria**

\*Business Unit:

Billing Plan ID:

Billing Business Unit:

Contract:

Contract Classification:

Billing Plan Status:

Hold

Bill To Customer:

**Method**

- Milestone
- Percent Complete
- Value Based
- As Incurred
- Recurring
- Immediate

**Fee Type**

- None
- Fixed Fee
- Award Fee
- Incentive Fee
- Other Fee

**&Billing**

1-1 of 1 | View All

**Contract Billing Information** | **Billing Financial Information** |

Business Unit	Contract	Bill Plan ID	Plan Description	Billing Method	Status	Hold	Hold Date	Billing Business Unit	Customer	Detail	History
<input type="checkbox"/> 34500	CON000000000000000000018	B101	Date Milestone	Milestone	In Progress	<input type="checkbox"/>		34500	0000002055	<a href="#">Detail</a>	<a href="#">History</a>

Select All  Clear All

**Update Plans**

Pending

Ready

Reversal In Progress

Review Revenue - Plans

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

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

Click the **Billing Financial Information** Tab.

**&Billing**

1-1 of 1 | View All

**Contract Billing Information** | **Billing Financial Information** |

Business Unit	Contract	Bill Plan ID	Plan Description	Amount	Total Sent To Billing	Total Billed	Amount Pending	Billed Thru Date	Currency Code	Fee Type
<input type="checkbox"/> 34500	CON000000000000000000018	B101	Date Milestone	12,000.00	2,000.00	0.00	10,000.00		USD	None

Cumulative billing information for this Bill Plan is visible.

On the **Contract Billing Information** Tab, click the Plan link [B101](#) to view the detail Billing Plan.

# Billing Plan General Tab

**Billing Plan General** | [Billing Plan Lines](#) | [Events](#) | [Tax Parameters](#) | [History](#)

Contract: CON000000000000000000018

Sold To Customer: 0000002055      OKLAHOMA COUNTY

Billing Plan: < B101 >      Date Milestone

BI Unit: 34500

Bill To: 0000002055      OKLAHOMA COUNTY

Currency: USD

Description:       \*Billing Status: In Progress      [Actions](#)      [Cancel](#)

Billing Method: Milestone       Hold

**Customer Information**

BI Unit:       Department of Transportation

\*Bill To Customer:       OKLAHOMA COUNTY

Addr Num:

Bill To Contact:

**Amount Detail**

Billing Amount	12,000.00
Total Amount	12,000.00
Total Billing History	2,000.00
Events Billed To Date	0.00

**Billing Options**

Bill Type:        Pre Approved

Bill Source:        Direct Invoice

Summarization Template ID:

[Billing Header Note](#)      [Internal Notes](#)      [Preview Summarization Template](#)

**Billing Default Overrides**

Invoice Form:

Cycle ID:       [View Customer Defaults](#)

Bill By ID:

Payment Method: ▼

Payment Terms:

Billing Inquiry:

Billing Specialist:

[Return to Billing Plan Management](#)

Save    Return to Search    Notify

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

Click the [Return to Billing Plan Management](#) link.

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



**Review Billing - Plans**

**Search Criteria**

\*Business Unit:

Billing Plan ID:

Billing Business Unit:

Contract:

Contract Classification:

Billing Plan Status:

Hold

Bill To Customer:

**Method**

- Milestone
- Percent Complete
- Value Based
- As Incurred
- Recurring
- Immediate

**Fee Type**

- None
- Fixed Fee
- Award Fee
- Incentive Fee
- Other Fee

**&Billing**

1-1 of 1 | View All

**Contract Billing Information** | Billing Financial Information

Business Unit	Contract	Bill Plan ID	Plan Description	Billing Method	Status	Hold	Hold Date	Billing Business Unit	Customer	Detail	History
<input type="checkbox"/> 34500	CON000000000000000000018	B101	Date Milestone	Milestone	In Progress	<input type="checkbox"/>		34500	0000002055	<a href="#">Detail</a>	<a href="#">History</a>

Select All  Clear All

**Update Plans**

- Pending
- Ready
- Reversal In Progress

Review Revenue - Plans

Click the [Detail](#) link to view Bill Plan Event information.



# Review Billing – Events Page

Events

Contract Billing Information | Billing Financial Information

Business Unit	Contract	Billing Plan	Plan Description	Billing Method	Plan Status	Event	Event Status	Hold	Hold Date	Billing Business Unit	Bill To Customer	
<input type="checkbox"/>	34500	CON00000000000000000000000000000018	B101	Date Milestone	Milestone	In Progress	1	In Progress	<input type="checkbox"/>		34500	0000002055
<input type="checkbox"/>	34500	CON00000000000000000000000000000018	B101	Date Milestone	Milestone	In Progress	2	In Progress	<input type="checkbox"/>		34500	0000002055
<input checked="" type="checkbox"/>	34500	CON00000000000000000000000000000018	B101	Date Milestone	Milestone	In Progress	3	Pending	<input type="checkbox"/>		34500	0000002055
<input checked="" type="checkbox"/>	34500	CON00000000000000000000000000000018	B101	Date Milestone	Milestone	In Progress	4	Pending	<input type="checkbox"/>		34500	0000002055
<input checked="" type="checkbox"/>	34500	CON00000000000000000000000000000018	B101	Date Milestone	Milestone	In Progress	5	Pending	<input type="checkbox"/>		34500	0000002055
<input checked="" type="checkbox"/>	34500	CON00000000000000000000000000000018	B101	Date Milestone	Milestone	In Progress	6	Pending	<input type="checkbox"/>		34500	0000002055
<input checked="" type="checkbox"/>	34500	CON00000000000000000000000000000018	B101	Date Milestone	Milestone	In Progress	7	Pending	<input type="checkbox"/>		34500	0000002055
<input checked="" type="checkbox"/>	34500	CON00000000000000000000000000000018	B101	Date Milestone	Milestone	In Progress	8	Pending	<input type="checkbox"/>		34500	0000002055
<input checked="" type="checkbox"/>	34500	CON00000000000000000000000000000018	B101	Date Milestone	Milestone	In Progress	9	Pending	<input type="checkbox"/>		34500	0000002055
<input checked="" type="checkbox"/>	34500	CON00000000000000000000000000000018	B101	Date Milestone	Milestone	In Progress	10	Pending	<input type="checkbox"/>		34500	0000002055
<input checked="" type="checkbox"/>	34500	CON00000000000000000000000000000018	B101	Date Milestone	Milestone	In Progress	11	Pending	<input type="checkbox"/>		34500	0000002055
<input checked="" type="checkbox"/>	34500	CON00000000000000000000000000000018	B101	Date Milestone	Milestone	In Progress	12	Pending	<input type="checkbox"/>		34500	0000002055

Select All     Clear All

**Update Events**

Pending

Ready

Reversal Initiated

Update Event Status

Select the Bill Plan Events to update.

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

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

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

**Review Billing - Plans**

**Search Criteria**

\*Business Unit: 34500  
Billing Plan ID:   
Billing Business Unit:   
Contract: CON000000000000000000018  
Contract Classification:   
Billing Plan Status:   
Bill To Customer:   
Method:  Milestone,  Percent Complete,  Value Based,  As Incurred,  Recurring,  Immediate  
Fee Type:  None,  Fixed Fee,  Award Fee,  Incentive Fee,  Other Fee

Search Clear

**Billing**

Contract Billing Information | Billing Financial Information

Business Unit	Contract	Bill Plan ID	Plan Description	Billing Method	Status	Hold	Hold Date	Billing Business Unit	Customer	Detail	History
<input type="checkbox"/> 34500	CON000000000000000000018	B101	Date Milestone	Milestone	In Progress	<input type="checkbox"/>		34500	0000002055	<a href="#">Detail</a>	<a href="#">History</a>

Select All  Clear All

**Update Plans**

Pending  
 Ready  
 Reversal In Progress

Update Plan Status

Review Revenue - Plans

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

# History Tab

Contract: CON000000000000000000018  
 Sold To Customer: 0000002055 OKLAHOMA COUNTY  
 Billing Plan: B101 Date Milestone  
 BI Unit: 34500  
 Bill To: 0000002055 OKLAHOMA COUNTY  
 Currency: USD

**Amount Details**

Negotiated Amount	12,000.00
Total Net Extended Amount	0.00

**Contract Billing History**

*Cross Reference Sequence No.	*Cross Reference Status	System Source	Process Instance	*Last Update Date/Time	Last Update User ID	Net Amt	Gross Amt	Billing Currency	Net Extended Amt	Gross Extended
1	New	CBI	29689728	10/14/2024 9:06:44AM	BBENN06	1,000.00	1,000.00	USD	0.00	1,000.00
2	New	CBI	29689728	10/14/2024 9:06:44AM	BBENN06	1,000.00	1,000.00	USD	0.00	1,000.00

Return to Billing Plan Management

Buttons: Save, Return to Search, Notify, Add, Update/Display

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

**Net Amount** – displays the amount of the bill.

Click the **Billing Tab**.

**Contract Billing History**

*Cross Reference Sequence No.	BI Unit	Billing Worksheet	Invoice	Invoice Type	Invoice Date		Billing Currency	Net Extended Amt	Gross Extended
1	34500				10/14/2024	<a href="#">AR Item Info</a>	USD	0.00	1,000.00
2	34500				10/14/2024	<a href="#">AR Item Info</a>	USD	0.00	1,000.00

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

Click the [Return to Billing Plan Management](#) link.

**Review Billing - Plans**

**Search Criteria**

\*Business Unit: 34500

Contract: CON00000000000000000000000018

Billing Plan ID:

Billing Business Unit:

Contract Classification:

Billing Plan Status:

Hold:

Bill To Customer:

**Method**

Milestone  
 Percent Complete  
 Value Based  
 As Incurred  
 Recurring  
 Immediate

**Fee Type**

None  
 Fixed Fee  
 Award Fee  
 Incentive Fee  
 Other Fee

**&Billing**

Business Unit	Contract	Bill Plan ID	Plan Description	Billing Method	Status	Hold	Hold Date	Billing Business Unit	Customer	Detail	History
<input type="checkbox"/> 34500	CON00000000000000000000000018	B101	Date Milestone	Milestone	In Progress	<input type="checkbox"/>		34500	0000002055	<a href="#">Detail</a>	<a href="#">History</a>

Select All  Clear All

**Update Plans**

Pending  
 Ready  
 Reversal In Progress

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

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

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





## Review As Incurred Billing

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

### Review Billing – As Incurred Page

**Review Billing - As Incurred**

**Search Criteria**

Business Unit <input type="text" value="29200"/>	Contract <input type="text" value="100640023"/>	<b>Fee Type</b> <input checked="" type="checkbox"/> None <input checked="" type="checkbox"/> Fixed Fee <input checked="" type="checkbox"/> Award Fee <input checked="" type="checkbox"/> Incentive Fee <input checked="" type="checkbox"/> Other Fee
Billing Plan <input type="text"/>	Contract Classification <input type="text"/>	
Billing Business Unit <input type="text"/>	Billing Plan Status <input type="text"/>	
Project <input type="text"/>	<input type="checkbox"/> Hold	
	Bill To Customer <input type="text"/>	

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

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

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



**Review Billing - As Incurred**

**Search Criteria**

Business Unit: 29200

Billing Plan:

Billing Business Unit:

Project:

Contract: 100640023

Contract Classification:

Billing Plan Status:

Hold

Bill To Customer:

**Fee Type**

- None
- Fixed Fee
- Award Fee
- Incentive Fee
- Other Fee

**Billing**

1-22 of 22

**Contract Billing Information** | **Billing Financial Information**

Business Unit	Contract	Bill Plan ID	Plan Description	Status	Hold	Hold Date	Billing Business Unit	Customer	Project	History
29200	100640023	<a href="#">B101</a>	Grants Bill/ Revenue Plans	In Progress	<input type="checkbox"/>		29200	0000026609	292000424	<a href="#">History</a>

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

**Status** – Bill Plan Status is visible.

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

**Click the Billing Financial Information Tab.**

**Billing**

1-22 of 22

**Contract Billing Information** | **Billing Financial Information**

Billing Business Unit	Customer	Total Billed	Amount Pending	Currency	Fee Type
29200	0000026609	495,475.00	1,584,341.90	USD	None

Cumulative Billing information for this Plan is visible.

On the **Contract Billing Information Tab**, click the Plan hyperlink [B101](#) to view the detail Billing Plan.

# Billing Plan General Tab

**Billing Plan General**
Events
Tax Parameters
History

Contract 100640023

Sold To Customer 0000026609 OFFICE OF FEDERAL ACTIVITIES

Billing Plan < B101 > Grants Bill/ Revenue Plans

BI Unit 29200

Bill To 0000026609 OFFICE OF FEDERAL ACTIVITIES

Currency USD

Description Grants Bill/ Revenue Plans

Billing Method As Incurred

\*Billing Status In Progress

Hold

Actions

Cancel

**Customer Information**

BI Unit 29200 Dept of Environmental Quality

\*Bill To Customer 0000026609 OFFICE OF FEDERAL ACTIVITIES

Addr Num 1

Bill To Contact

**Transaction Options**

Bill Currency Contract Currency

**Retainage Options**

Items previously held as Retainages

Bill  Write-off  Hold

**Billing Options**

Bill Type GM  Pre Approved

Bill Source FED  Direct Invoice

Summarization Template ID

Purchase Order

[Billing Header Note](#) [Internal Notes](#) [Preview Summarization Template](#)

**Tolerance Options**

Minimum Bill Amount 0.00

Final Bill

**Billing Default Overrides**

Invoice Form GM\_LOC

Cycle ID ON\_DEMAND [View Customer Defaults](#)

Bill By ID GM\_LOC Grants LOC Bills

Payment Method Electronic Fund Transfer

Payment Terms 00 Due on Receipt

Billing Inquiry 405/702-1071

Billing Specialist BISP\_01 Bernice Green

Billing Authority BISP\_01 Bernice Green

**Letter of Credit Information**

Letter of Credit ID BG99690021 BG99690021 Detailed

**Related LOC Document IDs**

Contract Line Num	Letter of Credit Document ID	Subaccount ID	LOC Doc ID End Date	Inactive Doc ID
1	0004.1170.1349.1603			<input type="checkbox"/>

Return to Search - As Incurred

Save
Return to Search
Notify
Add
Update/Display

Changes to the Billing Plan can be made.

Click the [Return to Search – As Incurred](#) link.

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

Review Billing – As Incurred page continued

**Review Billing - As Incurred**

**Search Criteria**

Business Unit: 29200

Billing Plan:

Billing Business Unit:

Project:

Contract: I00640023

Contract Classification:

Billing Plan Status:

Hold

Bill To Customer:

**Fee Type**

- None
- Fixed Fee
- Award Fee
- Incentive Fee
- Other Fee

**Billing**

Business Unit	Contract	Bill Plan ID	Plan Description	Status	Hold	Hold Date	Billing Business Unit	Customer	Project	History
29200	I00640023	B101	Grants Bill/ Revenue Plans	In Progress	<input type="checkbox"/>		29200	0000026609	292000424	<a href="#">History</a>

Click the [History](#) link to view a billing history for this Bill Plan.

# History Tab

The screenshot displays the 'History' tab of a software application. At the top, there are navigation tabs: 'Billing Plan General', 'Events', 'Tax Parameters', and 'History'. Below these, contract information is shown: Contract I00640023, Sold To Customer 0000026609, Billing Plan B101, BI Unit 29200, Bill To 0000026609, Currency USD, and Office of Federal Activities. A section titled 'Amount Details' shows a 'Total Net Extended Amount' of 495,475.00. The main section is 'Contract Billing History', which includes a search bar and a table with columns for 'Cross Reference Sequence No.', 'Cross Reference Status', 'System Source', 'Process Instance', 'Last Update Date/Time', 'Last Update User ID', 'Net Amt', 'Gross Amt', 'Billing Currency', 'Net Extended Amt', and 'Gross Extended'. Three rows of data are visible, all with a status of 'Finalized' and a system source of 'BBI'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

*Cross Reference Sequence No.	*Cross Reference Status	System Source	Process Instance	*Last Update Date/Time	Last Update User ID	Net Amt	Gross Amt	Billing Currency	Net Extended Amt	Gross Extended	
1	Finalized	BBI		10/25/2023 8:19:53PM	BIPCC000	20,824.50	20,824.50	USD	20,824.50	20,824.50	+
2	Finalized	BBI		01/25/2024 8:35:47PM	BIPCC000	0.00	0.00	USD	0.00	0.00	+
3	Finalized	BBI		04/16/2024 8:45:19PM	BIPCC000	474,650.50	474,650.50	USD	474,650.50	474,650.50	+

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

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

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

**Net Amount** – displays the amount of the bill.

Click the **Billing Tab**.

**Contract Billing History**

Source **Billing** Contracts Projects

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

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

Click the [Return to Search – As Incurred](#) link to return to the Review Billing – As Incurred page.



## Adjust Revenue and Billing

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

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

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

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

## Reverse Contract

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

**Reverse Contract**  
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 CON000000000000000000

Description begins with

Sold To Customer begins with

Customer Name begins with

Contract Status begins with

Contract Administrator begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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

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

**Contract** – populate with the Contract ID.

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

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



## Contract Reversal Tab

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

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

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

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

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

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

Click the **Reverse** button.

---

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

---



## Redistribute Fixed Amount

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

### 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	=	▼	<input type="text" value="34500"/>	🔍
Contract	begins with	▼	<input type="text" value="CON000000000000000000"/>	🔍
Revenue Plan	begins with	▼	<input type="text"/>	
Revenue Plan Status	=	▼	<input type="text"/>	▼
Contract Administrator	begins with	▼	<input type="text"/>	🔍

Case Sensitive

Search
Clear
Basic Search Save Search Criteria

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

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

**Contract** – populate with the Contract ID.

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

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



## Redistribute Fixed Amount Page

**Redistribute Fixed Amount Rev**

Contract	CON000000000000000000000018	Business Unit	34500	Currency	USD
Sold To Customer	0000002055	OKLAHOMA COUNTY		GL Business Unit	34500
Revenue Plan	R101			GL Currency	USD

Recognized Amount 2,000.00 Redistribute

**Line Details**

1 1-2 of 2 View All

**General** | Chartfields

Line#	Event	Status	Redistribute	Dist Seq #	Accounting Date	Distribution Type	Discount ID	PostSeq#	Amount	Base An
1	1	Completed	☑	1	08/30/2024	Revenue			-1,000.00	
1	2	Completed	☑	1	09/30/2024	Revenue			-1,000.00	

Return to Search    Notify

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

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

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

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

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

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

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

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



## New Chartfield Assignment Page

**New Chartfield Assignment**

**New Chartfields Details**

Search icon | 1-20 of 20

Account	<input type="text"/>
Sub-Account	<input type="text"/>
Fund Type	<input type="text"/>
Class-Funding	<input type="text"/>
Dept	<input type="text"/>
Bud Ref	<input type="text"/>
CFDA#	<input type="text"/>
Program	<input type="text"/>
PC Business Unit	<input type="text"/>
Project	<input type="text"/>
Activity	<input type="text"/>
Source Type	<input type="text"/>
Category	<input type="text"/>
Subcategory	<input type="text"/>
Operating Unit	<input type="text"/>

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

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

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

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

---

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

---



## Redistribute As Incurred

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

### Redistribute As Incurred

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 =

Contract begins with

Revenue Plan begins with

Revenue Plan Status =

Contract Administrator begins with

Case Sensitive

[Basic Search](#) 
[Save Search Criteria](#)

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

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

**Contract** – populate with the Contract ID.

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

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



# Redistribute As Incurred Page

**Redistribute As Incurred**

Contract	18-222	Business Unit	29200	Currency	USD
Sold To Customer	0000517233	CHEVRON FORMER TIDE WATER RFNRY	18-222	GL Business Unit	29200
Revenue Plan	R101			GL Currency	USD

Recognized Amount: 11170.53 [Redistribute](#)

**Line Details**

1-1350 of 1350

**General** | Chartfields

Line#	Redistribute	Distribution Type	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	PC Business Unit
1	<input type="checkbox"/>	Revenue	422218	19	1000	20000	6100001	20		B0202	29200
1	<input type="checkbox"/>	Revenue	422218	19	1000	20000	6100001	20		B0202	29200
1	<input checked="" type="checkbox"/>	Revenue	422218	19	1000	20000	6100001	20		B0202	29200

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

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

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



## New Chartfield Assignment Tab

Help

**New Chartfields Details**

1-15 of 15

Account	Consent Orders	422218	Q
Sub-Account	Agency defined	19	Q
Fund Type		1000	Q
Class-Funding	ABLE Comm. Revolving Fund	20000	Q
Dept	Agency Special Operations	6100001	Q
Bud Ref	2020 Operating Budget	20	Q
CFDA#			Q
Program	LAND	B0202	Q
Project	CHEVRON TIDE WATER 18-222	292146620	Q
Operating Unit			Q
Affiliate			Q
Fund Affil			Q
Alt Acct			Q
Class Funding Affiliate			Q
ChartField 2			Q

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

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

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

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

---

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

---



**Redistribute As Incurred**

Contract 18-222 Business Unit 29200 Currency USD  
 Sold To Customer 0000517233 CHEVRON FORMER TIDE WATER RFNRY 18-222 GL Business Unit 29200  
 Revenue Plan R101 GL Currency USD

Recognized Amount

**Line Details**

Line#	Redistribute	Distribution Type	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref	CFDA#	Program	PC Business Unit
1	<input type="checkbox"/>	Revenue	422218	19	1000 <input type="text"/>	20000 <input type="text"/>	6100001	20 <input type="text"/>	<input type="text"/>	B0202 <input type="text"/>	29200
1	<input type="checkbox"/>	Revenue	422218	19	1000 <input type="text"/>	20000 <input type="text"/>	6100001	20 <input type="text"/>	<input type="text"/>	B0202 <input type="text"/>	29200
1	<input checked="" type="checkbox"/>	Revenue	422218	19	1000 <input type="text"/>	20000 <input type="text"/>	6100001	20 <input type="text"/>	<input type="text"/>	B0202 <input type="text"/>	29200
1	<input type="checkbox"/>	Revenue	422218	19	1000 <input type="text"/>	20000 <input type="text"/>	6100001	20 <input type="text"/>	<input type="text"/>	B0202 <input type="text"/>	29200
1	<input type="checkbox"/>	Revenue	422218	19	1000 <input type="text"/>	20000 <input type="text"/>	1100001	20 <input type="text"/>	<input type="text"/>	B0202 <input type="text"/>	29200

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

## Review and Manage Limits

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

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

## Review Limits Page

The screenshot shows the 'Review Limits' page with the following search criteria fields:

- \*Business Unit: 34500
- Limit Type: Funded/Billing
- Sold To Customer: 0000002055
- Review By: All
- Max Remaining %: (empty)
- Contract Admin: (empty)
- Contract Type: (empty)
- Contract Classification: (empty)
- Contract: CON00000000000000000000000018
- Contract Line: (empty)

Buttons: Search, Clear

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

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

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

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

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

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

---

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

---

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



**Review Limits**

**Search Criteria**

\*Business Unit

Limit Type

Sold To Customer

Review By

Max Remaining %

Contract Admin

Contract Type

Contract Classification

Contract

Contract Line

**Limits**

**Remaining** | Excess | Dates |

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

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

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

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

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

Click the **Excess Tab**.

**Limits**

Remaining | **Excess** | Dates |

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

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

Click the **Dates Tab**.

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

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

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

## Review Contracts

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

## Review Contract Summary

*Navigation: Customer Contracts > Review Contract Summary*

**Review Contract Summary**

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 = 29200

Contract begins with 100640023

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

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

**Contract** – populate with the Contract ID.

**Description** – to search by Contract Description populate this field.

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

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



# Contract Summary Page

### Review Contract Summary

Contract Number	<a href="#">100840023</a>	Currency	USD	Amendment Number	<a href="#">000000002</a>
Contract Type	GRANT	Business Unit	29200	Contract Signed	07/01/2023
Contract Class	Standard	Region Code		Amendment Date	04/02/2024
Contract Status	ACTIVE	Customer	OFFICE OF FEDERAL ACTIVITIES	Proposal ID	100840023

#### Summary

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

<b>Billing Amounts</b>		<b>Revenue Amounts</b>	
Fixed Billing	0.00	Fixed Revenue	0.00
Discounts/Surcharges	0.00	Discounts/Surcharges	0.00
Non-inclusive Prepays	0.00	Non inclusive Prepays	0.00
Subtotal	0.00	Subtotal	0.00
As Incurred Billing Limits (Less Prepaid)	583,475.01	As Incurred Revenue Limits (Less Prepaid)	583,475.01
Recurring Billing	0.00	Recurring Revenue	0.00
<b>Total</b>	<b>583,475.01</b>	<b>Total</b>	<b>583,475.01</b>

#### Contract Lines

Line	Product	Status	Price Type	Billing Limit	Revenue Limit	Estimated Amount	Start Date	End Date	Billing Plan	Revenue Plan
1	Grants Reimbursable product	Active	Rate	495,475.00	495,475.00	0.01	07/01/2023	08/30/2025	In Progress	In Progress
2	Grants Reimbursable product	Active	Rate	88,000.00	88,000.00	0.01	07/01/2023	08/30/2025	In Progress	In Progress
3	Grants Reimbursable product	Active	Rate	0.01	0.01	0.01	07/01/2023	08/30/2025	In Progress	In Progress

PC Business Unit	Project	Description	Project Status
29200	<a href="#">292000424</a>	106 Water Pollution Control Ma	Open
29200	<a href="#">292000425</a>	106 Water Pollution Control Ma	Open
29200	<a href="#">292001124</a>	106 Water Pollution Control Mo	Open

Milestone ID	Milestone Status	Billing Impact	Revenue Impact
None		No	No

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

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

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

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

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