



PeopleSoft Contracts 8.8 PeopleBook

December 2003

PeopleSoft Contracts 8.8 PeopleBook

SKU FSCM88CAM-B 1203

Copyright 1992-2003 PeopleSoft, Inc. All rights reserved.

All material contained in this documentation is proprietary and confidential to PeopleSoft, Inc. ("PeopleSoft"), protected by copyright laws and subject to the nondisclosure provisions of the applicable PeopleSoft agreement. No part of this documentation may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, including, but not limited to, electronic, graphic, mechanical, photocopying, recording, or otherwise without the prior written permission of PeopleSoft.

This documentation is subject to change without notice, and PeopleSoft does not warrant that the material contained in this documentation is free of errors. Any errors found in this document should be reported to PeopleSoft in writing.

The copyrighted software that accompanies this document is licensed for use only in strict accordance with the applicable license agreement which should be read carefully as it governs the terms of use of the software and this document, including the disclosure thereof.

PeopleSoft, PeopleTools, PS/nVision, PeopleCode, PeopleBooks, PeopleTalk, and Vantive are registered trademarks, and Pure Internet Architecture, Intelligent Context Manager, and The Real-Time Enterprise are trademarks of PeopleSoft, Inc. All other company and product names may be trademarks of their respective owners. The information contained herein is subject to change without notice.

Open Source Disclosure

PeopleSoft takes no responsibility for its use or distribution of any open source or shareware software or documentation and disclaims any and all liability or damages resulting from use of said software or documentation. The following open source software may be used in PeopleSoft products and the following disclaimers are provided.

Apache Software Foundation

This product includes software developed by the Apache Software Foundation (<http://www.apache.org/>). Copyright (c) 1999-2000 The Apache Software Foundation. All rights reserved.

THIS SOFTWARE IS PROVIDED "AS IS" AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE APACHE SOFTWARE FOUNDATION OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

OpenSSL

Copyright (c) 1998-2003 The OpenSSL Project. All rights reserved.

THIS SOFTWARE IS PROVIDED BY THE OpenSSL PROJECT "AS IS" AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE OpenSSL PROJECT OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

SSLeay

Copyright (c) 1995-1998 Eric Young. All rights reserved.

THIS SOFTWARE IS PROVIDED BY ERIC YOUNG "AS IS" AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE AUTHOR OR CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

Loki Library

Copyright (c) 2001 by Andrei Alexandrescu. This code accompanies the book:

Alexandrescu, Andrei. "Modern C++ Design: Generic Programming and Design Patterns Applied". Copyright (c) 2001. Addison-Wesley. Permission to use, copy, modify, distribute and sell this software for any purpose is hereby granted without fee, provided that the above copyright notice appear in all copies and that both that copyright notice and this permission notice appear in supporting documentation.

Contents

General Preface

About These PeopleBooks.....xix

PeopleSoft Application Prerequisites.....xix

PeopleSoft Application Fundamentals.....xix

Related Documentation.....xx

 Obtaining Documentation Updates.....xx

 Ordering Printed Documentation.....xx

Typographical Conventions and Visual Cues.....xxi

 Typographical Conventions.....xxi

 Visual Cues.....xxii

Comments and Suggestions.....xxiii

Common Elements in These PeopleBooks xxiii

Preface

PeopleSoft Contracts Preface.....xxv

PeopleSoft Application Fundamentals.....xxv

Pages With Deferred Processing.....xxv

Common Elements Used in This PeopleBook.....xxvi

Chapter 1

Getting Started with PeopleSoft Contracts.....1

PeopleSoft Contracts Business Processes.....1

PeopleSoft Contracts Integrations.....2

PeopleSoft Contracts Implementation.....2

Chapter 2

Navigating in PeopleSoft Contracts.....7

Navigating in PeopleSoft Contracts.....7

 Pages Used to Navigate in PeopleSoft Contracts.....7

Chapter 3

Integrating with Other Applications.....	9
Understanding Product Integration.....	9
Integrating with PeopleSoft Project Costing.....	9
Integrating with PeopleSoft Billing.....	10
Integrating with PeopleSoft General Ledger.....	10
Integrating with PeopleSoft Grants.....	10
Integrating with PeopleSoft Order Management.....	10
Integrating with PeopleSoft Proposal Management.....	11
Integrating with PeopleSoft Pay/Bill Management.....	11

Chapter 4

Preparing to Implement PeopleSoft Contracts.....	13
Understanding Contract Implementation.....	13
Creating and Administering Contracts.....	13
Mapping Enterprise Data Flow.....	14
Recognizing Your Business Structure.....	15
Defining an FTP Server for Document Attachments.....	15

Chapter 5

Defining PeopleSoft Contracts Business Units.....	17
Establishing PeopleSoft Contracts Business Units.....	17
Prerequisites.....	18
Pages Used to Establish PeopleSoft Contract Business Units.....	18
Defining PeopleSoft Contracts Business Units.....	18
Defining PeopleSoft Contracts Business Unit Options.....	21

Chapter 6

Securing Your PeopleSoft Contracts System.....	23
Understanding PeopleSoft Contracts Security.....	23
Setting Up Row-Level Security.....	23
Setting Up Contract Status Security.....	24
Setting Up Milestone Security.....	24
Setting Up EDMS Security.....	24
Using Roles and Permission Lists.....	25

Chapter 7

Structuring Contracts.....	27
Understanding Contract Structure.....	27
Contract Statuses.....	28
Products and Product Groups.....	32
Revenue and Billing Plan Templates.....	35
Billing Plan Detail Templates.....	35
Renewal Plan Templates.....	36
Tiered Pricing Templates.....	36
Legal Entities.....	36
Milestone Templates.....	38
Email Notifications.....	39
Defining Contract Statuses.....	39
Page Used to Define Contract Statuses.....	40
Defining Contract Statuses.....	40
Defining Contract Types.....	41
Page Used to Define Contract Types.....	41
Defining Contract Types.....	41
Defining Products and Product Groups.....	41
Pages Used to Define Products and Product Groups.....	42
Defining Product Groups.....	43
Defining Contract Attributes for Product Groups.....	43
Defining Products.....	44
Defining Contract Product Options.....	44
Defining the Unit of Measure.....	44
Defining the List Price.....	44
Associating Products to Product Groups.....	45
Defining Product Rate Template Defaults.....	45
Defining Ad Hoc Products.....	45
Defining Revenue and Billing Plan Templates.....	46
Page Used to Define Revenue and Billing Plan Templates.....	47
Create Revenue and Billing Plan Templates.....	47
Defining Billing Plan Detail Templates.....	49
Page Used to Define Billing Plan Detail Templates.....	49
Creating Billing Plan Detail Templates.....	49
Defining Renewal Plan Templates.....	51
Page Used to Define Renewal Plan Templates.....	52
Creating Renewal Plan Templates.....	52
Defining Tiered Pricing Templates.....	53
Page Used to Define Tiered Pricing Templates.....	53

Creating Tiered Pricing Templates.....	53
Defining Discounts and Surcharges.....	55
Page Used to Define Fixed-Amount Discounts and Surcharges.....	55
Defining Fixed-Amount Discounts and Surcharges.....	55
Defining Contract Document Sequencing Options.....	55
Page Used to Define Contract Document Sequencing Options.....	56
Defining Contract Document Sequencing Options.....	56
Defining Legal Entities.....	57
Page Used to Define Legal Entities.....	57
Defining a Legal Entity.....	57
Defining Early-Out Options.....	57
Page Used to Define Early-Out Options.....	57
Defining Early-Out Options.....	58
Defining Milestones.....	58
Pages Used to Define Milestones.....	59
Defining Milestone Classifications.....	59
Defining Milestones.....	60
Defining Milestone Condition Templates.....	60
Defining SQL Statements for Milestone Conditions.....	62
Defining Reconciliation Options.....	62
Page Used to Define Reconciliation Options.....	62
Defining Reconciliation Options.....	62
Defining Email Notifications.....	63
Prerequisites.....	63
Common Elements Used in this Section.....	64
Pages Used to Define Email Notifications.....	64
Defining Support Teams by Contract Business Unit.....	64
Defining Support Teams by Contract Type.....	65
Defining Amendments.....	65
Pages Used to Define Amendments.....	66
Defining Amendment Types.....	66
Defining Amendment Reasons.....	67

Chapter 8

Creating Contracts.....	69
Understanding Contracts.....	69
Prerequisites.....	70
Contract Headers.....	70
Contract Lines.....	73

Contract Line Statuses.....	74
Products on Contract Lines.....	77
Sales Order Generation.....	78
Common Elements Used in This Chapter.....	79
Defining General Contract Information.....	81
Pages Used to Define General Contract Information.....	82
Setting Up and Managing Contract Header Information.....	82
Selecting an Existing Contract from Which to Copy.....	84
Defining the Sold To Address.....	84
Defining Contract Lines.....	85
Common Elements Used in This Section.....	85
Pages Used to Define Contract Lines.....	85
Adding General Contract Line Information.....	85
Adding Contract Line Details.....	87
Reviewing the Ship To Address.....	88
Reviewing Amount Details.....	89
Defining Deferred Revenue.....	91
Defining Renewals.....	92
Adding Products to Contract Lines.....	93
Pages Used to Add Products to Contract Lines.....	94
Searching for Products to Add to a Contract.....	94
Reviewing Pricing and Components of Fixed-Fee Product Kits.....	96
Defining Additional Contract Information.....	97
Page Used to Define Additional Contract Information.....	97
Entering Additional Information.....	97
Defining Contract Billing Options.....	99
Pages Used to Enter Billing Options.....	100
Entering Billing Options.....	100
Selecting a Billing Address.....	102
Adding Attachments.....	102
Page Used to Add Attachments.....	102
Adding Attachments to Contracts.....	102
Creating Amendments.....	104
Creating Ad Hoc Products.....	104
Page Used to Create Ad Hoc Products.....	104
Creating Ad Hoc Product Lines.....	104
Generating Order Lines.....	105
Page Used to Generate Order Lines.....	105
Creating Sales Orders.....	106

Chapter 9

Understanding Accounting Distributions.....	109
Accounting Distributions.....	109
Fixed-Amount Contract Lines.....	110
Rate-based Contract Lines.....	110
Recurring Contract Lines.....	111
Multicurrency.....	111
Accounting Distribution Defaults.....	111
Accounting Distribution Creation.....	112
Revenue Accounting.....	113
Deferred Revenue Accounting.....	114
Unbilled AR.....	115
Accounting Distributions for Discounts and Surcharges.....	117
Accounting Distributions for Interunit Transfers.....	118
Setting Up Interunit Transfers for Fixed-Amount Contract Lines.....	118
Example 1: Interunit Accounting Without Deferred Revenue	119
Example 2: Interunit Accounting with Deferred Revenue	121
Setting Up Interunit Transfers for Rate-based Contract Lines.....	122
Products Managing Revenue.....	123
Accounting Entries in PeopleSoft Contracts.....	123
Accounting Entries in PeopleSoft Billing.....	123
Accounting Distributions When PeopleSoft Contracts Manages Revenue.....	124
Accounting Distributions When PeopleSoft Billing Manages Revenue.....	125
Accounting Distribution Source.....	126

Chapter 10

Entering Accounting Distributions.....	129
Understanding Accounting Distributions.....	129
Common Elements Used in This Chapter.....	130
Entering Accounting Distributions.....	131
Prerequisite.....	131
Pages Used to Enter Accounting Distributions.....	131
Reviewing and Updating Accounting Distributions.....	131
Reviewing and Updating Accounting Distributions for Discounts and Surcharges.....	134

Chapter 11

Pricing Contracts.....	137
Understanding Pricing Contracts.....	137

Amount-Based Pricing.....	137
Rate-Based Pricing.....	138
Recurring Pricing.....	138
Discounts and Surcharges.....	138
Special Payment Terms.....	139
Contract Line Changes on a Pending Contract.....	139
PeopleSoft Enterprise Pricer.....	141
Pricing Amount-Based Contracts.....	141
Pages Used to Price Amount-Based Contracts.....	143
Allocating Amounts.....	143
Selecting Percent-Based Contract Lines.....	147
Applying Total Contract Discounts and Surcharges.....	148
Applying Line Discounts and Surcharges.....	149
Viewing Contract Line Discounts and Surcharges.....	151
Pricing Rate-Based Contracts.....	151
Using Special Payment Terms.....	151
Page Used for Special Payment Terms.....	151
Setting Up Special Payment Terms.....	151
Amending Special Payment Terms.....	153

Chapter 12

Working with PeopleSoft Project Costing.....	155
Understanding the Relationship Between PeopleSoft Contracts and PeopleSoft Project Costing.....	155
Rate Setup.....	156
Tiered Pricing.....	157
Rules and Exceptions for Organizational Sharing.....	158
Project and Activity Assignment to Contracts.....	159
Project Pricing.....	159
Project Progress.....	160
Project Billing.....	160
Project Revenue Recognition.....	161
Setting Up Rules and Exceptions for Organizational Sharing.....	161
Pages Used to Set Up Rules and Exceptions for Organizational Sharing.....	162
Selecting Sharing Installation Options.....	163
Enabling Organizations.....	163
Defining the Organizational Hierarchy.....	163
Defining Accounting Rules.....	163
Specifying Organizational Sharing Options.....	163
Creating Source Criteria.....	164

Creating Target Definitions.....	165
Defining Sharing Exceptions.....	165
Assigning Projects and Activities to Contracts.....	165
Page Used to Assign Projects and Activities to Contracts.....	166
Assigning Projects and Activities to Contracts.....	166
Defining Tiered Pricing.....	169
Pages Used to Define Tiered Pricing.....	170
Setting Up Transaction Identifiers.....	170
Creating Tier Templates.....	170
Defining Tiered Pricing for a Contract Line.....	170
Running the Pricing Engine.....	171
Processing Project Progress.....	172
Prerequisite.....	172
Pages Used to Process Project Progress.....	172
Running the Percent Complete Update Process.....	173
Specifying Revenue Options.....	173
Specifying Billing Options.....	174
Amending Discounts, Retainages, and Limits.....	174

Chapter 13

Setting Up Milestones.....	175
Understanding Milestones.....	175
Prerequisite.....	175
Milestone Conditions.....	176
Milestone Statuses.....	177
Milestone Methods.....	179
Common Elements Used in This Chapter.....	179
Setting Up Milestones.....	181
Pages Used to Set Up Milestones.....	181
Defining Milestone Classifications.....	182
Setting Up Generic Milestone Templates.....	182
Setting Up Generic Milestone Condition Templates.....	182
Setting Up Contract Milestones and Establishing Contract-Specific Conditions.....	183
Referencing the Milestones.....	187
Maintaining Milestones.....	187
Pages Used to Maintain Milestones.....	187
Maintaining Milestones.....	187
Updating Milestones.....	189
Processing Milestones.....	190

Page Used to Process Milestones.....	191
Processing Milestones.....	191
Reviewing Project Milestones.....	191
Pages Used to Review Project Milestones.....	192
Reviewing Project Milestones.....	192
Reviewing Details of Project Milestones Attached to Contract Billing or Revenue Plans.....	193

Chapter 14

Setting Up Revenue Plans.....	195
Understanding Revenue Plans.....	195
Revenue Recognition Setup.....	195
Revenue Plans.....	196
Revenue Recognition Event Types.....	197
Revenue Recognition Methods.....	199
Revenue Plan and Event Statuses.....	203
Revenue Plan Assignment Rules.....	210
Revenue Preview.....	212
Prerequisites.....	212
Defining Revenue Plans.....	213
Common Elements Used in This Section.....	213
Pages Used to Define Revenue Plans.....	214
Defining Revenue Plans.....	214
Using PeopleSoft Project Costing Milestones as Revenue Plan Events.....	220
Assigning Contract Lines to Revenue Plans.....	220
Page Used to Assign Contract Lines to Revenue Plans.....	221
Assigning Contract Lines to Revenue Plans.....	221
Previewing Revenue.....	223
Page Used to Preview Revenue.....	223
Previewing Revenue Plans.....	223

Chapter 15

Processing Revenue Recognition.....	225
Understanding Revenue Plan Processing.....	225
Prerequisites.....	226
The Deferred Revenue Process (CA_LOAD_DEF).....	226
The Amount-based Revenue Process (CA_LOAD_GL1).....	227
The Rate-based Revenue (Accounting Rules Engine) Process (PSA_ACCTGGL).....	228
The Project Progress Process.....	229

Journal Generator and Update Processes.....	229
Streamlined Revenue.....	230
Processing Deferred Revenue (CA_LOAD_DEF).....	230
Prerequisites.....	230
Page Used to Process Deferred Revenue.....	231
Processing Deferred Revenue.....	231
Processing Amount-based Revenue (CA_LOAD_GL1).....	232
Page Used to Process Amount-based Revenue.....	232
Running the Amount-based Revenue Process.....	232
Processing Rate-based Revenue (PSA_ACCTGGL).....	234
Page Used to Process Rate-based Revenue.....	235
Running the Rate-based Revenue Process.....	235
Updating Revenue Recognition Statuses.....	235
Page Used to Update Revenue Recognition Statuses.....	236
Updating the GL.....	236

Chapter 16

Managing Revenue Recognition.....	237
Understanding Revenue Management.....	237
Prerequisites.....	237
Revenue Management.....	237
Revenue Review.....	242
Revenue Reversal.....	244
Revenue Redistribution.....	245
Reconciliation.....	247
Reviewing Revenue.....	248
Common Elements Used in This Section.....	248
Pages Used to Review Revenue.....	250
Reviewing Revenue Plans.....	251
Reviewing Revenue Plan Events.....	253
Reviewing As-Incurred Revenue Plans.....	254
Reviewing Revenue Details for Accounting Activities Booked to the GL.....	256
Inquiring About Amount-Based Accounting Journal Entries.....	257
Inquiring About Rate-Based Accounting Journal Entries.....	258
Reversing Revenue.....	258
Pages Used to Reverse Revenue.....	259
Reversing Accounting Entries for Amount-Based Contracts.....	259
Reversing Deferred Revenue Accounting Entries.....	260
Redistributing Revenue.....	261

Common Elements Used in This Section.....	261
Pages Used to Redistribute Revenue.....	262
Redistributing Amount-Based Revenue	262
Redistributing Rate-Based (As-Incurred) Revenue.....	263
Reconciling Billing and Revenue.....	264
Pages Used to Reconcile Billing and Revenue.....	265
Defining Reconciliation Options.....	265
Selecting a Contract, Contract Line, Project, or Project/Activity to Reconcile.....	266
Redistributing Revenue to an Alternate Account and Offsetting the Unbilled AR Distribution.....	267
Summarizing Your Reconciliations.....	269

Chapter 17

Forecasting Revenue.....	271
Understanding Revenue Forecasting.....	271
Forecasting Revenue.....	275
Pages Used to Forecast Revenue.....	276
Setting Up Calendars for Revenue Forecasts.....	276
Creating Revenue Forecasts.....	276
Processing Revenue Forecasts.....	278
Forecasting Interactive Reports.....	279
Analyzing Interactive Reports.....	280

Chapter 18

Setting Up Billing Plans.....	285
Understanding Billing in PeopleSoft Contracts.....	285
Billing Plans.....	286
Billing Methods.....	288
Billing Statuses.....	289
Billing Plan Assigning Rules.....	300
Defining Billing Plans.....	301
Prerequisite.....	301
Common Elements Used in This Section.....	301
Pages Used to Define Billing Plans.....	304
Defining High-Level Billing Plan Information.....	307
Creating Billing Events.....	311
Assigning Billing Events to Projects Milestones.....	314
Creating Billing Plan Lines.....	315
Viewing Billing Plan Line Details.....	318

Creating Value-based Billing Plans Lines.....	318
Defining Recurring Billing Plan Schedules.....	320
Updating Tax Information.....	321
Viewing Billing History.....	322
Assigning Contract Lines to Billing Plans.....	326
Prerequisite.....	326
Page Used to Assign Contract Lines to Billing Plans.....	326
Assigning Contract Products to Billing Plans.....	326

Chapter 19

Processing PeopleSoft Contracts Billing.....	331
Understanding the PeopleSoft Contracts Billing Process.....	331
PeopleSoft Contracts Integration with PeopleSoft Billing and PeopleSoft Project Costing.....	331
The Contracts Billing Interface Process (CA_BI_INTFC).....	335
Streamlined Billing.....	337
Direct Invoicing and Preapproved Activity.....	338
The Project Progress Process.....	339
Tax Parameters.....	339
Invoices.....	340
Limits.....	340
Rate-based Over-the-Limit Rows.....	341
Discounts, Surcharges, and Retainages.....	342
Fixed-Fee Recycled Billing.....	344
Prepaid Amounts.....	347
Running the Contracts Billing Interface Process (CA_BI_INTFC).....	347
Common Elements Used in This Section.....	347
Pages Used to Run the Contracts Billing Interface Process.....	349
Running the Contracts Billing Interface Process for As-Incurred Billing.....	349
Running the Contracts Billing Interface Process for Recurring Billing.....	351
Running the Contracts Billing Interface Process for Amount-based and Value-based Billing Methods.....	351

Chapter 20

Managing Contracts Billing.....	353
Understanding Billing Management.....	353
Reviewing the Cross-Reference Table.....	354
Understanding the Cross-Reference Table.....	354
Setting Fields in the Cross-Reference Table.....	358

Updating the Cross-Reference Table: Contracts Billing Interface Process.....	358
Updating the Cross-Reference Table: Projects/Billing Interface Process.....	360
Updating the Cross-Reference Table: Manually Entered Invoices.....	361
Reviewing Billing Examples.....	362
Reviewing and Reversing Billing Activity.....	372
Prerequisite.....	372
Common Elements Used in This Section.....	373
Pages Used to Review and Reverse Billing Activity.....	374
Reviewing or Reversing Billing Activity for Billing Plans.....	374
Reviewing Billing Events.....	377
Reviewing Statuses for As-Incurred Billing Plans.....	379
 Chapter 21	
Establishing Prepaid Amounts.....	381
Understanding Prepaid Amounts.....	381
Prerequisite.....	381
Prepaid Balance Types.....	381
Prepaid Statuses.....	382
Prepaid Amounts: Billing and Utilization.....	383
Prepaid Accounting.....	384
Prepaid Balance Processing.....	385
Prepaid Amounts - Tracking.....	386
Prepaid Example.....	386
Establishing Prepaid Amounts.....	388
Page Used to Establish Prepaid Amounts.....	389
Defining Prepaid Amounts.....	389
Associating Prepaids with Contract Lines.....	390
Setting Up Initial Billing.....	391
Setting Up Deferred Revenue Distribution.....	392
Defining and Viewing Utilization of Prepaid Amounts	393
Pages Used to Define and View Utilization of Prepaid Amounts.....	393
Defining Utilization Criteria.....	394
Viewing Utilization History.....	395
Monitoring Administrative Activity for Prepaid Amounts.....	395
Page Used to Monitor Administrative Activity for Prepaid Amounts.....	396
Monitoring Prepaid Activity.....	396

Chapter 22

Entering Renewals.....	397
Understanding Renewals.....	397
Renewal Plans and Renewal Cycles.....	397
Renewal Statuses.....	398
Renewal Plan Templates.....	400
Defining Renewable Products, Templates, and Contract Lines.....	401
Pages Used to Define Renewable Products, Templates, and Contract Lines.....	401
Defining Renewal Plans and Renewal Cycles.....	401
Prerequisite.....	402
Common Elements Used in This Section.....	402
Pages Used to Define Renewal Plans and Renewal Cycles.....	403
Creating Renewal Plans.....	403
Defining Renewal Cycle Parameters.....	405
Viewing Renewable Contract Line Details.....	406
Assigning Contract Lines to Renewal Plans.....	407
Page Used to Assign Contract Lines to Renewal Plans.....	407
Assigning Renewable Contract Lines to Renewal Plans.....	407

Chapter 23

Amending Contracts.....	411
Understanding Contract Amendments.....	411
Common Elements Used in This Chapter.....	411
Amendment Statuses.....	412
Status Flows for Amendments.....	413
Working with Amendments.....	414
Pages Used to Work with Amendments.....	415
Creating and Editing Amendments.....	415
Entering Amendment Details.....	415
Reviewing and Managing Amendment Details.....	417
Performing Amendment Allocation Changes.....	419
Processing Amendments.....	421

Chapter 24

Maintaining Support Teams.....	423
Understanding Support Teams.....	423
Support Team Maintenance.....	423
Email Notification.....	424

Email Lists.....	424
Using Support Teams for Email Notification.....	424
Page Used to Use Support Teams for Email Notification.....	425
Defining Support Teams.....	425

Chapter 25

Creating Notes.....	427
Understanding Contract Notes.....	427
Creating Notes for PeopleSoft Contracts Components.....	427
Page Used to Create Notes for PeopleSoft Contracts Components.....	428
Defining Notes for PeopleSoft Contracts Components.....	428
Creating Notes to Include on Bills.....	430

Chapter 26

Assigning Documents.....	431
Understanding Document Assignment.....	431
Documentum Installation.....	431
Document Management Options.....	432
Document Storage.....	433
Document User Types.....	433
New Documents and Versions.....	434
Document Management.....	434
Managing Documents With Documentum.....	435
Prerequisites.....	435
Common Elements Used in This Section.....	436
Pages Used to Manage Documents With Documentum.....	438
Displaying Document-Enabled Pages.....	438
Logging in to the Documentum Docbase.....	439
Querying Documents.....	439
Associating Documents With Pages and Copying Document Associations.....	440
Linking and Accessing Documents.....	440

Chapter 27

Managing Contracts.....	443
Understanding Contracts.....	443
Creating a Personal Contract List.....	443
Page Used to Create a Personal Contract List.....	443

Creating a Personal Contract List.....444

Reviewing Contract Summaries.....445

 Pages Used to Review Contract Summaries.....445

 Reviewing Contract Summaries.....445

 Reviewing Contract AR Items.....448

Reviewing Contract Details.....448

 Pages Used to Review Contract Details.....448

Chapter 28

Working with Federal Reimbursable Agreements.....451

Understanding Federal Reimbursable Agreements.....451

Setting Up Federal Reimbursable Agreements.....456

 Pages Used To Set Up Federal Reimbursable Agreements.....456

Inquiring On Federal Reimbursable Agreements.....457

 Pages Used to Inquire On Federal Reimbursable Agreements.....457

 Specifying Reimbursable Agreement Inquiry Criteria.....457

 Viewing Reimbursable Agreement Inquiries per Contract.....458

Appendix A

PeopleSoft Contracts Reports.....461

PeopleSoft Contracts Reports: A to Z.....461

Glossary of PeopleSoft Terms.....463

Index 479

About These PeopleBooks

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Related documentation.
- Typographical elements and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

See *Using PeopleSoft Applications*.

You might also want to complete at least one PeopleSoft introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft database. However, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Each PeopleSoft product line has its own version of this documentation.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across a product line. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals, such as setting up control tables and administering security.

Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection web site. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection web site, <http://www.peoplesoft.com/corp/en/login.asp>

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection web site, access the PeopleSoft Press web site under the Ordering PeopleBooks topic. The PeopleSoft Press web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact CPI at 800 888 3559.

Email

Send email to CPI at psoftpress@cc.larwood.com.

See Also

PeopleSoft Customer Connection web site, <http://www.peoplesoft.com/corp/en/login.asp>

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.

Typographical Conventions

The following table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number <i>O</i> , not the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
(ISO)	Information that applies to a specific country, to the U.S. federal government, or to the education and government market, is preceded by a three-letter code in parentheses. The code for the U.S. federal government is USF; the code for education and government is E&G, and the country codes from the International Standards Organization are used for specific countries. Here is an example: (GER) If you're administering German employees, German law requires you to indicate special nationality and citizenship information for German workers using nationality codes established by the German DEUEV Directive.
Cross-references	PeopleBooks provide cross-references either below the heading "See Also" or on a separate line preceded by the word <i>See</i> . Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note. Example of a note.

A note that is preceded by *Important!* is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements in These PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Once, Always, and Don't Run	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.
Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).

Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
Request ID	An ID that represents a set of selection criteria for a report or process.
User ID	An ID that represents the person who generates a transaction.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.
See Also	
	<i>Using PeopleSoft Applications</i>
	<i>PeopleSoft Process Scheduler</i>

PeopleSoft Contracts Preface

This preface discusses:

- PeopleSoft application fundamentals.
- Pages with deferred processing.
- Common elements in this PeopleBook.

Note. This PeopleBook documents only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then it either requires no additional explanation or is documented with the common elements for the section, chapter, or PeopleBook.

PeopleSoft Application Fundamentals

The *PeopleSoft Contracts PeopleBook* provides you with implementation and processing information for your PeopleSoft Contracts system. However, additional, essential information describing the setup and design of your system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft applications across the Financials, Enterprise Service Automation, and Supply Chain Management product lines. You should be familiar with the contents of these PeopleBooks.

The following companion PeopleBooks apply specifically to PeopleSoft Contracts.

- *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook*
- *Setting Up Global Options and Reports PeopleBook*
- *Working With Customers and Orders PeopleBook*
- *Working With Third-Party Applications PeopleBook*

Pages With Deferred Processing

Several pages in PeopleSoft Contracts operate in deferred processing mode. Most fields on these pages are not updated or validated until you save the page or refresh it by clicking a button, link, or tab. This delayed processing has various implications for the field values on the page—for example, if a field contains a default value, any value you enter before the system updates the page overrides the default. Another implication is that the system updates quantity balances or totals only when you save or otherwise refresh the page.

See Also

PeopleSoft PeopleTools PeopleBook: Application Designer, “Guidelines for Designing Pages”

Common Elements Used in This PeopleBook

Activity ID	PeopleSoft Project Costing activity identifier.
Bill To Customer	Customer receiving the invoice.
Billing Business Unit	PeopleSoft Billing business unit.
Business Unit	Identification code that represents a high-level organization of business information. Use a business unit to define regional or departmental units within a larger organization.
Contract or Contract Number	Unique identifier for a contract.
Contract Admin (contract administrator)	Responsible party in charge of administering the contract.
Contract Status	Provides you with an indicator of where your contract is within the contract life cycle, and it designates when a contract is available for lookup and processing.
Contract Type	Enables you to categorize your contracts for reporting purposes.
Contracts Business Unit	PeopleSoft Contracts business unit.
Effective Date	Date on which a table row becomes effective; the date that an action begins.
GL Unit	PeopleSoft General Ledger business unit.
Legal Entity	Organizational or legal owner of the contract. While this legal entity is not directly tied to the legal entity in PeopleSoft General Ledger, this field allows you to capture which legal entity contracted with the customer on each contract.
OM Business Unit	PeopleSoft Order Management business unit.
Product ID	PeopleSoft Order Management product identifier. Products are the goods and services that you sell to your customers on a contract.
PC Business Unit	PeopleSoft Project Costing business unit.
Price Type	Products in contracts are rate-based, amount-based, or recurring. Rate-based products have a price type of <i>Rate</i> , amount-based products have a price type of <i>Amount</i> or <i>Percent</i> , and recurring products have a price type of <i>Recurring</i> .
Process Monitor	Click this link to view the status of submitted process requests.
Project ID	PeopleSoft Project Costing project identifier.
Quantity (Qty)	Enter or change the quantity on the contract line, billing plan, or Negotiated Amount Allocation page.

	Note. Changing this value on the contract line is for audit trail purposes only. A change to the quantity on an active contract line will not impact the amount on the Negotiated Amount Allocation page, the quantity on the billing lines of the associated billing plan, or the quantity on the sales order in PeopleSoft Order Management.
Report ID	Report Identifier.
Report Manager	Click this link to view report content, check the status of a report, and see content detail messages.
Run	Click this button to specify the location where a process or job runs and the process output format.
Run Control ID	Identification code that identifies the run parameters for a report or process.
SetID	Identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) necessary to define your company's structure and processing options.
Ship To Customer	Location receiving the products and services specified on the contract.
Sold To or Sold To Customer	Customer buying the products and services specified on the contract.
Source ID	PeopleSoft Project Costing resource identifier.
Unit of Measure (UOM)	Enter or change the unit of measure on the contract line, billing plan, or Negotiated Amount Allocation page.
	Note. Changing this value on the contract line is for audit trail purposes only. A change to the quantity on an active contract line will not impact the amount on the Negotiated Amount Allocation page, the unit of measure on the billing lines of the associated billing plan, or the unit of measure on the sales order in PeopleSoft Order Management.
User ID	System identifier for the individual who generates a transaction.

CHAPTER 1

Getting Started with PeopleSoft Contracts

This chapter provides an overview of PeopleSoft Contracts and discusses:

- PeopleSoft Contracts business processes.
- PeopleSoft Contracts integrations.
- PeopleSoft Contracts implementation.

PeopleSoft Contracts Business Processes

The following graphic lists the PeopleSoft Contracts business processes:

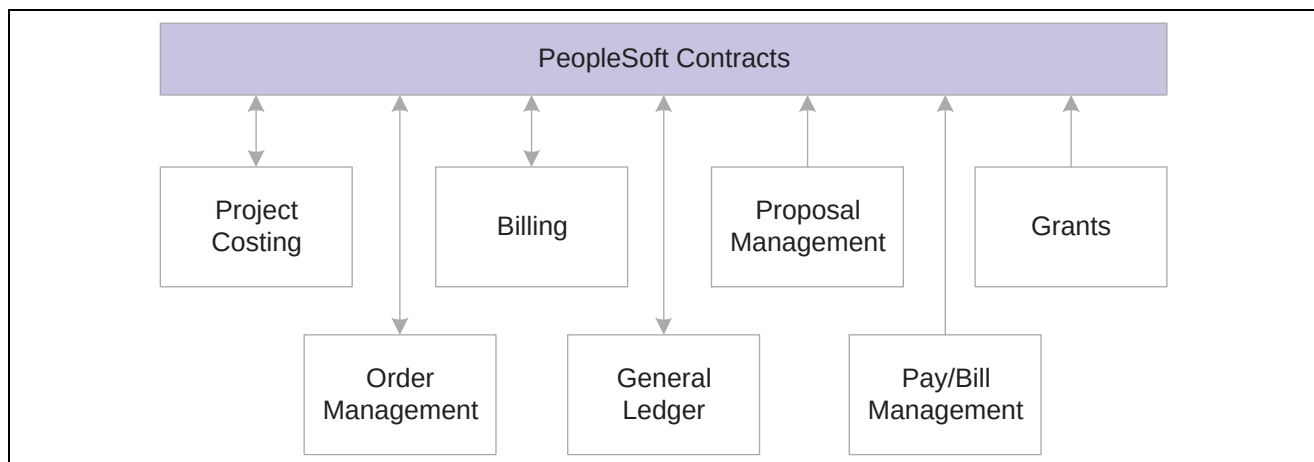


PeopleSoft Contracts business processes

We discuss these business processes in the business process chapters in this PeopleBook.

PeopleSoft Contracts Integrations

PeopleSoft Contracts integrates with the following PeopleSoft applications:



PeopleSoft Contracts integration flow with other PeopleSoft applications

We discuss integration considerations in the implementation chapters in this PeopleBook.

Supplemental information about third-party application integrations is located on the PeopleSoft Customer Connection website.

PeopleSoft Contracts Implementation

PeopleSoft Setup Manager enables you to review a list of setup tasks for your organization for the products that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

PeopleSoft Contracts also provides component interfaces to help you load data from your existing system into PeopleSoft Contracts tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists the components that have component interfaces:

Component	Component Interface	References
Accounting Rules (PSA_ACCT_SETUP)	PSA_ACCT_SETUP_CI	See Chapter 12, “Working with PeopleSoft Project Costing,” Setting Up Rules and Exceptions for Organizational Sharing, page 161.
Milestone Templates (CA_MS_DEFN_PNLG)	CA_MS_DEFN_PNLG_CI	See Chapter 7, “Structuring Contracts,” Defining Milestones, page 58.

Component	Component Interface	References
Product Definition (PROD_DEFN)	PROD_DEFN_CI	See <i>PeopleSoft Working with Customers and Orders 8.8 PeopleBook</i> , “Setting Up Products,” Establishing the Product Definition.
Product Group Options (CA_PROD_GROUP)	CA_PROD_GROUP_CI	See Chapter 7, “Structuring Contracts,” Defining Contract Attributes for Product Groups , page 43.
Assign Product Group (PROD_GROUP)	PROD_GROUP_CI	See <i>PeopleSoft Working with Customers and Orders 8.8 PeopleBook</i> , “Setting Up Products,” Establishing Product Groups.
Product Group Table (PROD_GROUP_TBL)	PROD_GROUP_TBL_CI	See <i>PeopleSoft Working with Customers and Orders 8.8 PeopleBook</i> , “Setting Up Products,” Setting up the Product Group Table.
Product Rate Template Defaults (CA_PROD_RATES)	CA_PROD_RATES_CI	See Chapter 7, “Structuring Contracts,” Defining Product Rate Template Defaults , page 45.
Account (GL_ACCOUNT)	ACCOUNT_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Account Values.
Alternate Account (ALTACCT)	ALTACCT_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Using Alternate Account”.
Budget Reference (BUDREF_PNL)	BUDGET_REF_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Budget Reference Values.
Chartfield 1 (CHARTFIELD1)	CHARTFIELD1	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Values for Expansion ChartFields 1, 2, and 3.

Component	Component Interface	References
Chartfield 2 (CHARTFIELD2)	CHARTFIELD2	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Values for Expansion ChartFields 1, 2, and 3.
Chartfield 3 (CHARTFIELD3)	CHARTFIELD3	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Values for Expansion ChartFields 1, 2, and 3.
Class Field (CLASS_PNL)	CLASS_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Class Field Values.
Department (DEPARTMENT)	DEPT_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Department Values.
Fund Code (FUND_DEFINITION)	FUND_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Fund Code Values.
Operating Unit (OPERATING_UNIT)	OPER_UNIT_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Operating Unit Values.

Component	Component Interface	References
Product (PRODUCT)	PRODUCT_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Product Values.
Program Code (PROGRAM_DEFINITION)	PROGRAM_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Program Code Values.
Project ID (PROJECT)	PROJECT_CF	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Project Values.
Scenario (BD_SCENARIO)	BUDGET_SCENARIO	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Scenario Values.
Statistics Code (STATISTICS_TBL)	STATISTICS_CODE	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Defining and Using ChartFields,” Adding Statistics Code Values.
Competitor Codes (COMPETITOR_CD)	COMPETITOR_CD_CI	See <i>PeopleSoft Working with Customers and Orders 8.8 PeopleBook</i> , “Setting Up Products,” Establishing Product Competitor Information.

Component	Component Interface	References
Attributes by UOM (PROD_UOM)	PROD_UOM_CI	See <i>PeopleSoft Working with Customers and Orders 8.8 PeopleBook</i> , “Setting Up Products,” Establishing Product Attributes by Unit of Measure.
InterUnit Pair (IU_INTER_PR_BASIC)	IU_PAIRS_MAINT	See <i>PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook</i> , “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Interunit Pairs.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process setup maps. A complete list of these resources appears in the preface in the *PeopleSoft Application Fundamentals for Financials, Enterprise Service Automation, and Supply Chain Management 8.8 PeopleBook*, with information about where to find the most current version of each.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “PeopleSoft Application Fundamentals PeopleBook Preface,” Additional Resources

PeopleSoft Setup Manager for Financials, Enterprise Service Automation, and Supply Chain Management 8.8 PeopleBook

PeopleTools PeopleBook: PeopleSoft Component Interfaces

CHAPTER 2

Navigating in PeopleSoft Contracts

This chapter discusses how to navigate in PeopleSoft Contracts.

Navigating in PeopleSoft Contracts

PeopleSoft Contracts provides custom navigation pages that contain groupings of folders that support a specific business process, task, or user role.

See Also

Using PeopleSoft Applications

Pages Used to Navigate in PeopleSoft Contracts

This table lists the Custom Navigation pages that are used to navigate in PeopleSoft Contracts:

Page Name	Navigation	Usage
Contracts Center	Customer Contracts, Contract Center	Access the key areas to manage your customer contracts.
Create or Amend Contract	Click the Create or Amend Contract link on the Contracts Center page.	Create, modify, or review a contract and its related components.
Definitions	Click the Definitions link on the Contracts Center page.	Define contract elements.
Forecasting	Click the Forecasting link on the Contracts Center page.	Create and review revenue forecasts for the contract backlog.
Manage Accounting and Revenue	Click the Manage Accounting and Revenue link on the Contracts Center page.	Review and manage accounting distribution and revenue activity for revenue plans.
Manage Billing	Click the Manage Billing link on the Contracts Center page.	Review and manage billing activity for all billing plans.
My Contracts	Click the My Contracts link on the Contracts Center page.	Define and maintain a personal contract list and view contract summaries.

Page Name	Navigation	Usage
Reports	Click the Reports link on the Contracts Center page.	View and create reports.
Support Teams	Click the Support Teams link on the Contracts Center page.	Create, modify, or review support teams and associated email notifications.
Update Contract Progress	Click the Update Contract Progress link on the Contracts Center page.	Review and manage the status of contract-related projects and milestones.

CHAPTER 3

Integrating with Other Applications

This chapter provides an overview of product integration and discusses how to integrate with:

- PeopleSoft Project Costing.
- PeopleSoft Billing.
- PeopleSoft General Ledger.
- PeopleSoft Grants.
- PeopleSoft Order Management.
- PeopleSoft Proposal Management.
- PeopleSoft Pay/Bill Management.

Understanding Product Integration

PeopleSoft Contracts is designed to fully integrate with PeopleSoft Project Costing, PeopleSoft Billing, and PeopleSoft General Ledger. PeopleSoft Contracts does not require the installation of these PeopleSoft products; however, you cannot take advantage of projects, billing, or revenue recognition functionality unless you've installed the corresponding PeopleSoft applications.

PeopleSoft Contracts also integrates directly with PeopleSoft Grants, PeopleSoft Proposal Management, PeopleSoft Order Management, and PeopleSoft Pay/Bill Management.

Integrating with PeopleSoft Project Costing

You can associate PeopleSoft Contracts contract lines with product IDs with transactions related to projects and activities in PeopleSoft Project Costing. These product IDs can represent fixed-amount, recurring, or rate-based products or services. PeopleSoft Contracts uses PeopleSoft Project Costing as the billing and accounting source of transactions related to rate-based products and services. Additionally, any transactions that you generate using PeopleSoft Contracts can populate back into PeopleSoft Project Costing for analysis purposes.

See Also

Chapter 12, "Working with PeopleSoft Project Costing," page 155

PeopleSoft Project Costing 8.8 PeopleBook

Integrating with PeopleSoft Billing

Billing information for fixed-amount and recurring contract lines is sent from PeopleSoft Contracts to PeopleSoft Billing. Billing information for rate-based contract lines is sent from PeopleSoft Project Costing to PeopleSoft Billing. PeopleSoft Billing then generates invoices for the contract lines and sends information regarding the invoices back to PeopleSoft Contracts and PeopleSoft Project Costing.

See Also

[Chapter 19, “Processing PeopleSoft Contracts Billing,” page 331](#)

PeopleSoft Billing 8.8 PeopleBook

Integrating with PeopleSoft General Ledger

You can book to your general ledger system revenue for the contracts you set up in PeopleSoft Contracts. PeopleSoft Contracts stores the accounting distributions to be applied to fixed-fee contract lines and transactions for rate-based contract lines. PeopleSoft Contracts then generates accounting entries in the appropriate currency.

See Also

PeopleSoft General Ledger 8.8 PeopleBook

Integrating with PeopleSoft Grants

You can use PeopleSoft Contracts for proposal-to-award processing. You can convert PeopleSoft Grants proposals into contracts. This process creates all associated contract lines, rate template associations, projects, and activities. PeopleSoft Contracts also provides the proposal ID reference to link back to PeopleSoft Grants.

See Also

PeopleSoft Grants 8.8 PeopleBook

Integrating with PeopleSoft Order Management

With PeopleSoft Contracts, you can create orders for products through the contract entry process, which in turn creates sales orders for those products in PeopleSoft Order Management.

In addition, PeopleSoft Contracts uses PeopleSoft Order Management’s product table to create your catalog of products and services. This enables you to use existing PeopleSoft Order Management functionality such as the ability to define revenue splits for a product that will default into a contract, as well as having one source for all products and services sold.

See Also

PeopleSoft Order Management 8.8 PeopleBook

Integrating with PeopleSoft Proposal Management

PeopleSoft Proposal Management automatically creates a contract based on the successful proposal information. In addition, the project and activities and rate templates are automatically associated with the contract. PeopleSoft Contracts also provides the proposal ID reference and links back to PeopleSoft Proposal Management.

See Also

PeopleSoft Proposal Management 8.8 PeopleBook

Integrating with PeopleSoft Pay/Bill Management

PeopleSoft Pay/Bill Management leverages and connects several PeopleSoft applications in order to streamline staffing business operations. These products include PeopleSoft Staffing Front Office, PeopleSoft Contracts, PeopleSoft Project Costing, PeopleSoft Human Capital Management, PeopleSoft Time & Labor, PeopleSoft Billing, and PeopleSoft Accounts Payable. PeopleSoft Pay/Bill Management customers use PeopleSoft Contracts to track, bill, and account for staffing agreements as well as general use contracts.

See Also

PeopleSoft Pay/Bill Management 8.8 PeopleBook

CHAPTER 4

Preparing to Implement PeopleSoft Contracts

This chapter provides an overview of contract implementation and discusses how to:

- Create and administer contracts.
- Map enterprise data flow.
- Recognize your business structure.
- Define a File Transfer Protocol (FTP) server for document attachments.

Understanding Contract Implementation

To implement PeopleSoft Contracts, you first need to design the system's business structure and put that structure in place. You must determine the best way to map your new system to your organization's business structures, practices, and procedures.

Creating and Administering Contracts

The following is a high-level overview of the steps involved in creating and administering a contract:

- Capture the financial terms and conditions of a contract in PeopleSoft Contracts.

Common contract information is stored at the contract header level.

- Select specific products and services using product IDs.

Select the product IDs to place onto contract lines and manage through the financial terms and conditions of the contract.

- Verify accounting distributions for the contract lines.

Each contract line contains its own set of accounting distributions. You can split revenue for a contract line across multiple organizations.

- Price the contract.

You allocate the gross fixed amount across contract lines. You allocate a contract header discount or surcharge to specific contract lines. You can define contract line discounts or surcharges to those lines as well.

- Verify accounting distributions for any discounts or surcharges that you added to the contract.

Each discount or surcharge that you add contains a separate set of accounting distributions.

- Associate each contract line with a billing plan that you set up in PeopleSoft Contracts.

Define, administer, and maintain billing schedules and billing rules for the products and services you provide under a contract.

You can predefine templates and associate them with a product ID to have the system automatically create billing plans and associate them to contract lines.

- Associate each contract line with a revenue plan in PeopleSoft Contracts.

For fixed-amount contract lines, either PeopleSoft Contracts or PeopleSoft Billing can manage revenue. For rate-based contract lines, revenue must be managed by PeopleSoft Contracts. When PeopleSoft Contracts manages revenue, you associate each contract line with a revenue plan that you set up in PeopleSoft Contracts. PeopleSoft Contracts revenue plans enable you to define, administer, and maintain revenue schedules for the products and services that you manage under a contract. Selecting PeopleSoft Contracts as your revenue manager provides you with a high degree of control over the revenue recognition process.

For recurring contract lines, PeopleSoft Billing must manage the revenue. Therefore, no revenue plan is required.

You can predefine templates and associate them with a product ID to have the system automatically create revenue plans and associate them to contract lines.

- Associate PeopleSoft Project Costing project IDs/activity IDs and pricing rates to contract lines.

For a contract line that has a rate-based price type, you associate that line with a project ID/activity ID in PeopleSoft Project Costing. Rate-based products can be linked to multiple projects; fixed-amount products can be linked to a single project. For rate-based products, you can link the product to an existing rate template in PeopleSoft Project Costing or create a contract-specific set of rates. When work begins on a project, time and expense information is collected in PeopleSoft Project Costing. PeopleSoft Contracts sources the rate, time, and expense information from PeopleSoft Project Costing, matches this up with the revenue plan and billing plan you created in PeopleSoft Contracts, sends the information to PeopleSoft Billing to invoice the customer, and sends the information to PeopleSoft General Ledger to book the revenue. For fixed-amount and recurring product IDs linked to a project, activity processed from PeopleSoft Contracts is passed to PeopleSoft Project Costing for analysis.

- Manage milestones.
- Manage revenue recognition for each revenue plan.
- Manage billing for each billing plan.
- Manage changes to the contract through amendment processing.

Amendment processing enables you to make changes to an active contract while keeping a historical record of the original contract and any prior amendments to that contract.

Mapping Enterprise Data Flow

You need to determine the flow of data into and out of PeopleSoft Contracts. Mapping which applications integrate with PeopleSoft Contracts and how to carry out that integration helps you with setup decisions.

Here are some questions to help with this mapping:

- What applications integrate with PeopleSoft Contracts?

- Are these applications currently implemented?
If not, when are they scheduled for implementation?
- What do you want to track in your PeopleSoft Contracts system?

Recognizing Your Business Structure

Implementing PeopleSoft Contracts requires an iterative method of examining your business processes and investigating the software. When designing your system, take into account your policies, procedures, and existing structures. Assess how they can be incorporated in PeopleSoft Contracts. Ask questions such as the following:

- How do you control contract management?
How does this relate to your legal and financial organizational structure?
Is it centralized or decentralized?
- To what extent do you want to take advantage of the hierarchical structure afforded by using a combination of master contracts, standard contracts, and parent contracts?
- How do you want to control the security of your contracts, contract milestones, and contract status levels?
- Who is involved in the contracts process at your company?
- What level of automation versus manual control do you want to have for billing and revenue plans?
- How do you structure your projects and project rates?
Are rates tied to a contract line?

Defining an FTP Server for Document Attachments

PeopleSoft Contracts uses an FTP server to store document attachments. You must establish an FTP server with adequate disk storage to store your documents. The CA_ATTACHMENTS URL is delivered with PeopleSoft Contracts, but you must update the data in the URL field so that the path to the appropriate FTP server is specified. To designate the path to the FTP server, use the URL Maintenance page.

The syntax for this URL is ftp://<username>:<password>@<machinename>.

<username>	Name of the user account under which you want all users to connect to the FTP server for adding, updating, viewing, and deleting documents.
<password>	Password associated with the user account under which you want all users to connect to the FTP server.
<machinename>	The name by which the FTP server is identified on your network. You may want to create a directory on the server where your documents are stored. If you create an optional directory, then include this directory name when citing your path. You can also store the attachments in the root directory of the FTP server.

Important! The user name and password specified here are critical. The system uses these to connect all users to the FTP attachment server.

See Also

PeopleSoft PeopleTools PeopleBook: PeopleSoft Server Tools

CHAPTER 5

Defining PeopleSoft Contracts Business Units

This chapter discusses how to establish PeopleSoft Contracts business units.

Establishing PeopleSoft Contracts Business Units

To define PeopleSoft Contracts business units, use the Contracts Definition component (BUS_UNIT_TBL_CA).

PeopleSoft defines a business unit as an operational subset of your organization that enables you to plan your operations around the way that you really work.

Before you begin the day-to-day operation of your PeopleSoft Contracts system, you must create a PeopleSoft Contracts business unit—the backbone of your PeopleSoft Contracts system. Each contract you create is assigned a PeopleSoft Contracts business unit, and many contract attributes are automatically populated from the values you define for the business unit.

As you plan the optimal structure for your PeopleSoft Contracts system, keep in mind its position in the PeopleSoft suite of applications. A PeopleSoft Contracts business unit supplies default billing data to one PeopleSoft Billing business unit and accounting information to one PeopleSoft General Ledger business unit (you can override the PeopleSoft Billing business unit for a contract line at the PeopleSoft Contracts contract billing plan level). Therefore, you need to establish PeopleSoft General Ledger and Billing business units before you establish your PeopleSoft Contracts business units.

Note. To avoid performance degradation, create setIDs and business units that are no longer than five characters.

See Also

PeopleSoft General Ledger 8.8 PeopleBook, “Defining Your Operational Structure,” Understanding PeopleSoft General Ledger Business Units and Options

PeopleSoft Billing 8.8 PeopleBook, “Establishing PeopleSoft Billing Business Units”

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining User Preferences,” Defining PeopleSoft Contracts User Preferences

PeopleSoft PeopleTools PeopleBook: PeopleSoft Application Designer, “Planning Records, Control Tables, and TableSets”

Prerequisites

You need to establish at least one PeopleSoft General Ledger business unit and one PeopleSoft Billing business unit.

Pages Used to Establish PeopleSoft Contract Business Units

Page Name	Object Name	Navigation	Usage
Contracts Definition - BU Definition (contracts definition - business unit definition)	BUS_UNIT_TBL_CA	Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition	Create a new PeopleSoft Contracts business unit definition or manage an existing business unit.
Contracts Definition - BU Options (contracts definition - business unit options)	BUS_UNIT_OPT_CA	Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, BU Options	Define revenue management options such as deferred revenue and proration methods. Set internal notes and security options.

Defining PeopleSoft Contracts Business Units

Access the Contracts Definition - BU Definition page.

BU Definition		BU Options	
Business Unit:	DEU01		
Short Desc:	GERMANY		
Description:	GERMANY OPERATIONS		
GL Unit:	DEU01	GERMANY OPERATIONS	
Contract Admin:			
Unbilled AR:	AR-UNBILL	Currency Code:	DEM
Rate Type:	CRRNT		
Dist Rule Code:	CONTRACTS		
Ship From:	DEU01	Germany - Hamburg	
Contract Type:		Legal Entity:	
OM Unit:			
BI Unit:	DEU01	GERMANY OPERATIONS	
Bill Type:	OM	Order Management	
Bill Source:	PS_OM		
PPD Tax Timing:			

Contracts Definition - BU Definition page

Business Unit	When you first add a business unit, you must provide a description and specify a value in the Default SetID field.
Default SetID	Enter a new setID or select an existing one. If you are establishing a PeopleSoft Contracts business unit with the same name as one that has already been set up in PeopleSoft General Ledger or PeopleSoft Receivables, the description is automatically populated, and this field does not appear.
Create BU	Click to create the new business unit. The system automatically creates default relationships between the business unit and the default setID. If you have already set up a PeopleSoft General Ledger or PeopleSoft Receivables business unit with the same name, this button does not appear.
GL Unit (general ledger business unit)	Associate each PeopleSoft Contracts business unit with a PeopleSoft General Ledger business unit. PeopleSoft General Ledger business units define the accounting processing for associated PeopleSoft Contracts business units. All contracts created for this PeopleSoft Contracts business unit use this PeopleSoft General Ledger business unit to generate entries that are interfaced into PeopleSoft General Ledger.

Contract Admin (contract administrator)	Select a contract administrator for this business unit. This value automatically populates the contract administrator field on the contract header.
Unbilled AR (unbilled accounts receivable)	When you manage revenue from PeopleSoft Contracts, revenue is booked to an unbilled AR account. When billing occurs, PeopleSoft Billing generates an offsetting entry. The system uses this unbilled AR account as the high-level default value for every contract entered in this business unit.
Note. If deferred revenue is turned on at the installation options level, an unbilled AR/deferred revenue entry is generated, and revenue is moved from deferred when booked.	
Rate Type	Select the group of exchange rates used to convert contract currency amounts to the base currency of your PeopleSoft General Ledger system. You set up rate types as part of defining general options.
Dist Rule Code (distribution rule code)	Select the distribution rule code for your business unit. The distribution rule code identifies the distribution rules to use for a particular product when the product is selected onto the contract within this PeopleSoft Contracts business unit. You can define any number of combination criteria and hierarchy for your distribution rules. These rules tell the system how to identify and in what order to apply the accounting distribution sets.
Ship From	Select from location codes defined on the Location Definition page. This value is used as a default for each contract but can be overridden on the billing plan. The system uses the ship from value as a portion of the location information that determines VAT (value added tax).
Contract Type	Select a value to categorize your contracts for reporting purposes.
Legal Entity	Select a legal entity for this business unit. While this legal entity is not directly tied to the legal entity in PeopleSoft General Ledger, this field allows you to capture which legal entity contracted with the customer on each contract. This value is a default on the contract which can be overridden. This value automatically populates the appropriate field on the contract header.
OM Unit	Select a default PeopleSoft Order Management business unit for contracts created under this PeopleSoft Contracts business unit. You can only select PeopleSoft Order Management business units that are linked to the same PeopleSoft General Ledger business unit as this PeopleSoft Contracts business unit.
BI Unit (billing business unit)	Select a default PeopleSoft Billing business unit for contracts created under this PeopleSoft Contracts business unit. You can only select PeopleSoft Billing business units that are linked to the same PeopleSoft General Ledger business unit as this PeopleSoft Contracts business unit.
Bill Type	Select a default bill type for contracts created under this PeopleSoft Contracts business unit. The bill type represents a category of activity being billed.
Bill Source	Used by PeopleSoft Billing to identify where the billing activity came from and to then associate default billing information with that billing activity.

PPD Tax Timing (prepaid tax timing)

Select when prepaids are taxed. Select from *Tax on Initial Bill* or *Tax on Utilization*. This value is used as a default on the prepaid.

Defining PeopleSoft Contracts Business Unit Options

Access the Contracts Definition - BU Options page.

BU Definition BU Options

Business Unit: DEU01

Revenue Management Options

☐ Deferred Revenue Override

☐ Revenue Recog. Method Override

Revenue Proration Options

Proration Method: By Days Within Range

Future Period Accounting Dates: Last Day in Accounting Period

☐ Contract Status Security

☐ Delete Internal Notes

☐ Update Internal Notes

Contracts Definition - BU Options page

Revenue Management Options

Deferred Revenue Override

Select to indicate whether or not a user can override the deferred revenue option on the contract line. At the product group level, you specify whether or not to use deferred revenue for a product group. The product group attributes for deferred revenue default to the contract line. If you select this deferred revenue override option here at the business unit level, you can override the deferred revenue option that defaulted from the product group. Therefore, if you do not turn on deferred revenue at the product group level, you can still select it at the contract line level as long as you selected the deferred revenue override option here at the business unit level.

If you do not select this check box, and deferred revenue is not specified for a product group, the deferred revenue option will be unavailable for the contract line and the Deferred Revenue tab will not appear.

Booking to deferred revenue enables you to post to your general ledger revenue that you expect to realize in a future accounting period. If a contract is in *Pending* status, you can turn deferred revenue on or off at the contract line level. If a contract is in *Active* status, you cannot change this setting on the contract line and you must use amendment processing. However, you can use amendment processing to turn deferred revenue on or off only if this override is selected and if no deferred revenue or revenue processing has occurred.

Revenue recog. method override (revenue recognition method override) The contract line inherits its revenue recognition method from the product definition. Select this override check box to enable users to change the revenue recognition method on a contract line. When this override check box is not selected, the system processes the revenue for the contract line by the default revenue recognition method.

Revenue Proration Options

Proration Method Provides the rules that the system uses to determine how much to apportion to each event for revenue plans with a revenue recognition method of apportionment. Select from:

- *By Days Within Range:* The system divides the number of days in the period by the number of days in range.
- *Evenly Using all Pds:* The system divides the total amount by the number of periods in the range. Revenue is recognized in equal portions for each event, regardless of the number of days in each period.

Future Period Accounting Dates Stipulate the date that should be used as the accounting date for apportionment revenue recognition events. Select from:

- *First Day in Accounting Period:* Select this option to use the first day in the calendar month of the *from date* as the accounting date for the apportionment revenue recognition events.
- *Last Day in Accounting Period:* Select this option to use the last day in the calendar month of the *to date* as the accounting date for the apportionment revenue recognition events.
- *User Defined:* Select this option to specify the accounting date each time the system builds apportionment events.

Contract Status Security Select to limit the list of users that can change the status of a contract to those to which you have given security access on the User Preferences - Contracts page.

Delete Internal Notes Select to enable users to delete internal notes.

Update Internal Notes Select to enable users to update internal notes.

CHAPTER 6

Securing Your PeopleSoft Contracts System

This chapter provides an overview of PeopleSoft Contracts Security and discusses how to:

- Set up row-level security.
- Set up contract status security.
- Set up milestone security.
- Set up EDMS security.
- Use roles and permission lists.

Understanding PeopleSoft Contracts Security

If you've ever been concerned about data integrity, confidentiality, or operator productivity, you understand the value of a well-designed security system. PeopleSoft applications use the capabilities and flexibility of multilevel security to provide an efficient, effective solution to security issues.

Note. The content of this chapter is only part of what you need to know to secure your system. Other relevant information, because it is common to many applications, is located in the *PeopleSoft Application Fundamentals PeopleBook*.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Securing Your System"

Setting Up Row-Level Security

To establish security within PeopleSoft Contracts, you must decide which level of security to establish throughout your system, which key fields to secure, and whether security is handled through user IDs or roles. You can implement security to restrict individual users or roles to specific rows of data that are controlled by such key fields as setIDs or business units. You can also limit users to access only a specific subset of rows.

Instructions for establishing row-level security can be found in the PeopleSoft Application Fundamentals PeopleBook.

Setting Up Contract Status Security

When a contract is set to an active processing status, the amounts tied to that contract are potentially available for billing and revenue recognition. Consequently, you may want to limit the list of users that can change a contract's status.

First, enable status security. The default setting for contract status security is *Off*. You enable security separately for each PeopleSoft Contracts business unit you define on the Contracts Definition - BU Options page.

Next, assign contract status authorizations. You assign contract status authorizations to individual user IDs on the User Preferences - Contracts page. The contract status levels that are available to assign are those you defined on the Contract Status page.

See Also

[Chapter 5, "Defining PeopleSoft Contracts Business Units," page 17](#)

[Chapter 7, "Structuring Contracts," Defining Contract Statuses, page 39](#)

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining User Preferences," Defining PeopleSoft Contracts User Preferences

Setting Up Milestone Security

The completion of a milestone can trigger billing or revenue recognition. Consequently, you may want to limit the list of users who have the ability to manage a milestone. In addition, you may wish to limit users who manage milestones to specific types or classifications of milestones. You enforce all milestone security limits through milestone classifications.

You define milestone classifications on the Milestone Classification page. Milestone classifications use PeopleSoft permission list security. When you define a milestone classification, you associate it with one or more permission lists that you created during your PeopleSoft system setup. When you use the milestone on a contract, only users who belong to one of the permission lists you specified for the milestone's classification can manage the milestone.

See Also

[Chapter 13, "Setting Up Milestones," page 175](#)

Setting Up EDMS Security

For a contract stored in PeopleSoft Contracts, you can access contract-related documents stored in a Documentum system. To access Documentum from within PeopleSoft Contracts, you must have an established Documentum account and be signed into it.

See Also

Chapter 26, “Assigning Documents,” page 431

Using Roles and Permission Lists

The user profile that you create for each individual who accesses your application determines the Web pages that the user can access. You create user profiles in Maintain Security, using the User Profile component. You assign roles to each user profile, and you link roles to permission lists. Each permission list identifies the pages that individuals assigned to a role can access. To modify the access for specific Web pages for each role, you modify the permission list for the user’s role.

Note. If you modify a permission list, you change the access for all users who are assigned to roles to which the permission list is linked.

You also use the user profile to define the data that a user has access to. For example, you associate the user profile for a customer contact with a specific contact ID. When a customer signs on to the self-service Web application, that customer receives access to only information for the customers assigned to that contact ID.

PeopleSoft Contracts includes sample definitions for the following roles:

- Contract Administrator.
- Billing Manager.
- Financial Analyst.
- Chief Financial Officer.
- Customer Service Representative.
- Legal Administrator.
- Project Manager.
- Project Team Member.
- Sales Manager.

Sample permission lists are associated to these roles. The following table describes the permission lists and their associated permissions.

Permission List	Associated Permission
Customer Contracts	Access to all pages to create and change a contract.
Contracts Accounting Distribution	Access to establish fixed-amount or rate-based accounting distributions.
Contracts Amount Allocation	Access to perform pricing allocation for the original contract and amendments.

Permission List	Associated Permission
Contracts Process Milestones	Access to update milestone status based on milestone conditions.
Contracts Renewals	Access to renewal functionality.
Contracts Prepays	Access to prepaid functionality.
Contracts Notes	Access to add notes.
Contracts Reports	Access to milestone and renewal reports.
Contracts Financial Reports	Access to prepaids, limits, billing, revenue, and revenue forecasting reports.
Contracts Revenue Processes	Access to define revenue plans and run processes.
Contracts Reverse Revenue	Access to reverse contract accounting, redistribute revenue, and use billing and revenue reconciliation.
Contracts Review Revenue	Access to Revenue Management pages.
Contracts Billing	Access to define billing plans and run processes.
Contracts Review Billing	Access to Billing Management pages.
Contracts General Information	Access to view Contracts pages.
Contracts Project Information	Access to view Related Projects pages and project or activity pages.
Contracts Milestone Info	Access to update milestone condition status levels and view milestones.
Define CA Business Units	Access to set up PeopleSoft Contracts business units.
Create Revenue Forecast	Access to Revenue Forecast pages.
Create Sales Order	Access to Create Sales Order page.

CHAPTER 7

Structuring Contracts

This chapter provides an overview of structuring contracts and discusses how to:

- Define contract statuses.
- Define contract types.
- Define products and product groups.
- Define revenue and billing plan templates.
- Define billing plan detail templates.
- Define renewal plan templates.
- Define tiered pricing templates.
- Define discounts and surcharges.
- Define document sequencing options.
- Define legal entities.
- Define early-out options.
- Define milestones.
- Define revenue reconciliation options.
- Define email notifications.
- Define amendments.

Understanding Contract Structure

All tables and setup specific to PeopleSoft Contracts are discussed in the following sections. For setting up additional PeopleSoft Contract features that are shared by other applications, see *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook*.

This section provides overviews for:

- Contract statuses.
- Products and product groups.
- Revenue and billing plan templates.
- Billing plan detail templates.
- Renewal plan templates.

- Tiered pricing templates.
- Legal entities.
- Milestone templates.
- Email notification.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions”

Contract Statuses

The contract status provides you with a visual indicator of where your contract is within the contract life cycle and it designates when a contract is available for lookup and processing. PeopleSoft Contracts delivers a set of system-defined processing statuses that control what processing can occur against a contract. When you set up your PeopleSoft Contracts system, you define a group of contract statuses that are applicable to your business flow. When you define a contract status, you map it to a system-defined processing status. You can map multiple contract statuses to each system-defined processing status. The contract statuses you define will be those that you see displayed on the pages throughout your PeopleSoft Contracts system.

Understanding Processing Statuses

The processing status is a system-defined value controlling the application processing that can occur against a contract. Every contract that you create in PeopleSoft Contracts is associated with a contract status that has been mapped to a processing status of *Pending*, *Active*, or *Closed*. Here’s a summary of the processing statuses and a list of the attributes associated with each status.

Pending

Default processing status when you create a new contract. This status indicates that the contract has been created and that some data has been entered. Contracts in *Pending* status have these attributes:

- Data fields are available for entry.
- No downstream processing is allowed for the contract.
- Minimal system data validation has been performed to validate the entered data.
- The contract is included in prompt pages.

Active

Indicates that all data for the contract has been entered into the system and has passed system data validation. A contract must be in *Active* status for any contract element to be available for application engine processing. Contracts in *Active* status have these attributes:

- Data fields are available for entry only via amendment processing.
- Downstream processing is allowed for the contract.
- The system has confirmed entry of required fields and validated contract data.
- The contract is included in prompt pages.

- Contract Amendment Control is active for the contract.

Before the processing status for a contract can be set to *Active*, you must perform these activities:

- Complete the amount allocations for all contract lines and select the *Allocation is Complete* check box on the Negotiated Amount Allocation page.
- Complete all required fields on the Contract General page.

Closed

Indicates that either the contract has been terminated midstream (the status went directly from *Pending* to *Closed* or was cancelled after execution) or the contract has been completed (all contractual obligations have been fulfilled and all entitlements received). Contracts that are set to *Closed* are removed from processing and views, but the historical contract data is still available to query. Contracts with *Closed* status have these attributes:

- Data fields are not available for entry.
- No downstream processing is allowed for the contract.
- The contract passed system data validation to verify that all processing related to this contract had been completed.
- The contract is not included in prompt pages.

There are no system checks prohibiting you from changing the status of a contract from *Pending* to *Closed*. Before the process status for a contract can be changed from *Active* to *Closed*, these must be true:

- No billing plans assigned to the contract have a status of *In Progress*.

Note. Unless you are closing a contract due to termination, you should check that the status for all billing plans is *Complete*. It is possible to close a contract that is assigned to billing plans with a status of *Pending* and *Ready*.

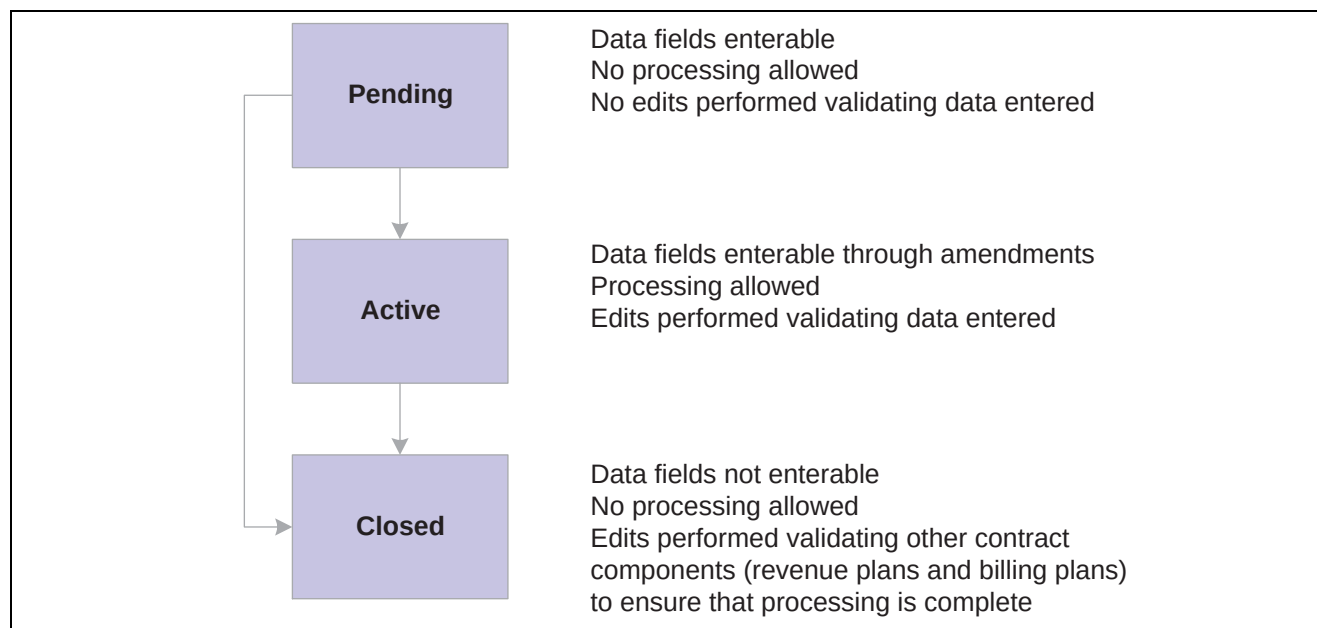
- The revenue plan status for any revenue plans assigned to the contract must not be *In Progress*.

Note. Unless you are closing a contract due to termination, you should check that the status for all revenue plans is *Completed* or *Cancelled*. It is possible to close a contract that is assigned to revenue plans with a status of *New*, *Ready*, and *Reversed*.

- No amendments are *Pending* or *Ready*; they must be either *Complete* or *Cancelled*.
- No prepayments are *Pending* or *Active*; they must be either *Complete* or *Inactive*.
- No renewal plans are *Pending* or *Ready*; they must be either *Complete* or *Cancelled*.

Status Flow

This diagram shows the flow between status values and the functionality for each header status value.



Contract header processing status

The processing statuses can only flow forwards; that is, you *cannot*:

- Change the status from *Active* back to *Pending*.
- Change the status from *Closed* back to *Active*.
- Change the status from *Closed* back to *Pending*.

When you initiate a change in the processing status for a contract, the system performs a series of checks to ensure that the contract meets all necessary criteria to move to the next processing status level. Unless the contract meets all necessary criteria, the processing status cannot advance.

Defining Your Own Contract Statuses

In PeopleSoft Contracts, you define contract statuses that are applicable to your company's business environment. These contract statuses are used in the Status field of the Contract General page and indicate where a contract is within its contract life cycle. When you define a contract status, you map that status to one of the three processing statuses described previously. The system then uses the mapped processing status to control processing activity for a contract.

Here are contract status types that you might want to define and how you might link these contract status types to processing status types.

Proposed	Contract is drafted and in the customer's hands.
In Negotiation	Contract has been reviewed and returned by the customer; additional negotiations are in progress.
Letter of Intent	You and the customer have reached an initial agreement relating to the scope of work or billing terms, and the contract is now being processed for execution (for example, it's going through legal review).
Signed/Executed	Contract has been finalized and signed by both parties.

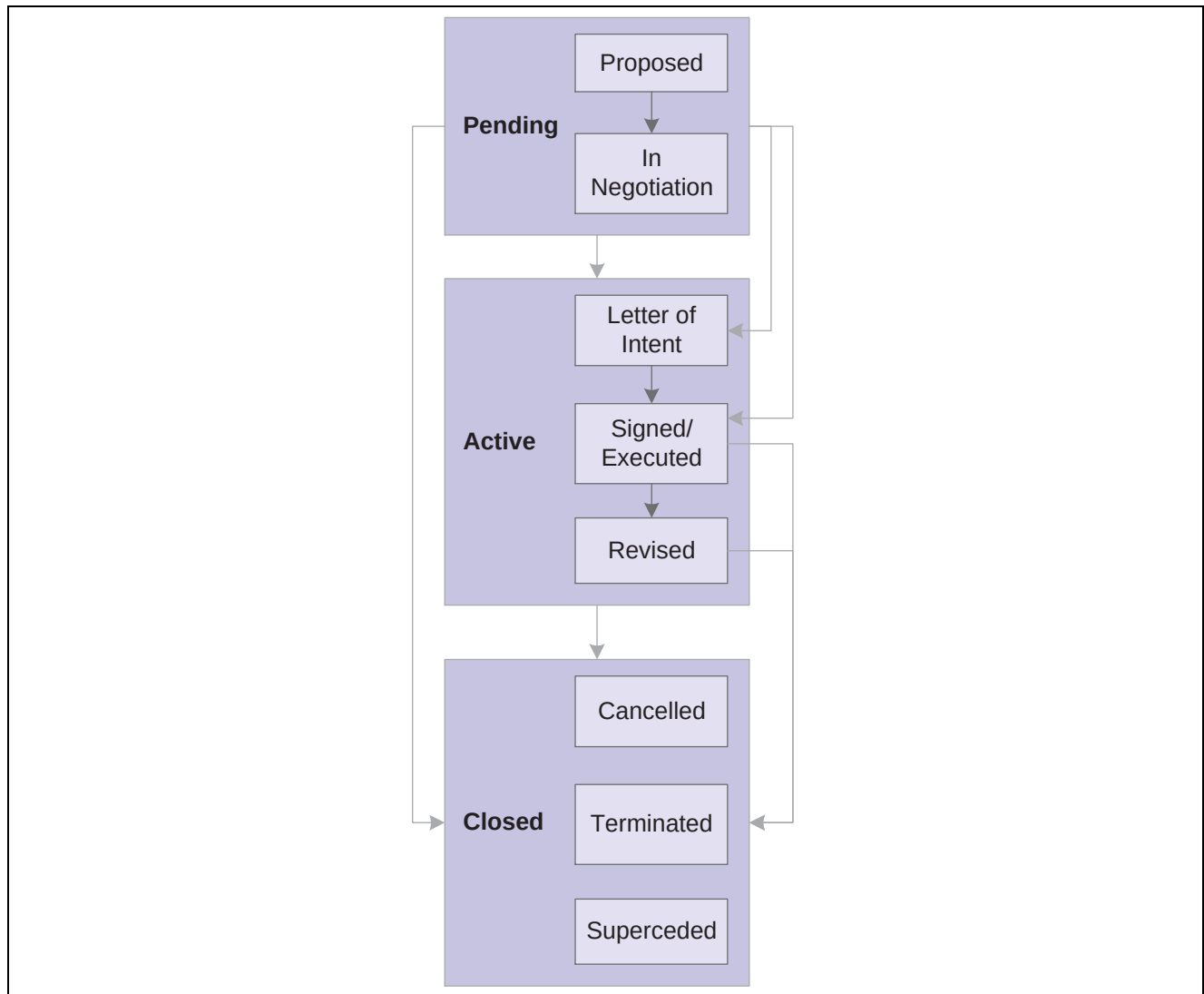
Approved	Contract has been signed, entered into the PeopleSoft Contracts system by the contract administrator, and approved within the PeopleSoft Contracts system by management or by the authorized review organization.
Revised/Expanded	Signed contract has been revised or had terms and contract lines added.
Cancelled/Reversed	Signed contract has been reversed as if it never existed.
Terminated	Signed contract has been interrupted midstream of the original obligations.
Superseded	Signed contract has been replaced by another signed contract.

This table provides three examples of how you might map these sample contract status types to processing statuses:

User-Defined Contract Status Type	Processing Status Example 1	Processing Status Example 2	Processing Status Example 3
Proposed	Active	Pending	Pending
In Negotiation	Active	Pending	Pending
Letter of Intent	Active	Active	Pending
Signed/Executed	Active	Active	Pending
Approved			Active
Revised/Expanded	Active	Active	Active
Cancelled/Reversed	Closed	Closed	Closed
Terminated	Closed	Closed	Closed
Superseded	Closed	Closed	Closed

The system does not enforce a contract status hierarchy for contract statuses that are mapped to the same processing status. For example, using Processing Status Example 2 from the previous table, the system will not always force a user to move the contract status from *Proposed* to *In Negotiation* to *Letter of Intent*.

This diagram shows the contract status setup for a user who allows processing any time after a letter of intent is signed. However, this user does not require that the contract always go from *Proposed* or *In Negotiation* to *Letter of Intent*.



Sample contract status setup

You can optionally enable status security for a PeopleSoft Contracts business unit by selecting the Contract Status Security Enabled check box on the Contracts Definition - BU Options page. When status security is enabled, only those users to whom you assigned permission for a status can manage that contract status.

Products and Product Groups

Your core contractual obligations are the products: the products and services you provide to your customers. In PeopleSoft Contracts, you define a standard set of products; associate them with a set of attributes including pricing structure, tax parameters, and accounting information; and then use the products in your contracts.

Here are the steps for defining products and product groups:

1. Define a product group and identify it as a *Contract* product group type.
2. Define contract attributes for your product group.
3. Define your product.
4. Define your list price (optional).

5. Associate a product to a product group and type.

Note. You can optionally define a product without a product group. In that case, follow steps 3 and 4 only.

This section describes:

- Product groups.
- Price types.
- Product kits.
- Ad hoc products.

Product Groups

A product group is a high-level grouping of products. Product groups enable you to categorize your products based on your business model. When you define an individual product or a product kit, you can optionally associate that product with a product group. If the product group is tagged as a *Contracts Product Group*, you can define additional attributes (Contract Product Group Options) such as the deferred revenue and unbilled AR distribution code. When you associate a product with a product group that you linked to an unbilled accounts receivable (AR) account, that product inherits the product group's unbilled AR account information. When you then select that product onto a contract line, the distribution code table is populated with the unbilled AR account information defined at the product group level. When you select products that are not associated with a product group onto a contract line, the distribution code table is populated with the unbilled AR account information that you defined for that products's Contracts business unit.

Price Types

Products in contracts are 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 you select for a product determines the details you will define for that product and the billing and revenue recognition methods with which you can associate the product.

This table shows the valid revenue recognition and billing methods for each price type.

Note. You select the revenue recognition method when defining a product. However, you do not select the billing method at that time.

Price Type	Revenue Recognition Method	Billing Method
Amount or Percent	Milestone, Percent Complete, Apportionment, Billing Manages revenue	Milestone, Percent Complete, Immediate
Rate	As-incurred	As-incurred, Value-based
Recurring	Billing Manages Revenue	Recurring

Defining Rate-Based Products

You can optionally set up rate templates for defaulting purposes. You can associate multiple PeopleSoft Project Costing rate templates with a single PeopleSoft Contracts product ID. This enables you to set up unique rates in different PeopleSoft Project Costing business units and refer to them with a single PeopleSoft Contracts product ID.

Define your rate templates on the Product Rate Template Default page by identifying a PeopleSoft Project Costing business unit with a rate template ID. Once you make this association, the system uses this rate template as the default for the product.

Defining Amount-Based Products

You can set up an amount-based pricing type as either a fixed amount or a percentage of the total contract value.

Defining Recurring Products

For recurring products, you must set up a contract with a *Recurring* billing method and a revenue recognition method of *Billing Manages Revenue*.

Product Kits

Products or services are often sold as part of a product kit. A product kit is a collection of products. When you select a product kit onto a contract, an individual contract line is created for each product within the product kit. Product kits can contain both rate-based and amount-based products.

See [Chapter 8, “Creating Contracts,” Products on Contract Lines, page 77](#).

See *PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, “Setting Up Products,” Defining Product Kits.

Ad Hoc Products

An ad hoc product is a product that you define during the contract entry process. You create an ad hoc product by clicking the Create Adhoc Line button on the Contract Product Search page. When you click the Create Adhoc Line button, you are transferred to the Create Adhoc Line page. Any ad hoc products that you define for a contract are available for use only on the contract from which they were created. Otherwise, an ad hoc product is essentially the same as a regular product. Ad hoc products share the same key structure as regular products. Consequently, an ad hoc product cannot share the same product ID with an existing product ID, or with an existing ad hoc product that is on another contract.

An ad hoc product that you define during contract entry can be converted into a regular product. When you convert an ad hoc product into a regular product, the system indicates that the product is no longer an ad hoc product, and the product is now available for selection onto other contracts. The system creates the product definition data for the new product based on the existing data for the ad hoc product on the contract line.

See Also

[Chapter 8, “Creating Contracts,” page 69](#)

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Setting Up Products”

Revenue and Billing Plan Templates

You can set up revenue and billing plan templates to automate the creation of revenue and billing plans. You can also optionally associate events with your revenue and billing plan templates depending on your plan method. These events will populate onto your contract line when you associate the revenue or billing plan template with a contract.

Templates provide you with the flexibility to automate your revenue and billing plan process. You can select options on the template to automatically set the bill plan and revenue plan to *Ready* status when these actions occur:

- Activate a contract.

Check boxes on the revenue and billing plan pages indicate whether the system should mark the plan *Ready* automatically upon contract activation. The value in this check box on the revenue and billing plan pages populates from the option defined on the Revenue/Billing Plan Template page. The default for this option on the template is to leave the plan *Pending*. Therefore, you must select this option on the template for automation to occur.

- Process an amendment.

A check box on the amendment page indicates whether the system should mark the contract line *Ready* automatically upon amendment processing. The value in this check box on the amendment page populates from the option defined on the Revenue/Billing Plan Template page. The default for this option on the template is to leave the plan *Pending*. Therefore, you must select this option on the template for automation to occur.

Note. This automation applies only if a revenue or billing plan template is associated with the new contract line.

- Approve a renewal.

A check box on the renewal cycle page indicates whether the system should mark the renewal plan *Ready* automatically upon approval of the renewal cycle. The value in this check box on the renewal cycle page populates from the option defined on the Renewal Plan Template page. The default for this option on the template is to leave the plan *Pending*. Therefore, you must select this option on the template for automation to occur.

Note. This automation applies only if a revenue or billing plan template is associated with the new contract line.

In addition, you can override the template values defined from the product at these locations:

- Product Search page.
- Renewal Cycle page.
- Amendment Details page.

Billing Plan Detail Templates

Billing plan detail templates are specific to a billing plan and are not required to create a billing plan. Use these templates to override the billing defaults that are defined for a contracts billing business unit and contract header. If you specify values for the fields on this page, these values will override the billing defaults. If you do not want to override your billing defaults, do not need to enter any information on this page.

If you specify a billing plan template and do not specify a billing plan detail template, the system creates the billing plan and populates the billing options on the billing plan with the usual default values (from the contract). If you select a billing plan detail template, then the system overrides the defaults from the contract with the values specified on the template. However, if a value from the billing plan detail template is not valid on the billing plan, then the system uses the default value from the contract.

Renewal Plan Templates

You can set up renewal plan templates to automate the creation of renewal plans. If you have revenue and/or billing plans associated with your renewal template, the system automatically sets the revenue and/or billing plans to *Ready* status upon approval of the renewal cycle.

See Also

Chapter 22, “Entering Renewals,” Renewal Plan Templates, page 400

Tiered Pricing Templates

You can define tier templates to use when selecting tiered pricing for rate-based contract lines. Tiered pricing allows you to charge varying rates based on the quantity incurred against an activity, such as the length of time worked on an activity. Tier templates may contain one or more tiers that may be defined by one transaction identifier and one or more price breaks. You use the templates when defining tiered pricing for a contract line to facilitate data entry.

See Also

Chapter 12, “Working with PeopleSoft Project Costing,” Tiered Pricing, page 157

Chapter 12, “Working with PeopleSoft Project Costing,” Defining Tiered Pricing, page 169

Legal Entities

Use legal entities in PeopleSoft Contracts to track the legal entity within your company who signs a particular contract. The contract header contains two important pieces of information: the PeopleSoft Contracts business unit designating the group within your company that is processing the contract, and the legal entity designating which group within your company signed the contract. Your company’s tax department can then keep tabs on who signed the contract in case a reassignment needs to be done, such as in the case of a reorganization of your company’s business structure. The contract header also contains a region code that you can use to break your business into smaller or larger areas and for operational purposes (sales and customer service purposes).

These examples show how you can designate the legal entity on a contract:

Example 1

Two legal entities can sell products/services and assign those products/services to the same Contracts business unit. Here the Legal Entity field enables you to differentiate on the contract the legal entity that signed the contract.

The first sale is by PeopleSoft USA to Cracker Barrel Restaurant. The contract header details are as follows:

Field Name	Value
Contracts Business Unit	<i>PSOFT</i>
Sold to Customer ID	<i>Cracker Barrel Restaurant</i>
Legal Entity	<i>PSUSA</i>

The second sale to the same customer is made by Vantive. The contract header details are as follows:

Field Name	Value
Contracts Business Unit	<i>PSOFT</i>
Sold to Customer ID	<i>Cracker Barrel Restaurant</i>
Legal Entity	<i>VANTIVE</i>

Example 2

One legal entity can sell products/services and assign those products/services to the separate Contracts business unit. Here the Legal Entity field enables you to identify all the contracts signed by a legal entity across multiple Contracts business units.

PSLATIN sells products and services to Cracker Barrel Restaurant in Mexico.

Field Name	Value
Contracts Business Unit	<i>PSMEX</i>
Sold to Customer ID	<i>Cracker Barrel Restaurant</i>
Legal Entity	<i>PSLATIN</i>

PSLATIN sells products and services to Cracker Barrel Restaurant in Brazil. The business process dictates that this company write separate contracts for different countries within its legal jurisdiction.

Field Name	Value
Contracts Business Unit	<i>PSBZL</i>

Field Name	Value
Sold to Customer ID	<i>Cracker Barrel Restaurant</i>
Legal Entity	<i>PSLATIN</i>

Example 3

A contract is sold to a company that is acquired by another company. Here the Legal Entity field enables you to keep a historical record of the legal entities involved with a given contract.

Intrepid sold goods and services to Cracker Barrel Restaurant and was then acquired by PeopleSoft. Upon data entry/conversion to the system, the contract is entered as follows:

Field Name	Value
Contracts Business Unit	<i>PSOFT</i>
Sold to Customer ID	<i>Cracker Barrel Restaurant</i>
Legal Entity	<i>INTREPID</i>

An assignment letter is sent to welcome the customer to PeopleSoft, informing the customer that PeopleSoft is reassigning the contract to PeopleSoft. This change is made to the contract via amendment processing.

Field Name	Value
Contracts Business Unit	<i>PSOFT</i>
Sold to Customer ID	<i>Cracker Barrel Restaurant</i>
Legal Entity	<i>PSUSA</i>

Milestone Templates

A milestone is a significant event in the life of a contract. Milestone functionality in PeopleSoft Contracts enables you to tie activities, such as billing or revenue recognition, to reaching a milestone. Application Engine processing or email notifications can be triggered when that milestone is reached. During system setup, you define a generic set of milestone templates and milestone conditions. You then use these generic milestones and milestone conditions to establish contract-specific milestones when setting up your contracts.

When you define a generic milestone, you can specify one or more milestone conditions. The application uses the status of a milestone's condition to determine when the milestone is reached. PeopleSoft Contracts supports four different milestone condition types: *Date*, *User Init* (user initiated), *Milestone*, and *SQL* (Structured Query Language).

You can define any number of conditions for each milestone and then make the triggering of the milestone conditional upon the reaching of one condition, or all conditions, associated with that milestone.

As the completion of a milestone can result in a bill being generated or revenue being booked, you need to enable milestone security to restrict the ability to manage milestones to a limited set of employees. You enable milestone security by creating milestone classifications and then associating each generic milestone with a milestone classification.

See Also

Chapter 6, “Securing Your PeopleSoft Contracts System,” Setting Up Milestone Security, page 24

Chapter 13, “Setting Up Milestones,” page 175

Email Notifications

PeopleSoft Contracts enables you to use the email notification functionality of PeopleSoft workflow to notify employees within your organization of a change in the status of a contract or a change in the status of one of the contract components.

You can set up email notification for support teams and limit the notification to just the manager of a support team. In addition to establishing email notification for support teams, you can designate email notifications for anyone with an email address.

When you are configuring your contracts system, you can designate email notifications at the PeopleSoft Contracts business unit level and at the contract type level. When you create a contract, you can optionally enable email notification at the contract level. The system uses the following hierarchy (left to right) to determine which established set of email notification parameters to use: Contract Number - Contract Type - Contracts Business Unit. In other words, if parameters are found for the contract number, the system uses them. If not, the system looks to the contract type, and so on.

Before you can establish email notification for support teams, you must first have defined your team members and set up your support teams. You enter the email ID for support team members on the Member Data page.

See Also

Chapter 24, “Maintaining Support Teams,” page 423

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Maintaining Additional Customer Information,” Setting Up Customer Support Personnel

Defining Contract Statuses

To define contract statuses, use the Contract Status component (CA_STATUS_PNLG).

This section discusses how to define contract statuses.

Page Used to Define Contract Statuses

Page Name	Object Name	Navigation	Usage
Contract Status	CA_STATUS_PNL	Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Contract Status	Define contract statuses and map them to processing statuses. The contract statuses you define appear in the list of valid values for contract status on the Contract General page. The system uses the contract status to control all processing that can occur against a contract.

Defining Contract Statuses

Access the Contract Status page.

Contract Status

SetID: SHARE

Contract Status: ACTIVE

Description: Active Contract

Processing Status

☐ Pending

☒ Active

☐ Closed

Contract Status page

Select the processing status to which this contract status should be mapped.

Warning! Once you have defined a contract status and used it on a contract, do not remap that contract status to a different processing status. Doing so causes a change in processing status for any contracts mapped to that contract status.

Default

Select to make this contract status the default status for all new contracts that you create. A contract status must be mapped to a processing status of *pending* in order to be designated as the default status.

This field only appears when creating a new contract status.

See Also

[Chapter 7, “Structuring Contracts,” Contract Statuses, page 28](#)

Defining Contract Types

To define contract types, use the Contract Type component (CA_CONTR_TYPE_PNLG).

This section describes how to define contract types.

Page Used to Define Contract Types

Page Name	Object Name	Navigation	Usage
Define Contract Types	CA_CONTR_TYPE_PNL	Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Contract Type	Define contract types. Contract types enable you to categorize your contracts for reporting purposes. When you set up your contract milestones, you can use contract types to limit the group of contracts to which a milestone can be applied.

Defining Contract Types

Access the Define Contract Type page.

Description	Enter a Description for each contract type you create.
Default Product Kit	Select a product kit for this contract type (optional).

Defining Products and Product Groups

To define product group options and product rate template defaults, use the Product Group Options (CA_PROD_GROUP) and Product Rate Template Defaults (CA_PROD_RATES) components. Use the CA_PROD_GROUP_CI and CA_PROD_RATES_CI component interfaces to load data into the tables for these components.

This section describes how to:

1. Define product groups.
2. Define contract attributes for product groups.
3. Define products.
4. Define contract product group options.
5. Define the unit of measure (optional).
6. Define the list price (optional).
7. Associate products to product groups.
8. Define product rate template defaults.

9. Define ad hoc products.

Pages Used to Define Products and Product Groups

Page Name	Object Name	Navigation	Usage
Product Group Table	PROD_GROUP_TBL	Set Up Financials/Supply Chain, Common Definitions, Products, Product Group Table	Define product group IDs and indicate product group types. Create product groups or make an existing product group available for contracts.
Product Group Options	CA_PROD_GROUP	Set Up Financials/Supply Chain, Product Related, Contracts, Contracts Product Options, Product Group Options	Assign contract attributes such as deferred revenue and unbilled AR options for product groups.
Product Definition	PROD_DEFN	Products, Identify Product Details, Definition	Make products available for use on contract lines.
Product Definition - Contracts Options	PROD_CONTRACTS	Products, Identify Product Details, Definition, Contracts Options	Define the products (products and services) you will use on your contract lines. From this page, you can define the product's price type and revenue recognition method. You can select revenue, billing, and renewal templates to associate with the product.
Product Attributes by UOM	PROD_UOM	Product, Identify Product Details, Attributes by UOM	Identify the unit of measure (UOM) that will be valid for your product. This step is optional, however, if you are defining the list price for the product at this level, you must select the UOM.
Product Price	PROD_PRICE	Product, Identify Product Details, Assign List Price	Optionally define a list price for your product. If you do not enter a value here, the system carries a blank value through to your contract lines where you must manually enter values for the negotiated contract line amounts.
Product Groups	PROD_GROUP	Products, Identify Product Details, Assign Product Group	Associate a product to a product group and type. This page is optional if you are not using product groups.

Page Name	Object Name	Navigation	Usage
Product Rate Template Defaults	CA_PROD_RATES	Set Up Financials/Supply Chain, Product Related, Contracts, Contracts Product Options, Product Rate Template Defaults	Define default rate templates for products.
Create Products from Ad Hoc Products	CA_PROD_ADH_CREATE	Set Up Financials/Supply Chain, Product Related, Contracts, Contracts Product Options, Create Product From Adhoc	Define ad hoc products for use on your contract lines.

Defining Product Groups

Access the Product Group Table page.

See *PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, “Setting Up Products,” Setting up the Product Group Table.

Defining Contract Attributes for Product Groups

Access the Product Group Options page.

Product Group Options

SetID
SHARE

Product Group
BUILDING

☐ **Deferred Revenue**

Unbilled AR Distribution Code🔍

Product Group Options page

Select default attributes for the product group. The system populates the contract lines for any products assigned to this product group with the default values that you enter here.

Deferred Revenue

Indicate your deferred revenue option for the product group. The option that you select here, along with the option you select for the *Deferred Revenue Override* check box on the Contracts Definition - BU Options page, determine whether or not a contract line allows deferred revenue.

Here are the possible scenarios:

- If you select this check box, you are allowing deferred revenue for all products within this product group.
- If you do not select this check box, you can still use deferred revenue on the contract line if you select the deferred revenue override option on the Contracts Definition - BU Options page.

- If you do not select this check box and you do not select the deferred revenue override check box on the Contracts Definition - BU Options page, then no products in this product group can have deferred revenue.

Unbilled AR Distribution Code

Select a default unbilled accounts receivable (AR) account definition. You establish the list of unbilled AR distribution codes on the Distribution Code page. If the product group has an unbilled AR account definition, then it will be used to book unbilled AR for any products associated with this product group. If you do not select an unbilled AR account for the product group, then for any products associated with this group, the unbilled AR account that is defined for the PeopleSoft Contracts business unit is used to book unbilled AR.

Defining Products

Access the Product Definition page.

Product Use

This field enables you to indicate whether or not a product will be available for use on contract lines. Values include:

- *Contracts Only*: You can use this product with PeopleSoft Contracts only.
- *General Use*: You can use this product with both PeopleSoft Order Management and PeopleSoft Contracts.
- *General Use Excluding Contract*: You cannot use this product with PeopleSoft Contracts.

This field is available only if you have PeopleSoft Order Management installed on your system. If you do not have PeopleSoft Order Management installed, the value of this field defaults to *Contract Only*.

Note. This feature applies to amount-based contract products only.

See Also

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Setting Up Products,” Establishing the Product Definition

Defining Contract Product Options

See *PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, “Setting Up Products,” Establishing Product Contract Options.

Defining the Unit of Measure

See *PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, “Setting Up Products,” Establishing Product Attributes by Unit of Measure.

Defining the List Price

See *PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, “Setting Up Products,” Establishing Product Attributes by Unit of Measure.

Associating Products to Product Groups

See *PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, “Setting Up Products,” Establishing Product Groups.

Defining Product Rate Template Defaults

Access the Product Rate Template Defaults page.

Product Rate Template Defaults

SetID: SHARE

Product ID: CONS_GENERAL_01 **Description:** Consulting Services

Templates by Effective Date Find | View All First 1 of 1 Last

Effective Date 10/02/2003

Templates by Unit View All First 1-2 of 2 Last

PC Business Unit	Rate Template ID		
US001	ACT1	+	-
US004	ACT10	+	-

Product Rate Template Defaults page

Effective Date Current date appears.

Templates by Unit

PC Business Unit Select a default PeopleSoft Project Costing business unit.
(PeopleSoft Project Costing business unit)

Rate Template ID Select a default value for your rate template identifier.

Defining Ad Hoc Products

Access the Create Products From Ad Hoc Products page.

Create Products from Ad Hoc Products

Search Criteria

'Business Unit:

US001

Contract:

Line Status:

Sold To Customer:

Contract Type:

Price Type

☐ Amount

☒ Percent

☐ Rate Based

Product Group:

Contract Status:

Search

Clear

	Contract	Line	Sold To Customer	Product ID	Price Type	Revenue Method	Ad hoc
☐	CON000000000024	2 1002		ADH_ADFA	Percent	Apportionment	Ad Hoc
☐	CON000000000025	2 1002		FSDSAFDAS	Percent	Apportionment	Ad Hoc
☐	CON000000000027	2 1002		OPIU	Percent	Apportionment	Ad Hoc

☒ Select All

☐ Clear All

Create Product

Create Products from Ad Hoc Products page

View all ad hocs that you have defined, or view all ad hoc products that you defined for a specific contract or sold to customer. In the search dialog box, specify your search parameters such as a contract number or a sold to customer name, and the search returns all current ad hoc products for your specified search criteria. In addition, select the check box next to a specific price type if you want to limit your search by price type. The search will not return any ad hoc products that you defined and subsequently turned into regular products.

(select)

Select the check box next to ad hoc products that you want to convert to regular products for use on your contract lines.

Create Product

Click this button to create a product for the selected ad hoc lines.

When you convert an ad hoc product, the system creates the product definition data for the new product based on the existing data for the ad hoc product on the contract line.

Defining Revenue and Billing Plan Templates

To define revenue and billing plan templates, use the Revenue/Billing Plan Template component (CA_PLAN_TMPL).

This section describes how to define revenue and billing plan templates for use on your contract lines.

Page Used to Define Revenue and Billing Plan Templates

Page Name	Object Name	Navigation	Usage
Revenue/Billing Plan Template page	CA_PLAN_TMPL	Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Revenue/Billing Plan Template	Create revenue and billing plan templates for use on your contract lines.

Create Revenue and Billing Plan Templates

Access the Revenue/Billing Plan Template page.

Revenue/Billing Plan Template

SetID: SHARE

Plan Template ID: QUARTERLY

Plan Method: Milestone

*Description: Quarterly Billing/Revenue Plan

Automatically Ready Plan

☒ Activate Contract

☒ Process Amendment

☒ Approve Renewal

Basis Date Determination

Basis Date Source

☒ Contract Sign Date

☐ Current Date

Basis Date Option

☐ Use Basis Date

☐ Last Day of Month

☒ Specify Day of Month

Day 01

Event Detail

Customize | Find | View All |

First 1-4 of 4 Last

Event	*Event Type	Milestone Origin	Milestone Template	Add To Basis	UOM	Days Lag	Percentage		
1	Date				Months		25.0000000	+	-
2	Date			3	Months		25.0000000	+	-
3	Date			6	Months		25.0000000	+	-
4	Date			9	Months		25.0000000	+	-

Revenue/Billing Plan Template page

- Plan Template ID

The system displays the unique template identifier that you entered for this template.
- Plan Method

The system displays the billing plan method or revenue plan method that you selected for this template. Possible values include: *Apportionment, As Incurred, Immediate, Milestone, Percent Complete, Recurring, and Value Based Billing.*
- Description

Enter a description for your revenue or billing plan template.
- Number of Events

Enter the number of events for templates with *Recurring* or *Apportionment* plan methods.

Schedule ID Select a schedule ID for templates with *Recurring* or *Apportionment* plan methods.

Automatically Ready Plan

Activate Contract Select to have the system automatically set this billing or revenue plan to *Ready* upon contract activation.

Process Amendment Select to have the system automatically set this billing or revenue plan to *Ready* upon amendment processing.

Approve Renewal Select to have the system automatically set this billing or revenue plan to *Ready* upon renewal approval.

Basis Date Determination

These fields are available for *Apportionment*, *As Incurred*, *Milestone*, and *Recurring* billing and revenue plan templates only.

The system uses the basis date as a building block for event dates on *Milestone* and *As Incurred* plans, and to determine the start date on *Apportionment* and *Recurring* plans.

Basis Date Source Select either the *Contract Sign Date* or the *Current Date* as your basis date source. The system uses the *Contract Sign Date* as the default value.

Basis Date Option Select the *Use Basis Date*, *Last Day of Month*, or *Specify Day of Month* for your basis date option. If you choose the *Specify Day of Month* option, select a specify day (01–28) from the drop down list. The system uses the *Use Basis Date* as the default value.

Note. If you chose the *Use Basis Date* option, then the basis date will be either the *Contract Sign Date* or the *Current Date*, whichever value that you selected in the Basis Date Source field.

If you chose either the *Last Day of Month* or *Specify Day of Month* options, then the basis date is changed as indicated by your selection.

Note. The basis date cannot occur before the value selected for the Basis Date Source. For example, if you select the Basis Date Option as *Specify Day of Month*, and you choose the day of the month as the fifteenth (15), then a contract sign date of August 20th, would result in a basis date of September 15th.

Event Detail

The following fields are available for *As Incurred* and *Milestone* billing and revenue plan templates only.

Event Type Select either a *Date* or *Milestone* event type for this template.

If you select a *Milestone* event type, you must also enter values in the Milestone Origin and *Days Lag* fields.

Milestone Origin Select either *Contract* or *Project* as your origin. If you select *Contract*, you must enter a value in the Milestone ID field.

Milestone Template	Select a specific milestone template to associate with this milestone event. This field is only valid for events with a milestone origin of <i>Contract</i> .
Add to Basis	Enter the time that the system will add to the Basis Date to determine the event date. The system uses the value in this field, combined with the value you select for the UOM (unit of measure) field, to add to the Basis Date to determine the event date.
UOM (unit of measure)	Select the unit of measure for calculating your add to basis. The system uses the default value of <i>Months</i>. However, you can also select <i>Days</i> or <i>Years</i>. Note. If you select a Basis Date Option of <i>Last Day of Month</i> or <i>Specify Day of Month</i>, you must select a UOM of <i>Months</i>. When selecting a Basis Date Option of <i>Last Day of Month</i> and a UOM of <i>Months</i>, the subsequent events will continue to use the last day of the month, rather than simply adding months. For example, normally the Add to Basis amount is simply added to the basis date. If the basis date is <i>February 15</i>, the Add to Basis is <i>1</i>, and the UOM is <i>Month</i> (1 month), then the corresponding event date is March 15. However, if the Basis Date is <i>Last Day of Month</i>, the basis date is <i>February 15</i>, the Add to Basis is <i>1</i>, and the UOM is <i>Month</i> (1 month), then the event date is March 31.
Days Lag	Enter a default days lag value for the system to pass through to the events on the billing or revenue plan. This field is optional.
Percentage	Enter a default value for the event's percentage. The system passes this value through to the events on the billing or revenue plan.

Defining Billing Plan Detail Templates

To define billing plan detail templates, use the Billing Plan Detail Templates component (CA_BP_DTL_TMPL).

This section describes how to create billing plan detail templates.

Page Used to Define Billing Plan Detail Templates

Page Name	Object Name	Navigation	Usage
Billing Plan Detail Template page	CA_BP_DTL_TMPL	Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Billing Plan Detail Templates	Capture detailed information for overriding billing defaults on your billing plan.

Creating Billing Plan Detail Templates

Access the Billing Plan Detail Template page.

Billing Plan Detail Template

SetID: SHARE

Bill Plan Detail Template ID: STANDARD

*Description: Standard Billing Defaults

*Billing Plan Line Creation Opt: Individual

Bill Currency:

Customer Information

BI Unit:

Bill To Customer

Bill To Contact:

Addr Num:

Billing Options

Bill Type: CA

Bill Source: CONTRACTS

Pre Approved

Direct Invoicing

Billing Default Overrides

Invoice Form: PS/PC

Billing Inquiry: 800-246-8000

Billing Specialist: CMT Catherine O Toole

Billing Authority: ACE Albert Eastmoore

Cycle ID: ON-DEMAND

Bill By ID: CONTRACT

Billing Plan Detail Template page

When you first create a new billing plan detail template, all fields appear blank. Use this page to override the billing defaults that you defined for this contract’s business unit on the Contracts Definition - BU Definition and the Contract General - Billing Options pages. If you specify values for the fields on this page, these values will override the billing defaults. If you do not want to override your billing defaults, do not need to enter any information on this page.

Note. If a value from the billing plan detail template is not valid on the billing plan, then the system uses the default value from the contract.

Bill Plan Detail Template ID	The system displays a unique identifier for the billing plan template.
Billing Plan Line Creation Opt (billing plan line creation options)	Select <i>Individual</i> or <i>Summary</i> . If multiple contracts lines are combined on a billing plan, this control indicates whether those lines should be summarized as a single billing plan line or if the system should create the billing plan lines with a one-to-one ration with the contract lines.
Bill Currency	Currency code of the invoice(s) that are generated for this billing plan.
Customer Information	
BI Unit (PeopleSoft Billing Business Unit)	Select a billing business unit from the list of valid values. The list of valid values contains only those billing business units that share the same PeopleSoft General Ledger business unit as the billing plan’s Contracts business unit.
Bill To Customer	Customer to whom the invoice is to be sent.

Address Num (address sequence number)	Customer address to which the invoice is to be sent.
Bill To Contact	Person to whose attention the invoice is sent.
Billing Options	
Bill Type	The bill type is used by PeopleSoft Billing to categorize the activity being billed.
Bill Source	Used by PeopleSoft Billing to identify where the billing activity came from, and to then associate default billing information with that billing activity. .
Pre Approved	Select to bypass the billing worksheet review/approval process. Selecting this check box sends the invoices directly to billing without first creating a temporary bill. Selecting this check box does not bypass the invoice approval process within PeopleSoft Billing.
Direct Invoicing	Select to bypass the invoice approval process within PeopleSoft Billing. Doing this will create bills in <i>RDY</i> status and bypass the billing worksheet. This check box is available if you have selected the Pre Approval check box for this bill plan ID.
Billing Default Overrides	
Invoice Form	Specifies the invoice format for the bills that you generate from this billing plan.
Billing Inquiry (Billing Inquiry Phone)	Select a bill inquiry phone number. This number is established on the Bill Inquiry Phone Page.
Billing Specialist	Specialists are established on the Billing Specialist Page. An example of a billing specialist is a functional user whose daily job includes filling out billing plans.
Cycle ID (billing cycle identifier)	Allows you to associate a billing plan with a bill cycle that you have defined on the Bill Cycle Page. When you run the Contracts Billing Interface process, you can specify that it should only process billing plans of a specific billing cycle type.
Bill By ID	Allows you to group bill lines on invoices.

Defining Renewal Plan Templates

To define renewal plan templates, use the Renewal Templates component (CA_RNW_TMPL).

This section describes how to define renewal plan templates to use on your amount-based contract lines.

Page Used to Define Renewal Plan Templates

Page Name	Object Name	Navigation	Usage
Renewal Plan Template	CA_RNW_TEMPLATE	Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Renewal Templates	Create renewal plan templates to use on your amount-based contract lines.

Creating Renewal Plan Templates

Access the Renewal Plan Template page.

Renewal Plan Template

SetID:
SHARE

Renewal Plan Template:
RENEW

Used for Renewal Plan and Cycle Creation

*Renewal Terms:

3

Schedule:

Y

Used for Cycle Approval

Revenue Plan Template:

Billing Plan Template:

Bill Plan Detail Template ID:

☐ Autoready Revenue Plan

☐ Autoready Billing Plan

Renewal Plan Template page

Renewal Plan Template

The system applies a unique identifier to each renewal template.

Used for Renewal Plan and Cycle Creation

Renewal Terms

Enter the number of cycles to be created for the renewal plan. If you leave this field blank, the system will not generate any cycles and you will have to add them manually.

Schedule

Select a renewal schedule for this renewal template. The system uses the schedule to derive the cycle start and end dates to build the renewal plan.

Used for Cycle Approval

Revenue Plan Template

Select a revenue template for the system to use to create revenue plans when the associated product is renewed. If you leave this field blank, the system will use the revenue plan template specified on the product to create a revenue

52

PeopleSoft Proprietary and Confidential

plan for the renewed line. If you enter a value here, the renewal template values entered here will override those specified on the product.

Autoready Revenue Plan

Select to have the system automatically set the status of the associated revenue plan to *Ready* upon renewal cycle approval.

Note. This option applies only if you selected a revenue plan template.

Billing Plan Template

Select a billing template for the system to use to create billing plans when the associated product is renewed. If you leave this field blank, the system will use the billing plan template specified on the product to create a billing plan for the renewed line. If you enter a value here, the renewal template values entered here will override those specified on the product.

Autoready Billing Plan

Select to have the system automatically set the status of the associated billing plan to *Ready* upon renewal cycle approval.

Note. This option applies only if you selected a billing plan template.

Bill Plan Detail Template ID

Select a billing plan detail template for the system to use when the associated product is renewed. If you leave this field blank, the system will use the billing plan detail template specified on the product for the renewed line. If you enter a value here, the renewal template values entered here will override those specified on the product.

See Also

[Chapter 22, “Entering Renewals,” page 397](#)

Defining Tiered Pricing Templates

This section describes how to define your tiered pricing templates.

Page Used to Define Tiered Pricing Templates

Page Name	Object Name	Navigation	Usage
Tiered Pricing Template	PC_TIER_TEMPLATE	Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Tiered Pricing Templates	Create tier templates to facilitate data entry when defining tiered pricing for a rate-based contract line.

Creating Tiered Pricing Templates

Access the Tiered Pricing Template page.

Tiered Pricing Template

SetID: SHARETiered Pricing Template: DSC01

*DescriptionDiscount for total hours

Tiers

Find | View AllFirst1 of 1Last

Sequence Number:1Transaction ID:DEVLABUnit of Measure:MHR

Price Breaks

FindFirst1-2 of 2Last

Lower Quantity:0.00Upper Quantity:200.00Adjustment Percent:-10.00

Lower Quantity:200.00Upper Quantity:9999999999.99Adjustment Percent:-20.00

Tiered Pricing Template page

Tiered Pricing Template	The system assigns a unique identifier for the tier pricing template.
Sequence Number	Indicates the arbitration resolution order. This number represents the priority of the tier in the event that a transaction matches more than one transaction identifier.
Transaction ID	Select an identifier for the tier. The transaction identifier includes a combination of values for the source type, source category, and source subcategory. The system matches transactions from PeopleSoft Project Costing with tiers based on the transaction identifier definitions.
Unit of Measure	Select a unit of measure for the price break quantities.
Price Breaks	
Lower Quantity	Displays the minimum quantity required for the price break. For the first price break within a tier, this value will be 0.
Upper Quantity	Displays the maximum quantity allowed for the price break. The price break includes the value designated in the Upper Quantity field. Therefore, if the upper quantity is set to 20, the price break would extend up to and include a quantity of 20. Each tier must contain a price break with an Upper Quantity of 9999999999.9999.
Adjustment Percent	Displays the increase or decrease to apply to the rate template determined rate.

54

PeopleSoft Proprietary and Confidential

Defining Discounts and Surcharges

This section describes how to define fixed-amount discounts and surcharges. See the Related Projects page for rate-based discounts.

Page Used to Define Fixed-Amount Discounts and Surcharges

Page Name	Object Name	Navigation	Usage
Discount/Surcharge	BI_DISC_SUR	Set Up Financials/Supply Chain, Product Related, Billing, Setup, Discount & Surcharge	Define a generic set of discounts and surcharges that can be applied to contracts within the same setID. A discount can represent a true discount, a referral fee, a concession, or any other activity that results in a reduction to the gross contract amount.

Defining Fixed-Amount Discounts and Surcharges

Access the Discounts/Surcharge page.

Discounts and surcharges are discussed in the *PeopleSoft Billing PeopleBook*.

See *PeopleSoft Billing 8.8 PeopleBook*, “Structuring Bills,” Setting Up Discounts and Surcharges.

Defining Contract Document Sequencing Options

To define contract document sequencing options, use the Contracts GL Options component (CA_BUGL_OPT).

Statutory legal requirements in some countries require that all financial transactions (documents) be classified into different transaction types, and that within each transaction type, all documents entered be numbered sequentially. PeopleSoft Document Sequencing helps you maintain established business practices by meeting both of these requirements.

In PeopleSoft Contracts, you can assign specific document types to revenue transactions. Upon activating the Document Sequencing feature, the system automatically assigns a sequence number to each revenue recognition transaction that you generate in PeopleSoft Contracts. When you reverse or re-distribute revenue accounting entries in PeopleSoft Contracts, the Document Sequencing feature adjusts its numbering accordingly.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, “Defining Document Sequencing”

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Defining Common Journal Definitions

Page Used to Define Contract Document Sequencing Options

Page Name	Object Name	Navigation	Usage
Contracts GL Options	CA_BUGL_OPT	Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Contracts GL Options	Designate journal templates and document types for a business unit. Your system may have different journal templates and document types depending on the type of accounting entry journal you generate using PeopleSoft Contracts.

Defining Contract Document Sequencing Options

Access the Contracts GL Options page.

Contracts GL Options

GL Business Unit: AUS01 AUSTRALIA OPERATIONS

Deferred Revenue Doc. Type
Deferred Rev.:
Reversal:
☒ Same as Revenue

Fixed-Amount Revenue Doc. Type
Revenue:
Reversal:
☒ Same as Revenue

Rate-Based Revenue Doc. Type
Revenue:
Reversal:
☒ Same as Revenue

Journal Templates
Deferred Rev: CA_DFR CA Deferred
Fixed-Amount: CA_REV CA Revenue
Rate-Based: CA_PC CA Projects

Contracts GL Options page

GL Business Unit
(PeopleSoft General Ledger business unit)

You assign journal templates and document types at the General Ledger business unit level. Any contracts you have associated with this General Ledger business unit will use the journal templates and document types you define on this page.

You must enter a document type if you are using the Document Sequencing feature for the General Ledger unit. Document types represent the business purpose of a financial transaction. Within the domestic sales journal code, for example, you may have document types, such as domestic customer invoices, customer credit memos, and customer debit memos. Document types are assigned to one and only one journal code.

There is a document type group box for each revenue transaction type: *Deferred Revenue Doc Type*, *Fixed-Amount Revenue Doc Type*, and *Rate-Based Revenue Doc Type*. For each type, you must specify the document type for the initial transaction and for the reversal of that transaction. If you want to use the same document type for revenue reversals, select the Same as Revenue check box for the appropriate type of revenue transaction.

Journal Templates

Select the journal template to be used when the system creates journals to feed to your general ledger. Templates summarize your PeopleSoft Contracts accounting entries and determine the journal header, date options, and other characteristics. You must select a journal template for deferred revenue, fixed-amount, and rate-based entries.

Defining Legal Entities

To define legal entities, use the Legal Entity component (CA_LEGAL_PNLG).

This section describes how to define a legal entity.

Page Used to Define Legal Entities

Page Name	Object Name	Navigation	Usage
Legal Entity	CA_LEGAL_PNL	Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Legal Entity	Define legal entities. You use legal entities on the Contract General page to identify the legal entity within your company that owns (that signed) the contract.

Defining a Legal Entity

Access the Legal Entity page.

Enter a description for each Legal Entity that you create.

Defining Early-Out Options

To define early-out options, use the Early Out Option component (CA_EARLYOUT_PNG).

This section describes how to define early-out options.

Page Used to Define Early-Out Options

Page Name	Object Name	Navigation	Usage
Early Out Option	CA_EARLYOUT_PNL	Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Early Out Option	Define early-out option reason codes. These codes are used on the Special Payment Terms Page. A contract can contain multiple early-out options.

Defining Early-Out Options

Access the Early Out Option page.

Enter a description for each Early Out Reason Code that you create. These codes can be entered on the Special Payment Terms Page for informational purposes.

Defining Milestones

To define milestone classifications, use the Milestone Classification component (CA_MS_CLASS_PNLG).

To define milestone templates, use the Milestone Template component (CA_MS_DEFN_PNLG). Use the CA_MS_DEFN_PNLG_CI component interface to load data into the tables for this component.

This section describes how to define:

- Milestone classifications.
- Milestone templates.
- Milestone condition templates.
- Custom SQL statements for milestone conditions.

Pages Used to Define Milestones

Page Name	Object Name	Navigation	Usage
Milestone Classification	CA_MS_CLASS_PNL	Set Up Financials/Supply Chain, Product Related, General Options, Milestone Classification	Define milestone security by creating milestone classifications. A milestone classification is a set of permission lists. When you associate a milestone classification with a generic milestone, the ability to manage that milestone is limited to users who belong to one of the primary permission lists specified for the milestone classification.
Milestone Template	CA_MS_DEFN_PNL	Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Milestone Templates, Milestone Template	Define generic milestone templates. When you set up a contract, you will use these generic milestones templates to which you can add contract-specific data.
Milestones Conditions Template	CA_MS_COND_DEFN	Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Milestone Templates, Milestone Conditions Template	Define the conditions used by the application processor to determine if a milestone is ready for processing. You can establish multiple conditions for a single milestone. Condition types can be either system-triggered events or manual events.
SQL Statement	CA_MS_SQL_DEFN_SEC	Click the SQL statement link on the Milestone Conditions Template page.	Create a custom SQL statement to be used as a milestone condition.

Defining Milestone Classifications

Access the Milestone Classification page.

Milestone Classification

SetID: SHARE

Milestone Classification: ALL

Description:

Operator Classes Authorized to Use		Customize	Find	View All	First	1-2 of 2	Last
Primary Permission List	Permission List Description						
ALLPNLS							
ALLPORTL	All Portal						

Milestone Classification page

Primary Permission List

Select the lists that will have access to manage milestones associated with the value in the Milestone Classification field.

Defining Milestones

Access the Milestone Template page.

Milestone TemplateMilestone Conditions Template

SetID:

SHARE

Milestone Template:

DATE1

*Description:

DATE TYPE MILESTONE

*Milestone Classification:

ALL

☐ All Contract Types

Contract Types

COMMERCIAL

+

-

Milestone Template page

Milestone Classification

Defined on the Milestone Classification page and used to limit the ability to manage a milestone to users who are logged on as a member of a permission list specified for the selected classification.

All Contract Types

Select this check box to make this milestone template available for all contract types you defined for this setID on the Contract Types page.

If you do not select this check box, you must manually add to the Contract Types scroll area the contract types for which this milestone template is available. This milestone template is then accessible on lists for only those contracts of the defined contract types.

Defining Milestone Condition Templates

Access the Milestone Conditions Template page.

Milestone Template		Milestone Conditions Template	
SetID:	SHARE		
Milestone Template:	DATE1		
Description:	DATE TYPE MILESTONE		
Milestone Condition Definitions		Customize Find View All First 1-2 of 2 Last	
*Description	Milestone Condition Type	Milestone Source	Days Lag
DATE TYPE MS	Date		
IT Group	SQL		SQL Statement

Milestone Conditions Template page

Milestone Conditions Definitions

Add the milestone conditions applicable to this Milestone Template. You can define multiple conditions for a milestone template. For example, billing may only occur based on the completion of product installation or based on a specified date, whichever is earlier. You can define two conditions within a milestone to meet this event. One condition (installation) could be another milestone, and the second condition could be the specific date. When you use the milestone on a contract, you can specify if one or all of these conditions will need to be met in order for the milestone to be satisfied. If you specify that only one condition is needed to satisfy the milestone, then whichever condition is true first will trigger the milestone.

Milestone Condition Type

Your selection determines the actions that you need to complete when you add this milestone onto a contract. You can set up multiple milestone condition definitions for each milestone condition type:

Date: Select to create a date-driven milestone. When you use this milestone condition type on a contract, you associate it with a date specific to that contract. The milestone is triggered when the system date reaches the date that you have specified for the condition.

Milestone: Select to link a milestone with another milestone. If selected, you must enter a Milestone Source and a Days Lag.

User Init: Select to create a milestone condition that is satisfied when a user manually updates the condition status from *Pending* to *Ready*. An example would be a service contract where billing cannot occur until a signed work order is received from the customer.

SQL: Select to associate the milestone with a SQL statement you wrote. SQL milestones enable you to create custom milestones that are specific to your business.

Milestone Source

Used with the *Milestone* condition type. Can be either another milestone defined in PeopleSoft Contracts or one that is defined in PeopleSoft Project Costing. Specify the exact milestone to which you are linking.

Days Lag

Enter the number of days after the exact milestone to which you are linking has been triggered before the system should trigger this milestone.

SQL Statement

Used with the *SQL* condition type. Click this link to enter your SQL statement.

Defining SQL Statements for Milestone Conditions

Access the SQL Statement page.

Enter the SQL statement representing the condition the system should test.

For example:

```
EXISTS (SELECT 1 FROM PS_CA_CONTR_HDR WHERE CONTRACT_NUM = =>
PS_CA_MS_COND.CONTRACT_NUM AND LEGAL_REVIEW_FLG = Y)
```

The SQL executed for SQL conditions in the Milestone Application Engine follows. The first bind statement is the SQL statement you wrote, so it must logically fit into the syntax.

```
UPDATE PS_CA_MS_COND
SET MS_COND_STATUS = C, COMPLETION_DATE = %CurrentDateIn
WHERE %Bind(CA_MS_AET.SQL_STMT, NOQUOTES, STATIC)
AND PS_CA_MS_COND.MS_COND_SEQ = %Bind(CA_MS_AET.MS_COND_SEQ)
AND PS_CA_MS_COND.MS_SEQNUM = %Bind(CA_MS_AET.MS_SEQNUM)
AND PS_CA_MS_COND.CONTRACT_NUM = %Bind(CA_MS_AET.CONTRACT_NUM)
```

Important! SQL milestone conditions are an advanced option that should be created only by persons with extensive knowledge of SQL. We advise that these conditions be reviewed by the manager of your information systems department.

Defining Reconciliation Options

To define reconciliation options, use the Reconciliation Options by User component (CA_RECON_DEFN_COMP).

This section describes how to define the parameters for reconciliation.

Page Used to Define Reconciliation Options

Page Name	Object Name	Navigation	Usage
Reconciliation Options by User	CA_RECON_DEFN	Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Reconciliation Options by User	Specify your Review By and Break On parameters for reconciliation.

Defining Reconciliation Options

Access the Reconciliation Options by User page.

Reconciliation Options by User		
User ID: VP1		
Review By	Break On	
☒ Contract	☐ Contract	☐ Operating Unit
☒ Contract Line	☐ Contract Line	☐ Product
☐ PC Bus Unit	☒ PC Bus Unit	☐ Fund Code
☐ Project	☒ Project	☐ Class Field
☐ Activity	☐ Activity	☐ Program Code
	☐ Resource Type	☐ Budget Reference
	☐ Account	☐ Affiliate
	☐ Altacct	☐ Fund Affiliate
	☐ Deptid	☐ Operating Unit Affiliate
		☐ ChartField 1
		☐ ChartField 2
		☐ ChartField 3

Reconciliation Options by User page

Review By

Select the search parameters for reconciliation. The system requires that you Review By or Break On either the contract line or activity level. You may select all Review By check boxes. The check boxes you select dictate the parameters on which you can break.

Break On

Select the filtering values for reconciliation. These choices determine how your data appears on the reconciliation pages. The more fields you break on, the more detail you see when reconciling. If you did not select either the Contract Line or Activity check box as a Review By parameter, you must select one of the two here. This enables adjustments initiated from the Reconciliation Billing and Revenue page to be tied to a contract line for future reconciliation and revenue management purposes.

Note. You must select the PeopleSoft General Ledger ChartFields that you want to have available for reconciliation. If you do not select a particular ChartField here, you will not be able to reconcile or make adjustments to that level.

Defining Email Notifications

This chapter describes how to designate email notifications at two levels:

- PeopleSoft Contracts business unit.
- Contract type.

See Also

[Chapter 24, “Maintaining Support Teams,” page 423](#)

Prerequisites

You must have first created your support team codes on the Support Team Members page.

Common Elements Used in this Section

Component	Select the contract component for which you want to create an email notification list: Amendment, Billing Plan, Billing Event (billing plan event), Contract, Contract Line, Contract Milestone, Revenue Plan, and Revenue Recognition Event (revenue plan event).
	Click this button to create a new support team.
Status	The prompt values for this field are based on the component you selected. For each component, you have the option of associating a support team with the change in all, or any combination of, status values for that component. The % option indicates that you are applying the values that you are defining for this Component Status row to all status values for the selected component.
Support Team	A support team code represents a list of support team members.
Description	Click this link to review and manage the list of team members.
Email Option	Select who should receive an email notification about the selected status change for the selected component: <i>Email All:</i> All members within the selected support team code for whom you have defined an email address on the Team Member Personal Data page. <i>Email Manager Only:</i> Only the employee who was designated as the support team manager on the Support Team Mbrs Page. <i>Do Not Send Email:</i> No members of this support team.
Interested Parties (Email CC)	Enter the email addresses of additional individuals to notify of a particular status change. Enter the individual's complete email address, separating each subsequent address with a semicolon.

Pages Used to Define Email Notifications

Page Name	Object Name	Navigation	Usage
Support Teams by Contract Business Unit	CA_EMAIL_BU	Set Up Financials/Supply Chain, Product Related, Contracts, Support Teams, Support Team by Business Unit	Define the support teams/email lists to be used for the workflow that you associate with the different activities within PeopleSoft Contracts.
Support Teams by Contract Type	CA_EMAIL_TYPE	Set Up Financials/Supply Chain, Product Related, Contracts, Support Teams, Support Team by Contract Type	Define the support teams/email lists to be used for the workflow that you associate with the different contract types.

Defining Support Teams by Contract Business Unit

Access the Support Teams by Business Unit page.

Support Teams by Business Unit

Business Unit: FRAE1

Component Support Teams Find First 1-2 of 2 Last

Component: Contract Add Support Team

Component Status					
Status	Support Team	Description	Email Option	Interested Parties (Email CC)	
1 %	FRA001	French Team 1	Email All		

Component: Billing Plan Add Support Team

Component Status					
Status	Support Team	Description	Email Option	Interested Parties (Email CC)	
1 %	INTL	International Support Team	Email All		

Support Teams by Business Unit page

Defining Support Teams by Contract Type

Access the Support Teams by Contract Type page.

Support Teams by Contract Type

Business Unit: JPN01 **Contract Type:** ALL

Component Support Teams Find First 1 of 1 Last

Component: Contract Line Add Support Team

Component Status					
Status	Support Team	Description	Email Option	Interested Parties (Email CC)	
1 %	INTL	International Support Team	Email All		

Support Team by Contract Type page

Defining Amendments

To define amendment types and reasons, use the Amendment Type (CA_CHG_TYPE_PNG) and Amendment Reason (CA_CHG_RSN_PNG) components.

PeopleSoft Contracts requires that any changes that you make to an active contract's products or terms and conditions be processed through an amendment. When you create an amendment, PeopleSoft Contracts creates a copy of the current contract details and preserves this as a historical record. The system then creates a new amendment, where you can define the contract changes.

Before you can create amendments, you must define amendment types and amendment reasons. Amendment types work with amendment reasons to provide contract viewers with a quick explanation as to why an amendment is being made.

This section describes how to define:

- Amendment types.
- Amendment reasons.

See Also

[Chapter 23, “Amending Contracts,” page 411](#)

Pages Used to Define Amendments

Page Name	Object Name	Navigation	Usage
Amendment Type	CA_CHG_TYPE_PNL	Set Up Financials/Supply Chain, Product Related, Contracts, Amendments, Amendment Type	Define amendment types. The amendment type is informational only—no processing is keyed off it.
Amendment Reason	CA_CHG_RSN_PNL	Set Up Financials/Supply Chain, Product Related, Contracts, Amendments, Amendment Reason	Define amendment reasons. The amendment reason is informational only—no processing is keyed off it.

Defining Amendment Types

Access the Amendment Type page.

Amendment Type

SetID: SHARE

Amendment Type: ADD

Amendments
Find | View All
First ◀ 1 of 1 ▶ Last

***Effective Date:** 01/01/1900   

***Status:** Active 

Short Description: Add Purch

Description: Additional Purchase

Amendment Type page

Amendment Type

High-level classification that you assign to an amendment. Amendment types are dictated by your internal amendment policies. For example, you may want to create an amendment type of *Add, Change Order, New Purchase Order, RMA, Internal Change*, and so on.

Note. A predefined amendment type value of *ACTV* exists and is used by the system. This amendment type is not editable.

Effective Date

Select an effective date for this amendment type.

Status

Set the status for this amendment type. Values include *Active* and *Inactive*.

Defining Amendment Reasons

Access the Amendment Reason page.

Amendment Reason

Provides a quick explanation as to why an amendment was initiated. The amendment reason augments the amendment type and provides additional insight as to the reason behind the amendment. For example, you may want to create an amendment reason of *Data Entry Error*, *Additional Purchase*, or *Scope Change*.

CHAPTER 8

Creating Contracts

This chapter provides an overview of contracts and discusses how to:

- Define general contract information.
- Define contract lines.
- Add products to contract lines.
- Define additional contract information.
- Define contract billing options.
- Add attachments.
- Create amendments.
- Create ad hoc products.
- Generate order lines.

Understanding Contracts

In PeopleSoft Contracts, a contract consists of two levels: the contract header and the contract line. The contract header relates one-to-many with the contract line. The contract header is where you enter the agreement information relevant to all the products and services that you are licensing through the contract. Agreement information may include customer information, terms and conditions, contract sign dates, and so forth. Also stored at the header level is any administrative information, such as notes and support teams, that are associated with the entire contract.

The contract line relates many-to-one with the contract header. You add products that you are licensing to the customer per a contract's terms and conditions to contract lines. You can add multiple lines to each contract. You link each contract line to a billing plan and a revenue plan. Each contract line has its own status; this enables you to add all products associated with a contract during contract setup, and then manage each individual contract line as is appropriate to the line per the terms and conditions of the contract.

This section discusses:

- Contract headers.
- Contract lines.
- Contract line statuses.
- Products on contract lines.
- Sales order generation.

Prerequisites

Before creating contracts, you must complete your contract setup components.

See Also

Chapter 7, “Structuring Contracts,” page 27

Contract Headers

The contract header serves two primary functions in PeopleSoft Contracts. First, the header captures agreement information for a specific contract. Second, the header provides a simple and flexible format that enables you to tailor the structure of your contracts to match your business model. Based on the selections that you make at the header level, PeopleSoft Contracts can support multiple contractual relationships, including individual contracts, multiple contracts per customer, one contract per service provided, and one contract for multiple services.

The following sections discuss how to use the field settings and options on the contract header to create interdependencies between contracts, and what the defaulting hierarchy is for fields on the contract header.

Understanding Contract Classes

You specify the contract class on the contract header. To support a broad range of contractual relationships, PeopleSoft Contracts utilizes two contract classes: a master contract and a standard contract. These classes are used in conjunction with the contract types that you establish on the Define Contract Type page. Contract types enable you to categorize contracts for reporting purposes and to limit the contracts to which certain milestones can be applied.

Understanding Standard Contracts

Standard contracts are the primary contract class—at a minimum you must set up standard contracts. The standard contract contains all agreement information for a specific contract. Additionally, the standard contract is linked to the contract lines that contain the contract line details for the contract; only standard contracts can have contract lines attached to them.

You can link a standard contract to a master contract, or assign the standard contract a parent contract. By assigning a standard contract to a master or by assigning a parent contract, you create a parent-child relationship between the two contracts. This parent-child relationship can aid you in contract tracking and reporting. No processing is driven off of the parent-child relationship.

On the standard contract you can override any values copied over from an existing standard contract, master contract, or contract template.

Understanding Master Contracts

Master contracts can be used in conjunction with standard contracts to help support a broad range of relationships. A master contract contains high-level agreement information that is applicable to a series of contracts. For example, you might use master contracts to relate several standard contracts together for reporting or to create default header information to be used when creating new standard contracts.

Creating master contracts can increase the efficiency and accuracy of your contract information by reducing the amount of information that you need to enter when setting up a new standard contract. For example, to set up multiple contracts for a customer, you could set up a generic master contract for the customer and then copy the master information to create several standard contracts based on the specific contract lines. All the header terms and conditions set up at the master level would be copied over to the standard contracts. If you then license additional products or services to that customer, you have the option of associating the new standard contract with an existing master. With this set up, you can easily query (by using PeopleSoft Query or a different query tool) the database to find all contracts related to a single master. Please note that you cannot associate billing or revenue plans with master contracts.

A standard contract can be linked to a master at any time before the contract is set to *Active* processing status. For example, you may have several standard contracts already existing in your contracts system that you want to associate with each other. By assigning these to a master, you can take advantage of the grouping and reporting features provided by the master contract. Linking a standard contract to a master contract does not impact the agreement information that exists on the standard contract.

Note. You cannot link a standard contract to a master if the standard contract has already been saved to *Active* processing status.

A master contract cannot be linked to another master contract. However, you can associate a master contract with a parent contract. The parent contract with which you associate the master contract can be either a master contract or a standard contract.

Utilizing the Parent-Child Relationship

PeopleSoft Contracts enables you to create parent-child relationships between any two contracts. In addition to the parent-child relationship that exists between master and standard contracts, you can create a parent-child relationship between two master contracts, or between two standard contracts. PeopleSoft Contracts can support a complex array of hierarchical contract structures. How you use the parent-child functionality is dictated by the structure of your company's contract system.

The following examples discuss how you might use parent-child relationships to structure your contracts system:

- You use only standard contracts.

You have licensed a set of products and services to a customer's East Coast branch. The customer expands to the West Coast, and wants to license an additional set of products and services for its new location. You create a new standard contract by copying the existing contract to capture the terms and conditions that were established on the existing contract. You can then designate the original contract as the parent to enable grouping of the two contracts for viewing and reporting.

- You have a single master contract that covers the general terms and conditions required to do business with your company.

You then issue subsequent standard contracts that focus on the specific products and services that you are licensing. After you set up your master contract, you can create your standard contracts by copying from the master. Once the information is transferred to the standard contract, you can add additional header information to the standard contract, overwrite the header values that were brought over from the master contract, and add contract line detail information to the standard contract.

- You have a single master contract that covers the general terms and conditions required to do business with your company.

You then create additional master contracts for each individual customer where you capture any contractual information that is specific to that customer. You then issue subsequent standard contracts that focus on the specific products and services that you are licensing. In this scenario, you would assign the single master contract as the parent to each of the individual customer-specific masters. Continuing with this example, you now issue an additional standard contract for a customer site where an existing standard contract is already in place. In this scenario, you can create the new standard contract from the existing standard contract, and assign the existing standard contract as the parent to the new standard contract. The new standard contract will be implicitly linked to the single master—individual customer master—and explicitly linked to the existing standard contract.

Creating Contract Templates

You will often have multiple contracts that utilize the same set of standard information. One way to reduce the amount of data that you need to enter into your contracts system is to open a new contract header, enter the information once, and then save the contract header as a contract template. To designate a contract as a template, the contract must not be:

- Active.
- Designated as a master or a parent.
- Linked to a master or a parent.

When you save a contract header as a template, the contract status field becomes unavailable for entry. This happens because the contract status drives Application Engine processes, and there are no Application Engine processes that can occur against templates. After you save a template, you can use the template to create new contracts.

Creating a Contract from an Existing Contract

Using an existing contract as the basis for a new contract reduces the amount of data that you need to enter into your contract, speeding up entry time and reducing keying errors.

Any existing contract, regardless of contract status, can be used as the basis of your new contract. If you select a contract that has undergone amendment processing, you copy from the latest iteration of that contract.

When you create a contract from an existing contract, all contract header fields from the existing contract are copied into the new contract that you are creating. The following items are not copied into the new contract:

- Notes.
- Support team information.
- Billing plans.
- Revenue plans.

Once the contract information has been copied to your new contract, you can add additional information and overwrite existing information.

Note. If you copy from a contract containing billing and revenue templates, the system creates the billing and revenue plans in the new contract. The system bases the new billing and revenue template defaults on the current product setup in the *copy from* contract.

Contract Lines

Once you create a contract header in PeopleSoft Contracts, you can begin adding contract lines to the contract. A contract line corresponds to an individual product that you are licensing. To set up a contract line, you first select a product onto a contract line.

When you select a product onto a contract line, the information that you defined for that product is stored on the contract line. The system uses the information that you defined for the contract header and for the product to create a set of defaults for that contract line. You can override much of this default information at the line level, and add additional details, such as applying specific discounts. For contract lines that are service related, you associate the contract line with a list of PeopleSoft Project Costing project and activity IDs, and a set of rates.

The system prices the contract line based on the pricing that you established for the product, either from the product's list price or PeopleSoft Enterprise Pricer. You can adjust the pricing for the contract line as required. You must navigate to the Amount Allocation page to validate the pricing for the contract. The Amount Allocation page is where you ensure that the sum of your contract lines equals your contract's negotiated amount, and that any contract discounts have been fully allocated across your contract lines.

Once you have saved a contract line with *Active* status, you can assign the contract line to a billing plan and a revenue plan. The billing plan and revenue plan represent the entitlements, cash and revenue, that you receive upon fulfilling your obligations.

The process flow for setting up a contract line consists of these steps:

- Add the product to the list of contract lines on the Contract - Lines page.
- If a contract line has a prepaid balance associated with it, enter the prepaid balance information on the Prepaid Balances - Prepays page.
- For all contract lines except those with a *Recurring* price type, the system populates the unbilled accounts receivable (AR) group box on the Accounting Distribution page with the unbilled AR account that was defined for the contract's product group.

Or, if no unbilled AR account was defined for the product group, the system applies the unbilled AR account that was defined for the contract's PeopleSoft Contracts business unit.

Note. This unbilled AR is also populated for rate-based lines for use when the contract line is assigned to a value-based billing plan.

- For contract lines with a price type of *Amount* or *Percent*, the system automatically populates the revenue (and deferred revenue if you selected the Deferred Revenue Recognition option on the related contracts product group) group boxes on the Accounting Distribution page when you save a contract line with a line status of *Active*.
- For contract lines with a price type of *Rate*, revenue distribution codes are stored on the Accounting Distribution page for forecasting purposes.

However, the revenue distributions are established on the Accounting Rules page. These rules can be established across all PeopleSoft Project Costing ChartFields and projects, or specifically for one project with different rules for each Projects ChartField combination.

- For contract lines with a price type of *Recurring*, the system automatically populates the revenue (and deferred revenue if you selected the Deferred Revenue Recognition option on the related contracts product group) group boxes on the Accounting Distribution page.

For recurring contract lines, PeopleSoft Billing manages revenue and handles deferred revenue processing.

- On the Contract - Lines page, add the contract-specific attributes, such as pricing, for the contract line.

From the Contract - Lines page you can perform these optional activities:

- For renewable products, create a renewal package.
- For service products, either link the product to existing PeopleSoft Project Costing projects and activities or create projects and activities.
- For other products, either link the product to an existing PeopleSoft Project Costing project and activity or create a new project and activity.

After you select all your products onto contract lines, perform these activities on all contract lines with a line status of *Active*:

- Define the contract pricing—allocate the contract header negotiated amount and any discounts across the active contract lines.
- Assign all active contract lines to a revenue plan.
- Assign all active contract lines to a billing plan.

See Also

[Chapter 8, “Creating Contracts,” Defining Contract Lines, page 85](#)

[Chapter 7, “Structuring Contracts,” Defining Products and Product Groups, page 41](#)

[Chapter 10, “Entering Accounting Distributions,” page 129](#)

[Chapter 21, “Establishing Prepaid Amounts,” page 381](#)

Contract Line Statuses

Each contract line has its own status field. The contract line status field works in conjunction with the contract status field on the Contract - General page. A contract line is eligible for application processing when both the contract status and the contract line status are set to *Active*. You do not need to set all contract lines to active before the contract status is set to *Active*. This enables you to capture on contract lines during contract setup commitments for products that can be exercised at a future date. Having individual contract line status enables you to manage the status of individual contract lines during the life of a contract. For example, if a contract has 10 contract lines and one of those lines needs to be cancelled, you can cancel just that line.

Every contract line is associated with a contract status of *Pending*, *Active*, *Renewed*, or *Cancelled*. Here is a summary of each of these line statuses, and a list of the attributes associated with each status:

Pending

Enables you to capture commitments for contract lines that can be exercised at a future date. Pending lines are not included in the contract header negotiated amount and cannot be assigned to a revenue plan or a billing plan. Contract lines that are in *Pending* status have these attributes:

- Data fields are available for entry.
- No downstream processing applies.
- Line amount is not included in the header negotiated amount.

Active

Appears as the line status default when you create a contract line. Active contract lines are included in the contract header negotiated amount and can be assigned to a revenue plan or a billing plan. Contract lines that are in *Active* status have these attributes:

- Data fields are available for entry.
- Downstream processing is allowed for the contract line (but not until the contract processing status is also *Active*).
- Line amount is included in the header negotiated amount.

Renewed

Indicates that the contract line is associated with a renewal package and that the renewal cycle package for the line has been set to *ready*. Once the status is set to *Renewed*, all data fields on the line are no longer available for entry. Contract lines in *Renewal* status have these attributes:

- The line is associated with a renewal package with a status of *In Progress*.
- Data fields on the contract line are not available for entry.

Cancelled

Occasionally, you might need to drop or cancel a line on a contract. To do this, change the line status to *Cancelled*, which removes the line from processing. Before you can change the status of a line to *Cancelled*, you must reverse any billing plans or revenue plans that are associated with the line; data validation upon saving a line to a cancelled status enforces this rule. If you need to cancel a line whose status has been set to *Renewed*, manage the cancellation on the renewal package itself instead of on the line. Contract lines that are in *Cancelled* status have these attributes:

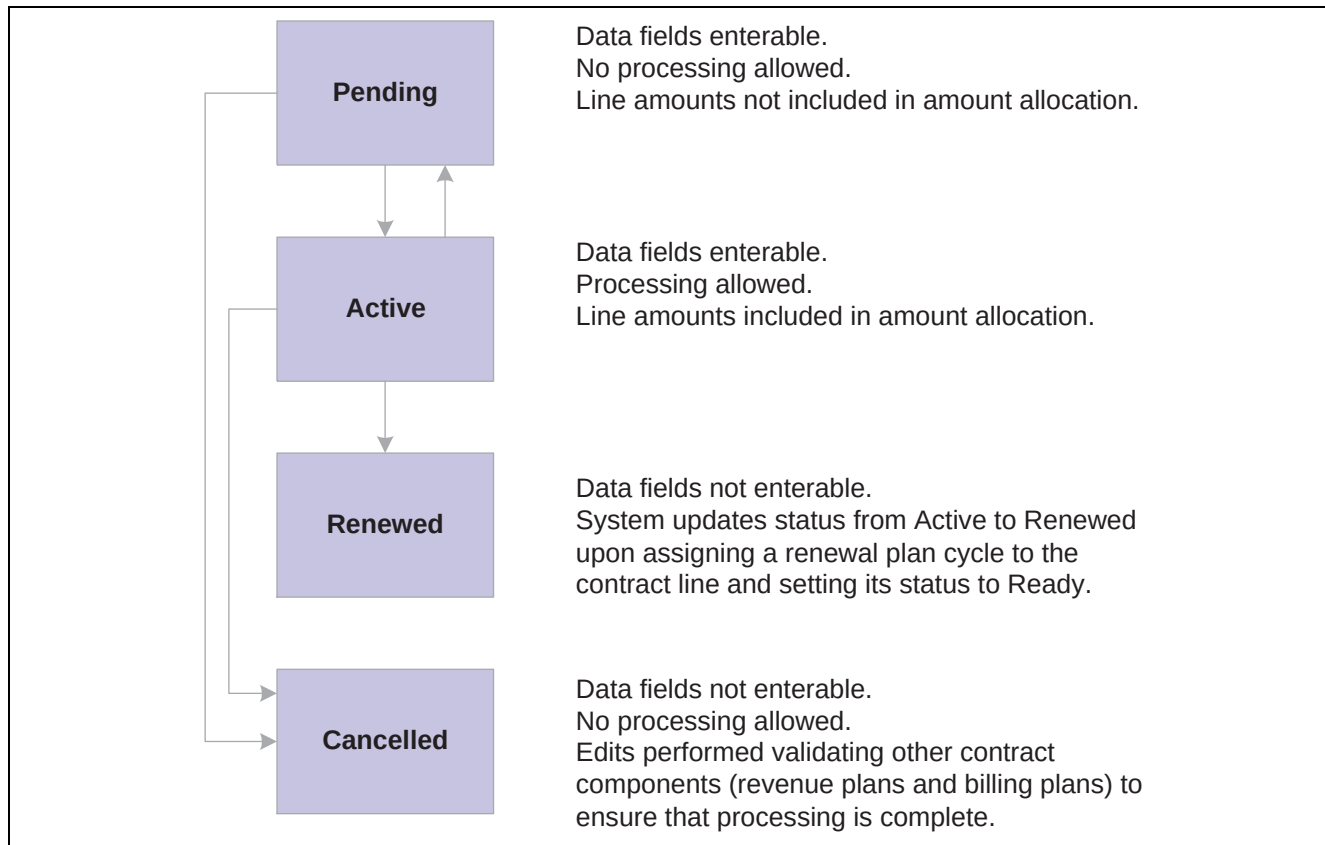
- Data fields are not available for entry.
- No downstream processing is allowed for the contract line.
- No billing plans or revenue plans are assigned to this contract line.

Contract Line Process Flow

The flow for the contract line status is basic:

- The contract line status values can never move backwards—with the exception of moving an *Active* line to *Pending* on a contract with a *Pending* processing status.
- Only the system can change the status to *Renewed*.

This diagram depicts the flow between status values and functionality for each line status value:



Contract line processing status

Saving the Line Status as Active

The system's edit checking does not prohibit you from saving a contract line with incomplete or invalid data. However, before you can set the contract to an active processing status, you must have completed these activities:

- Completed all required fields for the contract line.
- Entered the start and end dates if the line is marked as renewable.
- For contract lines with a price type of *Rate*, you must have at least one project or activity assigned to the line.
- If the contract line has discounts associated with it, the discount distribution code information must be completed; ChartField combination edits validate the distribution codes.

Moving the Line Status to Renewed

The contract line status can only be set to *Renewed* by the system as a part of the renewal process flow.

Moving the Line Status to Cancelled

Before you can set the contract line status to *Cancelled*, these conditions must be met:

- No billing plan can be assigned to the line.

If the line is assigned to a billing plan, you must set the billing plan status to *Pending* or *Cancelled*, and then unassign the line from the billing plan. If processing has already occurred against an assigned billing plan, the line cannot be cancelled unless you credit all billing.

- No revenue plan can be assigned to the line.

If the line is assigned to a revenue plan, you must set the revenue plan status to *Pending*, *Reversed*, or *Cancelled*, and then unassign the line from the revenue plan. If processing has already occurred against an assigned revenue plan, the line cannot be cancelled unless you first reverse all revenue.

- No (additional) *Pending* or *Ready* amendments can be related to the line.

If you are cancelling an *Active* contract line that is assigned to an open project in PeopleSoft Project Costing, when you change the status of the line from *Active* to *Closed*, the system generates a warning.

Additional Rules for Contracts with Prepayments

Two additional conditions exist for rate-based lines on contracts containing prepayments where the prepayments have a status of *Pending* or *Active*:

- The contract must contain at least one *Active* rate-based line.
- You cannot cancel a rate-based line that is associated with a prepayment.

Products on Contract Lines

You select products onto contract lines on the Contract - Lines page. When you select a product onto a contract line, the system creates a single contract line. Products or services are often sold as part of a product kit. A product kit is a collection of products. When you select a product kit onto a contract, the system creates an individual contract line for each product within the product kit.

We discuss the setup of product groups, defining attributes to contract product groups, defining products, defining the product's list price, and associating a product to a product group in the Structuring Your Contracts chapter.

See [Chapter 7, "Structuring Contracts," Products and Product Groups, page 32.](#)

See [Chapter 7, "Structuring Contracts," Defining Products and Product Groups, page 41.](#)

This section discusses:

- Product kits
- Service (rate-based) products
- Accounting distributions

Product Kits

A product kit consists of multiple products and services. When you select a product kit onto a contract, the contract lines created for the products within that product kit inherit the attributes defined for the product kit.

PeopleSoft Contracts does not distinguish between contract lines created by the selection of an individual product onto a contract line and contract lines created by the selection of a product kit of products onto contract lines.

See *PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, "Setting Up Products," Defining Product Kits.

Service (Rate-Based) Products

The integration between PeopleSoft Contracts and PeopleSoft Project Costing enables you to tie the scope of the service product captured in PeopleSoft Contracts with the expenses and billable hours that are captured in PeopleSoft Project Costing as work is performed. You must associate contract lines representing service products with a PeopleSoft Project Costing business unit, project ID, and activity ID. You associate a contract line with a project on the Related Projects page. From this page you first associate the contract line with a single PeopleSoft Project Costing business unit.

The next step is to establish a rate template for the contract. PeopleSoft Contracts enables you to use both of the PeopleSoft Project Costing rate templates and to establish contract-specific rates. For each rate-based contract line, you have the option to either link the line to an existing rate template within PeopleSoft Project Costing or to define contract-specific rates.

The advantage of linking to an existing rate template in PeopleSoft Project Costing is that you can tie the Projects setup for your contract line to the most current rates for your practice. An example of when you would select this option is a contract for rate-based consulting services, where the consulting rates that you charge are your standard practice rates at the time that work is performed.

The advantage of defining contract-specific rates is that you can create a consistent set of rates that will not change during the life of your contract unless you explicitly do so for that contract. An example of when you would select this option is a contract for rate-based consulting services, where the contract agrees to provide consulting services for a set amount that will not change during the life of the project.

After you have set up your rate template or defined your contract-specific rates, you can link a contract line to either an existing project or projects, create a new project or projects, or perform any combination of the two. You can link rate-based contract lines to multiple projects and activities. Contract lines that represent fixed-fee products can be assigned only to a single project or activity.

See [Chapter 12, “Working with PeopleSoft Project Costing,” page 155](#).

Accounting Distributions

Upon saving a contract line, the system creates the accounting distribution. We discuss accounting distributions in the Understanding Accounting Distributions chapter.

See [Chapter 9, “Understanding Accounting Distributions,” page 109](#).

See Also

[Chapter 9, “Understanding Accounting Distributions,” page 109](#)

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining PeopleSoft Contracts Installation Options

PeopleSoft Project Costing 8.8 PeopleBook, “Setting Up Accounting for Projects”

Sales Order Generation

Contract lines with valid sales order products can be passed into a sales order in PeopleSoft Order Management. In addition, new orders can be created or lines can be added to existing orders. If the Product Use field displays *General Use*, then the product can be used on both contract lines and sales orders. If the value in the Product Use field is *Contracts only*, the system does not allow you to pass the contract line into the sales order.

Note. There is no synchronizing of data between PeopleSoft Contracts and PeopleSoft Order Management. Therefore, if you make a change to the contract or order in one application, you must manually make the change in the other application to keep the contract and order in sync.

See Also

PeopleSoft Working With Customers and Orders 8.8 PeopleBook

Common Elements Used in This Chapter

Amendment Number	Displays the current amendment number and date of the amendment, if this contract has been amended through amendment processing.
Amend Contract	Click this button on an active contract to make adjustments to the current contract by creating an amendment. If a pending amendment exists, click to edit the existing, pending amendment. When you click this button, the system transfers you to amendment mode, and the button name changes to View Current.
View Current	When in amendment mode, this button appears on the pages of the contract component. Click to view and edit the current contract. When you click this button, the button name changes to Amend Contract.
Business Unit	Establishes defaults for billing and accounting data for a PeopleSoft Contracts business unit.
Contract Number	The contract number that you entered appears at the top of the page. If you have automatic numbering enabled, and if you selected a value of <i>NEXT</i> , the system generated a contract number for you. The contract number is a unique number used to identify a PeopleSoft Contracts contract. The parameters that you establish for a contract number impact all components of that contract.
Contract Status	Displays a user-defined value that provides a visual indicator of where the contract is within the contract lifecycle. This also controls what processing can occur against the contract. When you are defining a new contract, the default contract status that you established appears; you can select a different contract status. If you select a contract status that is mapped to a different contract processing status, the system performs edit checking to ensure that the contract is eligible for the new processing status that you selected.
Contract Type	Used for reporting and for determining what milestones may be applied to a contract's revenue plans and billing plans.
Go To	Click one of the links to navigate to key contract areas that you can address before activating your contract: <i>Billing Plans:</i> Click to assign lines for this contract to new or existing billing plans.

Revenue Plans: Click to assign lines for this contract to new or existing revenue plans.

Milestones: Click to edit existing milestones and add new milestones to this contract.

Renewals: Click to assign renewable contract lines to renewal plans.

Amount Allocation: Click to apply the contract negotiated amount, plus any discounts, to fixed-amount contract lines. This link is not available for active contracts.

More: Click the drop-down arrow in this list box to access the additional contract links:

More

- *Attachments:* Click to attach document files such as letters, spreadsheets, or drawings, to your contract, or view or delete already attached files.
- *Billing Options:* Click to enter billing option defaults for the contract.

These billing options appear by default on the billing plans created for contract lines within this contract. You can override these options at the billing plan level.

- *Conversations:* Click to create conversations to attach to the contract.
- *Documents:* Click to access the Contract Documents page.

If you have installed Documentum, you can review and manage the contract documents stored in your EDMS system.

- *Forecast Revenue:* Click to create a revenue forecast.
- *Internal Notes:* Click to add both standard and custom notes for your company's internal reference to various contract components.
- *Payment Terms:* Click to define early out options and bonus and penalty information to be applied to the contract.
- *Prepays:* Click to administer prepaid purchases.
- *Sales Order:* Click to create sales order lines from your associated contract lines.
- *Service Order:* If you have installed PeopleSoft Resource Management, click this link to define a service order to associate with this contract.
- *Sold To Address:* Click to view and optionally select a different address for a contract's sold to customer.
- *Support Teams:* Click to add support teams to the contract.
- *View Forecast:* Click to launch a revenue forecast.

Processing Status

Displays the processing status corresponding to the selected contract status.

Sold To Customer

Displays the name and customer ID of the customer to whom this contract was sold. A sold to customer can be associated with multiple ship to and bill to customers, enabling you to associate different contract lines with different ship to customers and different billing plans with different bill to customers.

Defining General Contract Information

Defining a contract header is the first step in setting up a new contract. You create new contracts from within the add mode on the Contract - General page. There are three methods that you can use to create a new contract:

- Add a new contract header and complete all the fields.
- Create a new contract from an existing contract template.
- Create a new contract by copying from an existing contract.

When creating a new contract header, you can create the header as a standard contract, a master contract, or a contract template. Standard is the default contract class unless you are copying from an existing master contract.

The contract header fields are available to edit until you activate your contract. When you activate your contract, all header fields, with the exception of status, become display-only. Any changes to the Contract Entry components must then be made through amendment processing.

This section discusses how to:

- Set up and manage contract header information.
- Select an existing contract from which to copy.
- Define the sold to address.

See Also

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Maintaining General Customer Information,” Sold To Customers

Pages Used to Define General Contract Information

Page Name	Object Name	Navigation	Usage
Contract - General	CA_HDR_PNL	Customer Contracts, Create and Amend, General Information, Contract - General	Set up and manage contract header information.
Copy From Contract	CA_COPY1_PNL	Click the Copy From Contract button on the Contract - General page.	Select an existing contract to copy from as the basis of your new contract. If you select a contract that has undergone amendment processing, you copy from the latest iteration of that contract. When you create a contract from an existing contract, all contract header fields from the existing contract, and optionally all contract lines including those created by templates, are copied into the new contract that you are creating. The attributions of the new contract lines populate from the current product setup.
Sold To Address	CA_CONTACT_PNL	Click the Sold To Address link from the Go To drop-down list box on the Contract - General page.	View and optionally select a different address for a contract's sold to customer.

Setting Up and Managing Contract Header Information

Access the Contract - General page.

General		Lines	Additional Information														
Contract Number:	CON000000000025		Description: Easy Solutions														
Business Unit:	US001 NEW YORK OPERATIONS		Contract Type: COMMERCIAL														
Sold To Customer:	Easy Solutions		*Contract Status: PENDING														
			Processing Status: Pending														
<table border="1"> <thead> <tr> <th colspan="2">Contract Amounts</th> </tr> </thead> <tbody> <tr> <td>Negotiated Amount:</td> <td>100,000.00</td> </tr> <tr> <td>Discounts/Surcharges:</td> <td>0.00</td> </tr> <tr> <td>Non-inclusive Prepays:</td> <td>0.00</td> </tr> <tr> <td>Total:</td> <td>100,000.00</td> </tr> <tr> <td>Estimated (less Prepays):</td> <td>0.00</td> </tr> <tr> <td>Estimated Total:</td> <td>100,000.00</td> </tr> </tbody> </table>				Contract Amounts		Negotiated Amount:	100,000.00	Discounts/Surcharges:	0.00	Non-inclusive Prepays:	0.00	Total:	100,000.00	Estimated (less Prepays):	0.00	Estimated Total:	100,000.00
Contract Amounts																	
Negotiated Amount:	100,000.00																
Discounts/Surcharges:	0.00																
Non-inclusive Prepays:	0.00																
Total:	100,000.00																
Estimated (less Prepays):	0.00																
Estimated Total:	100,000.00																
		Currency: USD	Add to My Contracts														
		Exchange Rate Type: CRRNT	Add Default Kit														
		Contract Signed: 11/05/2003															
		Last Amended:															
		Last Update Date/Time: 11/06/2003 3:49:24PM															
		Last Update User ID: DVP1															
<table border="1"> <tr> <td>Go To:</td> <td>Billing Plans</td> <td>Revenue Plans</td> <td>Milestones</td> <td>Renewals</td> <td>Amount Allocation</td> <td>More</td> </tr> </table>				Go To:	Billing Plans	Revenue Plans	Milestones	Renewals	Amount Allocation	More							
Go To:	Billing Plans	Revenue Plans	Milestones	Renewals	Amount Allocation	More											

Contact General page

Contract Amounts

The Contract Amounts region displays the high-level contract amounts.

Negotiated Amount

Equals the total negotiated value of the fixed-amount contract products. You can either enter this value here or on the Negotiated Amount page. When the system processes amendments that change the contract amount, the system updates this total negotiated amount.

Discounts/Surcharges

Displays the sum of all discounts that you have associated with fixed-amount contract products prior to amendment processing. If discounts or surcharges are changed during amendment processing, the system updates this total.

Non-inclusive Prepays

Displays the sum of any prepaid amounts for service products that are to be applied to the contract but were not included in the negotiated amount of the contract.

Total

Displays the sum of the values in the Negotiated Amount, Discounts/Surcharges, and Non-inclusive Prepays fields.

Estimated (less Prepays)

Displays the sum of the estimated amounts on the contract lines, less any noninclusive prepaids.

Estimated Total

Displays the sum of the values in the Total and Estimated (less prepaids) fields. If you have not selected the Allocation is complete check box on the Amount Allocation page, a message stating **Allocation Not Complete* appears.

Note. A contract with amount-based contract lines cannot be activated until allocation is complete.

Exchange Rate Type	Select an exchange rate type to establish the default currency conversion rate for this contract.
Contract Signed	Enter the date on which the contract was signed. You must enter a value in this field before you can assign the contract a status that is mapped to an <i>Active</i> processing status.
Last Amended	Displays the amendment date, if you have amended this contract through amendment processing. The amendment date is the date on which the last amendment was processed. It is not the date of the last amendment entered, because the last amendment entered may still be incomplete.
Last Update Date/Time	Displays the date and time that the last user updated the contract.
Last Update User ID	Displays the user ID of the last user to update the contract.
Add to My Contracts	Click to add the current contract to your My Contracts page. This button does not appear when you are creating a new contract.
Add Default Kit	Select to add a default product kit to your contract. You must have a default product kit defined for your contract's contract type in order to use this default feature.
Copy From Contract	Click to select an existing contract from which to copy. When you copy from an existing contract, you import the header level information and, optionally, the contract lines, which were defined for the contract from which you are copying. This button appears only when you are creating a new contract.

Selecting an Existing Contract from Which to Copy

Access the Copy From Contract page.

Contract	Select the contract number of the contract that you want to use as the basis for the contract that you are creating.
Copy Lines	Select this check box to copy the contract lines in addition to the contract header level information.

Defining the Sold To Address

Access the Sold To Address page.

Contact	Displays the contact for the selected address sequence number. You may select a different contact.

Defining Contract Lines

For each product that you select onto a contract, the system generates a new contract line with an active status. The system populates the contract line with information that you defined for the contract on the Contract - General page and for the product on the Contract Products page. On the Contract - Lines page you can change various attributes of the product to make it specific to the contract line, but you cannot change any attributes that uniquely define the product. For example, you can change the contract line's negotiated amount, but you cannot change the list price of the contract product.

This section discusses how to:

- Add general contract line information.
- Add contract line details.
- Review the ship to address.
- Review amount details.
- Define deferred revenue.
- Define renewals.

Common Elements Used in This Section

Product	Displays the product associated with this contract line.
Line	Displays the contract line number.
Price Type	Displays the price type that was defined for the product on the Product Definition page. Values include: <i>Amount</i> , <i>Percent</i> , <i>Rate</i> , and <i>Recurring</i> .

Pages Used to Define Contract Lines

Page Name	Object Name	Navigation	Usage
Contract - Lines	CA_OBLIGATIONS	Customer Contracts, Create and Amend, General Information, Contract - Lines	Add products to a contract. Each product appears on the contract as a distinct contract line number. From this page you can view or access all details defined for a contract line.
Ship To Address	CA_SHIPADDR_PNL	Select Ship To Customer Name on the Contract - Lines page: Detail tab.	Update the ship to customer, ship to address, or ship to contact.

Adding General Contract Line Information

Access the Contract - Lines page: General tab.

General		Lines		Additional Information	
Contract Number:	CON000000000025	Description:	Easy Solutions		
Business Unit:	US001 NEW YORK OPERATIONS	Contract Type:	COMMERCIAL		
Sold To Customer:	Easy Solutions	Contract Status:	PENDING		
Contract Admin:	Angelini,Gina	Processing Status:	Pending		
		Currency Code:	USD		

Contract Lines							
General		Detail	Amount Detail	Deferred Revenue	Renewals	[Add]	
Line	Product	Description	Price Type	Start Date	End Date	Status	
1	BUILDING 2	Office Building 2	Amount			Active	[-]
2	BUILDING1	Office Building 1	Amount			Active	[-]
3	INTEGRATION - CONS	Integration - Consulting	Rate			Active	[-]
4	WARRANTY_R	(R)Warranty-TOTAL	Percent	12/01/2003	12/01/2004	Active	[-]
5	STARTUP	Startup Testing of Facility_LN	Percent			Active	[-]
6	INTERIOR DESIGN10	DESIGN10_TOTAL	Percent			Active	[-]

[+]

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) [Amount Allocation](#) [More](#)

Contract - Lines page: General tab

Enter all the products associated with a specific contract. Each contract line represents a unique contract product that is associated with its own accounting distributions and can be assigned to individual (or group) accounting and billing plans.

(add) Click the add button to select existing products and define new products to add to this contract.

You can add lines only to a contract that has a processing status of *pending*; this button is unavailable for entry once the contract is set to an *active* processing status. Once the contract is active, you can add only new lines as part of an amendment.

Description Displays the description for the product that was defined on the Contracts Product page. You can accept the default description or change it here.

Start Date Enter the start date for the contract line. The system uses this date to initiate billing for products with recurring price types. The system also uses this date to begin renewal processing for renewable products.

End Date Enter the end date for the contract line. The system uses this date for processing of renewable and recurring products.

Status Select a line status, which controls what processing can occur against a contract line. Values are: *Pending*, *Active*, *Cancelled*, or *Renewed*.

Adding Contract Line Details

Access the Contract - Lines page: Detail tab.

General

Lines

Additional Information

Contract Number:

CON000000000025

Description:

Easy Solutions

Business Unit:

US001 NEW YORK OPERATIONS

Contract Type:

COMMERCIAL

Sold To Customer:

Easy Solutions

Contract Status:

PENDING

Contract Admin:

Angelini,Gina

Processing Status:

Pending

Currency Code:

USD

Contract Lines

Customize | Find | View All | First 1-6 of 6 Last

General

Detail

Amount Detail

Deferred Revenue

Renewals

+

Go To:

Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

More

Contract - Lines page: Detail tab

Billing Plan

Click the billing plan status to access the Billing Plan General page. This link appears only if the billing plan is assigned to a contract line.

Revenue Plan

Click the revenue plan status to access the Rev Rec Plan (revenue plan) page. This link appears only if the revenue plan is assigned to a contract line.

Projects

Click to access the Related Projects page to manage projects and activities associated with this contract line.

See Related Projects page.

Accounting

Click the *Distribution* link to access the Accounting Distribution page to manage the accounting distributions for this contract line.

If an error occurs during processing, an *Action Required* link appears instead of the *Distribution* link. Errors may occur for three reasons:

- The combination editing check failed.
- You allocated your accounting by amount, and the amount does not match the value on the contract line.
- You allocated your discount accounting by amount, and that amount does not match the value on the contract line.

See Accounting Distribution page.

Internal Notes

Click to access the Internal Notes page to add or view notes related to this contract line.

See Internal Notes page.

Ship to Customer Name

Click to access the Ship To Address page to manage your ship to customer information for this contract line.

Defaults are based on the sold to customer that you selected on the Billing Options page. You can select an alternate ship to ID.

See Ship To Address page.

See Also

[Chapter 14, “Setting Up Revenue Plans,” page 195](#)

[Chapter 18, “Setting Up Billing Plans,” page 285](#)

[Chapter 12, “Working with PeopleSoft Project Costing,” page 155](#)

[Chapter 10, “Entering Accounting Distributions,” page 129](#)

Reviewing the Ship To Address

Access the Ship To Address page.

Ship To Address

Contract:
CON0000000000025

Line Number:
1

Address

Ship To Customer:
1002
Easy Solutions

Address Sequence Number:
1

Country:
United States
2355 Broadway
Oakland
CA
California
94610

Primary Contact

Contact:
2

Title:

Name:
Paula Smith

OK
Cancel

Ship To Address page

Ship To Customer

Displays a default value based on the sold to customer that you selected on the Billing Options page. You can select an alternate ship to ID for a pending contract.

Address Sequence Number

Displays the number corresponding to the ship to customer ID that you selected for this contract line. You can select an alternate address sequence number.

Contact

Displays the contact for the selected address sequence number. You may select a different contact.

Reviewing Amount Details

Access the Contract - Lines page: Amount Detail tab.

General		Lines		Additional Information	
Contract Number:	CON000000000025			Description:	Easy Solutions
Business Unit:	US001 NEW YORK OPERATIONS			Contract Type:	COMMERCIAL
Sold To Customer:	Easy Solutions			Contract Status:	PENDING
Contract Admin:	Angelini,Gina			Processing Status:	Pending
				Currency Code:	USD

Contract Lines										
General		Detail		Amount Detail		Deferred Revenue		Renewals		More
Line	Product	Price Type	%		List Price	Quantity	UOM	Negotiated Amount	Discounts/Surcharges	Net Amount
1	BUILDING 2	Amount			75,000,000.00	1.0000	EA	75,000,000.00	Discounts/Surcharges	75,000,000.00
2	BUILDING1	Amount			50,000,000.00	1.0000	EA	50,000,000.00	Discounts/Surcharges	50,000,000.00
3	INTEGRATION - CONS	Rate					EA	0.00		0.00
4	WARRANTY_R	Percent	10.00	% of Total				10,000.00	Discounts/Surcharges	10,000.00
5	STARTUP	Percent	15.00	% of Lines				0.00	Discounts/Surcharges	0.00
6	INTERIOR DESIGN10	Percent	5.00	% of Total				5,000.00	Discounts/Surcharges	5,000.00

Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) [Amount Allocation](#) [More](#)

Contract - Lines page: Amount Detail tab

View the pricing information for a contract line. The system updates these fields to reflect any changes that you make to the price detail for contract lines on the Amount Allocation page.

% (percent)

For a product ID with a price type of *Percent*, displays the percent that you defined on the Contract Products page.

% of (percent of lines or total)

For a product ID with a price type of *Percent*, you can designate the contract line to be a percentage of the full contract negotiated amount or a percentage of one or more amount-based contract lines. For percent-based contract lines that are a percentage of one of more amount-based lines, click the % of link to access the Percent Based Pricing page, where you can review the pricing details for that line.

List Price

For a product ID with a price type of *Amount*, displays the list price that you defined on the Contract Products page.

Quantity

Enter the quantity for the product that you added to the contract line.

UOM (unit of measure)

For product IDs with a price type of *Percent*, *Amount*, or *Recurring*, select the unit of measure for this contract line.

Negotiated Amount

The system updates this field to reflect any changes that you make to the negotiated amount for this contract line on the Amount Allocation page.

Discounts/Surcharges

Click to view the discounts or surcharges associated with this contract line. This link is available for amount-based contract lines only.

Net Amount

The system updates this field to reflect the line's negotiated amount minus the associated discounts entered on the Amount Allocation page.

Limit Amount

Displays the limit amount for this contract line, if you entered one. Only contract lines with a price type of *Rate* have limits.

See Also

Chapter 11, “Pricing Contracts,” page 137

Defining Deferred Revenue

Access the Contract - Lines page: Deferred Revenue tab.

General

Lines

Additional Information

Contract Number:

CON000000000025

Description:

Easy Solutions

Business Unit:

US001 NEW YORK OPERATIONS

Contract Type:

COMMERCIAL

Sold To Customer:

Easy Solutions

Contract Status:

PENDING

Contract Admin:

Angelini,Gina

Processing Status:

Pending

Currency Code:

USD

Contract Lines

Customize | Find | View All | First 1-6 of 6 Last

General | Detail | Amount Detail | Deferred Revenue | Renewals

Line	Product	Deferred Revenue	Deferred Revenue Status	Deferred Revenue Acctg Date	
1	BUILDING 2	☒	Ready	11/05/2003 31	—
2	BUILDING1	☒	Ready	11/05/2003 31	—
3	INTEGRATION - CONS				—
4	WARRANTY_R	☐			—
5	STARTUP	☐			—
6	INTERIOR DESIGN10	☒	Ready	11/05/2003 31	—

+

Go To:

Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

More

Contract - Lines page: Deferred Revenue tab

Deferred Revenue

Select to enable deferred revenue for this contract line. Booking to deferred revenue enables you to post to your general ledger revenue that you expect to realize in a future accounting period. If your contract is in *Pending* status, you can enable deferred revenue by selecting this check box. If your contract is in *Active* status, you cannot change this setting and you must use amendment processing. This field is available for amount-based and recurring contract lines.

You initially establish the deferred revenue option when setting up your contract product groups. You can override the product group deferred revenue option on the contract line if you selected the Deferred Revenue Override check box on the Contracts Definition - BU Options (contracts definition - business unit options) page for the associated contracts business unit.

Note. If you did not select the Deferred Revenue Override check box on the Contracts Definition - BU Options page for the associated contracts business unit, you cannot change the default contract product group value that appears in this field.

Deferred Revenue Status

Displays the status of the deferred revenue for this contract line.

Deferred Revenue Acctg Date (deferred revenue accounting date)

Select the deferred revenue accounting date for this contract line. The Deferred Revenue process will not process any contract line until you specify its deferred revenue accounting date. In addition, any related revenue processes will not process until the deferred revenue process is run.

Note. This field appears on the page only if deferred revenue is selected for the contract line.

Note. This field does not appear for recurring contract lines.

Defining Renewals

Access the Contract - Lines page: Renewals tab.

General

Lines

Additional Information

Contract Number:

CON000000000025

Description:

Easy Solutions

Business Unit:

US001 NEW YORK OPERATIONS

Contract Type:

COMMERCIAL

Sold To Customer:

Easy Solutions

Contract Status:

PENDING

Contract Admin:

Angelini,Gina

Processing Status:

Pending

Currency Code:

USD

Contract Lines

Customize | Find | View All |

First 1-6 of 6 Last

General

Detail

Amount Detail

Deferred Revenue

Renewals

Line	Product	Renewable	Target Renewal	Cycle	
1	BUILDING 2				
2	BUILDING1				
3	INTEGRATION - CONS				
4	WARRANTY_R	☒	1000000001	Cycle 1	
5	STARTUP				
6	INTERIOR DESIGN10				

Go To:

Billing Plans

Revenue Plans

Milestones

Renewals

Amount Allocation

More

Contract - Lines page: Renewals tab

Renewable

If the product that you selected onto this contract line was defined as renewable, this check box is selected. If this contract line is renewable, you must define values for this contract line in the Start Date and End Date fields on the Contract - Lines page: General tab.

Source Renewal

Displays the renewal plan number when you associate a contract line with a renewal cycle.

Cycle

Displays the cycle for the source renewal plan.

Target Renewal

A renewal plan can have multiple cycles.

For renewal contract lines, when you associate a contract line with a renewal plan number and cycle, and then set the cycle status to *Done*, the system:

- Displays the renewal plan number in the Target Renewal field.
- Displays the renewal plan number cycle in the Cycle field.
- Sets the line status of the current contract line to renewed.
- Generates a new contract line.

The renewal plan number and cycle on which the line was based now appears in the Source Renewal and Cycle fields for this new contract line.

Cycle

Displays the cycle for the target renewal plan. Click the cycle number to review the details for this renewal cycle.

A renewal plan can have multiple cycles.

Create Plan

If a contract line is renewable, but is not yet associated with a renewal plan, you can click this button to associate this contract line with a renewal plan.

Note. If you have not yet entered a start and end date, the system asks you to enter those values before you can associate the contract line with a renewal plan.

Renewal Package

If this contract line is assigned to a renewal package, click the package ID to review and edit the package details.

See Also

Chapter 22, “Entering Renewals,” page 397

Adding Products to Contract Lines

This section discusses how to:

- Search for products to add to a contract.
- Review pricing and components of fixed-fee product kits.

See Also

Chapter 7, “Structuring Contracts,” Defining Products and Product Groups, page 41

Pages Used to Add Products to Contract Lines

Page Name	Object Name	Navigation	Usage
Contract Product Search	CA_OFFERING_SRCH	Click the + button on the Contract - Lines page.	Search for and select existing products to be added to a contract. From this page you can also create and add ad hoc products to a contract line.
Price Product Kit	CA_PKG_PNL	Select a fixed-fee product kit template on the Contract Products Search page and click Apply.	Review the pricing and components of the fixed-fee product kits that you are selecting onto the contract. This page is not used with rate-based product kits.

Searching for Products to Add to a Contract

Access the Contract Product Search page.

Search Criteria

Product Group: ☐ Product Kits ☐ Renewable

Product:

Product Description:

Price Type: Amount

Physical Nature:

Create Plans from Template

☒ Billing Plans ☒ Revenue Plans ☒ Renewal Plans

Combine Like Templates

☒ Billing Plans ☒ Revenue Plans

Products [Customize](#) | [Find](#) | [View All](#) | [First](#) [1-5 of 5](#) [Last](#)

General **Templates**

	Product	Description	Price Type	Physical Nature	Product Kit	Renewable
☐	1 PKG1	Pkg (Parking1, Rec Center)	Amount	Goods	Y	N
☐	2 PKG2	Pkg (Pkg2,Landscap2,RecCentr)	Amount	Goods	Y	N
☐	3 PKG3	Pkg(Parking1,Cafeteria)	Amount	Goods	Y	N
☐	4 PKG-CAPC	License Pkg-CA/PC	Amount	Goods	Y	N
☐	5 PKG-GLAPAR	License Pkg-GL/AP/AR	Amount	Goods	Y	N

Contract Product Search page

Search Criteria

Use the Search Criteria group box to search for predefined contract products. You can optionally filter your search by the following search criteria:

Product Group

Select a product group. Product groups are optional; if they have been set up they will provide you with a logical grouping of products.

Product

Search for products by entering all or part of a product name.

Price Type	Select a price type of <i>Amount</i> , <i>Rate</i> , <i>Percent</i> , or <i>Recurring</i> .
Physical Nature	Select <i>Goods</i> or <i>Services</i> .
Product Kits	Select this check box to search for product kits only.
Renewable	Select this check box to search for renewable products only.
Search	When you click Search, the system carries out the search based on the search criteria that you entered, and populates the Products group box with all products meeting this criterion.
Create Adhoc Line	Click to access the Create Adhoc Line page, where you can create an “on-the-fly” product to use on this contract.

Create Plans from Template

Billing Plans	Select this check box to enable the system to create a billing plan when adding the contract line to the contract. Clear this check box if you do not want the system to create a billing plan when the contract line is added to the contract.
Revenue Plans	Select this check box to enable the system to create a revenue plan when adding the contract line to the contract. Clear this check box if you do not want the system to create a revenue plan when the contract line is added to the contract.
Renewal Plans	Select this check box to enable the system to create a renewal plan when adding the contract line to the contract. Clear this check box if you do not want the system to create a renewal plan when the contract line is added to the contract.

Combine Like Templates

Billing Plans	Select this check box to combine multiple contract lines with the same billing plan template into one billing plan. To keep each contract line and its respective billing plan separate, clear this check box.

Note. To combine like billing plans, you must have the same billing plan template and billing plan detail template.

See [Chapter 7, “Structuring Contracts,” Defining Billing Plan Detail Templates, page 49.](#)

Revenue Plans	Select this check box to combine multiple contract lines with the same revenue plan template into one revenue plan. To keep each contract line and its respective revenue plan separate, clear this check box.

Products

In the Products group box, the system displays the products meeting your search criteria.

To add a product to your contract, select the check box and click Apply. When you select multiple products, the system adds each selected product to the contract as a new contract line.

Products: General tab

Access the Contract Product Search page: General tab.

Product Kit	A Y in this column indicates that the product is a product kit. When you select a product kit and click Apply, the system transfers you to the Price Product Kit page, where you can define the price for each product within a product kit.
Renewable	A Y in this column indicates that the product is renewable.
Apply	Click to add any currently selected products to the contract and remain on the Contract Product Search page.
Apply and Return	Click to add any currently selected products to the contract and return to the Contract - Lines page.

Products: Templates tab

Access the Contract Product Search page: Templates tab.

Revenue Plan	Add a revenue plan template or override the existing revenue plan template before adding the contract line to the contract.
Billing Plan	Add a billing plan template or override the existing billing plan template before adding the contract line to the contract.
Bill Plan Detail	Add a billing plan detail template or override the existing billing plan detail template before adding the contract line to the contract.
Renewal Plan	Add a renewal plan template or override the existing renewal plan template before adding the contract line to the contract.

Reviewing Pricing and Components of Fixed-Fee Product Kits

Access the Price Product Kit page.

Price Product Kit

Product Kit PKG1	Description Pkg (Parking1, Rec Center)

Product Kit Price

Price: USD

Product Kit Components
[Customize](#) | [Find](#) | [View All](#) |
First 1-2 of 2 Last

<u>Product Component ID</u>	<u>Description</u>	<u>Contract Price %</u>
1 PARKING1	Parking Structure 1	
2 RECCENTER	Employee Recreation Center	

Price Product Kit page

Product Kit Price

Price Displays the list price for fixed-amount products. You may accept this default or also enter a new price.

Product Kit Components

Product Component ID Displays the ID for each product component.

Contract Price % (contract price percent) Displays any percentages defined for the product.
Each product component is priced as a percentage of the product kit price.

OK Click to create contract lines for each of the product kits.

See Also

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Setting Up Products,” Defining Product Kits

Defining Additional Contract Information

This section discusses how to enter additional information.

Page Used to Define Additional Contract Information

Page Name	Object Name	Navigation	Usage
Additional Information	CA_HDR_OTHER_INFO	Customer Contracts, Create and Amend, General Information, Additional Information	Add additional values to a contract. The fields on this page are optional.

Entering Additional Information

Access the Additional Information page.

General		Lines		Additional Information	
Contract Number:	CON000000000025	Description:	Easy Solutions		
Business Unit:	US001 NEW YORK OPERATIONS	Contract Type:	COMMERCIAL		
Sold To Customer:	Easy Solutions	Contract Status:	PENDING		
Contract Admin:	Angelini,Gina	Processing Status:	Pending		
		Currency Code:	USD		
Region Code:		Contract-level Overrides Burden Plan:			
Purchase Order:		☐ Template Contract ☐ Master Contract ☐ Contains Cotermination Lines ☐ Legal Review Complete ☐ Credit Check Complete			
Master Contract:		Create Award Profile			
Parent Contract:					
Proposal ID:					
Contract Admin:	Angelini,Gina				
Legal Entity:	USLE1				
Go To:	Billing Plans	Revenue Plans	Milestones	Renewals	Amount Allocation More

Additional Information page

- Region Code** Select a region code, which enables you to break your business out into smaller or larger areas for operational purposes.
- Purchase Order** Enter the sold to customer's purchase order (PO) number associated with this contract. The PO is used in billing processing and placed on the bill header.
- Master Contract** To link this contract to a master contract, select a master contract. If you have designated this contract as a master by selecting the Master check box, this field is unavailable.
- Parent Contract** Select a parent contract to create a parent-child relationship with another contract.
- Proposal ID** Enter the proposal ID associated with this contract. This field is informational only.
- Contract Admin** (contract administrator) Select an administrator for this contract.
- Legal Entity** Organizational or legal owner of the contract. The system populates this field with the value associated with the contracts business unit.
- Template Contract** Select to designate this contract as a template. You can then use this template when creating subsequent contracts. Templates have only header-level information associated with them.
- Master Contract** Select to designate this contract as a master. This check box is not available on active contracts.

Contains Cotermination Lines	Select if this contract contains renewable contract lines that are to be renewed on a separate target contract.
Legal Review Complete	Select to indicate that the legal group has reviewed this contract. This check box is informational only.
Credit Check Complete	Select to indicate that a credit check has been completed for this customer. This check box is informational only.
Reimbursable Agreement	This field appears only if you selected the Federal Reimbursable Agreement check box on the Contracts - Installation Options page. If you selected that check box, the system automatically selects the Reimbursable Agreement check box here. You can override the system default and clear this check box if you do not want to create a reimbursable contract. This field is designed for Federal Government customers.

Contract-level Overrides

Burden Plan	Select a burden plan to control project burdening at the contract level. Burden plan rules can be specified at one of four levels, from highest to lowest: Project Costing Business Unit, Contract, Project, and Activity.

If you have PeopleSoft Grants installed, the following additional fields appear on the page.

Create Award Profile	Click to create an award.
View Award Profile	Click to access the associated award profile. This link appears only if a contract has an award profile associated with it.

See Also

Chapter 8, “Creating Contracts,” Contract Headers, page 70

PeopleSoft Project Costing 8.8 PeopleBook, “Pricing Project Costs,” Understanding and Defining Burden Templates

PeopleSoft Grants 8.8 PeopleBook

Defining Contract Billing Options

This section discusses how to:

- Enter billing options.
- Select a billing address.

Pages Used to Enter Billing Options

Page Name	Object Name	Navigation	Usage
Billing Options	CA_HDR_BILLOPT	Click the Billing Options link in the Go To drop-down list box on any page in the contract component.	Enter billing option defaults for the contract. These billing options appear by default onto the billing plans created for contract lines within this contract. You can override these options at the billing plan level.
Billing Address	CA_BILLADDR_PNL	Click the Bill To Address link on the Billing Options page.	Review and optionally select the default billing address to be used for a contract.

Entering Billing Options

Access the Billing Options page.

General
Lines
Additional Information
Billing Options

Contract Number: CON000000000025 **Description:** Easy Solutions
Business Unit: US001 NEW YORK OPERATIONS **Contract Type:** COMMERCIAL
Sold To Customer: Easy Solutions **Contract Status:** PENDING
Contract Admin: Angellini,Gina **Processing Status:** Pending
Currency Code: USD

Bill To Customer: 1002 Easy Solutions
Address Seq Num: 1 [Bill To Address](#)
Billing Business Unit: US001 US001 NEW YORK OPERATIONS
Bill Type: CA CONTRACTS
Terms:
SubCustomer 1:
SubCustomer 2:
Method of Payment: ☐ **Cost Sharing Detail**
Letter of Credit ID: ☐ **Salary Detail**
Go To: [Billing Plans](#) [Revenue Plans](#) [Milestones](#) [Renewals](#) [Amount Allocation](#)

Billing Options page

PeopleSoft Billing uses a hierarchical system of defaults to determine billing options. The billing plan is the most specific level of this hierarchy where you can specify certain billing options that are not overridden by defaults at a higher level. If the billing options do not change from one contract to the next for your business, then you can take full advantage of the hierarchical system of defaults that you set up in PeopleSoft Billing without having to further define these values on the contract's billing plans.

Many of the values that you define here are defaults that you can override on the Billing Plan - Billing Plan General page. Values left blank on this page and at the billing plan level appear by default from a higher level within the PeopleSoft Billing system of defaults.

Bill To Customer	The default ID for the bill to customer appears by default in the customer field. You may select a different bill to customer ID.
Bill To Address	Click to view the address and contact associated with the address sequence number.
Billing Business Unit	Appears by default from the value that you specified for the contract business unit. You may select a different billing business unit. Only billing business units pointing to the same PeopleSoft General Ledger business unit as the contracts business unit appear in the list of valid values.
Bill Type	The ID appears by default from the value that you specified for the contracts business unit and is used by PeopleSoft Billing to categorize the activity being billed. You can override the bill type on the billing plan.
Terms	The payment terms appear by default according to the bill to customer's payment terms that were defined on the General Information - Bill To Options page for the bill to customer that you selected. You may enter a new value. This value may not be overridden at the billing plan level.
SubCustomer 1 and SubCustomer 2	Values for these fields appear by default according to the subcustomer information defined for the bill to customer. Subcustomers enable you to record history and aging information for a subset of your business with a customer or for a cross-section of your business across different customers. The values that you select for SubCustomer 1 and SubCustomer 2 may not be overridden at the billing plan level.

The following fields appear only if you have installed PeopleSoft Grants:

Method of Payment	Indicates which type of bill is being processed.
Letter of Credit ID	If the method of payment is letter of credit (LOC), enter a reference number for this contract.
Note. If the method of payment is not LOC, no value is saved in this field.	
Cost Sharing Detail	Select this check box to enable the system to generate a Cost Sharing Detail report for this contract bill when the bill is printed.
Salary Detail Report	Select this check box to enable the system to generate a Salary Detail report for this contract bill when the bill is printed.

See Also

Chapter 18, “Setting Up Billing Plans,” page 285

Chapter 18, “Setting Up Billing Plans,” page 285

PeopleSoft Billing 8.8 PeopleBook, “Preparing to Implement,” Establishing Default Levels for PeopleSoft Billing Options

PeopleSoft Billing 8.8 PeopleBook, “Structuring Bills,” Defining Bill Types

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Maintaining General Customer Information,” Bill To Customers

Selecting a Billing Address

Access the Billing Address page.

Bill To Contact Displays the bill to contact for the selected address sequence number. You may select a different bill to contact.

Adding Attachments

This section discusses how to add attachments to contracts.

Page Used to Add Attachments

Page Name	Object Name	Navigation	Usage
Attachments	CA_ATTACHMENTS	Click the Attachments link in the Go To drop-down list box on any page in the contract component.	Attach to your contract document files such as letters, spreadsheets, or drawings, or view or delete already attached files.

Adding Attachments to Contracts

Access the Attachments page.

GeneralLinesAdditional InformationBilling OptionsAttachments

Contract Number:CON000000000025Description:Easy Solutions

Business Unit:US001 NEW YORK OPERATIONSContract Type:COMMERCIAL

Sold To Customer:Easy SolutionsContract Status:PENDING

Contract Admin:Angelini,GinaProcessing Status:Pending

Currency Code:USD

Document Attachments

CustomizeFindView All

First1-2 of 2Last

Attached File	Description	Line			
graphic-add_attachment_icon.tif	Sample attachment				

Go To:

Billing PlansRevenue PlansMilestonesRenewalsAmount Allocation

More

Attachments page

Amendment Date

If this contract has been amended, displays the last applied amendment number and date of the amendment.

Document Attachments

- Attached File

Enter the name of the attached file.
- Description

Enter a description for the attachment.
- Line

Enter a contract line number to indicate that the attachment relates to a specific contract line.
- 

Click this button to add an attachment. Then browse to the location of the wanted file, and click Upload. The file is copied to the server where your project information resides. You may add multiple attachments to a contract.
- 

To delete an attachment, click this button in the row where the document that you want to delete is listed.
- 

To view an attachment, click this button in the row where the document that you want to view is listed.

Note. You must have first set up a File Transfer Protocol server in order to use the Document Attachment feature.

See Also

Chapter 4, “Preparing to Implement PeopleSoft Contracts,” Defining an FTP Server for Document Attachments, page 15

Creating Amendments

See [Chapter 23, “Amending Contracts,” page 411](#).

Creating Ad Hoc Products

This section discusses how to create ad hoc product lines.

Page Used to Create Ad Hoc Products

Page Name	Object Name	Navigation	Usage
Create Adhoc Line	CA_PROD_ADHOC	Click Create Adhoc Line on the Contract Product Search page.	Create ad hoc product lines “on-the-fly” for use on your contract.

Creating Ad Hoc Product Lines

Access the Create Adhoc Line page.

Create Adhoc Line

*Product:

*Description:

*Product Group:

*Price Type:

*Revenue Method:

Unit of Measure:

Percentage:

Applies to:

Product Tax Group:

Transaction Type:

Transaction Sub Type:

☐ Renewable

☐ Third Party Product

Create Adhoc Line page

Enter a name and description for your ad hoc product. Enter other pertinent information for your ad hoc product line:

Product Group Select a product group for your ad hoc contract line.

Price Type	Select a price type for your ad hoc contract line. Values are: <i>Amount</i> , <i>Percentage</i> , and <i>Rate</i> . You cannot create recurring ad hoc contract lines.
Revenue Method	Select a revenue method. Values are: <i>Apportionment</i> , <i>As Incurred</i> , <i>Billing Manages Revenue</i> , <i>Milestone</i> , and <i>Percent Complete</i> .
Percentage	If the price type is <i>Percentage</i> , enter the default percentage for the contract line.
Applies to	If the price type is <i>Percentage</i>, select the parameter for the value that you entered in the Percentage field. Values include: • <i>% of Contract Lines</i>: Indicates that the pricing for this contract line is calculated as a percentage of the sum of the negotiated amounts of one or more contract lines. • <i>% of Total Contract Amount</i>: Indicates that the pricing for this contract line is calculated as a percentage of the total contract negotiated amount.
Product Tax Group	Product tax groups help you identify specific related tax charge information associated with individual charge codes when you take advantage of either of the third-party tax solutions that the PeopleSoft system supports—Taxware or Vertex. Tax Group is not required. Note. Product tax groups are not used if you install the delivered PeopleSoft Billing tax solution.
Transaction Type	(Optional) If you have Taxware or Vertex installed, select a transaction type.
Transaction Sub Type	(Optional) If you have Vertex installed, select a transaction sub type.
Renewable	Select this check box to create a renewable ad hoc product.
Third Party Product	Select this check box if you are using third-party software for your ad hoc line.

Generating Order Lines

This section discusses how to create sales orders.

Page Used to Generate Order Lines

Page Name	Object Name	Navigation	Usage
Sales Order	CA_ORDER_LINES	• Customer Contracts, Create and Amend, Contract Sales Orders • Click the Sales Order link in the Go To drop-down list box on any page in the contract component.	Create sales order lines from your associated contract lines.

Creating Sales Orders

Access the Sales Order page.

Sales Order

Contract: CFA01

Sold To Customer: 1000

Alliance Group

Business Unit: US003

Contract Status: ACTIVE

Currency Code: USD

Contract Admin:

	Line	Product ID	Order No	Net Amount	Ship To Customer	Ship From Location	Quantity	Unit of Measure
☐	1	FIN-CA		80,000.00	1000	US003	1.0000	EA

Select an Order

☒ Existing Order

☐ New Order

OM Unit: US003

Purchase Order:

Apply

Sales Order page

- Line

For products that are designated for use by both PeopleSoft Contracts and PeopleSoft Order Management, displays the contract line number of each active line of the contract number that you selected.
- (select)

Select the check box next to the contract lines that you want to link to a sales order. When you click the Apply button, this contract line becomes linked to the new or existing sales order.
- Product ID

Displays the product name of each active line for the contract number that you selected.
- Order No (order number)

When you attach a contract line to an order, displays the order number.
- Net Amount

Displays the net amount for each active line of the contract number that you selected.
- Ship To Customer

Displays the ship to customer for each active line of the contract number that you selected.
- Ship From Location

Displays the ship from location for each active line of the contract number that you selected.
- Select an Order
- Existing Order

Select to add the selected contract line to an existing sales order.
- New Order

Select to create a new sales order for the selected contract line.
- OM Unit (Order Management business unit)

Select an Order Management business unit to apply to your contract line for use on the sales order.

Purchase Order

Displays the associated purchase order reference number, if applicable.

Apply

Select to generate an order for the selected contract lines.

CHAPTER 9

Understanding Accounting Distributions

This chapter discusses:

- Accounting distributions.
- Multicurrency.
- Product accounting distribution defaults.
- Accounting distribution creation.
- Accounting distributions for discounts and surcharges.
- Accounting distributions for interunit transfers.
- Products managing revenue.

Accounting Distributions

The accounting distribution entries made by PeopleSoft Contracts depend upon several factors. This table shows the type of accounting distribution setup that is required based upon the product that is managing revenue, whether or not you are booking entries to deferred revenue, and the contract line's pricing type:

Product That Manages Revenue	Deferred Revenue Enabled	Contract Line Pricing Type	Required Distribution Types
PeopleSoft Contracts	Yes	Amount, Percent	Revenue, deferred revenue, unbilled accounts receivable (AR)
PeopleSoft Contracts	No	Amount, Percent	Revenue, unbilled AR
PeopleSoft Contracts	No	Rate	Unbilled AR (only if assigned to a value-based billing plan)
PeopleSoft Billing	No	Amount, Percent, Recurring	Revenue
PeopleSoft Billing	Yes	Recurring	Revenue, deferred revenue

Note. PeopleSoft Billing can manage revenue for fixed-amount and recurring contract lines only. When PeopleSoft Billing manages revenue for fixed-amount contract lines, PeopleSoft Contracts does not support booking to deferred revenue. *Billing Manages Revenue* is the only available revenue recognition method for recurring contract lines.

This section discusses:

- Fixed-amount contract lines.
- Rate-based contract lines.
- Recurring contract lines.

See Also

Chapter 10, “Entering Accounting Distributions,” page 129

Fixed-Amount Contract Lines

A fixed-amount contract line is a product or service for which you charge a defined amount. Fixed-amount contract lines have a price type of *Amount* or *Percent*. When PeopleSoft Contracts manages revenue for fixed-amount contract lines, you associate the contract line with a revenue plan that has a revenue recognition method of *Apportionment*, *Milestone*, or *% Complete*. When PeopleSoft Billing manages revenue for a fixed-amount contract line, you do not associate the contract line with a revenue plan. Regardless of which product manages revenue, you must associate the fixed-amount contract line with account distribution information either using distribution sets and distribution codes or by manually entering PeopleSoft General Ledger ChartField information.

Rate-based Contract Lines

A rate-based contract line is a transaction-based product or service for which you have set up one or more projects in PeopleSoft Project Costing. The revenue and unbilled AR accounting distributions for these types of service products are stored in the accounting rules. The revenue and unbilled AR account distributions for these types of service products are stored within PeopleSoft Project Costing. As work is performed against a project, PeopleSoft Project Costing receives transactional information relating to that work. PeopleSoft Project Costing prices the transactions based on the rate templates. PeopleSoft Contracts picks up the PeopleSoft Project Costing billable transactions and sends them to PeopleSoft Billing.

Upon sending the billable transactions to PeopleSoft Billing, the Contracts process also sends the unbilled AR accounting distribution. For rate-based lines assigned to as-incurred billing plans, the unbilled AR is pulled from the accounting rules. For rate-based lines assigned to value-based billing plans, the unbilled AR is pulled from the accounting distribution page in PeopleSoft Contracts (CA_DETAIL_UAR).

Additionally, the rate-based revenue process (Accounting Rules Engine) picks up eligible Projects PROJ_RESOURCE rows and sends them to PeopleSoft General Ledger. The revenue and unbilled AR accounting distribution is defined to each PeopleSoft Project Costing transaction eligible for revenue recognition based on the accounting rules defined.

Recurring Contract Lines

A recurring contract line is a product or service for which you charge recurring bills. With a revenue recognition method of *Billing Manages Revenue*, for a recurring contract line, you do not associate the contract line with a revenue plan. However, you must associate the recurring contract line with account distribution information using distribution sets and distribution codes or by manually entering PeopleSoft General Ledger ChartField information on the Accounting Distribution page.

When setting up billing for recurring contract lines, you must select the recurring billing method. There are no billing plan lines or events associated with a recurring billing plan. You define the start date and schedule, and each time the plan is eligible for billing, the system generates the appropriate invoice lines and sends them to PeopleSoft Billing along with the accounting distribution.

Multicurrency

The timing of the exchange rates that the system uses to perform translations depends upon whether you selected the deferred revenue recognition option on the Contracts Definition - BU Options (contracts definition - business unit options) page. This exchange rate is used for translating the revenue amount when the contract currency is different from the PeopleSoft General Ledger currency and for interunit transfers in which the currency for the General Ledger business unit to which you are transferring is different from the currency of the General Ledger business unit from which you are transferring.

If you did not select the option to book to deferred revenue, then the Amount-based Revenue process uses the exchange rate that is current for the accounting period in which you are running the process. If you selected the option to book to deferred revenue, then the Deferred Revenue process and the Amount-based Revenue process use the same exchange rate to translate the deferred revenue amount from PeopleSoft Contracts.

The system always translates interunit transfer amounts by using the rate type, the current accounting month's rate, and the contract's PeopleSoft General Ledger business unit currency (not the contract's billing currency). For example: Contract CON0001 has a contract currency of DEM. Contract CON0001 is associated with PeopleSoft Contracts business unit CABU01. PeopleSoft Contracts business unit CABU01 is associated with PeopleSoft General Ledger business unit GLBU01, which has a currency of USD. The system performs the translation from DEM to USD when populating deferred revenue (assuming that you've enabled the option to book to deferred revenue). The system then performs the interunit-related translations from USD to the currency of the General Ledger business unit receiving revenue (such as CAD).

Accounting Distribution Defaults

To set up default accounting distributions for your products, you:

1. Define distribution rules.
2. Define distribution sets.
3. Associate a default distribution rule with your Contracts business unit.

Distribution Rules

Distribution rules identify the hierarchy that the system uses to identify which distribution set to use for a particular product. You can define any number of combination criteria and hierarchy to tell your system how to identify and apply the accounting distributions. For example, you might set up your distribution rules to satisfy one of these scenarios:

- Specific revenue account distributions for your largest customer.
- Specific revenue account distributions for a particular product.
- Specific revenue account distributions for a product group such as *Software*.

In the previous examples, you build one distribution rule by determining which scenario is the most important and then arranging the three scenarios in order of priority by using the sequence numbered rows on the Distribution Rules page. The distribution rule that you define is then associated with a PeopleSoft Contracts business unit. When you select a product onto a contract, the system examines the distribution rule for that PeopleSoft Contracts business unit to determine which distribution set to use for populating the revenue distribution code values onto the Accounting Distribution page for each contract line.

Distribution Sets

A distribution set is made up of distribution codes. Each code in a distribution set can have a distribution percentage. You can define multiple distribution sets. Then, you associate the set with a product, product group, customer, and so forth.

Default Distribution Association

When defining a Contracts business unit, you must identify a default distribution rule code to the business unit. This distribution rule code is the link between the Contracts business unit and the distribution rules and distribution sets. When you select a product onto a contract, the system examines the distribution rule for that PeopleSoft Contracts business unit to determine which distribution set to use for populating the revenue distribution code values onto the accounting distribution page for each contract line.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Establishing Distribution Rules and Sets

Accounting Distribution Creation

The initial accounting distributions for a contract line are populated by the system. For amount-based and recurring contract lines, the revenue accounting distribution codes are obtained from distribution sets. If you enabled the deferred revenue recognition option at the product group level, the system checks the revenue distribution code for a related deferred revenue distribution code and populates the Accounting Distribution page with those revenue and deferred revenue values.

Note. If you did not associate a deferred revenue distribution code with the revenue distribution code, the system populates only the revenue distribution. You must manually add the deferred revenue accounting information to the contract line's accounting distribution before the contract can be activated.

When you save a contract line, ChartField combination editing verifies that the revenue, deferred revenue, and unbilled AR accounting distributions are valid for the PeopleSoft General Ledger business unit listed. You cannot save a contract with an *Active* processing status until all of its accounting distributions pass ChartField combination editing.

This section discusses:

- Revenue accounting.
- Deferred revenue accounting.
- Unbilled AR.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Editing ChartField Combinations”

Revenue Accounting

This section discusses revenue accounting for:

- Amount-based contract lines.
- Rate-based contract lines.
- Recurring contract lines.

Amount-based Contract Lines

When you select a product onto a contract, the system populates the revenue distribution accounting based on distribution sets to the revenue fields on the Accounting Distribution page. Additionally, the PeopleSoft General Ledger business unit on the accounting distribution is populated with the General Ledger business unit associated with the PeopleSoft Contracts business unit of the contract. The General Ledger business unit and revenue accounting distribution are editable for each fixed-amount contract line on the Accounting Distribution page. You can edit the existing revenue accounting distribution or split the revenue across multiple accounting distributions (such as departments). When you save the Accounting Distribution page, the system performs combination editing to ensure that the revenue accounting ChartFields that you specify are for a valid General Ledger business unit.

In addition to ChartField Combo-Editing, the system checks to ensure that the amount distributed on the Accounting Distribution page equals the amount on the contract line defined through negotiated amount allocation. If you complete amount allocation after you distribute the accounting, an error may appear. If ChartField Combo-Editing or distribution amount errors exist, you see an Action Required link on the Details tab of the Contract - Lines page.

Rate-based Contract Lines

For rate-based contract lines, the revenue distribution accounting is defined by using accounting rules through the As Incurred Accounting Distribution page. Like distribution sets, rate-based accounting rules may reference distribution codes for ease of use. However, each accounting rule allows only one revenue distribution to be defined. When forecasting revenue for rate-based lines, use distribution sets with distribution codes.

Recurring Contract Lines

For recurring contract lines, the system handles the accounting similar to fixed-fee. The system populates the revenue distribution on the Accounting Distribution page based on distribution sets. If the revenue distribution code in the distribution set has a related deferred revenue distribution code, the system also populates the deferred revenue distribution on the Accounting Distribution page.

See Also

Chapter 10, “Entering Accounting Distributions,” page 129

PeopleSoft Project Costing 8.8 PeopleBook, “Setting Up Accounting for Projects”

Deferred Revenue Accounting

This section discusses deferred revenue accounting for:

- Amount-based contract lines.
- Rate-based contract lines.
- Recurring contract lines.

Note. PeopleSoft Contracts books entries to deferred revenue only for contract lines for which PeopleSoft Contracts is managing revenue. If PeopleSoft Billing is managing revenue, no deferred revenue is booked in PeopleSoft Contracts. It is recommended that you do not use the deferred revenue functionality in PeopleSoft Billing for amount-based contract lines generated from PeopleSoft Contracts. However, for recurring contract lines, PeopleSoft Billing manages revenue and handles all deferred revenue information.

Note. For fixed-amount and recurring contract lines, the default deferred distribution is not specified directly on the distribution set, unlike the revenue distribution. The system retrieves the deferred distribution by default by using the revenue distribution code’s associated deferred distribution code. You can edit the existing deferred revenue accounting distribution or split the distribution across multiple accounting entries.

Amount-based Contract Lines

If you selected deferred revenue recognition for a contract line, the deferred revenue accounting distribution is editable for each fixed-amount contract line on the Accounting Distribution page. The GL Unit (general ledger unit) field populates with the PeopleSoft General Ledger business unit associated with the PeopleSoft Contracts business unit of the contract.

Note. The PeopleSoft General Ledger business unit of the deferred revenue accounting distribution is not editable.

Note. Splitting deferred revenue accounting distribution across PeopleSoft General Ledger ChartFields could result in complex account reconciliation and is not recommended.

When you save the Accounting Distribution page, the system performs combination editing to ensure that the deferred revenue accounting that you specify is valid for its general ledger (GL) business unit.

The contract line contains a deferred accounting date. When you run the Deferred Revenue process, you specify a date range for that process run. The system processes any contract lines belonging to active contracts with a deferred accounting date within the range specified and that have not already been processed.

If you enter a deferred accounting date that falls before a contract line's earliest accounting distribution effective date, the system warns you that an effective-dated accounting distribution needs to be defined for the deferred revenue accounting date. The deferred revenue process does not generate accounting entries for the contract lines until you do one of these:

- Change the contract line's deferred revenue accounting date to fall within its accounting distribution's effective time period.
- Change the existing accounting distribution (or add a new one) to cover the time period of the contract line's deferred revenue accounting date.

For each fixed-amount contract line, the deferred revenue process creates a credit to the deferred revenue account that you specified for that contract line, and a debit to the unbilled AR account that you specified for that contract line.

Rate-based Contract Lines

Rate-based contract lines are not associated with deferred revenue because no known amount is associated with these types of lines. Revenue for rate-based lines is only recognized as work is performed.

Recurring Contract Lines

If you selected deferred revenue recognition for a recurring contract line, the deferred revenue accounting distribution is editable on that contract line's Accounting Distribution page. The GL Unit field populates with the PeopleSoft General Ledger business unit associated with the PeopleSoft Contracts business unit of the contract. PeopleSoft Billing handles the deferred revenue processing for recurring contract lines.

See *PeopleSoft Billing 8.8 PeopleBook*, "Processing Deferred Revenue Accounting Entries".

Unbilled AR

PeopleSoft Contracts manages revenue separately from PeopleSoft Billing by using unbilled AR accounting distributions. You establish an unbilled AR distribution code at either the Contracts business unit level (mandatory) or lower at the product group level (optional).

Note. You do not define unbilled AR accounting distributions for recurring contract lines because billing manages revenue for this price type.

This section discusses unbilled AR accounting for:

- Amount-based contract lines
- Rate-based contract lines

Amount-based Contract Lines

If a contract line's product is associated with a product group for which an unbilled AR distribution code is defined, the system writes that unbilled AR accounting distribution to the Accounting Distribution page for that contract line. The unbilled AR accounting distribution for a contract line is editable on the Accounting Distribution page. The GL Unit field is populated with the General Ledger business unit associated with the Contracts business unit of the contract. When you save the Accounting Distribution page, the system performs combination editing to ensure that the unbilled AR distribution that you specify is valid for the PeopleSoft General Ledger business unit. When PeopleSoft Contracts manages revenue, unbilled AR is debited when you credit either revenue or deferred revenue. Unbilled AR is credited when the bill is generated (PeopleSoft Billing debits AR). Unbilled AR is not used if PeopleSoft Billing manages revenue. Because unbilled AR is populated and depleted throughout the life of the contract line, its distribution on the Accounting Distribution page cannot be changed after the contract is activated. In addition, you can specify only one line of unbilled AR accounting distribution.

For example: Best Customer Corporation is installing PeopleSoft Contracts and it wants to recognize all unbilled AR by business unit, except for unbilled AR from services. Best Customer Corporation sets up unbilled AR for all PeopleSoft Contracts business units. Best Customer Corporation also sets up unbilled AR for the services-related product groups. Best Customer Corporation does not set up any unbilled AR accounting distribution for product groups that are not related to services:

Business Unit (BU)	Product Group (PC)	Unbilled AR Account
M02		129999
M02		128000
	Services	120000

This table lists the results of combinations of PeopleSoft Contracts business units and product groups based on the previous setup:

Business Unit	Product Group	Unbilled AR Account
M02	Fee	128000
M02	Maintenance	128000
M02	Product	128000
M02	Service	120000
M04	Fee	129999
M04	Maintenance	129999

Business Unit	Product Group	Unbilled AR Account
M04	Product	129999
M04	Service	120000

When you select a product onto a contract line, the product's unbilled AR account information is stored on the contract line as a part of the contract line's accounting distribution. This ensures that the unbilled AR account information existing for a product at the time it was selected onto a contract line does not change, even if the unbilled AR information defined at the business unit or product group level is subsequently changed.

Rate-based Contract Lines

For rate-based contract lines, the unbilled AR is stored in two places to be used in these ways:

- Rate-based contract lines assigned to as-incurred billing plans use unbilled AR from the Accounting Rules page (As Incurred Accounting Distribution).
- Rate-based contract lines assigned to value-based billing plans use unbilled AR from two different locations.

For billing, the system uses unbilled AR from the Accounting Distribution page. The revenue process uses the unbilled AR from the Accounting Rules page. The system uses unbilled AR from two different locations because the accounting rules accounting distribution is defined across the application by Projects ChartFields, whereas the accounting distribution is defined for amounts in a value-based billing plan for a particular contract line.

Note. The unbilled AR values on the Accounting Distribution page come from either the product group or the contracts business unit. The system populates the values for the unbilled AR accounting distribution from the product group level first. If there is no value specified at that level, the system looks for the unbilled AR at the business unit level.

Note. It is recommended that the setup for unbilled AR in the accounting rules and on the Accounting Distribution page be the same for rate-based activity to avoid accounting discrepancies. If two unbilled AR distributions are used, the user must balance the two by making adjustments on the Revenue and Billing Reconciliation page.

Accounting Distributions for Discounts and Surcharges

When you define discounts and surcharges, you have the option of associating the discount or surcharge with a distribution code. When you add a discount or surcharge to a contract line with a price type of *Amount* or *Percent*, the system creates accounting distribution lines for the discount or surcharge amount on the Accounting Distributions Discounts page. The discount revenue distribution code that you specified populates as a default value. If you did not specify a distribution code, you must access the Accounting Distributions Discounts page. You may choose the same distribution as the contract line or manually enter the revenue accounting distribution for the discount or surcharge. The unbilled receivable and deferred revenue accounting distributions are obtained from the contract line with which the discount or surcharge is associated.

The PeopleSoft General Ledger business unit populated into the discount accounting distribution is the same as that which is populated by default to the contract line accounting distribution. If you change the General Ledger business unit for the discount revenue accounting distribution, the system generates interunit entries when the Accounting process runs.

After you associate discounts or surcharges with a contract line and save the Amount Allocation page, the system runs combination editing to verify that the revenue distribution that you entered for the discount or surcharge is valid.

For contract lines with a price type of rate, enter discounts on the Related Projects page.

For contract lines with a price type of recurring, the system does not allow discounts and surcharges.

See Also

Chapter 10, “Entering Accounting Distributions,” Reviewing and Updating Accounting Distributions for Discounts and Surcharges, page 134

Chapter 12, “Working with PeopleSoft Project Costing,” page 155

Accounting Distributions for Interunit Transfers

When you define a PeopleSoft Contracts business unit, you associate it with a PeopleSoft General Ledger business unit. When you select a product onto a contract line, the system populates the Accounting Distribution page with the distribution code that you defined for that product. The system also populates the GL Unit field for that contract line with the General Ledger business unit that you defined for that contract line’s PeopleSoft Contracts business unit. For contract lines where PeopleSoft Billing manages revenue, the GL Unit field is not editable. When PeopleSoft Contracts manages revenue for a contract line, you can change the General Ledger business unit on an accounting distribution line to a General Ledger business unit different from the one associated with the PeopleSoft Contracts business unit. When you do this, the system generates interunit transfer entries. Interunit transfers enable you to specify revenue to be booked to a General Ledger business unit that is different from the one originally defined on the contract.

Note. Interunit transfers are enabled only for revenue line distributions; they are not enabled for the unbilled AR and deferred revenue entries. The system does not book any balance sheet entries to a General Ledger business unit other than the one to which the contract’s PeopleSoft Contracts business unit is linked.

Setting Up Interunit Transfers for Fixed-Amount Contract Lines

You can perform interunit transfers for fixed-amount contract lines by editing the PeopleSoft General Ledger business unit for a contract line’s revenue distribution rows on the Accounting Distribution page. When you save the Accounting Distribution page, the system performs ChartField edit combinations to check that the ChartFields that you entered are valid for the General Ledger business unit that you specified for a particular distribution row.

When you run the Amount-based Revenue process, the system looks for revenue distributions where the PeopleSoft General Ledger business unit value differs from the contract's General Ledger business unit (which is identified by the PeopleSoft Contracts business unit). For each row where a difference exists, the system creates two additional rows of distribution in the CA_ACCTG_LINE table, where the rows are picked up and sent to the GL when you run the Journal Generator process. The General Ledger tables that these rows are written to depend upon these factors:

- The type of interunit accounting that you specified during system setup—affiliate or nonaffiliate, direct or indirect.
- The accounting distribution (PeopleSoft General Ledger ChartFields) for the interunit distribution rows.

The system does not store these interunit entries in the PeopleSoft Contracts historical tables (CA_AP_DST, CA_AP_DFR, and CA_AP_UAR) because each revenue distribution row reflects the General Ledger business unit to which the entry was made. Entries that the system makes to the GL are always to the primary ledger of the target PeopleSoft General Ledger business unit.

If the transfer is between PeopleSoft General Ledger business units that use different currencies, the system performs the currency translations on the interunit entries by using the rate type and GL currency exchange rates from the translated amount.

The Amount-based Revenue process verifies that the accounting entries are in balance both before and after the transfer.

See Also

PeopleSoft General Ledger 8.8 PeopleBook, “Using Inter/Intraunit Processing in PeopleSoft General Ledger”

Example 1: Interunit Accounting Without Deferred Revenue

The following example examines the entries generated by PeopleSoft Contracts when PeopleSoft Contracts manages revenue for a fixed-amount contract line. In this example, the user did not enable the deferred revenue recognition option on the Contracts Definition - BU Options page.

First, establish a new contract with these parameters:

Field Name	Value	Comments
Contract Number.	9999999	
Contracts business unit.	USA1	
PeopleSoft General Ledger business unit that is mapped to the Contracts business unit.	123	The currency for this General Ledger business unit is USD. All balance sheet entries are managed on the General Ledger business unit 123's books, including: deferred revenue, unbilled AR or inventory, and billed AR

Field Name	Value	Comments
PeopleSoft Billing business unit.		All billing plans within the contract must be mapped to PeopleSoft Billing business units that are associated with General Ledger business unit 123.
Contract gross amount/currency code.	100,000/DEM	The contract was signed on January 1999, but no accounting is booked until there is activity against the contract.
Contract/Billing currency.	DEM	

To perform interunit accounting without deferred revenue, you:

1. Bill for the total contract amount.

PeopleSoft Contracts sends the billing information to PeopleSoft Billing, and Billing books accounting entries upon finalization of invoice. The accounting month for the bill finalization is February 1999. In February 1999, the contract total in the currency of the primary General Ledger business unit (GLBU 123) equals DEM 100,000 @ 2/99 rate .580930 = USD 58,093.00.

2. Indicate that revenue should be recognized.

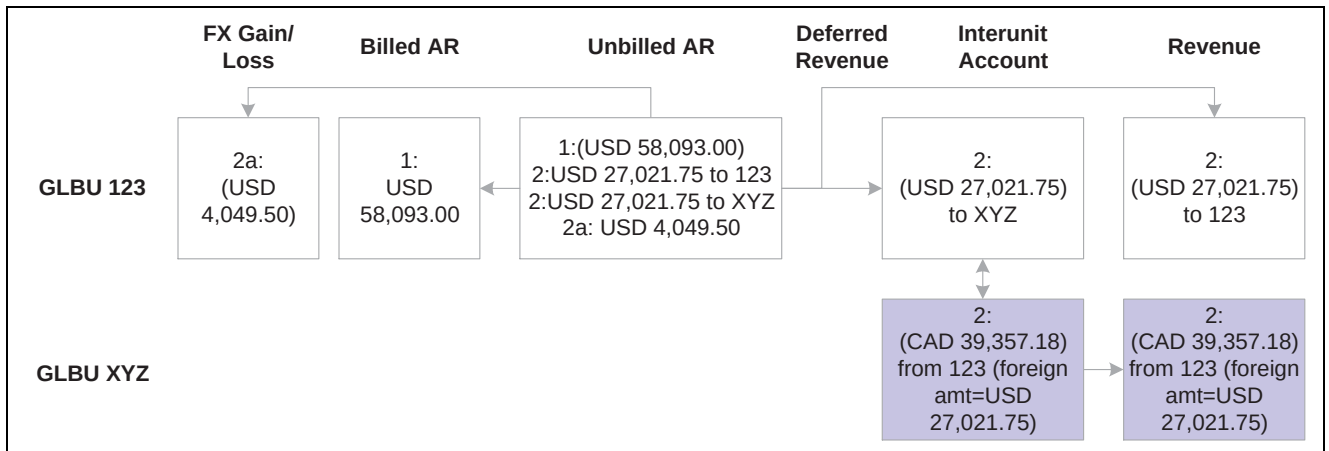
On the Accounting Distribution page you have split the revenue between two General Ledger business units: 50 percent for GLBU 123 and 50 percent to GLBU XYZ. The currency code for GLBU XYZ is in CAD. The accounting month for this transaction is May 1999. The contract total in the currency of GLBU 123 = DEM 100,000 @ 5/99 rate .540435 = USD 54,043.50.

You run the Amount-based Revenue process to generate the revenue entry and its associated interunit transfer from GLBU 123 to GLBU XYZ, and the system uses GLBU 123's currency as the base currency code for the transfer: USD 54,043.50 * 50% = USD 27,021.75 @ 5/99 rate (USD/CAD) 1.4565 = CAD 39,357.18.

3. Harmonize the unbilled AR in PeopleSoft General Ledger by using General Ledger functionality for balances with foreign and base amounts with differing currencies.

To enable this functionality, the Amount-based Revenue process and PeopleSoft Billing populate the foreign amount field with the DEM value of 100,000.

Revaluation in General Ledger compares the May 1999 balances for both amount fields and translates at the current rate of .540435. The system compares the foreign amount = 0 (DEM 100,000 – DEM 100,000) at .540435 = 0 to the base amount = (USD 4049.50), then generates a reduction entry crediting foreign exchange gain or loss and debiting unbilled AR (in this scenario) for the difference = USD 4049.50.



Interunit accounting distribution flows

Example 2: Interunit Accounting with Deferred Revenue

The following example examines the entries generated by PeopleSoft Contracts when PeopleSoft Contracts manages revenue for a fixed-amount contract line. In this example, the user enabled the deferred revenue recognition option on the Contracts Definition - BU Options page.

First, establish a new contract with these parameters:

Field Name	Value	Comments
Contract Number.	9999999	
Contracts business unit.	USA1	
PeopleSoft General Ledger business unit that is mapped to the Contracts business unit.	123	The currency for this PeopleSoft General Ledger business unit is USD. All balance sheet entries are managed on General Ledger business unit 123's books, including: deferred revenue, unbilled AR or inventory, and billed AR.
PeopleSoft Billing business unit.		All billing plans within the contract must be mapped to PeopleSoft Billing business units that are associated with General Ledger business unit 123.

Field Name	Value	Comments
Contract gross amount/currency code.	100,000/DEM	The contract was signed on January 1999, but no accounting is booked until there is activity against the contract.
Billing currency.	DEM	

To perform interunit accounting with deferred revenue, you:

1. Run the Deferred Revenue process for the accounting month January 1999 to book entries to the balance sheet: DEM 100,000 @ 1/99 rate .599018 = USD 59,901.80.
2. Bill for the total contract amount.

PeopleSoft Contracts sends the billing information to PeopleSoft Billing; the system books accounting entries upon finalization of invoice. The accounting month for the bill finalization is February 1999. In February 1999, the contract total in the currency of the primary General Ledger business unit (GLBU 123) = DEM 100,000 @ 2/99 rate .580930 = USD 58,093.00.

3. True-up unbilled AR in PeopleSoft General Ledger by using General Ledger functionality for balances and base amounts with foreign and differing currencies.

To enable this functionality, the Amount-based Revenue process and PeopleSoft Billing populate the Foreign Amount field with the DEM value of *DEM 100,000*.

Revaluation in PeopleSoft General Ledger compares February 1999 balances for both amount fields and translates at the current rate of .580930. The system compares the foreign amount = 0 (DEM 100,000 – DEM 100,000) at .580930 = 0 to the base amount = (USD 1,808.80), then generates a reduction entry crediting foreign exchange gain or loss and debiting unbilled AR (in this scenario) for the difference = 1,808.80.

4. Indicate that revenue should be recognized.

On the Accounting Distribution page, you have split the revenue between two PeopleSoft General Ledger business units: 50 percent to GLBU 123 and 50 percent to GLBU XYZ. The currency code for GLBU XYZ is in CAD. The accounting month for this transaction is May 1999.

When you run the Amount-based Revenue process, the system generates the entry for the interunit transfer from GLBU 123 to GLBU XYZ. The system uses GLBU 123's currency as the base currency code for the transfer: USD 59,901.80 * 50% = USD 29,950.90 @ 5/99 rate (USD/CAD) 1.4565 = CAD 43,623.49.

Setting Up Interunit Transfers for Rate-based Contract Lines

You set up the revenue distribution and offsetting unbilled AR account for rate-based contract lines on the Accounting Rules page. If the PeopleSoft General Ledger business unit for the debit side of a transaction is different from the General Ledger business unit for the credit side of a transaction, the system generates interunit entries when you run the rate-based revenue process (Accounting Rules Engine - PSA_ACCTGGL). The system performs conversion of amounts for currency differences in the current accounting month. For rate-based contract lines with a *value-based* billing method, the Accounting Distribution page displays the unbilled AR account information. PeopleSoft Contracts does not associate deferred revenue for rate-based contract lines.

Products Managing Revenue

You can recognize revenue associated with a contract either through PeopleSoft Contracts or PeopleSoft Billing. You designate which product manages revenue for each individual contract line. By using PeopleSoft Contracts as the default product to manage contract revenue, you have a higher degree of flexibility and control in managing your revenue. By selecting PeopleSoft Billing as the default product to manage contract revenue, you can speed up contract entry by only entering minimal contract information into the system, and recognizing the revenue through PeopleSoft Billing at the time the bills are finalized. However, when you do this, you lose many revenue management and tracking features that would be available if you were using the default, PeopleSoft Contracts, as the product to manage revenue.

When you define products in PeopleSoft Contracts, you specify the revenue recognition method for that product. The revenue recognition method appears by default to the contract line and may or may not be overwritten depending on system setup. When you select a revenue recognition method of apportionment, milestone, or percent complete, PeopleSoft Contracts manages the flow of revenue. When you select billing manages revenue as the revenue recognition method, PeopleSoft Billing manages the flow of revenue.

This section discusses:

- Accounting entries in PeopleSoft Contracts.
- Accounting entries in PeopleSoft Billing.
- Accounting distributions when PeopleSoft Contracts manages revenue.
- Accounting distributions when PeopleSoft Billing manages revenue.
- Accounting distribution source.

Accounting Entries in PeopleSoft Contracts

When you set up a contract, you associate that contract with a PeopleSoft Contracts business unit. The PeopleSoft Contracts business unit is associated with a PeopleSoft General Ledger business unit; associating a Contracts business unit with a General Ledger business unit is a required step in the Contracts business unit setup. A contract derives its General Ledger business unit from its Contracts business unit.

When you select a product onto a contract line, the system writes the distribution codes for that contract line to the line's accounting distribution definition. Distribution codes do not include the General Ledger business unit. The contract's General Ledger business unit appears by default on the contract line's accounting distributions. You can change the General Ledger business unit on the revenue accounting distribution. If the line's General Ledger business unit differs from the contract's General Ledger business unit, the system generates interunit accounting entries. However, the General Ledger business unit for the deferred revenue and unbilled AR accounting distributions must be the same as the PeopleSoft General Ledger business unit associated with a PeopleSoft Contracts business unit.

Accounting Entries in PeopleSoft Billing

You associate each contract line with a billing plan. You associate each billing plan with a PeopleSoft Billing business unit; the system limits the valid PeopleSoft Billing business units to those that share the same PeopleSoft General Ledger business unit as the contract's PeopleSoft Contracts business unit.

When the system generates billing activity for a billing plan, each bill row sent to PeopleSoft Billing is associated with its billing plan's Billing business unit. PeopleSoft Billing then generates accounting entries based on the General Ledger business unit that is mapped to the bill row's Billing business unit. Because the system has enforced the rule that the Billing business unit must share the PeopleSoft General Ledger business unit with the Contracts business unit, the accounting entry that is made by PeopleSoft Billing for this bill row hits the same General Ledger business unit as the accounting entry that was made by PeopleSoft Contracts for this contract line. No interunit entries are generated for accounting done from PeopleSoft Billing as it relates to Contracts activity. Thus, if a contract line is designated for Billing to manage revenue, the General Ledger business unit is unavailable on the revenue accounting distribution for that contract line.

Accounting Distributions When PeopleSoft Contracts Manages Revenue

Use PeopleSoft Contracts to manage revenue when you want to book revenue on a different schedule (or under different rules) than when you bill for that contract line. The flow of accounting entries for fixed-amount contract lines depends upon whether you select to book contract revenue to deferred revenue.

Accounting Distributions for Fixed-Amount Contract Lines with Deferred Revenue Entries

After a contract has been activated, the Deferred Revenue process creates the following accounting entry for each active amount-based and percent-based contract line:

Unbilled AR Account	Deferred Revenue Account
100	100

Contract is activated

Note. The Deferred Revenue process picks up all active amount-based contract lines with deferred revenue enabled on an active contract, regardless of whether you have associated these contract lines with a revenue plan.

Once the contract line is assigned to a revenue plan and the plan contains a ready event, the Amount-based Revenue process creates the following accounting entry, moving the USD 100 from deferred to real revenue:

Deferred Revenue Account	Revenue Account
100	100

Contract line is assigned to a revenue plan, and the plan contains a ready event

Once the contract line is assigned to a billing plan and the plan contains a ready event (in the case of milestone and percent complete plans), the CA_BI_INTFC process sends the unbilled AR accounting distribution associated with the contract line to PeopleSoft Billing. Billing creates the following accounting entry, moving the USD 100 from Unbilled AR to Billed AR:

AR Account	Unbilled AR Account
100	100

Contract line is assigned to a billing plan, and the plan contains a ready event

The final step in the process is to collect cash for your outstanding invoices. Once cash is received, the following entry is made in PeopleSoft Receivables, moving the USD 100 from Billed AR to Cash:

Cash Account		AR Account	
100			100

Cash is received for the invoice

Accounting Distributions for Rate-based Contract Lines and Fixed-Amount Contract Lines with No Deferred Revenue Entries

Once an active contract line on an active contract is assigned to a revenue plan and the plan contains a ready event (optional in the case of as-incurred plans), the amount-based or rate-based revenue process creates the following accounting entry:

Unbilled AR Account		Revenue Account	
100			100

Active contract line on an active contract is assigned to a revenue plan, and the plan contains a ready event

Once the contract line is assigned to a billing plan and the plan contains a ready event (optional in the case of as-incurred plans), the CA_BI_INTFC process sends the unbilled AR accounting distribution associated with the contract line to PeopleSoft Billing. Billing creates the following accounting entry, moving the USD 100 from Unbilled AR to Billed AR:

AR Account		Unbilled AR Account	
100			100

Contract line is assigned to a billing plan, and the plan contains a ready event

The final step in the process is to collect cash for outstanding invoices. Once cash is received, the following entry is made in PeopleSoft Receivables, moving the USD 100 from Billed AR to Cash:

Cash Account		AR Account	
100			100

Cash is received for the invoice

Accounting Distributions When PeopleSoft Billing Manages Revenue

When PeopleSoft Billing manages revenue recognition for fixed-fee or recurring contract lines, PeopleSoft Contracts does not make any accounting entries. Revenue recognition for a contract line occurs upon booking the entries to PeopleSoft General Ledger after the bill finalization. Billing and revenue recognition occur at the same time.

Accounting Distributions for Fixed-Amount and Recurring Contract Lines with No Deferred Revenue Entries

Once an active contract line on an active contract is assigned to a billing plan and the plan contains a ready event (in the case of milestone and percent complete plans), the CA_BI_INTFC process sends the revenue accounting distribution associated with the contract line to PeopleSoft Billing. Billing creates the following accounting entry, booking revenue, and billed AR simultaneously:

AR Account		Revenue Account	
100			100

Active contract line on an active contract is assigned to a billing plan, and the plan contains a ready event

The final step in the process is to collect cash for outstanding invoices. Once cash is received, the following entry is made in PeopleSoft Receivables, moving the \$100 from Billed AR to Cash:

Cash Account		AR Account	
100			100

Cash is received for the invoice

Accounting Distributions for Recurring Contract Lines with Deferred Revenue Entries

In the following example for deferred revenue, the bill for service during the month of September is sent out in August. However, the revenue is recognized in September:

Invoice Date: 8/5/03			
AR Account		Deferred Revenue Account	
100			100

Recurring contract line with deferred revenue: Invoice date

Recognized Revenue Date: 9/1/03			
Deferred Revenue Account		Revenue Account	
100			100

Recurring contract line with deferred revenue: Recognized revenue date

Accounting Distribution Source

When the system prepares billing activity for the Billing Interface tables, the process needs to know what distribution entries need to be created for each bill line. In the case of fixed-fee billing, the source of accounting information depends on the product (PeopleSoft Contracts or PeopleSoft Billing) that is managing revenue for the bill line. In the case of rate-based billing, the source of accounting information is always the same because PeopleSoft Contracts always manages the revenue. In the case of recurring billing, the source of accounting information is always the same because PeopleSoft Billing always manages the revenue.

This table lists accounting scenarios:

Source of Accounting Entries	Scenario #1: Deferred Revenue (revenue managed from PeopleSoft Contracts)	Scenario #2: Unbilled AR Without Deferred Revenue (revenue managed from PeopleSoft Contracts)	Scenario #3: Unbilled AR Without Deferred Revenue (revenue managed from PeopleSoft Billing) Amount-based contract lines	Scenario #4: Deferred Revenue (revenue managed from PeopleSoft Billing) Recurring contract lines
Entries created by deferred revenue process in PeopleSoft Contracts.	DB Unbilled AR CR Deferred Revenue	None	None	None
Entries created by revenue management in PeopleSoft Contracts.	DB Deferred Revenue CR Revenue	DB Unbilled AR CR Revenue	None	None
Entries created by PeopleSoft Billing upon the generation of the invoice.	DB Billed AR CR Unbilled AR	DB Billed AR CR Unbilled AR	DB Billed AR CR Revenue	DB Billed AR CR Deferred Revenue DB Deferred Revenue CR Revenue

Note. It is recommended that you do not use PeopleSoft Billing for deferred contract revenue except in the case of recurring contract lines. For recurring contract lines, PeopleSoft Billing manages revenue and handles all deferred revenue processing. The information sent to PeopleSoft Billing for rate-based contract lines is always the same.

When PeopleSoft Contracts Manages Revenue

Fixed-fee billing methods derive the unbilled AR account from the CA_DETAIL_UAR table. In addition, as-incurred contract lines with the value-based billing method derive the unbilled AR account from the CA_DETAIL_UAR table. Although the unbilled AR distribution for each contract line is stored in this table, it may appear by default from the product group and/or the PeopleSoft Contracts business unit associated with the contract. This enables you to maintain unbilled AR accounting distribution data consistently for a particular PeopleSoft Contracts business unit or populate it by default consistently from the product group associated with the products. You may override the unbilled AR accounting distribution information on the Accounting Distribution page for each contract line.

Note. As-incurred contract lines not using the value-based billing method derive their unbilled AR distribution from accounting rules on the As-Incurred Accounting Distribution page.

When PeopleSoft Billing Manages Revenue

Only the fixed-fee billing methods (Milestone, % Complete, and Immediate) and the recurring billing method may be associated with contract lines that allow PeopleSoft Billing to manage revenue. The revenue distribution in these cases is stored in CA_DETAIL_DST. Each contract line has one or more accounting distribution lines associated with it. You can set up this information for each product in the product table by using distribution codes and distribution sets. The distribution for the product appears by default in the CA_DETAIL_DST table when you select the product onto a contract line. You can then override part or all of the revenue accounting distribution manually.

Deferred Revenue When PeopleSoft Billing Manages Revenue

The Billing Interface allows interfacing systems to define bill lines in a manner that qualifies them for deferred revenue processing within PeopleSoft Billing. The deferred revenue flag on the contract line defines whether or not deferred revenue processing is active in the Billing Load to GL process. If the option is inactive, this processing does not occur. This does not affect the Contracts Billing Interface process. If this option is active, it enables you to use the deferred revenue functionality in PeopleSoft Billing. Note that this deferred revenue isn't reflected in the PeopleSoft Contracts revenue management pages.

Note. When PeopleSoft Contracts manages revenue recognition, the revenue recognition basis is passed to the billing interface as INV (INTFC_BI.REV_RECOG basis = 'INV' Invoice date)—excluding these lines from deferred processing in PeopleSoft Billing.

Note. When PeopleSoft Billing manages revenue for recurring contract lines with deferred revenue, PeopleSoft Contracts sends the revenue recognition basis to the billing interface and populates the CHARGE_FROM_DT and CHARGE_TO_DATES.

CHAPTER 10

Entering Accounting Distributions

This chapter provides an overview of accounting distributions and discusses how to enter accounting distributions.

Understanding Accounting Distributions

The Accounting Distribution pages enable you to review and adjust the accounting distributions for fixed-fee contract lines and discounts that are defined for a contract. For each contract line, the Accounting Distribution page stores the accounting distributions separately for the following types of accounting entries: revenue, deferred revenue, and unbilled accounts receivable (AR).

In addition to fixed-fee contract lines, recurring contract lines utilize the revenue sections of the Accounting Distribution page, and rate-based contract lines with value-based billing plans use the unbilled AR accounting entries. Finally, for revenue forecasting purposes, rate-based contract lines utilize the revenue entries in the Revenue Forecasting grid.

Distributing contract lines depends on your price type:

Price Type	Revenue	Deferred Revenue	Unbilled AR
Amount, Percent	Required	Optional	Required
Rate	Optional	Not applicable (NA)	Required (for value-based billing)
Recurring	Required	Optional	NA

Amount-based Contract Lines

Each fixed-amount contract line has its own accounting distribution. When you select a product on to a contract line, the system populates the fields on the Accounting Distribution page with the PeopleSoft General Ledger ChartFields assigned to the product. You can then use this page to distribute the contract line amount to various accounts, departments, operating units, and so forth. You cannot activate a contract until you have fully distributed all contract lines and these distributions have passed combination editing.

Rate-based Contract Lines

For most rate-based contract products, the revenue accounting distribution and unbilled AR come from the Accounting Model's accounting rules. The Accounting Model provides flexibility because it enables you to set up double-sided accounting rules for revenue, costs, and shared transactions. However, for rate-based products with value-based billing plans, you use the unbilled AR accounting on the Accounting Distribution page. In addition, rate-based contract lines utilize the Revenue Forecast grid on the Accounting Distribution page for revenue forecasting purposes only.

See *PeopleSoft Project Costing 8.8 PeopleBook*, "Setting Up Accounting for Projects".

Recurring Contract Lines

Recurring contract products work similarly to fixed-fee products. Each line has its own accounting distribution. When you select a product on to a contract line, the system populates the fields on the Accounting Distribution page with the defaults from the distribution sets. The unbilled AR section of this page is not available for recurring products.

Note. For recurring contract lines, PeopleSoft Billing manages revenue and handles deferred revenue processing.

See Also

[Chapter 9, "Understanding Accounting Distributions," page 109](#)

Common Elements Used in This Chapter

Account	Classifies the nature of a transaction. Use for corporate accounts.
Affiliate	Used as one approach for interunit journal processing and consolidated reporting. Provides a way to map transactions between business units while using a single intercompany account.
AltAcct (alternate account) or Alternate Account	Classifies the nature of a transaction for regulatory transactions. Use for statutory accounts.
Dept (department) or Department	Use to indicate who is responsible or affected by the transaction.
GL Unit (PeopleSoft General Ledger business unit)	The PeopleSoft General Ledger unit for the PeopleSoft Contracts business unit with which this contract is associated appears by default. If you select a General Ledger unit that is different from the Contracts General Ledger unit, the system creates interunit accounting entries when you run the amount-based and rate-based revenue processes. The system performs ChartField combination edits on the row using combination edit rules for the General Ledger business unit entered. This field is unavailable for contract lines that have a revenue method of <i>Billing Manages Revenue</i> (such as recurring contract lines). For this billing method, revenue is booked to the same General Ledger business unit as the one associated to the AR accounting through its Billing business unit relationship.

Oper Unit (operating unit)	Used to indicate a location, such as a distribution warehouse or sales center. Or it is used for responsibility reporting, such as a profit center.
Product	Captures additional information—useful for profitability and cash flow analysis, for example.
Project	Captures additional project ID information that is useful for project accounting.
Stat or Statistics Code	Identifies nonmonetary amounts. Statistic codes are associated with a specific unit of measurement.
Valid	Upon saving the page, the system performs edit checking and selects this check box for each row representing a valid combination of ChartFields. You cannot activate a contract until every accounting line is selected as valid.

Entering Accounting Distributions

This section discusses how to:

- Review and update accounting distributions.
- Review and update accounting distributions for discounts and surcharges.

Prerequisite

You must have first selected a product onto a contract.

Pages Used to Enter Accounting Distributions

Page Name	Object Name	Navigation	Usage
Accounting Distribution	CA_DETAIL_DST	Customer Contracts, Create and Amend, Fixed Fee Acct Distribution, Accounting Distribution	Review and update accounting distributions.
Accounting Distribution - Discounts/Surcharges	CA_DETAIL_DST_RED	Customer Contracts, Create and Amend, Fixed Fee Disc/Surch Acct Dist, Accounting Distribution - Discounts/Surcharges	Review and update the accounting distributions for discounts and surcharges that you have associated with a contract line.

Reviewing and Updating Accounting Distributions

Access the Accounting Distribution page.

Accounting Distribution

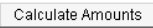
Apex Systems

Contract: BAR1 **Line Num:** 1 **Description:** Office Building 2

Negotiated Amount: 75,000,000.00 **Unit:** US001 **Currency:** USD

Accounting Distributions

Effective Date: 11/04/2003  **Define Distributions By**  

☒ **Percent** 

☐ **Amount**

Revenue										
Percentage	Amount	GL Unit	Distribution Code	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class
100.00000000	75,000,000.00	US001	REVWDFR2	403002						

Deferred Revenue										
Percentage	Amount	GL Unit	Distribution Code	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class
100.00000000	75,000,000.00	US001								

Unbilled AR										
Percentage	Amount	GL Unit	Distribution Code	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class
100.00000000	75,000,000.00	US001	AR-UNBILL	120009						

Accounting Distribution page

Negotiated Amount

Displays the negotiated amount that is equal to the negotiated amount that was assigned to the contract line on the Negotiated Amount Allocation page. The system creates separate accounting distributions for any discounts to the contract line's negotiated amount.

Unit

Displays the PeopleSoft Contracts business unit associated with this contract line.

Define Distributions By

These fields are not available for recurring and rate-based contract lines.

Percent

Select to distribute revenue across these rows on a percent basis.

Amount

Select to distribute revenue across these rows on an amount basis.

Calculate Amounts

When you click this button, the system calculates the amount or percent for each revenue distribution row based on any new lines that you added and the percent or amount splits that you specified. You cannot split the unbilled AR accounting distribution across multiple distribution rows.

Discount/Surcharge

Click to review and update accounting distributions for discounts or surcharges that you have associated with a contract line. This link is not available for recurring and rate-based contract lines.

Revenue

The revenue account distribution appears for fixed-amount and recurring contract lines. These values come from distribution sets. You can update the existing row or add additional rows. For rate-based contract lines, this grid is not available.

Percentage	If you chose to distribute revenue by percent, enter the percent of the negotiated amount or discount amount to apply to the accounting distributions specified for this row.
Amount	If you chose to distribute revenue by amount, enter the amount of revenue that you want to book to the ChartField combination that you specified for this row. For discounts, specify a negative amount.
Distribution Code	A distribution represents a combination of PeopleSoft General Ledger ChartField values. The system populates the first row with the distribution code that you associated with the product that you assigned to this contract line.

Revenue Forecast

The revenue forecast account distribution appears for rate-based contract lines for use in forecasting calculations. This grid is not available for fixed-amount and recurring contract lines.

Percentage	Enter the percent to apply to the forecasting distributions for this row. The system spreads forecasting across the distributions that you define here.

Deferred Revenue

If you select the deferred revenue check box for an amount-based or recurring contract line on the Contract - Lines page: Deferred Revenue tab, the Deferred Revenue grid appears. This grid is not available for rate-based contract lines.

You can update the existing row or add additional rows up until the time that you run the Deferred Revenue process for this contract line.

The function of the fields within the Deferred Revenue grid is identical to those within the Revenue grid with this exception:

GL Unit	This field is populated by default with the General Ledger business unit to which the Contracts business unit is linked. This field cannot be changed. The system does not book any balance sheet entries to a General Ledger business unit other than the one to which the contract's PeopleSoft Contracts business unit is linked.

Unbilled AR

The unbilled AR account appears for all contract lines except those with a recurring price type. The unbilled AR account appears by default from the contract line's product group, or, if no unbilled AR account was specified at that level, it appears by default from the contract line's Contracts business unit. The unbilled AR account distributions are editable upon initial entry of the contract line and can be changed up until the time that the contract is activated.

Percentage	If you chose to distribute unbilled AR by percent, enter the percent of the negotiated amount to apply to the accounting distributions specified for this row.
Amount	Display-only field. The system does not use this value for processing.

Distribution Code

A distribution represents a combination of PeopleSoft General Ledger ChartField values. The system populates the first row with the distribution code that you associated with the product that you assigned to this contract line.

Warning! Do not change the unbilled AR accounting definitions on an active contract. The unbilled AR accounting is what keeps your accounting in balance when you separate the timing of your billing and revenue recognition. If you change the unbilled AR accounting on an active contract, the resulting accounting entries in PeopleSoft General Ledger will not reconcile what was billed and what was recognized in revenue.

Reviewing and Updating Accounting Distributions for Discounts and Surcharges

Access the Accounting Distribution - Discounts/Surcharges page.

Accounting Distribution Reduc

Accounting Distribution - Discounts / Surcharges

Easy Solutions

Contract: CON000000000025 Line Num: 1 Seq: 1 Description: New Customer Discount

Amount: 3,750,000.00 Unit: US001 Currency: USD

Accounting Distributions

Effective Date: 10/30/2003 Copy Gross Dist

Define Distributions By

☒ Percent Calculate Amounts

☐ Amount

Discount Revenue

Percentage	Amount	GL Unit	Distribution Code	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class
100.00000000	3,750,000.00	US001	DISCOUN	540000		ALBERTA				

Accounting Distribution - Discounts/Surcharges page

Seq (discount sequence number)

You can apply one header and multiple line discounts to a single contract line. The system stores each discount as a separate row. You can distribute the revenue for each row to separate ChartField combinations. The sequence number reflects the order in which you created the discounts, but it has no bearing on the order in which discounts are applied; all line discounts are applied at once. If the same line has both a header discount and multiple line discounts, all line discounts are applied at the same time and the header discount is either applied first or last, depending on how you set the header discount Apply after Line Discounts check box.

Amount

Displays an amount that is equal to the discount for the discount sequence. The system creates separate accounting distributions for each discount to the contract line gross amount.

Define Distributions By

Percent

Select to distribute discount amounts across these rows on a percent basis.

Amount

Select to distribute discount amounts across these rows on an amount basis.

Calculate Amounts

When you click this button, the system calculates the amount or percent for each revenue distribution row based on any new lines that you add and the percent split that you specify. This button is available only when you select the Percent option.

Discount Revenue**Percentage**

If you chose to distribute discount revenue percent, enter the percent of the discount amount to apply to the accounting distributions specified for this row.

Amount

If you chose to distribute discount revenue by amount, enter the amount of revenue that you want to book to the ChartField combination that you specified for this row. For discounts, specify a negative amount.

Distribution Code

Displays a distribution code that represents a valid combination of PeopleSoft General Ledger ChartField values. Here are the ways in which this field can be populated:

- If this discount sequence represents a line discount ID for which a distribution code had been defined, the system populates this field with that code.
- If this discount sequence represents a header discount ID for which a distribution code had been defined, the system populates this field with that code.
- You click the Copy Gross Dist (copy gross distribution) button to copy the same account distribution that is used by the contract line gross amount.
- You manually enter an account distribution.

CHAPTER 11

Pricing Contracts

This chapter provides an overview of pricing contracts and discusses how to:

- Price amount-based contracts.
- Price rate-based contracts.
- Use special payment terms.

Understanding Pricing Contracts

Pricing contracts is the process of associating contract amounts, discounts, and surcharges to the products that you select onto your contract lines.

This section discusses:

- Amount-based pricing.
- Rate-based pricing.
- Recurring pricing.
- Discounts and surcharges.
- Special payment terms.
- Contract line changes on a pending contract.
- PeopleSoft Enterprise Pricer.

Amount-Based Pricing

An important step in setting up the contract is allocating the total contract amount, discounts, and surcharges to the individual products that you select onto the contract lines. You cannot update the contract header's processing status to *Active* until the contract header negotiated amount is 100 percent allocated across its contract lines.

For amount-based contract lines, you allocate amounts by using the Amount Allocation page. This page works in conjunction with the following information sources:

- On the Contract General page, define the negotiated amount for the contract.

This is an optional step. If you leave this field blank, you can define the negotiated amount for the contract on the Amount Allocation page.

- On the Total Contract Discounts and Surcharges page, define a contract header discount or surcharge, and then allocate it to the individual contract lines.
- On the Line Discounts and Surcharges page, define any contract line discounts or surcharges.
- On the Amount Allocation page, allocate the negotiated amount that you define on the Contract General page to the active amount-based lines on the contract.

Any time that you save the Amount Allocation page, the system populates all pricing fields on the contract with the allocated amounts that you designate on that page. To finalize the price allocation, you must select the Allocation is complete check box on the Amount Allocation page. When you select this check box and click Save, the system performs edit checking to ensure that all amounts are fully allocated.

Rate-Based Pricing

You do not allocate amounts to products for rate-based contract lines. Instead, you associate PeopleSoft Project Costing rate templates with a product. You can also utilize tiered pricing. Use the Related Projects page to:

- Link projects and activities to rate templates.
- Apply discounts, retainages, and limits to rate-based contract lines.
- Define tiered pricing for a contract line.

See Also

[Chapter 12, “Working with PeopleSoft Project Costing,” page 155](#)

Recurring Pricing

Pricing for recurring products is similar to pricing for amount-based products. The system prices products by using either the list price or PeopleSoft Enterprise Pricer. For recurring products, the system does not store the price on the contract. Instead, the system dynamically generates the price when billing occurs. This enables the system to keep the recurring product price up-to-date. The recurring price preview on the billing plan is also dynamically generated. This provides visibility to current and future billing periods.

Discounts and Surcharges

There are amount-based and rate-based discounts. There are also amount-based surcharges. Discounts are not allowed for recurring contract lines.

Amount-Based Discounts and Surcharges

An amount-based discount or surcharge (fixed amount contract line discount or surcharge) is any amount that is subtracted from or added to the original contract negotiated amount. A discount can represent a discount, a referral fee, or any other activity resulting in a reduction to the negotiated contract amount. Discounts are associated with contract lines and are defined as either a fixed amount or a percent of the line's negotiated amount. When a discount or surcharge is sent to PeopleSoft Billing, it is always sent as a fixed amount. Amount-based discounts and surcharges include both header and line discounts and surcharges.

A header discount is any amount that is subtracted from the original contract negotiated amount and a header surcharge is any amount that is added to the original contract negotiated amount. You can define only one header discount or surcharge per contract.

A line discount or surcharge is associated with an individual line. You can apply multiple discount or surcharges to a single contract line. If you assigned a discount or surcharge amount to this line from the Total Contract Discounts and Surcharges page, a row for that discount or surcharge amount appears with an indicator signifying that it is allocated from the overall discount or surcharge.

Rate-Based Discounts

A rate-based contract line discount is any amount that is subtracted from each billable resource line for projects and activities that are assigned to the same contract line. These discounts can be defined as a percentage or fixed amount, and are specified on the Related Projects page where you specify the relationship between the project, activity, and the contract line. The system passes the discount ID to PeopleSoft Billing. These discounts are associated only with as-incurred billing plans.

See [Chapter 12, “Working with PeopleSoft Project Costing,” page 155](#).

See Also

[Chapter 9, “Understanding Accounting Distributions,” Accounting Distributions for Discounts and Surcharges, page 117](#)

[Chapter 10, “Entering Accounting Distributions,” Reviewing and Updating Accounting Distributions for Discounts and Surcharges, page 134](#)

Special Payment Terms

On the Amount Allocation page, you define the pricing information that is specific to the contract products. You define this pricing information per the standard terms and conditions that are specified within a contract. What is not captured here are any special payment terms that might be applicable to the contract based upon the company’s performance or based upon the customers’ actions. PeopleSoft Contracts defines this type of pricing information under the category of special payment terms, and divides these between early out options and the more generic bonuses and penalties.

Early Out Options

Contracts often specify a set of early out options. These options define when a customer can terminate a contract without incurring a penalty, and the penalty schedule for terminating a contract after the early out options are expired.

Bonus and Penalty Options

In addition to setting up early out options, you can also specify bonuses and penalties. For example, the terms of a contract might entitle you to a bonus of 10,000.00 USD if you meet certain milestones within three months of the contract date, and might specify a penalty of 15,000.00 USD if you fail to meet the milestones by five months after the contract date.

The information that you capture for bonuses and penalties on the Special Payment Terms page is informational only; no processing is keyed off this information.

Contract Line Changes on a Pending Contract

Once the system generates a contract line for a product, your ability to change the status of the line or delete the line is dependent upon the contract line status conditions.

Following are two scenarios involving changing the example contract number 000001234 while the contract is in a *Pending* processing status:

This table lists the general information:

Field Name	Value
Contract Number	000001234
Contract Status	<i>Pending</i>
Negotiated Amount	1,000,000
Allocation is Complete	Y

This table lists the line details:

Line No.	Line Status	Pricing Type	Negot. Amnt	Distrib Code	Billing Plan	Rev Rec Plan	Project ID
1	Active	Rate	0	Populated	BP1	RP1	ABC
2	Active	Amount	750,000	Populated	BP2	RP2	?

Deleting an Active Rate-Based Contract Line

Line 1 represents a product with a rate-based pricing structure. To delete line 1:

- Unassign line 1 from billing plan 1 (BP1).
- Unassign line 1 from revenue plan 1 (RP1).

In addition, if line 1 is associated with a prepaid amount or a renewal package, you must unassign these before you can delete line 1.

When you delete line 1, the system automatically deletes:

- The distribution code lines that are created on the Accounting Distribution page for line 1.
- The project links.

Deleting an Active Fixed-Amount-Based Contract Line

Line 2 represents a product with a fixed-amount-based pricing structure. To delete line 2:

- Unassign line 2 from billing plan 2 (BP2).
- Unassign line 2 from revenue plan 2 (RP2).
- Unassign line 2 from any percent-based contract lines where line 2 is cited as the applies-to line.

In addition, if line 2 is associated with a renewal package, you need to unassign this before you can delete line 2.

When you delete line 2, the system automatically deletes:

- The distribution code lines that are created on the Accounting Distribution page for line 2.
- The discounts, if any, that you define for line 2.

After you delete line 2, the system clears the Allocation is Complete check box (if you previously selected this check box) on the Amount Allocation page.

PeopleSoft Enterprise Pricer

If you have PeopleSoft Enterprise Pricer installed, the application uses a complete set of rules that you set up to determine prices for products. These rules, along with integrations, allow PeopleSoft Enterprise Pricer to populate prices in PeopleSoft Contracts. Without PeopleSoft Enterprise Pricer, PeopleSoft Contracts retrieves product prices from the list price defined during product setup.

PeopleSoft Enterprise Pricer uses these *price by* fields:

- Business Unit
- Sold to Customer
- Region
- Contract Type
- Product
- Product Group
- Ship to Customer
- Ship to Address

If you have PeopleSoft Enterprise Pricer installed, PeopleSoft Contracts requests pricing for the following three processes:

- Adding a product to a contract.
- Renewing a line.
- Generating recurring bills.

See Also

PeopleSoft Enterprise Pricer 8.8 PeopleBook

Pricing Amount-Based Contracts

This section discusses how to:

- Allocate amounts.
- Select percent-based contract lines.

- Apply total contract discounts and surcharges.
- Apply line discounts and surcharges.
- View contract line discounts and surcharges.

Note. Discounts do not apply to recurring contract lines.

Pages Used to Price Amount-Based Contracts

Page Name	Object Name	Navigation	Usage
Amount Allocation	CA_PRICING_PNL	Customer Contracts, Determine Price, Amount Allocation	Allocate negotiated and discount and surcharge amounts to contract lines, and enter individual line discounts and surcharges. For percent-based lines that are priced as a fixed percentage of other lines or of the total amount, you can specify the fixed percentage and the lines to which it applies.
Percent-Based Pricing	CA_DETAIL_PRCNG	- Click the % of Lines link on the Amount Allocation page. - Click the % of Lines link on the Amount Detail tab on the Contract - Lines page.	Select the contract lines to which a percent-based line applies. For example, if you are licensing two software products for fixed amounts and one year of technical support priced at 30 percent of the value of the product licenses, select the contract lines for those product licenses in the Applies to Line field.
Total Contract Discounts and Surcharges	CA_HDR_REduc_PNL	Click the Header Discounts/Surcharges button in the Contract Amounts – Discounts/Surcharge field on the Amount Allocation page.	Apply a header discount or surcharge to a contract. This page is not available for recurring contract lines.
Line Discounts and Surcharges	CA_LN_REduc_PNL	Click the Discounts/Surcharges link on the Amount Allocation page.	Apply line discounts and surcharges by entering discounts and surcharges that are associated with an individual line. This page is not available for recurring contract lines.
Discounts/Surcharges Inquiry	CA_LN_DISC_PG	Click the Discounts/Surcharges link on the Amount Detail tab of the Contract - Lines page.	View discounts and surcharges that are associated with an individual line. This page is not available for recurring contract lines.

Allocating Amounts

Access the Amount Allocation page.

Amount Allocation									
Contract: CON0000000000025		Sold To Customer: 1002		Easy Solutions					
Business Unit: US001		Currency: USD		Contract Admin:					
Contract Amounts		Total Lines Negotiated Amount		Unallocated		Refresh			
Negotiated Amount: 125,000,000.00		125,000,000.00		0.00					
Discounts/Surcharges: 15,087,500.00 		15,087,500.00		0.00					
		Prepays							
Revised Net Amount: 140,087,500.00		0.00		Allocation is complete ☒		Recalculate			
Contract Line Pricing									
Line #	Product	%	Qty	UOM	Extended Price	% To Allocate	Negotiated Amount	Discounts/Surcharges	Net Amount
1	BUILDING 2		1.0000	EA	75,000,000.00		75,000,000.00	Discounts/Surcharges	83,837,500.00
2	BUILDING1		1.0000	EA	50,000,000.00		50,000,000.00	Discounts/Surcharges	56,250,000.00

Amount Allocation page

Note. When working in the Amount Allocation page, you can save your work at any time by clicking Save. When you click Save, any allocations that you make are reflected in the pricing fields across all Contracts components using these values. Clicking Save does not initiate edit checking; edit checking is initiated only when you click Save with the Allocation is complete check box selected.

For recurring contract lines, fields that are related to discounts, surcharges, and prepaids do not apply.

Contract Amounts

Negotiated Amount

Displays the negotiated amount, which equals the gross amount of the contract. This field acts as control total on this page. You cannot select the Allocation is Complete check box until the sum of the contract lines totals the amount that is entered in this field. This same field is available in the Contract Entry component.

Discounts/Surcharges

Displays the amount of discounts or surcharges, which equals the sum of all header and line discounts or surcharges for amount-based contract lines that are defined for this contract.



Click the Header Discounts/Surcharges button to define an overall contract discount or surcharge.

Net Amount

Displays the net amount, which the system calculates by subtracting the value appearing in the Discounts/Surcharges field from the value appearing in the Negotiated Amount field.

Total Lines Negotiated Amount

Negotiated Amount

When you click Recalculate, the system populates this field with the sum of the negotiated amounts of lines appearing in the Contract Line Pricing region.

Discounts/Surcharges

When you click Recalculate, the system calculates the allocated discounts by subtracting the sum of the discounts and surcharges that you allocated to the individual contract lines from the discounts and surcharges.

Prepays

(Prepays)

Inclusive prepaids are fixed amounts that are purchased at the time of contract signing, which are utilized in the future as activity is incurred against rate-based contract lines. These balances are inclusive if you factor them into the original negotiated contract amount. The sum of all inclusive prepaids appears on this page and is used by the system in calculating the unallocated amounts.

Prepaid balances that are not factored into the original negotiated contract amount or purchased after contract signing are referred to as noninclusive. Noninclusive prepaids do not appear on this page.

Unallocated

Negotiated Amount

When you click Recalculate, the system calculates the allocated negotiated amount by subtracting the sum of the contract amounts that you allocate to the individual contract lines from the contract total negotiated amount. When you finish allocating the negotiated contract amount to the contract lines, the value of this field equals zero. This must be zero to save the page with the Allocation is complete check box selected.

Discounts/Surcharges

Displays the total of the contract discounts and surcharges that you have not allocated to a specific contract line. When you finish allocating the contract discounts and surcharges to the contract lines, the value of this field equals zero. This must be zero to save the page with the Allocation is complete check box selected.

(refresh)

Click this button to set the value in the Negotiated Amount field equal to the value in the Extended Price field.

(recalculate)

When you click this button, the system calculates the values on the page based on the information that you enter in the % (percent) and Negotiated Amount fields, as well as the discounts and surcharges that you specify on the Total Contract Discounts and Surcharges page and the Line Discounts and Surcharges page.

Allocation is complete

Select to initiate system edit checking to ensure that you fully allocate the amount and discount or surcharge to the active contract products. For fixed-amount contracts, you receive a warning message if the page fails edit checking. If you have a contract with only rate-based or recurring lines, it is not necessary to select the Allocation is complete check box to activate a contract.

Note. If you are allocating to contract lines based on their percentages of the total contract negotiated amount, after entering and applying percentages that total 100, you may be required to allocate the rounding difference as a fixed amount to one of the contract lines before you can select Allocation is complete.

Note. You cannot activate the contract until you have successfully selected Allocation is complete and saved the page.

Contract Line Pricing

Use the fields in this group box to allocate the negotiated amount across individual contract lines. The system displays all contract lines with an *Active* status.

Note. Contract lines representing rate-based and recurring products are unavailable for selection; you do not perform allocations on these contract lines or link them to header or line discounts. You can enter a discount for each rate-based contract line on the Projects tab on the Contract - Lines page.

Product	Displays the product name for each product that you select onto the contract line and save with an active status.
%	Displays the percent that you define for the line, for a product with a price type of percent.
% of Lines/% of Total	For contract lines with a price type of percent, the system either displays a % of Lines link or a % of Total link. Click the % of Lines link to manage the percentage and applies-to lines for the contract line.
Extended Price	Displays the list price multiplied by quantity.
% To Allocate	If the value of a line with a price type of amount is equal to a percent of the total contract negotiated amount, enter that percent. If you have entered a percent, but then decide that you want to assign the line value a fixed negotiated amount, clear the percent field. If you entered values in both the % To Allocate and Negotiated Amount fields, when you click the Recalculate button the system recalculates the negotiated amount of the line based on the value that you enter in the % To Allocate field.
Negotiated Amount	If the value of a contract line is equal to a fixed amount, enter that amount in this field. When you first access this page, the negotiated amount is set to the list price that you define for the product. The negotiated amount for a percent-based product is display-only. Rate-based products are not factored into the contract-negotiated amount. These products do not represent specific monetary amounts; they reflect a set of rates that are to be applied as service or transaction-oriented work is performed. Recurring contract lines represent open-ended periodic billing. Therefore, the system does not store a value for the total amount on the contract.
Discounts/Surcharges	For products with a price type of <i>amount</i> or <i>percent</i> , click this link to assign line-specific discounts to the contract line.
	Note. When you assign discounts to a contract line, the system generates discount-specific accounting distributions on the Accounting Distributions Discounts page.
Net Amount	Displays the net amount after subtracting the total discounts or surcharges that you specify for a line from the negotiated amount that you allocate to that line.

See Also

[Chapter 7, “Structuring Contracts,” Defining Products and Product Groups, page 41](#)

[Chapter 10, “Entering Accounting Distributions,” page 129](#)

Selecting Percent-Based Contract Lines

Access the Percent-Based Pricing page.

Percent-Based Pricing

Contract:GENERAL_CONTRACT_01

Line Number:3

Product:LAND90-LN

Currency:USD

Fixed % of Basis Amount:

Basis Type:% of Lines

Negotiated Amount:2,540,250.00

Basis Contract Lines

Customize | Find |

First 1 of 1 Last

Applies to Line #	Product	Description	Negotiated Amount		
1		Basketball Arena	56,450,000.00		

Basis Amount:56,450,000.00

OK

Cancel

Percent-Based Pricing page

Note. If you access this page from the Amount Detail tab of the Contract - Lines page, the values on the page are display-only.

- Fixed % of Basis Amount

Enter the percent of the basis amount that is represented by this contract line.
- Basis Type

Displays the basis type. Values are:

% of Lines: Indicates that the pricing for this contract line is calculated as a percentage of the sum of the negotiated amounts of one or more contract lines. If the basis type is % of Lines, you must select the appropriate lines in the Applies to Line # (applies to line number) column.

% of Total: Indicates that the pricing for this contract line is calculated as a percentage of the total contract negotiated amount.
- Negotiated Amount

Displays the negotiated amount, which equals the percent that is multiplied by the basis amount.
- Basis Contract Lines

Applies to Line #

Select the contract lines to which this % of Lines percent-based contract line applies. The list of values contains any active amount-based lines within the contract.

The product, description, and negotiated amount for the applies-to line that you selected appear. Any subsequent adjustments that you make to the negotiated amount of the applies-to lines are reflected in the pricing for this product prior to activation of the contract.

Basis Amount

Displays the basis amount, which equals the sum of the negotiated amounts of all the applies-to lines that you select. For contract lines where the basis type is *% of Total*, the basis amount is equal to the total contract’s negotiated amount.

Applying Total Contract Discounts and Surcharges

Access the Total Contract Discounts and Surcharges page.

Total Contract Discounts and Surcharges

Contract: CON0000000000025

Sold To Customer: 1002

Easy Solutions

Business Unit: US001

Currency: USD

Contract Admin:

Overall Discount / Surcharge

ID: RE-LATE

Late Payment Fee

Header: 12,500,000.00

Percentage: 10.00000000

Amount: 12,500,000.00

Line: 2,587,500.00

☐ Apply Overall After Line

Discounts/Surcharges: 15,087,500.00

Allocate Overall Discount / Surcharge to Contract Lines

Line	Product	Price Type	Description	Negotiated Amount	% of Overall	Allocated Amount
1	BUILDING 2	Amount	Office Building 2	75,000,000.00	50.00	6,250,000.00
2	BUILDING1	Amount	Office Building 1	50,000,000.00	50.00	6,250,000.00

Calculate

Total Contract Discounts and Surcharges page

Overall Discount/Surcharge

ID Select an ID to populate the Description and Percentage or Amount fields with the information that is defined for the discount or surcharge ID.

Percentage If you define a percent for the selected discount or surcharge ID, that percent appears and you can edit it. If you did not define a percent for the discount or surcharge ID, you can enter one here.

Note. Discounts and surcharges are defined by either amount or percent. You can edit this field if you choose to define the discount or surcharge by percent only.

Amount If you define an amount for the selected discount or surcharge ID, that amount appears and you can edit it. If no amount is defined for the discount or surcharge ID, you can enter one here.

148

PeopleSoft Proprietary and Confidential

Note. Discounts and surcharges are defined by either amount or percent. You can edit this field if you choose to define the discount or surcharge by amount only.

Apply Overall After Line Select to have the system apply the header discounts or surcharges to contract lines after it applies any contract line discounts or surcharges that you specify on the Line Discounts and Surcharges page.

Total Discounts/Surcharges

- Header** Displays the value of the header discount or surcharge that you assign to this contract. You can define only one header discount or surcharge for a contract, and the amount must be completely allocated across applicable contract lines.
- Line** Displays the sum of all discounts or surcharges that you define for individual contract lines on the Line Discounts and Surcharges page. This amount does not include discounts or surcharges that are allocated to lines from the header discount or surcharge.
- Discounts/Surcharges** Displays the total discounts and surcharges for this contract after adding the header discounts or surcharges to the total line discounts.

Allocate Overall Discount /Surcharge to Contract Lines

- Product** Displays the product name for each product that is selected onto the contract line and saved with an active status, along with that product’s price type, description, and negotiated amount.
- % of Overall** Enter the percent of the total header discount or surcharge amount that the system should apply to each contract line. You can apply discounts and surcharges only to contract lines with a price type of *Amount* or *Percent*.
- Allocated Amount** When you click Calculate, the system calculates the line discount or surcharge amounts for each line based on the values that you enter in the % of Overall column.

Click OK to save your work and to transfer the discount information that you define to the Amount Allocation page.

Applying Line Discounts and Surcharges

Access the Line Discounts and Surcharges page.

Line Discounts and Surcharges

Contract:

CON000000000025

Line Number:

1

Product:

BUILDING 2

Office Building 2

Currency:

USD

Negotiated Amt:

75,000,000.00

Discounts/Surcharges:

8,837,500.00

Net Amount:

83,837,500.00

Customize Find View All							First	1-3 of 3	Last
Identifier	Allocated	Description	Discount/Surcharge	Percent	Amount				
1 CST-000	☐	New Customer Discount	Discount	5.00	3,750,000.00		+	-	
2 MISC-UTIL	☐	State Utility Surcharge	Surcharge	8.45	6,337,500.00		+	-	
3 RE-LATE	☒	Late Payment Fee	Surcharge		6,250,000.00		+	-	

OK

Cancel

Line Discounts and Surcharges page

Negotiated Amt (negotiated amount)	Displays the negotiated amount that you define for the contract line on the Amount Allocation page.
Discounts/Surcharges	Displays the sum of the discounts and surcharges that are listed in the group box. This includes the discounts and surcharges that are attached directly to the contract line, as well as the discounts and surcharges that are allocated from the contract header (Total Contract Discounts and Surcharges page).
Net Amount	Displays the net amount of this contract line after subtracting the sum of all discounts and surcharges that are associated with this contract line from the line’s negotiated amount.
Identifier	Select an identifier, to apply a discount or surcharge to a contract line. The system populates the following fields with the values that you define for the identifier (discount or surcharge).
Allocated	The system selects this check box for discount and surcharge rows that you allocate from the overall discount or surcharge to this contract line on the Total Contract Discounts and Surcharges page. This box is informational only.
Discount/Surcharge	Indicates whether this line is a discount or surcharge.
Percent	If you define a percent for the discount or surcharge, that percent appears and you can edit it. If you did not define a percent for the discount or surcharge, you can enter one here. The system multiplies the percent by the negotiated amount to obtain the line discount amount.
Note. Discounts and surcharges are defined by either amount or percent. You can edit this field if you choose to define the discount or surcharge by percent only.	
Amount	If an amount is defined for discount or surcharge, that amount appears and you can edit it. If you did not define an amount for the discount or surcharge, you can enter one here.

Note. Discounts and surcharges are defined by either amount or percent. You can edit this field if you choose to define the discount or surcharge by amount only.

Viewing Contract Line Discounts and Surcharges

Access the Discounts/Surcharges Inquiry page.

This is a view-only version of the Line Discounts and Surcharges page; the fields are the same.

Pricing Rate-Based Contracts

For a discussion of setting up rates and applying discounts, retainages, and limits to rate-based contract lines, see the “Working With PeopleSoft Project Costing” chapter.

See Also

[Chapter 12, “Working with PeopleSoft Project Costing,” page 155](#)

Using Special Payment Terms

This section discusses how to:

- Set up special payment terms.
- Amend special payment terms.

Page Used for Special Payment Terms

Page Name	Object Name	Navigation	Usage
Special Payment Terms	CA_TERMS_PNL	Customer Contracts, Create and Amend, Special Payment Terms	Set up special payment terms by adding optional payment term details to the contract, such as bonus or penalty amounts and early out options.

Setting Up Special Payment Terms

Access the Special Payment Terms page.

Special Payment Terms		Amendments	
Contract Number:	CON000000000025	Description:	
Amendment Number:		Contract Type:	COMMERCIAL
Business Unit:	US001 NEW YORK OPERATIONS	Contract Status:	PENDING
Sold To Customer:	Easy Solutions	Processing Status:	Pending
Contract Admin:		Currency Code:	USD

Early Out Options		Find View All		First 1 of 1 Last	
*Early Out Code:	MUT	Reason:	MUT		
Early Out Status:	Active	Notification Days:	45		
Start Date:	08/03/2003	End Date:	12/03/2003	Early Out Options Notes	
Penalty Type:	Percent	Penalty Percent:	10		

Bonus and Penalty		Find View All		First 1 of 1 Last	
Incentive ID:	TP0S45	☒ Approved	Date of Approval:	08/03/2003	
Incentive Status:	Active				
Incentive Type:	Bonus	Bonus Penalty Notes			
Computation Basis					
☒ Amount	5000.00				
☐ Percentage					

Special Payment Terms page

Amendment

Displays the current amendment number and date of the amendment, if this contract is amended through amendment processing.

Early Out Options

Early out options specify the clauses under which a customer can terminate a contract prior to its completion. You can enter multiple early out options for each contract. For example, you might include a clause that gives customers a 30-day acceptance period in which they can terminate the contract for any reason, and also include a clause that runs for the lifetime of the contract in which customers can terminate the contract in case of bankruptcy.

Early Out Code

Select an early out code from the list of early out options that you define on the Define Early Out Options page.

Reason

If you select an early out code, the reason that you define for that code on the Define Early Out Options page appears.

Early Out Status

Select *Active* or *Inactive*.

Notification Days

Specify the number of days prior to the end date to flag an early out option that is near expiration.

Select values for the Start Date and End Date fields to designate the time frame in which a customer may exercise the early out option. If the system date does not fall within the specified start and end dates, the specified early out option code does not apply.

Penalty Type	Select <i>Amount</i> or <i>Percent</i> .
Penalty Percent	If you selected a penalty type of <i>Percent</i> , you must enter a penalty percent. The system penalty is then calculated based on the total contract-negotiated value. If you selected a penalty type of <i>Amount</i> , this field is unavailable for entry.
Penalty Amount	If you selected a penalty type of <i>Amount</i> , you must enter a penalty amount. The penalty is the amount that you specify here. If you select a penalty type of <i>Percent</i> , this field is unavailable for entry.
Early Out Option Notes	Click to create an internal note regarding the early out options.

Bonus and Penalty

Incentive ID	Enter the ID for this bonus or penalty.
Approved	Select if the incentive is approved.
Date of Approval	Enter the date that this incentive is approved.
Incentive Status	Select <i>Active</i> or <i>Inactive</i> .
Incentive Type	Select an incentive type. Values are: <i>Bonus</i> : Incentive rewards the customer with a credit amount. <i>Penalty</i> : Incentive punishes the customer with a fee.
Bonus Penalty Notes	Click to create an internal note regarding the bonus or penalty.

Computation Basis

Amount	Enter an amount if the incentive is a fixed amount.
Percentage	Enter a percentage if the incentive is for a percentage of the contract gross amount.

Amending Special Payment Terms

After you save a contract to a contract status that is mapped to an *Active* processing status, any changes or updates that you need to make to the contract's special payment terms must be made as part of an amendment by using the amendment processing functionality.

See Also

[Chapter 23, "Amending Contracts," page 411](#)

CHAPTER 12

Working with PeopleSoft Project Costing

This chapter provides an overview the relationship between PeopleSoft Contracts and PeopleSoft Project Costing and discusses how to:

- Set up rules and exceptions for organizational sharing.
- Assign projects and activities to contract lines.
- Define tiered pricing.
- Process project progress.
- Amend discounts, retainages, and limits for rate-based contract lines.

Understanding the Relationship Between PeopleSoft Contracts and PeopleSoft Project Costing

You can associate PeopleSoft Contracts contract lines for service products with projects and activities in PeopleSoft Project Costing. To bill for a service product (either fixed-amount, rate-based, or recurring), you select the product onto a contract line and then associate that contract line with one or more projects and activities in PeopleSoft Project Costing (you can associate fixed-amount and recurring products with a single project only). PeopleSoft Contracts complements PeopleSoft Project Costing—it does not duplicate it. From within PeopleSoft Contracts, you can create new projects and activities or link to existing ones. Regardless of whether you are creating a new project or activity, or whether you are linking to existing projects or activities, all project-related information is stored within PeopleSoft Project Costing. This includes all cost transactions.

PeopleSoft Contracts stores the contractual terms and conditions. You select a service product onto a contract line, associate that contract line with a PeopleSoft Project Costing business unit and rate template, and then link project activities to that contract line. In PeopleSoft Contracts, you also establish billing plans and revenue plans. Billing and revenue plans enable you to manage when and how much you bill and recognize for amounts associated with one or more contract lines.

In PeopleSoft Project Costing, you track the work performed against a project. The costs associated with the project are fed into PeopleSoft Project Costing from source systems, such as PeopleSoft Expenses and PeopleSoft Accounts Payable.

This section discusses the steps to process activity for project-related contract lines:

1. Set up rates.
2. Set up tiered pricing (optional).
3. Set up rules and exceptions for organizational sharing (optional).

4. Assign projects and activities to contracts.
5. Price for Projects.
6. Update project progress.
7. Bill for Projects.
8. Recognize revenue for Projects.

Rate Setup

You charge customers a rate for the services that you provide plus the related costs. By establishing rate templates in PeopleSoft Project Costing and then associating activities to those rate templates, you can efficiently manage pricing across multiple project activities using a limited number of rate templates. Rate templates in PeopleSoft Project Costing are dynamic and subject to change in rate structure over time.

When you sell a service to a customer, you establish rates for that service. The service can be provided at your standard billing rates, which may be subject to change over time, or you might provide services at rates that are fixed for the duration of the contract obligation. When you set up your contract line details on the Related Projects page in PeopleSoft Contracts, you can specify a rate template or use contract rates for that contract line.

In addition, on the Related Projects page, you can indicate that a contract line is subject to tiered pricing. The system applies tiered pricing adjustments to the rate template or contract rates.

Using the Rate Template

If the services provided to the customer under the contract line are provided at your standard rates, you must link the contract line to a rate template in PeopleSoft Project Costing. When you select this option, PeopleSoft Contracts links to an existing rate template in PeopleSoft Project Costing. Any subsequent changes to this rate template in PeopleSoft Project Costing are reflected in the subsequent billing and revenue recognition activity in PeopleSoft Contracts.

Using Contract Rates

If the services provided to the customer under the contract line are provided at contract-specific rates, you must select the *Use Contracts Rates* option. You define your contract rates on the Rate Templates page. The rates that you define are not templates—they are contract-specific. You can update these contract-specific rates at any point during the life cycle of the contract. Any subsequent changes that you make to these rates are reflected in the subsequent billing and revenue recognition activity in PeopleSoft Contracts.

Defining Contract Rates

PeopleSoft Contracts uses the PeopleSoft Project Costing rate template to set up billing rates to apply to projects and activities that you associate with your rate-based contract lines. You cannot attach rate templates to amount-based or recurring contract lines.

See Also

PeopleSoft Project Costing 8.8 PeopleBook, “Pricing Project Costs,” Understanding and Defining Rate Templates

Tiered Pricing

With tiered pricing, you can charge varying rates based on the accumulation of various quantities such as the amount of hours charged to an activity. You apply adjustments to rates defined in the rate template or to contract rates. These quantity-based adjustments allow you to create a schedule of adjustments that are applied based on accumulated quantities. You group Project ChartFields—source type, source category, and source subcategory – into user-defined identifiers to use on a contract line.

You can define tiered pricing for a rate-based contract line and each contract line can have one or more defined tiers. Each tier will have an arbitration sequence that represents the priority of the tier in the event that a transaction matches more than one transaction identifier.

You can also define tier templates. Tier templates may contain one or more tiers that may be defined by one transaction identifier and one or more price breaks. The templates will be used when defining tiered pricing for a contract line to facilitate data entry.

You can process billable transactions using the tiered pricing defined for a contract line. The transactions will be matched up with the appropriate tier and the adjustment percentage for the price break will be applied to the rate determined from the PC_PRICING process and the rate templates.

When using tiered pricing, you define adjustments on the Tiered Pricing Template or Tiered Pricing Definition page. The system generates billable transaction rows based on the rate template. Then, the system applies the adjustment percentage to the billable transaction row's amount. If you do not define a rate template, the system will not generate a billable transaction, and therefore, it cannot apply the tiered pricing adjustment to the billable transaction.

Follow these steps when using tiered pricing:

1. Set up transaction identifiers in PeopleSoft Project Costing.
2. Create tier templates on the Tiered Pricing Template page to facilitate data entry (optional).
3. Specify tiered pricing structures for contract lines on the Tiered Pricing Definition page.
4. Run the Pricing Engine to price or reprice lines with tiered pricing structures.

Note. Tiered Pricing functionality is available for customers who have both PeopleSoft Contracts and PeopleSoft Project Costing installed.

Note. Tiered pricing applies adjustments to quantity related transactions based on quantities incurred against a transaction identifier. Therefore, tiered pricing adjustments are applied to transactions generated based on the quantity related rate options offered on the rate templates and contract specific rates. These options are *AMT*, *EBI*, *ECO*, *JB*, *JCO*, *RBI*, and *RCO*. Transactions generated by rate options of *FIX*, *MUP*, or *NON* will not receive a tiered pricing adjustment, but any quantity on the source transaction will be counted towards the Inception to Date quantity.

See Also

[Chapter 7, “Structuring Contracts,” Tiered Pricing Templates, page 36](#)

[Chapter 7, “Structuring Contracts,” Defining Tiered Pricing Templates, page 53](#)

[Chapter 12, “Working with PeopleSoft Project Costing,” Defining Tiered Pricing, page 169](#)

PeopleSoft Project Costing 8.8 PeopleBook, “Pricing Project Costs,” Defining Tiered Pricing

Rules and Exceptions for Organizational Sharing

In the services industry, employees may work on projects that are outside their own organization. In such cases, the organization that owns a project and the organization that owns the human resource (the employee), may be two separate entities. To handle these scenarios, you can set up rules and accounting procedures that define the internal agreement between the organization that owns the project and the organization that owns the human resource for how costs and revenue are shared.

Once you determine the organization and standard accounting, you can assess whether sharing is needed. Use the table below to determine if setting up organizational sharing is necessary.

Topic	No Organizational Sharing	Organizational Sharing
Project Charges and Resource	All project charges follow the resource. Project charges are not shared between the organization owning the human resource and the organization owning the project. Charge backs are not used.	Project charges are shared between the organization owning the human resource and the organization owning the project, either as a rule or on a case-by-case basis.
Project Charges and Project	Project charges follow the project, and the accounting for these charges is not difficult and time-consuming to maintain.	A centralized location is desired to assign a project to an organization. This organization then owns the project.
Accounting for Revenue	Accounting for revenue is fairly simple. All transactions of a similar type use the same revenue account.	The organization has complex revenue accounting requirements.
Accounting for Project Costs	Accounting for project costs is not required.	Accounting for project costs as well as revenue is required.
Reporting	Reporting and visibility needs are simple. Revenue and costs are analyzed by the resource organization or the project organization, but not by both.	Reporting and visibility needs are complex. Multi-dimensional visibility of revenue, costs, and expenses is needed, both for the owner of the projects and the owner of the resources.

Topic	No Organizational Sharing	Organizational Sharing
Revenue and Resource	Not Applicable (NA)	Even though revenue follows the resource, the accounting practices require that revenue moves in and out of the project organization (or vice versa) for the purpose of visibility.
Revenue and Project	NA	Revenue is booked to different accounts depending on the relationship between the employee and the project.

See Also

PeopleSoft Project Costing 8.8 PeopleBook, “Setting Up Accounting for Projects”

Project and Activity Assignment to Contracts

From the Related Projects page, link to an existing project or activity, or create a new project or activity. When you click the Create Project or Create Activity buttons, you transfer to PeopleSoft Project Costing to set up the new project or activity. All projects and activities are stored in PeopleSoft Project Costing, regardless of where the setup originates.

You can link a rate-based contract line to multiple projects, as long as those projects are within the same PeopleSoft Project Costing business unit. You can link an amount-based or recurring contract line to a single project or project/activity combination. When you link a contract line to a PeopleSoft Project Costing project, you can link to a specific activity or to all activities for that project. This enables you to link a single project with multiple activities to multiple contracts or contract lines. You cannot link a project’s activity to more than one rate-based contract or contract line.

See Also

PeopleSoft Project Costing 8.8 PeopleBook, “Structuring PeopleSoft Project Costing”

Project Pricing

The Pricing process (PC_PRICING) creates billing rows from the costs that are brought into PeopleSoft Project Costing. The costs are matched up with contract lines and rate templates to determine what billing rows (BIL) are created.

When using tiered pricing, if you defined a rate template, the system generates BIL rows based on the rate template. Then, the system applies the tiered pricing adjustment percentage to the BIL row’s amount.

If you turned on sharing at the installation options level (PeopleSoft Contracts Installation Options page), defined sharing options, and defined rates, the Pricing process also creates sharing rows based on your established rates and exceptions.

See Also

PeopleSoft Project Costing 8.8 PeopleBook, “Pricing Project Costs,” Understanding the Pricing Engine

Project Progress

PeopleSoft Contracts integrates with PeopleSoft Project Costing to eliminate duplicate data entry for billing and revenue recognition that is tied to project progress or milestones. You can automatically populate the percent complete (for both revenue and billing plans) in PeopleSoft Contracts with a value generated in PeopleSoft Project Costing. This value comes from the project or project/activity combination in PeopleSoft Project Costing. You determine which auto populate method to use on the Billing Plan - Events page or Revenue Plan page. After choosing an auto populate option, setup a run control (RUN_CA_PCT_UPD) that will allow the processing of one or more plans at a time.

Once you select *Run* on the Process Project Progress run control page, the system calls the CA_PCT_UPD Application Engine. For each revenue or billing plan selected, this Application Engine retrieves the Percent Source option from the revenue or billing plan:

- If the Percent Source is *Specify Percent*, you enter the percentage manually on the events page and select the Build Event button. The Project Process Application Engine does not update the event.
- If the Percent Source is *Project*, CA_PCT_UPD retrieves the percent complete based on the project.
- If the Percent Source is *Project/Activity*, CA_PCT_UPD retrieves the percent complete based on the project/activity combination.

The CA_PCT_UPD Application Engine process performs the following actions:

- Creates or updates an event based on the percent retrieved from PeopleSoft Project Costing.
- Rebuilds the billing or revenue schedule to reflect the new or updated event.

The CA_PCT_UPD process writes a message to the log that indicates how many plans were updated by the batch process.

See Also

Chapter 15, “Processing Revenue Recognition,” The Project Progress Process, page 229

Project Billing

You bill for a project by associating the project with a contract line and then associating the contract line with a billing plan. In billing for rate-based contract lines, the flow of data is controlled by PeopleSoft Contracts, but the data source is PeopleSoft Project Costing. As work is performed and costs are accumulated, PeopleSoft Project Costing stores the information in rows in the PROJ_RESOURCE table. Billing activity for rate-based contract lines associated with PeopleSoft Project Costing is driven by applying the rates that you established in PeopleSoft Contracts against the unbilled PROJ_RESOURCE rows, where the analysis types are defined to the PSBIL analysis group. When the particular billing plan or event for the contract line with which this project activity is associated is ready, the resource rows associated with the designated project activities are selected for billing as part of the Contracts Billing Interface process (CA_BI_INTFC).

See Also

Chapter 19, “Processing PeopleSoft Contracts Billing,” page 331

Project Revenue Recognition

You recognize revenue for a project by associating the project with a contract line and then associating the contract line with a revenue plan. In recognizing revenue for rate-based contract lines, the flow of data is controlled by PeopleSoft Contracts, but the data source is PeopleSoft Project Costing. Accounting distributions are defined on the Accounting Rules page. These rules are defined by analysis type, PeopleSoft Project Costing business unit (PCBU), and PeopleSoft General Ledger business unit (GLBU).

As work is performed and costs are accumulated, PeopleSoft Project Costing stores the information in rows in the PROJ_RESOURCE table. When the particular revenue plan or event for the contract line with which this project activity is associated is ready, the resource rows associated with the designated project activities are selected and revenue is booked as part of the rate-based revenue process (the Accounting Rules Engine process [PSA_ACCTGGL]). This process also assigns the accounting distribution based on your accounting rules definitions.

You can associate projects and activities with amount-based contract lines. After running the Amount-based Revenue process (CA_LOADGL1), run the PC_CA_TO_PC PeopleSoft Application Engine process to pull revenue information from PeopleSoft Contracts to PeopleSoft Project Costing.

See Also

Chapter 15, “Processing Revenue Recognition,” The Rate-based Revenue (Accounting Rules Engine) Process (PSA_ACCTGGL), page 228

PeopleSoft Project Costing 8.8 PeopleBook, “Setting Up Accounting for Projects,” Processing Transactions Using the Accounting Rules

Setting Up Rules and Exceptions for Organizational Sharing

To define accounting rules, use the Accounting Rules component. Use the PSA_ACCT_SETUP_CI component interface to load data into the tables for this component.

This section discusses how to:

- Select the sharing installation option.
- Select the organization installation option.
- Define the organizational hierarchy.
- Define accounting rules.
- Specify organizational sharing options.
- Create source criteria.
- Create target definitions.
- (Optional) Define sharing exceptions.

Note. If you have PeopleSoft Commitment Control installed, do not create multiple sets of accounting entries on accounting rules.

See Also

PeopleSoft Project Costing 8.8 PeopleBook, “Setting Up Accounting for Projects”

Chapter 12, “Working with PeopleSoft Project Costing,” Rules and Exceptions for Organizational Sharing, page 158

Pages Used to Set Up Rules and Exceptions for Organizational Sharing

Page Name	Object Name	Navigation	Usage
Installation Options - Contracts	INSTALLATION_CA	Setup Financials/Supply Chain, Install, Installation Options, Contracts	Enable costs and revenue sharing by selecting the Use Sharing check box.
Installation Options - Project Costing	INSTALLATION_PC	Setup Financials/Supply Chain, Install, Installation Options, Project Costing	Enable organizations.
Define an Organization	PSA_ORG_DEFN	Setup Financials/Supply Chain, Product Related, Project Costing, General Options, Organization Hierarchy, Define an Organization	Specify the general ledger ChartFields used to define the organization hierarchy for project accounting.
Accounting Rules	PSA_ACCT_SETUP	- Setup Financials/Supply Chain, Product Related, Project Costing, General Options, Accounting Rules - Customer Contracts, Create and Amend, As Incurred Acct Distribution, Accounting Rules	Defines the accounting rules to apply to rate-based transactions originating in PeopleSoft Project Costing or to fee-based transactions originating in PeopleSoft Contracts. Accounting rules specified here are used when running the PSA_ACCTGGL process.
Organizational Sharing Options	PSA_SHARE_OPTN	Setup Financials/Supply Chain, Product Related, Contracts, General Options, Sharing Options	Defines which elements of an organization trigger charge backs.
Organizational Sharing Rates - Source Criteria	PSA_SHARE_RULES	Customer Contracts, Define Sharing, Sharing Rates	Create or view organizational sharing rules.
Organizational Sharing Rates - Target Definition	PSA_SHARE_RULES_LN	Click Target on the Organizational Sharing Rules - Source Criteria page	Define percentage and target rows for the selected sharing rule.
Employee Exceptions	PSA_EXCPT_EE1	Customer Contracts, Define Sharing, Employee Exceptions	Create exceptions to sharing rules for an employee.
Employee Attribute Exceptions	PSA_EXCPT_EE2	Customer Contracts, Define Sharing, Employee Attribute Exceptions	Create exceptions to sharing rules for a particular type or classification of employee.

Page Name	Object Name	Navigation	Usage
Project Team Exceptions	PSA_EXCPT_TEAM	Customer Contracts, Define Sharing, Project Team Exceptions	Create exceptions to sharing rules for a project team member.
Project Exceptions	PSA_EXCPT_PROJ1	Customer Contracts, Define Sharing, Project Exceptions	Create exceptions to the sharing rules of a specific project.
Project Attribute Exceptions	PSA_EXCPT_PROJ2	Customer Contracts, Define Sharing, Project Attribute Exceptions	Create exceptions to sharing rules based on project attributes.
Organization Exceptions	PSA_EXCPT_ORG	Customer Contracts, Define Sharing, Organization Exceptions	Create exceptions to sharing rules based on the organization or a relationship between organizations.

Selecting Sharing Installation Options

Access the Installation Options - Contracts page.

Select the Use Sharing check box to enable costs and revenue sharing.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Setting Installation Options for PeopleSoft Applications,” Defining PeopleSoft Contracts Installation Options.

Enabling Organizations

Access the Installation Options - Project Costing page.

Select the Enable Organization check box to enable costs and revenue sharing.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Setting Installation Options for PeopleSoft Applications,” Setting PeopleSoft Project Costing Installation Options.

Defining the Organizational Hierarchy

As a prerequisite, you must select the sharing option on the Projects Installation Options page.

See *PeopleSoft Project Costing 8.8 PeopleBook*, “Setting Up Accounting for Projects,” Defining Organizational Hierarchies.

Defining Accounting Rules

See *PeopleSoft Project Costing 8.8 PeopleBook*, “Setting Up Accounting for Projects,” Defining Accounting Rules.

Specifying Organizational Sharing Options

Access the Organizational Sharing Options page.

As a prerequisite, you must select the sharing option on the Contracts Installation Options page and define organizational hierarchies.

Sharing Organization

Select the entities that are involved in organizational sharing. Only entities that you select on the Define an Organization page are available.

Process Results

Create new sharing row	Click to create a new row and apply the sharing percentage to the original amount.
Copy original/create discount	Click to create two new transaction rows, one with the full amount and one with the discounted credit.

For example, two organizations share at a rate of 80 percent. When sharing a revenue transaction of USD 100, create a row of 80 USD or create two rows—one at USD 100 and the other at USD 20.

Exception Priorities

Exception Type	Specify exceptions to be considered for organizational sharing. Valid exceptions are <i>Employee Attributes</i> , <i>Organizational Relationships</i> , <i>Project Attributes</i> , <i>Specific Employees</i> , <i>Specific Project Team Members</i> , and <i>Specific Projects</i> . Each exception type is further defined in separate corresponding exception pages.
Priority Level	Rank the priority of each exception type. This value is considered in situations when two or more exception types apply to a transaction. Valid values are 1 through 6, with 1 being the highest priority.

Note. If more than one organization exception matches a given resource transaction, organization exceptions are weighted according to the hierarchy identified on the Define an Organization page. An organization ChartField with a hierarchy of 4 on the Define an Organization page is applied the highest weight for an organization exception. Therefore, an organization exception that specifies all four ChartFields for the resource-owning organization has higher weighting and is applied to sharing transactions before an organization exception using only two ChartFields.

Creating Source Criteria

Access the Organizational Sharing Rules - Source Criteria page.

Analysis Type	Select the type of transaction.
Source Type	Select the largest category of resource definitions.
Category	A specific source type broken down further into categories.
SubCategory	A specific source category broken down further into subcategories.
Percent	The percent being shared according to this rule. This field is defined on the Organizational Sharing Rules - Target Definition page.

Target Click to access the Organizational Sharing Rules - Target Definition page to define the percentage and target rows for this rule.

Creating Target Definitions

Access the Organizational Sharing Rules - Target Definition page.

Percentage Enter the percentage of the transaction amount to be shared.

Target Analysis Type Enter the analysis type for the new transaction row being created.

Override Source Select to override the values for the resource type, category, and subcategory on the target row. When this check box is not selected, the target row inherits the fields from the original transaction. If you select this check box and leave a Project Costing ChartField blank, that field will be blank in the target row.

If *Copy original/create discount* was selected on the Organizational Sharing Options page, a second section appears on this page. Specify the description, analysis type, resource type, category, and subcategory for the discount row.

Defining Sharing Exceptions

Sharing exceptions enable you to set your target definition to a specific employee, employee attribute, project team, project, project attribute, or organization.

Use the following pages:

- Employee Exceptions.
- Employee Attribute Exceptions.
- Project Team Exceptions.
- Project Exceptions.
- Project Attribute Exceptions.
- Organization Exceptions.

As a prerequisite, you must first set up rates and define your exception priorities.

See Also

Chapter 12, “Working with PeopleSoft Project Costing,” Rules and Exceptions for Organizational Sharing, page 158

PeopleSoft Project Costing 8.8 PeopleBook, “Setting Up Accounting for Projects,” Defining Organizational Hierarchies

Assigning Projects and Activities to Contracts

This section discusses how to assign projects and activities to contract lines.

Page Used to Assign Projects and Activities to Contracts

Page Name	Object Name	Navigation	Usage
Related Projects	CA_DETAIL_PROJ	- Customer Contracts, Determine Price, Related Projects and Rates - Click the Projects link on the Detail tab of the Contract - Lines page.	Review existing projects and activities and add new links to projects and activities for a contract line. Establish rates, limit amounts, and override limits.

Assigning Projects and Activities to Contracts

Access the Related Projects page.

Related Projects

Contract Number: INTEGRATION - FINANCIALS
Amendment Number:
Business Unit: US001 NEW YORK OPERATIONS
Sold To Customer: Highland Hospital
Contract Admin:

Description:
Contract Type: CONSULTING
Contract Status: PENDING
Processing Status: Pending
Currency Code: USD

Contract Line: 1
Product:

Description: Financial Integration
Price Type: Rate

PC Business Unit:
☐ Tiered Pricing

Discount ID:
Limit Amount:

Retainage ID:
☐ Limit Override

Associated Rates

Find First 1 of 1 Last

	Effective Date	Status	Rate Template Option	Rate Template ID	View Rates
1	07/01/2000	Active	Use Rate Template	ACT	View Rates

Create Project
Create Activity
All Activities

Associated Projects & Activities

First 1 of 1 Last

Project	Description	Activity	Description
FININTPROJ	Financials integration	FININTACT	Fin Int Activity

[Tiered Pricing](#)

Related Projects page

Note. You can associate only one project with contract lines with a price type of *Amount*, *Percent*, or *Recurring*.

Amendment Number

If the contract has been amended through amendment processing, the current amendment number appears.

Processing Status

Displays the processing status corresponding to the selected contract status.

Amend Contract

Create an amendment or edit an existing pending amendment for an active contract by clicking this button on any page within the Contract Entry component, Related Projects page, or Special Payment Terms page.

Product	The ID defined for this contract line appears.
Price Type	Displays the price type for the contract line. Values include <i>Amount</i> , <i>Percent</i> , <i>Rate</i> , and <i>Recurring</i> . The fields appearing on this page vary based upon the price type. For contract lines with a price type of <i>Amount</i> , <i>Percent</i> , and <i>Recurring</i> , the Tiered Pricing, Discount ID, Retainage ID, Limit Amt (limit amount), and Limit Override fields, and all fields within the Associated Rates grid, are not visible.
PC Business Unit (projects business unit)	You can associate each contract line with only one PeopleSoft Project Costing business unit. The business unit that you select filters the list of projects and rate templates that you can associate with this contract.
	Note. If this contract line is part of a billing plan line summarized on a billing plan, the PeopleSoft Project Costing fields are unavailable.
Discount ID	Select an ID to be applied to the activities that you associate with this contract line. This field is available for rate-based contract lines only.
Retainage ID	Select an ID to be applied to the activities that you associate with this contract line. This field is available for rate-based contract lines only.
Tiered Pricing	Select this check box to use tiered pricing for this contract line. Click the Tiered Pricing link at the bottom of the page to access the Tiered Pricing Definition page where you can select an existing tier template or define specific tiered pricing information for your contract line. This field is available for rate-based contract lines only.
Limit Amount	If there is a limit to the amount that this customer can be billed for this contract line, enter that amount. This field is available for rate-based contract lines only.
Limit Override	Select to disregard a previously defined limit for this contract line. Previously over-the-limit rows are picked up for billing and booked to revenue. No further limit processing is performed for this contract line. This field is available for rate-based contract lines only.
Associated Rates	
Rate Template Option	Select a rate option for the activities that you associate with this contract line: <i>Use Contract Rates:</i> Create a one-off set of rates that apply only to this contract. When you select this option, you must click Add Rates to define the contract rates. When you access the Rate Template Source Criteria page in this way, the rates you define are unique to this contract line. <i>Use Rate Template:</i> Link this contract line to a PeopleSoft Project Costing rate template. By selecting this option, you are linking to the active rate template ID in PeopleSoft Project Costing. Any subsequent changes to the rate information on this rate template ID flow to this contract line. When you select this option, you must select an existing rate template ID.
Rate Template ID	Select a rate template ID if you selected a value of <i>Use Rate Template</i> in the Rate Template Option field.

View Rates	Click to view or define a new PeopleSoft Project Costing rate template.
Update Rates	After defining contract rates for a contract line, click to review and update previously defined rates.
Correct Rates	After defining contract rates for a contract line, click to make corrections to historical contract rates that you previously defined. Corrections are not retroactively applied against activity in PeopleSoft Project Costing that has already been processed.

Associated Projects & Activities

The PeopleSoft Project Costing business unit and rate information that you previously defined apply to the activities you select in the Associated Activities group box.

Project	The list varies depending on the line's price type. If you select a project with activities linked to other contract lines, you must link the contract line to an activity in the project that has not been linked to any other contract lines. For lines with a price type other than rate, the list contains all projects for the selected PeopleSoft Project Costing business unit.

Note. You can add multiple projects to a rate-based contract line. You can add only a single project to a fixed-amount or recurring contract line.

Description (project)	Click to review and manage the details of this project.
Activity	Activities are the individual tasks or events making up a project. To associate your contract line with a PeopleSoft Project Costing activity ID, select an activity ID from the list. An activity can only be linked to one rate template. If an activity is associated with a rate template (either on another contract line or directly on the activity in PeopleSoft Project Costing), it is not available here.

Note. You can add multiple projects/activity combination to a rate-based contract line. You can add only a single project/activity combination to a fixed-amount or recurring contract line.

Description (activity)	Click to review and manage the details of this activity.
Source Type	For amount-based and recurring contract lines, enter a source type.

Note. This field is not available for rate-based contract lines. However, you can enter the source type for a rate-based contract line with a value-based billing plan on the value-based billing plan line.

Category	For amount-based and recurring contract lines, enter a category type.

Note. This field is not available for rate-based contract lines. However, you can enter the category type for a rate-based contract line with a value-based billing plan on the value-based billing plan line.

SubCategory	For amount-based and recurring contract lines, enter a subcategory type.
	Note. This field is not available for rate-based contract lines. However, you can enter the subcategory for a rate-based contract line with a value-based billing plan on the value-based billing plan line.
(Create Project)	Click to create a new PeopleSoft Project Costing project.
(Create Activity)	Click to create a new PeopleSoft Project Costing activity. You must have already selected an existing project.
(All Activities)	Click to add all of a project's existing activities to the contract line. If the project has activities associated with other contract lines, you receive a message stating that only available activities will be added to the contract. This option is only available for rate-based contract lines.
Tiered Pricing	Select this link to access the Tiered Pricing Definition page where you can copy an existing tier template or enter specific tiered pricing details for your contract line.

See Also

PeopleSoft Project Costing 8.8 PeopleBook, "Pricing Project Costs," Understanding and Defining Rate Templates

PeopleSoft Project Costing 8.8 PeopleBook, "Creating and Maintaining Projects"

Defining Tiered Pricing

This section discusses how to:

1. Set up transaction identifiers in PeopleSoft Project Costing.
2. Create tier templates to facilitate data entry (optional).
3. Define tiered pricing structures for contract lines.
4. Run the Pricing Engine.

Pages Used to Define Tiered Pricing

Page Name	Object Name	Navigation	Usage
Transaction Identifiers	PC_TRANS_IDENTIFY	Set Up Financials/Supply Chain, Product Related, Project Costing, Transaction Options, Transaction Identifiers	Create transaction identifiers for use on tiered pricing templates and definitions.
Tiered Pricing Template	PC_TIER_TEMPLATE	Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Tiered Pricing Templates	Create tier templates to facilitate data entry when defining tiered pricing for a rate-based contract line.
Tiered Pricing Definition	PC_TIER_DEFN	Click the Tiered Pricing link on the Related Projects page.	Specify a tiered pricing structure for a contract line.
Pricing	PC_PRICING	Project Costing, Utilities, Pricing	Reprice contract lines with tiered pricing structures.

Setting Up Transaction Identifiers

See *PeopleSoft Project Costing 8.8 PeopleBook*, “Pricing Project Costs,” Defining Transaction Identifiers.

Creating Tier Templates

See [Chapter 7, “Structuring Contracts,” Defining Tiered Pricing Templates, page 53](#).

Defining Tiered Pricing for a Contract Line

Access the Tiered Pricing page.

Tiered Pricing Definition

Contract: FINANCIAL SERVICES **Contract Line Number:** 3

Tiered Pricing Template: [Copy Template](#)

Tiers

[Find](#) | [View All](#) First 1 of 1 Last

*Seq Number:

*Transaction ID:

*UOM:

Inception to Date Quantity:

Price Breaks

[Find](#) First 1 of 1 Last

Lower Quantity:

Upper Quantity:

Adjustment Percent:

[Return to Related Projects](#) [Transaction Identifiers](#)

Tiered Pricing Definition page

Tiered Pricing Template	Select an existing tier template to facilitate data entry for your contract line. If you do not select a value here, you can specify specific tier information in the Tiers group box below.
Copy Template	Click to copy the details from the template you selected in the Tiered Pricing Template field into the Tiers group box below. When you click this button, the system warns you that copying from a template will overwrite any existing tiered pricing defined for the contract line. After selecting a template and copying the data into the Tiers group box, you can modify the tiered pricing definition.
Tiers	
Seq Number (sequence number)	Indicates the arbitration resolution order. This number represents the priority of the tier in the event that a transaction matches more than one transaction identifier.
Transaction Id	Select an identifier for the tier. The transaction identifiers includes combinations of values for the source type, source category, and source subcategory.
UOM	Select a unit of measure for the quantities in the Price Break group box.
Inception to Date Quantity	Displays the total of all quantities processed to date for the tier. This is a display-only value that is specific to the tier and not to a particular price break.

Price Breaks

Lower Quantity	Displays the minimum quantity required for the price break. For the first price break within a tier, this value will be 0.
Upper Quantity	Displays the maximum quantity allowed for the price break. The price break includes the value designated in the Upper Quantity field. Therefore, if the upper quantity is set to 20, the price break would extend up to and include a quantity of 20. Each tier must contain a price break with an Upper Quantity of 99999999999.99
Adjustment Percent	Displays the increase or decrease to apply to the rate template or contract-specific determined rate.

Running the Pricing Engine

Access the Pricing run control page.

Run the Pricing process to reprice contract lines with tiered pricing structures. You run the Pricing Application Engine from PeopleSoft Project Costing.

Recalculate Inception to Date	Select to have the inception to date quantities recalculated in the event that tiered pricing set up data has changed (for example, transaction identifiers, tiered breaks, or arbitration sequences, and so forth may have been changed). If you select this option, any transaction that has already been processed by PeopleSoft Billing or PeopleSoft General Ledger will not be repriced

or adjusted using a different tiered pricing adjustment, but the quantity from the source row will be included in the correct tier.

See Also

PeopleSoft Project Costing 8.8 PeopleBook, “Pricing Project Costs,” Understanding the Pricing Engine

PeopleSoft Project Costing 8.8 PeopleBook, “Pricing Project Costs,” Running the Pricing Application Engine Process

Processing Project Progress

This section discusses how to:

- Run the Project Progress process for processing one or more billing and revenue plans at the same time.
- Specify revenue options.
- Specify billing options.

Prerequisite

You must have selected an option of *Project* or *Project/Activity* in the *Percent Source* field for the Define Events By group box on the Billing Plan - Events or Revenue Plan page.

See Also

[Chapter 14, “Setting Up Revenue Plans,” page 195](#)

[Chapter 18, “Setting Up Billing Plans,” page 285](#)

Pages Used to Process Project Progress

Page Name	Object Name	Navigation	Usage
Process Project Progress	RUN_CA_PCT_UPD	Customer Contracts, Update Contract Progress, Process Project Progress	Run the Project Progress (percent complete update) process for one or more billing or revenue plans at the same time. This process updates the project progress of your percent-complete revenue and billing plans for amount-based contract lines.
Revenue Options	CA_REV_OPT_SEC	Click the Revenue Options link on the Process Project Process page.	Specify revenue filters for the Project Process process.
Billing Options page	CA_BILL_OPT_SEC	Click the Billing Options link on the Process Project Process page.	Specify billing filters for the Project Process process.

Running the Percent Complete Update Process

Access the Process Project Progress page.

Process Project Progress

Run Control ID: Process 1 [Report Manager](#) [Process Monitor](#) **Run**

Program Name

Program Name: CA_PCT_UPD Process Frequency: Always ▼

Contract Options

Business Unit: 🔍

Contract Type: 🔍

Sold To: 🔍

Contract: 🔍

Plan Information

☐ Update Revenue Plans [Revenue Options](#)

☐ Update Bill Plans [Billing Options](#)

Process Project Progress page

Program Name

Program Name CA_PCT_UPD displays.

Contract Options

Use the fields in this group box to limit the data that is included in the run of this process. Filter by PeopleSoft Contracts business unit, contract type, sold to customer, or contract number. If you leave all fields blank, the process picks up all available percent complete activity in PeopleSoft Contracts.

Plan Information

Update Revenue Plans	Select this check box to updated revenue plans only.
Revenue Options	Click to specify revenue filters for the Project Progress process.
Update Bill Plans	Select this check box to update billing plans only.
Billing Options	Click to specify billing filters for the Project Progress process.

Specifying Revenue Options

Access the Revenue Options page.

Specify revenue filters for the Project Progress process to process one or more revenue plans at the same time.

GL Business Unit	Select a PeopleSoft General Ledger business unit to run this process for all contracts within a specific PeopleSoft General Ledger business unit.
Revenue Plan	Select a revenue plan to run this process for all events within a specific revenue plan.

Specifying Billing Options

Access the Billing Options page.

Specify billing filters for the Project Progress process to process one or more billing plans at the same time.

Billing Business Unit	Select a PeopleSoft Billing business unit to run the Project Progress process for a specific billing business unit.
Bill To	Select a bill to customer to run the Project Progress process for a specific customer.
Billing Plan	Select a billing plan ID to run the Project Progress process for a specific billing plan.
Billing Specialist	Select a billing specialist to run the Project Progress process for a specific billing specialist.
Billing Cycle Identifier	Select to filter your processing parameters by the billing cycle ID.

Amending Discounts, Retainages, and Limits

After you save a contract to a contract status that is mapped to an *Active* processing status, any changes or updates that you need to make to the contract line's discount ID, retainage ID, or limit amount must be made as part of an amendment.

See Also

[Chapter 23, "Amending Contracts," page 411](#)

CHAPTER 13

Setting Up Milestones

This chapter provides an overview of milestones and discusses how to:

- Set up milestones.
- Maintain milestones.
- Process milestones.
- Review project milestones.

Understanding Milestones

Milestone functionality in PeopleSoft Contracts enables you to tie billing and recognizing revenue to reaching a milestone; Application Engine processing is then triggered upon reaching that milestone. You can use both PeopleSoft Contracts milestones and PeopleSoft Project Costing milestones. For PeopleSoft Contracts milestones, you set up generic milestone templates when structuring your PeopleSoft Contracts system. At the individual contract level, you create specific milestones to use on specific contracts.

This section discusses:

- Milestone conditions.
- Milestone statuses.
- Milestone methods.

See Also

[Chapter 7, “Structuring Contracts,” Milestone Templates, page 38](#)

PeopleSoft Project Costing 8.8 PeopleBook, “Creating and Maintaining Activities”

Prerequisite

Before setting up milestones for a contract, you must first define generic milestone templates as part of your structuring contracts setup. You must also create at least one contract.

Milestone Conditions

A milestone is a significant event in the life of a contract. Achieving a milestone can result in sending a bill or booking revenue. The first step in setting up a milestone is defining the events that must be achieved to complete the milestone. In PeopleSoft Contracts, these events consist of milestone conditions. The system supports four types of milestone conditions that you can combine in any way to support simple to complex milestone processing rules:

Milestone	Satisfied by the completion of another milestone. You associate this condition type with another milestone that you have defined in either PeopleSoft Contracts or PeopleSoft Project Costing.
Date	Triggered when the system date reaches the date that you specified for this condition type.
User Initiated	Satisfied by a user manually updating the condition status from <i>Ready</i> to <i>Completed</i> . An example of where you would use a user-initiated milestone condition is on a service contract where billing cannot occur until a signed work order has been received from the customer. The condition is an event that takes place outside of your system.
SQL (Structured Query Language)	Associate the milestone with a SQL statement (WHERE clause) that you have written. SQL milestones enable you to create custom milestones specific to your business.

Important! SQL milestone conditions are an advanced option. Only persons with extensive knowledge of SQL should create SQL milestone conditions. It is advised that these conditions be reviewed by the manager of your Information Systems department.

You can create milestones consisting of one or more conditions, and you can have any number of the same condition type on a single milestone. You designate that the milestone is met when either one or all of the conditions are achieved. By setting a milestone to be met when any one of its conditions is achieved, you can support business cases in which revenue or billing must be triggered by the earlier of two or more unrelated events.

The terms and conditions of a contract can be such that you may have to satisfy several conditions before billing a customer or booking revenue for a contract line. By using milestones, you can capture all of these conditions within your PeopleSoft Contracts system and set up events so that when these conditions are met, the bills are sent out and the revenue is booked.

When setting up your PeopleSoft Contracts system, you define generic milestone templates. Each generic milestone template can contain a list of conditions. Use these milestone templates when creating contract-specific milestones and define the criteria for each condition as it relates to that contract. Once you create contract milestones, you can reference them on milestone-based billing plan and revenue recognition events.

Generic milestone templates also contain a milestone classification. As the completion of a milestone can result in generating a bill or booking revenue, enforcing milestone security is important. The system enforces milestone security through the milestone's classification; an employee must be given access to a milestone classification to be able to perform edits on milestones of that classification.

In PeopleSoft Project Costing, you set up milestones by creating milestone activities. You can associate these PeopleSoft Project Costing milestones with revenue recognition and billing events, as well as with PeopleSoft Contracts milestone conditions, just as you would contract milestones. PeopleSoft Project Costing milestones have a completely different structure and do not use conditions.

Milestone Statuses

PeopleSoft Contracts milestones and milestone conditions have statuses associated with them. These two statuses work together to trigger the system when a milestone is available for processing.

This section discusses:

- Milestone status types.
- Milestone status values.
- Milestone status example.
- Relationship to other statuses.

Milestone Status Types

Milestone status types include:

Milestone Status	You must set the Milestone Status field to <i>Ready</i> before the system can perform any processing against it. Once the system processes a <i>Ready</i> milestone and confirms that the required conditions are met, the system changes the milestone status from <i>Ready</i> to <i>Completed</i> and no longer allows changes. When you enter a milestone, the milestone status is <i>Pending</i> by default.
Milestone Condition Status	The Milestone Condition Status field is an “on/off” type of switch set by the system, except for user-initiated conditions. The criteria that the system uses to set this condition status switch is whether the condition is true or not, and varies by condition type. When you create a milestone condition, its status is <i>Ready</i> by default.

Milestone Status Values

Milestone status values include:

Pending	Milestones are ignored by the Milestone Processing Application Engine (CA_MS_PRCs). You can add or delete milestone conditions for milestones with a status of <i>Pending</i> only.
Ready	Milestones are processed by the Milestone Processing Application Engine. When you change the milestone status to <i>Ready</i> , and click the Save button, edit checking validates that you have correctly entered all fields for both the milestone and its conditions. If one of the milestone’s conditions is another milestone, then you must also enter all relevant fields for the referenced milestone.

Once you have set the milestone status to *Ready*, the system does not allow any further edits to the milestone or any of the milestone conditions. If you need to make any changes, you must change the milestone status back to *Pending*.

Completed

The Milestone Processing Application Engine updates the milestone status to *Completed* once its conditions are met.

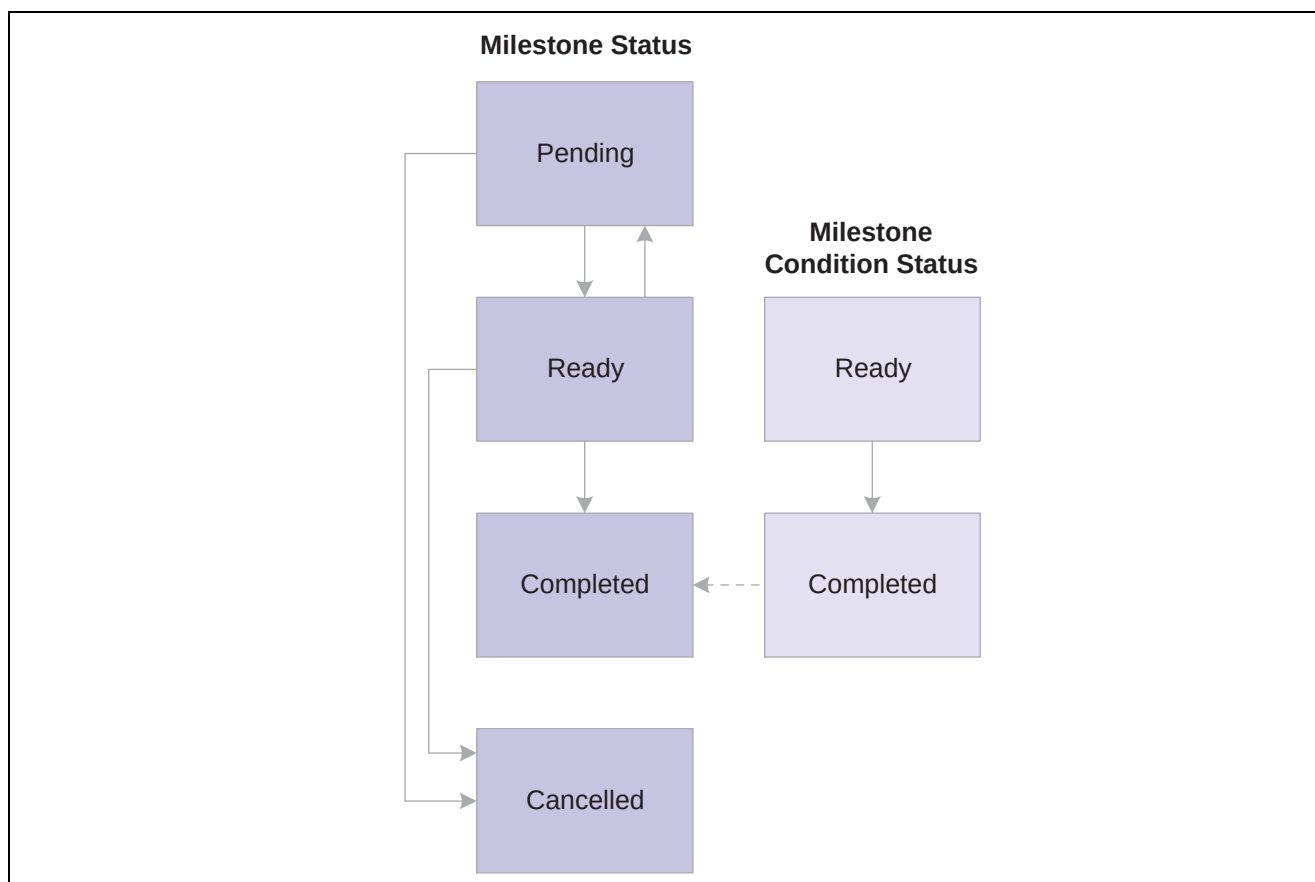
Once the system has marked a milestone as *Completed*, the system does not allow any further adds, changes, or deletions. A *Completed* milestone cannot have its status changed back to *Pending*.

Cancelled

Cancel a milestone before it's complete by manually setting the Milestone Status field to *Cancelled*.

If you have manually set a milestone to *Cancelled*, the system does not allow any further adds, changes, or deletions. A *Cancelled* milestone cannot have its status changed back to *Pending*.

This diagram depicts the milestone status and milestone condition status, and the relationships between the two:



The relationship between milestone status and milestone condition status

Milestone Status Example

Suppose that you enter a milestone with three milestone conditions and set the milestone to *Ready* status. You then realize that you need to change some of the milestone conditions. To change the milestone conditions:

1. Change the milestone status back to *Pending*.

- 2. Delete any conditions that you do not need.
The condition status is irrelevant in this case. However, you should note that if you delete a *Completed* condition and then redefine the same condition, the system displays the new condition with a default status of *Ready*.
- 3. Modify the conditions that you want to change.
- 4. Change the milestone status back to *Ready*.

Note. When you change a condition, the system automatically resets that condition’s status.

Relationship to Other Statuses

The only relationship between the milestone status and the other PeopleSoft Contracts statuses relates to revenue plan events and billing plan events. You can reference milestones to enable actions when the system sets a milestone status to *Completed*. Therefore, when you change the milestone status to *Cancelled*, the system performs edit checking to ensure that the milestone is not referenced on a revenue plan or a billing plan event. Additionally, edit checking ensures that the milestone is not referenced by another milestone’s condition. If the milestone is referenced somewhere else, you cannot change its status to *Cancelled*.

Note. If a PeopleSoft Project Costing milestone that is referenced by a contract is cancelled (inactivated) in PeopleSoft Project Costing, the user who is cancelling the milestone receives a warning stating that the milestone is referenced in a contract.

Milestone Methods

There are multiple ways to trigger a billing or revenue recognition event. Sometimes there is an advantage to using one way over another to trigger an event. For example, when creating an event on a milestone billing plan or milestone revenue plan, you can designate (using event type) that the event be triggered by either a *Date* or *Milestone*. Why would you want to have the event reference a milestone with a *Date* condition when you could simply use an event type date and enter the date directly? If the date is a key date triggering both billing and revenue recognition, you can set up one milestone and reference it on both the billing plan and the revenue plan. This enables you to more efficiently manage these events: if the key date changes, you only need to update the date in one location.

Additionally, milestones enable you to solve more complex scenarios. For example, a contract may stipulate that you can either bill a customer 90 days after a product ships or upon completion of an installation, whichever comes first. For this scenario, you can define a milestone with two conditions: one condition of type *Date* and one condition of either type *Milestone* or *User Initiated*. Then you can specify that the milestone is complete once *any* of its milestone conditions are complete.

Common Elements Used in This Chapter

# of Req’d Conditions (number of required conditions)	Displays the number of conditions that must be met for the system to mark this milestone complete. Values are: <i>One:</i> Any of the milestone’s conditions have been met. <i>All:</i> All of the milestone’s conditions have been met.

Activity Status

Select for the milestone to which you will be linking. You must select an activity ID before you can select an activity status. It is possible that this activity ID might contain multiple instances of this activity status. Milestone processing keys off of the first instance of this status. This field is available if you have a milestone condition type of *Milestone* and a milestone source of *Projects*.

Note. It is possible that an activity may pass through the designated activity status. During the course of a day a project administrator may assign the activity ID the status that you selected to trigger the milestone, and then later that day assign the activity ID a different status. PeopleSoft Contracts considers the milestone met when the triggering status was saved, even if it is later changed.

Business Unit

Displays the PeopleSoft Contracts business unit.

Days Lag

Displays the number of days that the system should delay marking a condition complete after the milestone to which you are linking is complete. This field is available for milestones with a *Milestone* condition type.

Days lag might be helpful if you do not know when a key event will take place, but you do know that you need to enable processing a specific number of days after the event takes place. Also, use the Days Lag field when you have a known date that needs to drive the processing of multiple transactions, but one or more of these transactions must be triggered at a known number of days after the key date has occurred.

**Milestone Condition Status
or Condition Status**

Indicates if a milestone condition has been met. When you create a milestone condition, *Ready* appears by default as the condition status. Once the milestone condition has been satisfied, the system updates the milestone condition status to *Completed*. For user initiated conditions, you manually set the Condition Status field to *Completed* when the condition has been met on the Update Milestone page.

Note. The milestone condition status works in conjunction with the # of Req'd Conditions field on the Milestone page. If you selected a value of *One* for the # of Req'd Conditions field, once the milestone condition status of at least one milestone condition is set to *Completed*, the system sets the milestone status to *Completed*. If you select a value of *All* for the # of Req'd Conditions field, then the milestone condition status for all milestone conditions must be *Completed* before the system sets the milestone status to *Completed*.

**Milestone Condition
Type or Type**

Displays the milestone condition type. Values include: *Date*, *Milestone*, *User Initiated*, and *SQL*.

**Milestone Nbr (milestone
number)**

Displays a milestone number. Each time that a milestone template is added to a contract, the system assigns the milestone template a unique number. This enables you to create multiple contract milestones based on the same milestone template. This number has no bearing on the order in which the system processes milestones.

PC Business Unit
(PeopleSoft Project Costing business unit)

Displays the PeopleSoft Project Costing business unit for the milestone to which you are linking. Necessary if you have a milestone condition type of *Milestone* and a milestone source of *Projects*.

Project or Activity ID

Displays the project ID or activity ID for the milestone to which you are linking. You must select a PeopleSoft Project Costing business unit before you can select a project ID or activity ID. Necessary if you have a milestone condition type of *Milestone* and a milestone source of *Projects*.

Note. Only activities designated in PeopleSoft Project Costing as milestone activities appear in the prompt list.

Setting Up Milestones

This section discusses how to:

- Define milestone classifications.
- Set up generic milestone templates.
- Set up generic milestone condition templates.
- Set up contract milestones and establish contract-specific conditions.
- Reference the milestones.

See Also

Chapter 7, “Structuring Contracts,” Defining Milestones, page 58

Pages Used to Set Up Milestones

Page Name	Object Name	Navigation	Usage
Milestone Classification	CA_MS_CLASS_PNL	Set Up Financials/Supply Chain, Product Related, General Options, Milestone Classification	Define milestone security by creating milestone classifications. A milestone classification is a set of permission lists. When you associate a milestone classification with a generic milestone, the ability to manage that milestone is limited to users who belong to one of the primary permission lists specified for the milestone classification.
Milestone Template	CA_MS_DEFN_PNL	Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Milestone Templates, Milestone Template	Set up generic milestone templates. When you set up a contract, you use these generic milestone templates to which you can add contract-specific data.

Page Name	Object Name	Navigation	Usage
Milestone Conditions Template	CA_MS_COND_DEFN	Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Milestone Templates, Milestone Conditions Template	Define the conditions used by the application processor to determine if a milestone is ready for processing. You can establish multiple conditions for a single milestone. Condition types can be either system-triggered events or manual events.
Milestone	CA_MS_ENTRY	Customer Contracts, Create and Amend, Create Milestones, Milestone	Associate previously defined, generic milestone templates with a contract. Review the milestone conditions that were established for the generic milestone template on which you based your contract-specific milestone. Edit existing conditions and define new contract-specific milestone conditions. Changes do not affect the generic milestone template.
Add Milestones	CA_MS_ENTRY_ADD_MS	 Click the Add Milestone button on the Milestone page.	Select a milestone template.
Billing Plan - Events	CA_BP_EVENTS	Customer Contracts, Schedule and Process Billing, Define Billing Plan, Events	Link the contract-specific milestones that you defined to your billing plans.
Revenue Plan	CA_ACCTPLAN	Customer Contracts, Schedule and Process Revenue, Define Revenue Plan	Link the contract-specific milestones that you defined to your revenue plans.

Defining Milestone Classifications

Access the Milestone Classification page.

See [Chapter 7, “Structuring Contracts,” Defining Milestone Classifications, page 59.](#)

Setting Up Generic Milestone Templates

Access the Milestone Template page.

See [Chapter 7, “Structuring Contracts,” Defining Milestones, page 60.](#)

Setting Up Generic Milestone Condition Templates

Access the Milestone Conditions Template page.

See [Chapter 7, “Structuring Contracts,” Defining Milestone Condition Templates, page 60.](#)

Setting Up Contract Milestones and Establishing Contract-Specific Conditions

Access the Milestone page.

Milestone

Contract Number: CONP002
Amendment Number: 0000000000
Business Unit:
Sold To Customer: Apex Systems
Contract Admin:

Description:
Contract Type: COMMERCIAL
Contract Status: ACTIVE
Processing Status:
Currency Code: USD

Left | Right

- 1 - DATE TYPE MILESTONE
 - DATE TYPE MS
- 2 - DESIGN COMPLETE
 - DESIGN COMPLETE
- 3 - USER INITIATED MS
 - * USER INIT MS
 - [MS003]

Milestones

Milestone Template: DESIGN

***Description:** DESIGN COMPLETE

***Milestone Status:** Ready

***# of Req'd Conditions:** All

Estimated Completion Date: 12/31/2003

Completion Date: 12/31/2003

Milestone Conditions

Description	Type	Condition Status
DESIGN COMPLETE	Date	Ready

Milestone page

If you already have milestones associated with your contract, upon accessing this page, the milestone tree and Milestones group box appear. If you have not associated milestones with your contract, these items do not appear on the page. The Milestone page consists of several different functional areas, including:

- Toolbar buttons.
- Milestone tree and visual indicators.
- Milestones group box.
- Milestone Conditions group box.

Toolbar Buttons

Use these buttons to create, delete, and refresh milestones and milestone conditions:



Click the Add Milestone button to add a milestone template to the contract. The milestone template populates the Milestone page with predetermined values and milestone conditions for your contract. You can change the values, conditions, and milestone template itself.



Click the Add Condition button to add a milestone condition to the selected milestone. You must have an existing milestone to add a milestone condition.



Click the Delete button to delete the selected milestone or milestone condition.



Click the Refresh button to refresh the Milestone page. If you have changed any milestone templates, refreshing the page updates the names of milestone and milestone conditions in the milestone tree.

Milestone Tree and Visual Indicators

Use the milestone tree to understand the structure of the milestones attached to the contract. In the tree, milestones appear at the highest level. Any attached milestone conditions are indented under each milestone. The Milestones or Milestone Conditions group box that appears on the page corresponds with the selected milestone or milestone condition in the tree.

-  Appears next to milestone or milestone conditions that are in *Pending* status.
-  Appears next to milestone or milestone conditions that are in *Ready* status.
-  Appears next to milestone or milestone conditions that are in *Completed* status.
-  Appears next to milestone or milestone conditions that are in *Cancelled* status.

Note. An asterisk next to a milestone condition indicates that the milestone condition type is *User Initiated*.. You must manually update the status of *User Initiated* milestones to *Completed*.

Milestones Group Box

Use the Milestones group box to change the milestone template, enter milestone completion dates, and so forth:

Milestones

Milestone Template:DESIGN

*Description:DESIGN COMPLETE

*Milestone Status:Ready

*# of Req'd Conditions:All

Estimated Completion Date:12/31/2003

Completion Date:12/31/2003

Milestone Conditions

View AllFirst1 of 1Last

Description	Type	Conditon Status
DESIGN COMPLETE	Date	Ready

Milestone page: Milestones group box

Milestone Template Displays the milestone template name. Change the milestone template by clicking the Milestone Definition button.



Click the Milestone Definition button to select a different milestone template. If you did not specify a type for the contract, the list of values contains all existing milestones. If you specified a contract type, then the list is limited to the milestones specified in CA_MS_DEFN_CT. If there are no contract types for a milestone, then by default, the milestone is applicable for all types.

After selecting a new milestone template, click the Refresh button to update the milestone tree with the new milestone associated milestone conditions.

Description

Accept the default description or enter a contract-specific description. This enables you to easily take a generic milestone description (such as *Product Delivery*) and make it more specific (such as *AR Product Delivery*).

Note. It is recommended that when you use the same milestone template more than once on a contract, you give each instance of the milestone a unique description. This aids you when you are referencing specific milestones for billing and revenue recognition, where you must pick the milestone from a list.

Milestone Status

Select a milestone status. Values are:

Pending: Milestones will not be processed by the Milestone Processing Application Engine.

Ready: Milestones are eligible for processing by the Milestone Processing Application Engine.

Completed: The Milestone Processing Application Engine updates the milestone status to *Completed* once its conditions are met.

Cancelled: Cancel a milestone by manually setting the milestone status to cancelled.

Estimated Completion Date

Displays the estimated completion date, which is a system-calculated value based on the milestone conditions. The system uses the selection in the # of Req'd Conditions field to determine the estimated completion date. If the selection is *Any*, then the system chooses the earliest estimated completion date assigned to a milestone condition. If the selection is *All*, then the system chooses the last estimated completion date assigned to a milestone condition. The system also takes into account any value in the Days Lag field.

Completion Date

Enter a completion date for the milestone. This manually updated field enables you to record the true completion date.

Milestone Conditions Group Box

The fields that appear in this group box depend on your milestone condition type:

Milestone Conditions

Description:

DESIGN COMPLETE

Conditon Status:

Ready

*Type:

Date

Completion Date:

12/31/2003

Milestone page: Milestone Conditions group box

Description	Condition description of the milestone template. Accept the default description or enter a contract-specific description.
Type	Select a milestone condition type of <i>Date</i> , <i>Milestone</i> , <i>SQL</i> , or <i>User Initiated</i> .
Completion Date	For <i>Date</i> milestone condition types, enter the completion date. The milestone condition is complete when the system date reaches the completion date.
Estimated Completion Date	(Optional) Enter an estimated completion date. This date has no effect upon milestone processing. The field is available for milestones with <i>User Initiated</i> and <i>SQL</i> milestone condition types.
Mark Complete	Click to manually set the status of a <i>User Initiated</i> milestone condition type to <i>Completed</i> . This field is available for <i>User Initiated</i> milestone condition types only.
Milestone Source	Select the milestone source for milestones with a condition type of <i>Milestone</i>. Values include: <i>Contracts</i>: Milestone condition is associated with a milestone that you have defined in PeopleSoft Contracts. When selecting <i>Contracts</i>, you must complete the Prerequisite Milestone and Days Lag fields. <i>Projects</i>: Milestone condition is associated with a milestone that you have defined in PeopleSoft Projects. When you select <i>Projects</i>, you must complete the Days Lag, PC Business Unit, Project ID, Activity ID, and Activity Status fields.
Pre-requisite Milestone	Displays the milestone template and milestone sequence (milestone number) to which you are linking this condition. The list of values contains all milestones that have been attached to this contract. This field is available for milestones with a <i>Milestone</i> condition type and a milestone source of <i>Contracts</i>. Note. The milestone number, also known as the sequence number, has no bearing on the order in which milestones or milestone conditions are processed. It’s just a unique number assigned by the system to enable you to use the same milestone template more than once on a contract.
SQL Statement	If you selected a milestone condition type of <i>SQL</i> , then you must enter a SQL statement. Enter the SQL statement representing the condition

that the system should test. Precede the SQL statement by WHERE, and ensure that it makes sense with the surrounding SQL.

See Also

[Chapter 7, “Structuring Contracts,” Defining Milestones, page 58](#)

Referencing the Milestones

Access the Billing Plan - Events page or the Revenue Plan page.

See [Chapter 18, “Setting Up Billing Plans,” Creating Billing Events, page 311](#).

See [Chapter 14, “Setting Up Revenue Plans,” Defining Revenue Plans, page 214](#).

Maintaining Milestones

This section discusses how to:

- Maintain milestones.
- Update milestones.

Pages Used to Maintain Milestones

Page Name	Object Name	Navigation	Usage
Milestones (manage)	CA_MS_MANAGE_COND	Customer Contracts, Update Contract Progress, Update Milestone Cond. Status, Milestones (manage)	Manage and maintain user-initiated milestone conditions. The Milestone Application Engine process processes the other milestone condition types (<i>Date</i> , <i>Milestone</i> , and <i>SQL</i>). You can manage only those milestones for which you have security access based on the milestone’s classification.
Update Milestone	CA_MS_MNG_CND_SEC	Click the Conditions link on the Milestones (manage) page.	Review and update the milestone conditions established for your user-initiated milestones.

Maintaining Milestones

Access the Milestones (manage) page.

Milestones

Business Unit:

US001

Contract:

Contract Type:

Sold To Customer:

Milestone Template:

Estimated Completion Date From:

To:

Reset Search

Search

Milestones									
Sold To Customer	Contract	Milestone Template	Description	Milestone Nbr	Region Code	Estimated Completion Date	Conditions	Milestone Status	System Completed Date
Apex Systems	CONP002	DATE1	DATE TYPE MILESTONE	1		11/30/2003	Conditions	R	
Apex Systems	CONP002	DESIGN	DESIGN COMPLETE	2		12/31/2003	Conditions	R	

Milestones (manage) page

Filter search results by entering specific values in the fields on this page. You must at least enter the PeopleSoft Contracts business unit. If you enter only a PeopleSoft Contracts business unit, the search returns all milestone templates for all *Ready* status milestones within that PeopleSoft Contracts business unit.

Milestone Template

Enter a milestone template. When you search on a specific milestone template, the search returns all milestone sequence numbers sharing that milestone template.

Estimated Completion Date From and To

Enter a from date and a to date to search for milestones based on the value that you entered for the milestone's estimated completion date.

Reset Search

Click to clear any values that you entered in the search fields.

Search

Click to search for milestones matching the search criteria that you entered in the search fields.

Note. The search works in conjunction with milestone security. The results of your search include only those milestones that you have the security to manage.

Milestones

The milestones matching your search criteria appear.

Estimated Completion Date

Displays the estimated completion date, which is a system-calculated value based on the milestone conditions. The system uses the selection in the # of Req'd Conditions field to determine the estimated completion date. If the selection is *Any*, then the system chooses the earliest estimated completion date assigned to a milestone condition. If the selection is *All*, then the system chooses the last estimated completion date assigned to a milestone condition. The system also takes into account any value in the Days Lag field.

Conditions

Click to access the Update Milestone page, where you can review the conditions for a milestone. For user-initiated milestones, you can manually update the condition status from this page.

System Completed Date Displays the date upon which the milestone status was set to complete.

Updating Milestones

Access the Update Milestone page.

Update Milestone

Contract:

CONP002

Sold To Customer:

1001

Region Code:

Milestone Nbr:

1

Milestone Template:

DATE1

of Req'd Conditions:

ALL

Business Unit:

US001

Apex Systems

DATE TYPE MILESTONE

Milestone Conditions

Customize

Find

View All

First

1 of 1

Last

Description	Milestone Condition Type	*Milestone Condition Status	Est Comp	Completion Date	Milestone Source	Days Lag	Pre-requisite Milestone	PC Business Unit	Project	Activity Status
DATE TYPE MS	Date	Ready		11/30/2003	CA					

Update Milestone page

Milestone Conditions

Milestone Condition Status Select the milestone condition status. Values are: *Ready* or *Completed*.

Est Comp (estimated completion date) If an estimated completion date was entered for this milestone condition, the estimated completion date appears. This date has no effect upon milestone processing. Estimated completion dates are available for milestones with *User Initiated* and *SQL* milestone condition types.

Completion Date Enter a completion date for the *Date* and *User Initiated* milestone conditions. This manually updated field enables you to record the true completion date.

Milestone Source Displays the milestone source associated with this condition. Values include:

Contracts: The milestone condition is associated with a milestone that you have defined in PeopleSoft Contracts.

Projects: The milestone condition is associated with a milestone that you have defined in PeopleSoft Project Costing.

Pre-requisite Milestone Displays a unique number assigned by the system to enable you to use the same milestone template more than once on a contract. The prerequisite milestone has no bearing on the order in which the system processes milestones or milestone conditions.

Processing Milestones

The Processing Milestones Application Engine (CA_MS_PRCs) updates milestone condition statuses for *Milestone*, *Date*, and *SQL* type milestones. For *User-Initiated* conditions, you manually update the condition status on the Milestones (manage) page.

Milestone Processing Summary

Milestones and conditions both have status fields. When you run the Milestone Processing Application Engine, the system performs checks on both of these statuses. The system first checks the milestone condition status for all conditions associated with a *Ready* milestone. If a *Ready* condition has been met, the system sets the milestone condition status from *Ready* to *Completed*. The system then checks the milestone status. The system checks if the milestone requires one or all of its conditions to be met. If a milestone's required conditions have been satisfied, the system sets the milestone status to *Completed*. Billing and revenue recognition events associated with *Completed* milestones can then be processed by the PeopleSoft Contracts billing and revenue recognition application engines.

Note. If you have a user-initiated milestone condition, after setting its status to *Completed*, you must run the Milestone Processing Application Engine so that the system sets the milestone status to *Completed*.

It is recommended that you run the Milestone Processing Application Engine before running the billing application engine or revenue recognition application engine processes. This ensures that any milestones that have been met as of the time that you run the billing or revenue recognition processes are set to the correct status.

For example, suppose that you have a milestone billing plan with a milestone event where the milestone source is *CA* and the milestone ID is *MS001*. The billing plan event status is *Ready*. Because the billing plan event status is *Ready*, each time that the billing plan is processed, assuming it's not on hold, the system checks the milestone status in the Milestone table. If you have run the Process Milestones Application Engine and the system has updated the milestone status to *Completed*, then the billing for that billing plan event can occur.

The Process Milestones Application Engine does not automatically trigger the Billing or Revenue Recognition Application Engines. You can create a job that runs these processes after the Milestone process.

Application Engine Flow

When running the Process Milestones Application Engine, the system creates rows in the table PS_CA_MS_TAO. This table contains all contracts for the criteria that you specified with a contract status of *Active* and a milestone status of *Ready*. This table is used as a basis for what is processed. The Milestone Application Engine then performs these steps:

1. Processes all milestone conditions (CA_MS_COND) where type = *Date*.
2. Processes all milestone conditions (CA_MS_COND) where type = *SQL*.
3. Processes all milestone conditions (CA_MS_COND) where type = *Milestone* and source = *PC*.
4. Processes all milestones (CA_MILESTONE) based upon the required number of conditions:
 - a. ONE condition
 - b. ALL conditions
5. Processes all milestone conditions (CA_MS_COND) where type = *Milestone* and source = *CA*.

6. Repeats steps 4 and 5.

Page Used to Process Milestones

Page Name	Object Name	Navigation	Usage
Process Milestones	RUN_CA_MSTONE	Customer Contracts, Update Contract Progress, Process Milestones	Update milestone condition statuses from <i>Ready</i> to <i>Completed</i> for Milestone, Date, and SQL type conditions meeting the parameter criteria that you specify. This process also updates milestone statuses based on their conditions.

Processing Milestones

Access the Process Milestones page.

Process Milestones page

Enter values in any of the fields on this page to filter the milestones that you want the system to process. Filter by PeopleSoft Contracts business unit, contract type, sold to customer, or contract number. If you leave all fields blank, the process picks up all available milestone activity in PeopleSoft Contracts.

Reviewing Project Milestones

This section discusses how to:

- Review project milestones.

- Review details of project milestones attached to contract billing or revenue plans.

Pages Used to Review Project Milestones

Page Name	Object Name	Navigation	Usage
Project Milestones	CA_PROJ_MLS	Project Costing, Project Definitions, Project Milestones	Search and view project milestones with an activity status of <i>Milestone</i> meeting selected search criteria. From this page you can navigate to details of contracts tied to the project milestone.
Impacted Contracts Details	CA_PROJ_MLS_IMP	Click Yes on the Project Milestones page.	View details of project milestones attached to contract billing plans, revenue plans, and contract milestones. From this page you can navigate to details of the associated billing plan, revenue plan, or milestone condition.

Reviewing Project Milestones

Access the Project Milestones page.

Project Milestones

▼ Search Criteria

*Project Business Unit: US001

Project:

Project Manager:

Sold To Customer:

Activity:

Activity Status: ☐

Status as of Effective Date:

☒ Show Contract Impact Only

Search

Clear

Milestones

Customize | Find | View All | First 1 of 1 Last

Project Business Unit	Project	Activity	Description	Status as of Effective Date	Activity Status	Contract Impact
US001	PC_MILESTONE	MILESTONE1	License-Projects	Active	Approved	Yes

Project Milestones page

To filter search results, enter values in the fields in the Search Criteria group box. If you leave all fields blank, the search returns all project milestones within your system.

Search Criteria

Show Contract Impact Only

Select to return search results for project milestones attached to contract billing plans, revenue, plans, or contract milestones only.

Milestones

- Activity** Click to access the Activity Details page, where you can review details of the activity associated with this milestone.
- Status as of Effective Date** Displays the status of the activity (milestone) as of the effective date. Values include: *Active* or *Inactive*.
- Contract Impact** Indicates whether this milestone is tied to any contract lines. Values include: *Yes* or *No*. When the project milestone is referenced in any PeopleSoft Contract billing plan, revenue plan, or contract milestone, *Yes* appears in this field. Click the *Yes* link to access the Impacted Contract Details page.

Reviewing Details of Project Milestones Attached to Contract Billing or Revenue Plans

Access the Impacted Contracts Details page.

Impacted Contracts Details

PC Bus Unit: US001 **Project:** PC_MILESTONE Milestone Project
Activity: MILESTONE1 License-Projects
Activity Status: A Approved

Detail							
Contract Number	Description	Business Unit	Sold To Cust	Impact Area	Identifier	Impact Detail	Target Activity Status
INTEGRATION - FINANCIALS		US001	Highland Hospital	Milestone	1 (PCMILE)	Condition 1	
INTEGRATION - FINANCIALS		US001	Highland Hospital	Billing	B102	Event 1	

[Return](#)

Impacted Contract Details page

The system limits the list of project milestones that appear on this page to those that are attached to contracts billing plans, revenue plans, or contracts milestones and are in *Pending* status. *Completed* and *Cancelled* milestones do not appear on this page.

Pending milestones relate to billing events, revenue events, and milestone conditions as follows:

- Billing events: Includes billing events that are *Pending*, *Ready*, and *Recycled*.
- Revenue events: Includes revenue events that are *Pending* and *Ready*.
- Milestone conditions: Includes milestone conditions that are *Ready* only if the milestone status is *Pending* or *Ready*.

Impacted Contracts

- Impact Area** Displays which area of the contract is impacted by the projects milestones. Values include: *Billing*, *Revenue*, or *Milestone*.

Identifier	Displays the actual billing plan number, revenue plan number, or milestone ID where the project milestone and activity is referenced. Click the link in this field to access the associated billing plan, revenue plan, or milestone.
Impact Detail	Displays the associated event number milestone condition number in the billing plan, revenue plan, or contract milestone.
Target Activity Status	Displays the status of the project milestone specified for the billing or revenue event or for the contract milestone condition.

CHAPTER 14

Setting Up Revenue Plans

This chapter provides an overview of revenue plans and discusses how to:

- Define revenue plans.
- Assign contract lines to revenue plans.
- Preview revenue.

Understanding Revenue Plans

Revenue recognition can be managed by either PeopleSoft Contracts or PeopleSoft Billing. When PeopleSoft Contracts manages revenue for a contract line, you associate each contract line with a revenue plan. The revenue plan contains a list of events defining when revenue is recognized for each contract line assigned to that revenue plan.

When PeopleSoft Billing manages revenue for a contract line, you do not set up revenue plans. You only need to link the contract line to a billing plan. PeopleSoft Billing then recognizes revenue for that contract line as the contract line is billed.

This section discusses:

- Revenue recognition setup.
- Revenue plans.
- Revenue recognition event types.
- Revenue recognition methods.
- Revenue plan and event statuses.
- Revenue plan assignment rules.
- Revenue preview.

Revenue Recognition Setup

PeopleSoft Contracts enables you to capture revenue information on a contract and allocate amounts to specific contract lines within the PeopleSoft Contracts system. As part of this process, you need to structure the accounting information. You associate a product or service defined on a contract line with a revenue recognition method, manage when the conditions for recognizing the revenue have been met, and generate journal entries to enter the revenue into your general ledger system.

Setting up PeopleSoft Contracts to recognize revenue consists of several steps. Some steps are general and others are contract specific. The contract-specific steps are discussed later in this chapter.

At the system level, you:

- Select the revenue recognition method or deferred revenue overrides, if applicable.
- Select revenue plan templates, if applicable.
- Determine proration methods.
- Set up the Journal Generator (PeopleSoft General Ledger) template.
- Set up distribution codes.
- Set up distribution rules and distribution sets.
- Associate distribution rules with PeopleSoft Contracts business units.
- Associate distributions sets with products.

At the contract level, you:

- Allocate the contract value to all the contract lines.
- For each contract line, verify the distribution ChartFields—revenue, deferred revenue, and the unbilled accounts receivable accounting.
- Create revenue plans, including specifying a revenue recognition method for each plan, and assign them to contract lines.

Or, verify revenue plans created by revenue plan templates, if applicable.

Once you have completed the previous steps, you are ready to begin managing revenue recognition. To manage revenue recognition:

- Review or update events.
- Run the processes to pick up and distribute revenue for “Ready” plans and events and post the revenue to ledgers.

See Also

[Chapter 8, “Creating Contracts,” page 69](#)

[Chapter 10, “Entering Accounting Distributions,” page 129](#)

[Chapter 11, “Pricing Contracts,” page 137](#)

[Chapter 15, “Processing Revenue Recognition,” page 225](#)

Revenue Plans

PeopleSoft Contracts revenue plans enable you to define, administer, and maintain accounting schedules and rules for the products and services that you sell under a contract. Revenue plans are contract-specific; you cannot use the same revenue plan across multiple contracts.

After you have defined the revenue plans for a contract, data from PeopleSoft Contracts drives the creation of accounting entries for amount-based contract lines. Data from PeopleSoft Contracts and PeopleSoft Project Costing drives the creation of accounting entries for rate-based contract lines. In both cases, PeopleSoft Contracts creates accounting entries to send to PeopleSoft General Ledger and creates bill lines to send to PeopleSoft Billing. PeopleSoft Contracts generates the revenue entries and sends these to PeopleSoft General Ledger. PeopleSoft Billing generates the offsetting entries. PeopleSoft Billing also handles recurring revenue.

A contract can consist of multiple contract lines with complex and diverse revenue recognition requirements. In PeopleSoft Contracts you assign each product to its own contract line and then associate each contract line with its own set of accounting distribution codes. You then associate each contract line for which PeopleSoft Contracts manages revenue with a revenue plan. Revenue plans store the timing of revenue recognition, as well as any notes relating to individual revenue plan events. You can assign contract lines with similar revenue recognition requirements to the same revenue plan. When PeopleSoft Contracts manages revenue, each contract has at least one revenue plan, and it may have more.

Revenue plans are often made up of a series of dated revenue recognition events that are associated with percentages or amounts. The percentage or amount reflects how much of the contract line's negotiated amount will be recognized upon a certain date, milestone, or user-initiated action. Should a revenue plan be tied to several contract lines, then the amount that is recognized for each event is based on the sum of negotiated amounts of all contract lines associated with that revenue plan.

You can optionally select revenue plan templates to automate the creation of revenue plans on your contract. You can also associate events with your revenue plan template depending on your plan method. Create revenue plan templates on the Billing/Revenue Plan Templates page and apply the templates to a contract line in one of these ways:

- Associate the product with a revenue plan template when setting up the product definition.

The system creates the revenue plan automatically when you select the product onto a contract line.

- Associate the product with a revenue plan template upon adding a product to a contract line.
- Select a value in the Revenue Plan Template field on the Assign Revenue Plan page.

The system creates the revenue plan automatically when you assign the contract line to your plan.

See Also

[Chapter 14, "Setting Up Revenue Plans," Defining Revenue Plans, page 213](#)

[Chapter 7, "Structuring Contracts," Revenue and Billing Plan Templates, page 35](#)

[Chapter 7, "Structuring Contracts," Defining Revenue and Billing Plan Templates, page 46](#)

Revenue Recognition Event Types

The event type that you select determines which of the fields in the Events group box on the Revenue Plan page are relevant to the event. This table discusses the event types that you can select and the fields that are relevant to them:

Event Type	Event Type Definition	Associated Fields for the Event Type
Milestone (PeopleSoft Contracts)	Select an event type of <i>Milestone</i> and a milestone origin of <i>Contracts</i> (PeopleSoft Contracts) to associate the revenue recognition event with a milestone that you have defined in PeopleSoft Contracts.	Event Status MS Orig (milestone origin, also referred to as milestone source), Milestone Nbr (milestone number), Milestone Status, Description, Notes, Percentage Amount
Milestone (PeopleSoft Project Costing)	Select an event type of <i>Milestone</i> and a milestone origin of <i>Projects</i> (PeopleSoft Project Costing), to associate the revenue recognition event with a milestone that you have defined in PeopleSoft Project Costing.	Event Status, MS Orig (milestone origin, also referred to as milestone source), Notes, Project, Percentage, Amount
Date	Select an event type of <i>Date</i> to associate the revenue recognition event with a specific calendar date.	Event Status, Date, Notes, Percentage, Amount

The criteria for a revenue plan event to be valid for booking is based on the event type that you select.

Events tied to *Milestone* event types are valid for booking when all of the following items are true:

- The revenue plan has a *Ready* status.
- The event has an event status of *Ready*.
- The milestone is complete.

The way in which the system evaluates that a milestone is complete varies by the milestone origin, either PeopleSoft Contracts or PeopleSoft Project Costing.

- You have defined a percentage for the milestone event.

Events tied to a *Date* event type are valid for booking when all of the following items are true:

- The revenue plan has a *Ready* status.
- The event has an event status of *Ready*.
- The revenue recognition date qualifies for the date selection criteria in the Amount-based Revenue process.

Revenue Recognition Methods

Revenue recognition methods define the criteria that must be met before revenue can be recognized. In PeopleSoft Contracts, you 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. In your PeopleSoft Contracts business unit setup, you define your revenue management options to enable or disable a revenue recognition method override. If you selected the override check box during setup, the revenue recognition method from the product appears by default onto the contract line. You can change the method when linking the contract line to a revenue plan. You must assign contract lines to revenue plans that share the same revenue recognition method. You can assign multiple contract lines with same revenue recognition method to a single revenue plan.

PeopleSoft Contracts supports four methods of revenue recognition: *As-incurred*, *Apportionment*, *Percent Complete*, and *Milestone*. An additional method is *Billing Manages Revenue*. You never associate the *Billing Manages Revenue* method with a plan because it indicates that PeopleSoft Billing, and not PeopleSoft Contracts, manages the revenue.

As Incurred

Use this method to manage revenue on an as needed basis. The *As-incurred* method is transaction based revenue recognition—as the activity is incurred and processed by PeopleSoft Project Costing, revenue is recognized. This is the only method used for rate-based contract lines.

The advantage of managing as-incurred revenue through PeopleSoft Contracts is that you can separate revenue from billing to enable revenue recognition based on fulfillment rather than a billing schedule. Additionally, PeopleSoft Contracts enables you to place the as-incurred revenue plan on hold. This enables you to hold back revenue recognition without interrupting your billing process. You also have the option of defining events for as-incurred revenue plans.

Once you have booked all revenue associated with an as-incurred revenue plan, you must manually set the revenue plan's status to *Completed*.

Apportionment

Use this method to recognize a fixed amount of revenue over a predefined period of time. The parameters that you define when you select Apportionment as the method include start date, end date, and schedule. You can apportion your revenue over any number of uniquely-defined time segments with a different percent applied to each period.

The Apportionment method also uses the systemwide parameters of accounting date and proration method; these are defined on the Contracts Definition - BU Options page during system setup.

When you click the Build Event button, the system generates the apportionment events and places them in the event grid on the revenue plan. If revenue recognition is not a straight line, you may update the percentages or amounts on the grid after the events are generated. You can define multiple proration schedules for a single revenue plan, as long as the total apportioned amount equals the total revenue plan amount.

Once you have generated an apportionment schedule and built the revenue plan events for a revenue plan, the system can automatically recognize revenue according to these events. You can use the Review Revenue - Events page to

view revenue activities, both booked and pending entries. You can optionally place revenue plans on hold from the Revenue Plan page. When you place a revenue plan on hold, events that would normally be booked in the next run of the Amount-based Revenue process are skipped. When you remove the hold, these event can be picked up in the next run of the process.

% Complete

Use this method to recognize revenue based on a manually entered percentage of completion or a system updated percentage of completion based on your associated project. Parameters include percent completed and the accounting date for amount completed but not yet recognized.

Use this method for contract lines where you are entitled to book increments of revenue at different intervals, but there is no set list of intervals or percentages. A % Complete revenue plan can only have one *New* or *Ready* revenue plan event at a time. Over the life of the contract line, as you receive permission to book a percentage of revenue for that contract line, you navigate to the % Complete revenue plan and generate a new event. Then, the system marks it *Ready*. Any additions to the percent complete will only update the single percent complete event in the *New* or *Ready* status. Once the event is set to *In Progress*, subsequent events can be created.

Milestone

Use this method to recognize a fixed amount of revenue spread over time and triggered as each milestone is met. The milestone may be a milestone defined in PeopleSoft Contracts or in PeopleSoft Project Costing. You may associate multiple milestones with the revenue plan. When you do this, you need to specify the portion of revenue that is to be recognized upon the completion of each milestone. Parameters include milestone, percent or amount to recognize, and accounting date.

When associating events with milestones, you have the option of leaving the event status as *New Event* or setting the event status to *Ready*. Which status you use depends upon how much control you want to exercise over revenue recognition for a particular event. When you leave the event status at *New Event*, after a milestone completes, you must use the Review Revenue - Events page each period to review and select those revenue plan events that are now eligible to be booked. When you set the event status at *Ready*, once the milestone completes, the system books the revenue associated with that revenue plan line the next time that you run the amount-based revenue process.

Billing Manages Revenue

Use this method when PeopleSoft Billing, not PeopleSoft Contracts, manages the revenue for a contract line. Only fixed-fee and recurring contract lines can use this method. You must always use this method with recurring price types. With this revenue recognition method, you do not set up a revenue plan. You assign the contract line to a billing plan only. PeopleSoft Billing then recognizes revenue for the contract lines that are billed.

This table discusses each available revenue recognition method:

	As Incurred	Percentage of Completion	Milestone	Apportionment
<i>Basis (how to recognize revenue)</i>	As-needed (can be scheduled).	Event-based (percent revised over time).	Event-based (percent or amount defined for each event).	Schedule-based (start and end dates known).
<i>Amount</i>	Rate-based (amount is based on transactions).	Fixed (amount defined in contract).	Fixed (amount defined in contract).	Fixed (amount defined in contract).
<i>Business examples</i>	Time & Material Consulting	Fixed-Price Consulting	Product or Fixed-Price Consulting	Maintenance on a product.

Associating a Product with a Revenue Recognition Method

When you define a product, you associate that product with a revenue recognition method. The revenue recognition method that you associate with the product depends upon the price type of the product. This table lists the four product pricing types that PeopleSoft Contracts supports:

Price Type	Description	Available Revenue Recognition Methods
<i>Amount</i>	Used for products that have a fixed price.	Apportionment Percent Complete Milestone Billing Manages Revenue
<i>Percentage</i>	Used for products that are priced as a percent of one or more contract lines. For example, technical support is often priced as a percentage of the license price for the products being licensed under the contract.	Apportionment Percent Complete Milestone Billing Manages Revenue

Price Type	Description	Available Revenue Recognition Methods
<i>Rate</i>	Used for products, such as services, that have 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
<i>Recurring</i>	Used for products that have a recurring pricing structure where a start date and schedule are defined.	Billing Manages Revenue

Changing Revenue Recognition Methods

If, on the Contracts Definition - BU Options page, you specified that the change of revenue recognition parameters is allowed, you can change a contract line's revenue recognition method when assigning a contract line to a revenue plan. If you did not enable this option, you cannot change a contract line's revenue recognition method and can only associate a contract line with a revenue plan that is of the same revenue recognition method. This restriction provides a control to keep the revenue recognition method for a particular product consistent across all contracts in which it is used for accounting purposes.

If you have enabled this option, users will be able to change the revenue recognition method of a contract line when assigning it to a revenue plan. You must make your changes on the Assign Rev Rec Plan - Accounting Plan page. Here are the rules regarding when you can and cannot make changes to a revenue recognition method:

- You cannot change an as-incurred revenue recognition method (because price type equals rate, and rate has only one valid revenue recognition method).
- You cannot change from or to the Billing Manages Revenue method if the contract is *Active* and tied to a bill plan with a status other than *Pending* or *Ready* (because PeopleSoft Billing has already begun processing).
- You cannot change the revenue recognition method on a revenue plan.

You must first unassign the line on the Assign Rev Rec Plan page and change the method on the Assign Revenue Plan page.

- You cannot change the *Billing Manages Revenue* revenue recognition method for a contract line with a *Recurring* price type, because *Billing Manages Revenue* is the only valid revenue recognition method for this price type.

Note. You always have the ability to change the revenue recognition method for an ad hoc product regardless of whether or not you selected the *revenue recognition method override* option on the Contracts Definition - BU Options page.

For revenue plan templates, if you did not select the revenue recognition override option for the associated business unit, then when you add a contract line, you cannot assign a template with a revenue method other than the contract line's default method.

Revenue Plan and Event Statuses

There are two areas related to PeopleSoft Contracts revenue recognition that have status fields: revenue plans and revenue plan events. Status fields exist for each area to initiate edit checking, enable processing, and indicate booking progress.

Understanding Revenue Plan Status

There are eight status values for a revenue plan:

Pending

Appears by default when you define a new revenue plan. When you save a revenue plan in *Pending* status, the system does not perform edit checking. This enables you to work on a revenue plan, save your work, and return to that revenue plan to finish your work at a later date. When you have completed entering data for a revenue plan, you manually set the status field to *Ready*.

Note. If you are using templates and you selected the *Activate Contract* option on the template, the system automatically sets the revenue plan status to *Ready* upon contract activation.

Ready

You can select this status for a revenue plan when the contract has an *Active* status. If all required conditions are met (see Changing a Revenue Recognition Status to Ready below), the revenue plan status becomes *Ready*, and one of the Revenue Recognition Application Engines (CA_LOAD_GL1 for amount-based revenue recognition and PSA_ACCTGGL for rate-based revenue recognition) may now process this revenue plan.

If you are using templates to automate your revenue plan process and you selected the *Activate Contract* option on the template, the system automatically sets the revenue plan status to *Ready* upon contract activation.

In Progress

Once revenue recognition has begun, the Revenue Recognition Application Engine changes the plan's status to *In Progress*.

At this point, the revenue plan status becomes display only and the system restricts revenue plan changes to events that have not yet been processed. Plans with a revenue recognition method of % *Complete* have only one event in this state.

Action Required

The system sets a revenue plan to an *Action Required* status if a contract line amendment is processed or an event is reversed. You must review the event inserted by the amendment or reversal process and re-allocate the plan to account for the amendment or reversal. Once you have reviewed the revenue plan and made any necessary changes, click the Reviewed button to signify to the system that the plan is ready to continue with processing. The system validates that 100 percent of the revenue plan amount is defined on events and changes the status from *Action Required* to *In Progress*.

Note. When you create an amendment for a revenue plan that has a status of *complete*, the system sets the billing plan status to *In Progress* instead of *Action Required*.

Cancelled	Revenue plans may be cancelled from a status of <i>Pending</i> or <i>Reversed</i> . Cancellation may occur due to the entire contract being terminated or superseded, a contract line being dropped, or to consolidate contract lines onto another revenue plan. Once cancelled, a revenue plan cannot be reopened.
Completed	For milestone, apportionment, and percent complete revenue recognition methods (amount-based revenue), once all revenue plan events are complete and total 100 percent of the plan's amount, the system updates the plan to <i>Completed</i> (through the Application Engine – CA_LOAD_UPD). This indicates that all revenue for this plan has been distributed. For as-incurred revenue recognition (rate-based revenue), you must manually select the <i>Completed</i> status because the system does not know when the last transactions were accumulated in PeopleSoft Project Costing and processed through to revenue recognition. If your as-incurred revenue plan has events associated with it, you must wait until all events are complete before you can select the <i>Completed</i> status.
Reversal In Progress	When you initiate the reversal of a revenue plan, the system changes the status of the revenue plan to <i>Reversal In Progress</i> .
Reversed	You can reverse a revenue plan from the Review Revenue page or the Contract Reversal page. When you first reverse a plan, the plan receives a status of <i>Reversal in Progress</i>. When all events have been reversed, the system updates the plan status to <i>Reversed</i>. You cannot reopen reversed plans. Note. <i>Pending</i> and <i>Ready</i> revenue recognition events do not get reversed, so those events may appear on the revenue plan when the system sets the plan status to <i>Reversed</i>.

Note. You cannot close a contract if any associated revenue plans have a status of *In Progress* or *Action Required*.

If the revenue plan status is *Ready*, *In Progress*, or *Action Required*, you can select the Hold check box to temporarily hold the revenue plan from processing. The system stores the date on which you placed the revenue plan on hold for reference purposes.

The system performs specific edits when the revenue plan is moved from one status to another. A revenue plan must pass all edits for the status change to occur.

Auto Readying Revenue Plans

A check box on the revenue plan page indicates whether the system should mark the revenue plan *Ready* automatically upon contract activation. The value in this check box populates from the option defined on the Billing and Revenue Plan Template page. The default for this template option is to leave the plan *Pending*. Therefore, you must select this option on the template for the system to automatically set the revenue plan status to *Ready* upon contract activation. You also have the option to select this check box while in a revenue plan. Then, upon saving, the system automatically readies the plan.

Changing a Revenue Plan Status to Ready

When you move the revenue plan status to *Ready* and click the Save button, the system performs the following edit checks:

- The contract status is mapped to a processing status of *Active*.
This ensures that the contract is fully captured, pricing is fully allocated, and all accounting distributions are defined and valid.
- At least one contract line is attached to the revenue plan.
- For Milestone and Apportionment method revenue plans, a minimum of one event is defined for the revenue plan and the sum of the events equals the plan amount.

Note. The same edits apply when the system automatically readies the revenue plan upon contract activation through the revenue template option.

Changing a Revenue Plan Status to Pending

You can manually move the status of a revenue plan from *Ready* to *Pending*. The system does not perform edit checking for this type of status change.

Changing a Revenue Plan Status to In Progress

For revenue plans containing events, the system automatically initiates a revenue plan status change from *Ready* to *In Progress* when the first revenue plan event status is moved to *In Progress*. The revenue recognition event status is moved to *In Progress* when you run the Revenue Recognition Application Engine (CA_LOAD_GL1 for amount-based revenue and PSA_ACCTGGL for rate-based revenue).

For as-incurred method revenue plans without events, the system automatically initiates a revenue plan status change from *Ready* to *In Progress* the first time that it processes billable lines for a project that is assigned to a contract line associated with that revenue plan. You cannot manually change the status to *In Progress*.

Changing a Revenue Plan Status to Action Required

The system set the revenue plan to a status of *Action Required* if a contract line amendment is processed or an event is reversed. The system also places the plan on hold. You must review the event inserted by the amendment or reversal process and reallocate the plan to account for the amendment or reversal. Once you have reviewed the revenue plan and made any necessary changes, click the Reviewed button to rebuild the revenue schedule and to signify to the system that the plan is ready to continue with processing. The system changes the status from *Action Required* to *In Progress*.

Note. When you create an amendment for a revenue plan that has a status of *complete*, the system sets the billing plan status to *In Progress* instead of *Action Required*.

Changing a Revenue Plan Status to Completed

For amount-based revenue plans containing events, the system automatically changes the revenue plan status to *Completed* when all revenue plan events are *Completed*. The system does this when you run the Application Engine (CA_LOAD_UPD).

For as-incurred method revenue plans (both with and without events), you must manually initiate the status change because the system does not know when the last transactions were accumulated in PeopleSoft Project Costing, and processed through to PeopleSoft Billing. If your as-incurred revenue plan contains events, you cannot change the revenue plan status to *Completed* until all events have a status of *Event Booked*.

Changing a Revenue Plan Status to Reversed

You can reverse a revenue plan from the Review Revenue - Plans page or the Contract Reversal page. When you first reverse a plan, the revenue plan receives a status of *Reversal in Progress*. When CA_LOAD_UPD is run after the Journal Generator, the system sets the *Reversal in Progress* events to *Reversed*. When all events that were originally set to *Reversal in Progress* are updated to *Reversed*, the CA_LOAD_UPD process updates the revenue plan status from *Reversal in Progress* to *Reversed*.

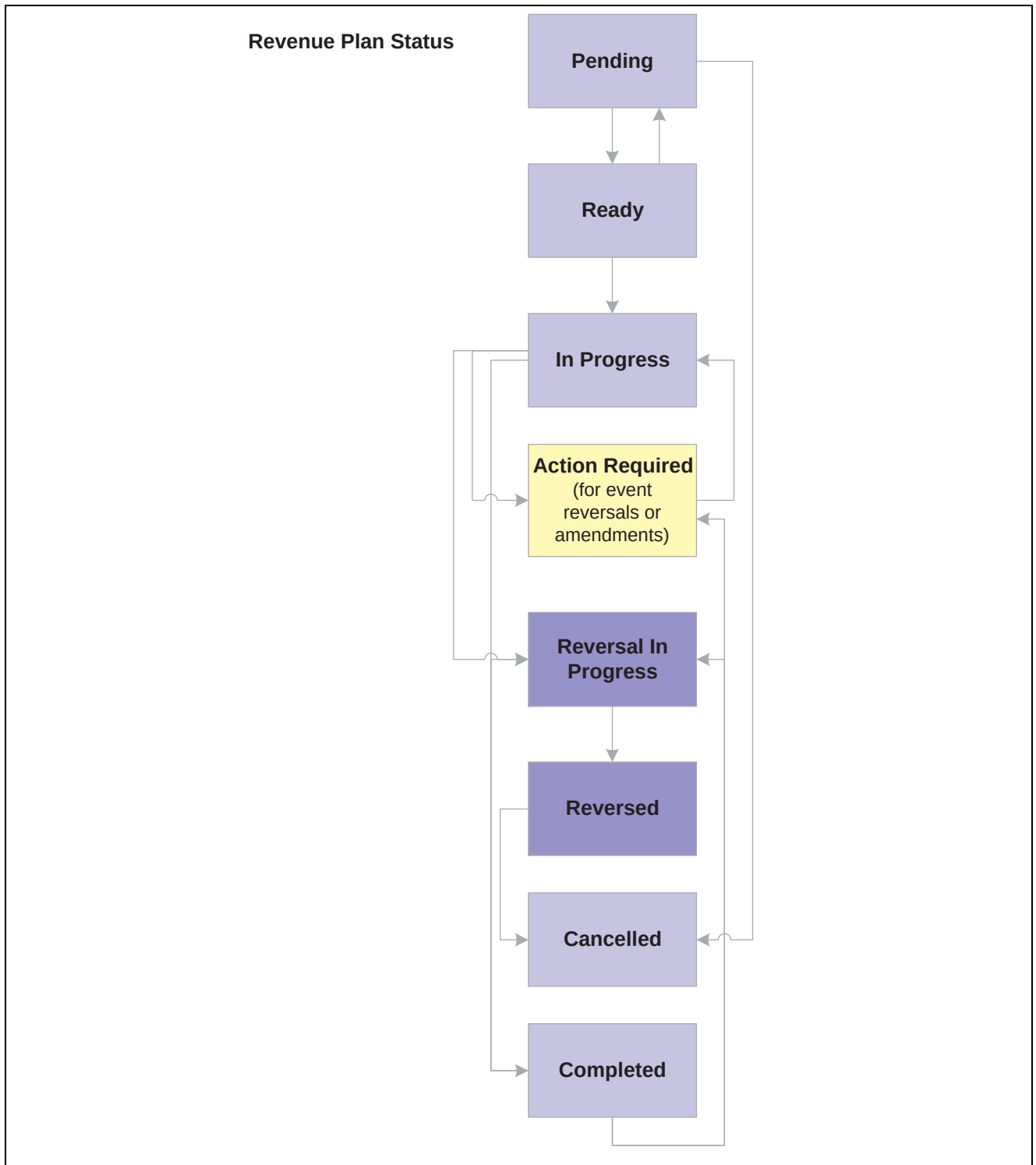
Note. *Pending* and *Ready* revenue recognition events do not get reversed, so those events may appear on the revenue plan when the system sets the plan status to *Reversed*.

Changing a Revenue Plan Status to Cancelled

You can change the revenue plan status to *Cancelled* from a *Pending* or *Reversed* status.

Revenue Plan Status Flow

This diagram depicts the flow between status values:



Revenue plan status

Understanding Revenue Plan Event Status

The revenue plan event status acts as the final gatekeeper to determine if the event can be released. The system will not mark a revenue plan complete until all associated events are complete (booked).

There are seven revenue plan event statuses:

Pending	Appears by default status when you define a new revenue plan event. Revenue plan events with this status are not subject to system edit checking.
Ready	Setting an event to <i>Ready</i> makes it available for processing. The system sets apportionment and percent complete events to a status of <i>Ready</i> by default.
In Progress	Appears automatically once the revenue recognition event has been processed by the system by using the Revenue Recognition Application Engine process (CA_LOAD_GL1 for amount-based revenue and PSA_ACCTGGL for rate-based revenue). Events marked with this <i>In Progress</i> status are overlooked by future revenue processes.
Completed	Appears for both amount-based and rate-based revenue when you run the Application Engine (CA_LOAD_UPD) process.
Reversal Initiated	The system sets this status when you select the Reversal Initiated option and click the <i>Update Event Status</i> button on the Review Revenue - Events page. Selecting this option triggers the system to generate a reversal for the selected revenue plan events the next time that CA_LOAD_GL1 is run. At the same time that the system sets the event status to <i>Reversal Initiated</i>, the system also changes the revenue plan status from <i>In Progress</i> or <i>Completed</i> to <i>Action Required</i>. This indicates that you need to manage the revenue plan events to ensure that you update or define events for event level reversal amounts.
Reversal In Progress	The system sets this status when the application engine begins the reversal generation process.
Reversed	Appears when you have completed the revenue plan event reversal. You cannot reuse a reversed event (in other words, you cannot set the status back to <i>Pending</i> or <i>Ready</i>). Instead, you must add new events to the revenue plan.

Note. You cannot reverse events for as-incurred revenue plans.

Understanding the Relationship Between the Revenue Plan Status and Revenue Plan Event Status

The ability to edit revenue plan events depends on the status of your revenue plan:

- When the revenue plan status is *Pending*, you can freely edit your revenue plan events.
- When the revenue plan status is *Ready* or *In Progress*, you can edit revenue plan events with a status of *Pending* or *Ready*.
- When you reverse an event and the status of the revenue plan changes to *Action Required*, you can add new revenue plan events or edit revenue plan events with a status of *Pending* or *Ready*.

In addition, the following relationships apply:

- Once the first revenue recognition event status changes to *In Progress*, the status of the revenue plan also changes to *In Progress*.
- An amount-based revenue plan cannot be set to *Completed* by the system until all associated events are either *Reversed* or *Completed* and the event totals sum to 100 percent.

- A rate-based revenue plan cannot be set to *Completed* by the user until all associated events, if any, are *Completed*.
- If you reverse a revenue recognition event, the status of the revenue plan changes to *Action Required*.

Changing a Revenue Plan Event Status to Ready

The process for changing a revenue plan event status from *Pending* to *Ready* differs based on the revenue recognition method you are using. The system sets the status of apportionment and percent complete events to *Ready* upon creation. For milestone and as incurred revenue recognition methods, you can change an event status to *Ready* from the Review Revenue - Events page. From this page you can view all events matching your search criteria, and then set individual events to *Ready* (or back to *Pending*).

For percent complete revenue plans, access the Revenue Plan page, where you can manually update the total percent complete as of the date on which you are making the entry. The system uses this entry to generate the event on the revenue plan. As a result, you must make this entry on the revenue plan itself.

Changing a Revenue Recognition Event Status to In Progress

The revenue recognition event status is moved to *In Progress* when you run the Revenue Recognition Application Engine (CA_LOAD_GL1 for amount-based revenue and PSA_ACCTGGL for rate-based revenue). The Journal Generator Application Engine books all revenue associated with a revenue plan event to PeopleSoft General Ledger.

Changing a Revenue Recognition Event Status to Completed

When you run the post-Journal Generator process (CA_LOAD_UPD), the system updates the revenue recognition event status to *Completed* for both amount-based and rate-based revenue. For amount-based revenue, if all events for a revenue plan are booked and the event total equals 100 percent, the system also updates the revenue plan status to *Completed*. For rate-based revenue, the user must manually update the revenue plan status to *Completed*. (All revenue recognition events must have a status of *Completed*.)

Changing a Revenue Recognition Event Status to Reversal Initiated

The system sets this status when you select the Reversal Initiated option and click the *Update Event Status* button on the Review Revenue - Events page. Selecting this option triggers the system to generate a reversal for the selected revenue plan events the next time that CA_LOAD_GL1 is run.

At the same time that the system sets the event status to *Reversal Initiated*, the system also changes the revenue plan status from *In Progress* or *Completed* to *Action Required*. This indicates that you need to manage the revenue plan events to ensure that you update and define events for event level reversal amounts.

Changing a Revenue Recognition Event Status to Reversal in Progress

The system sets this status upon the reversal process picking up the events with a status of *Reversal Initiated* for processing.

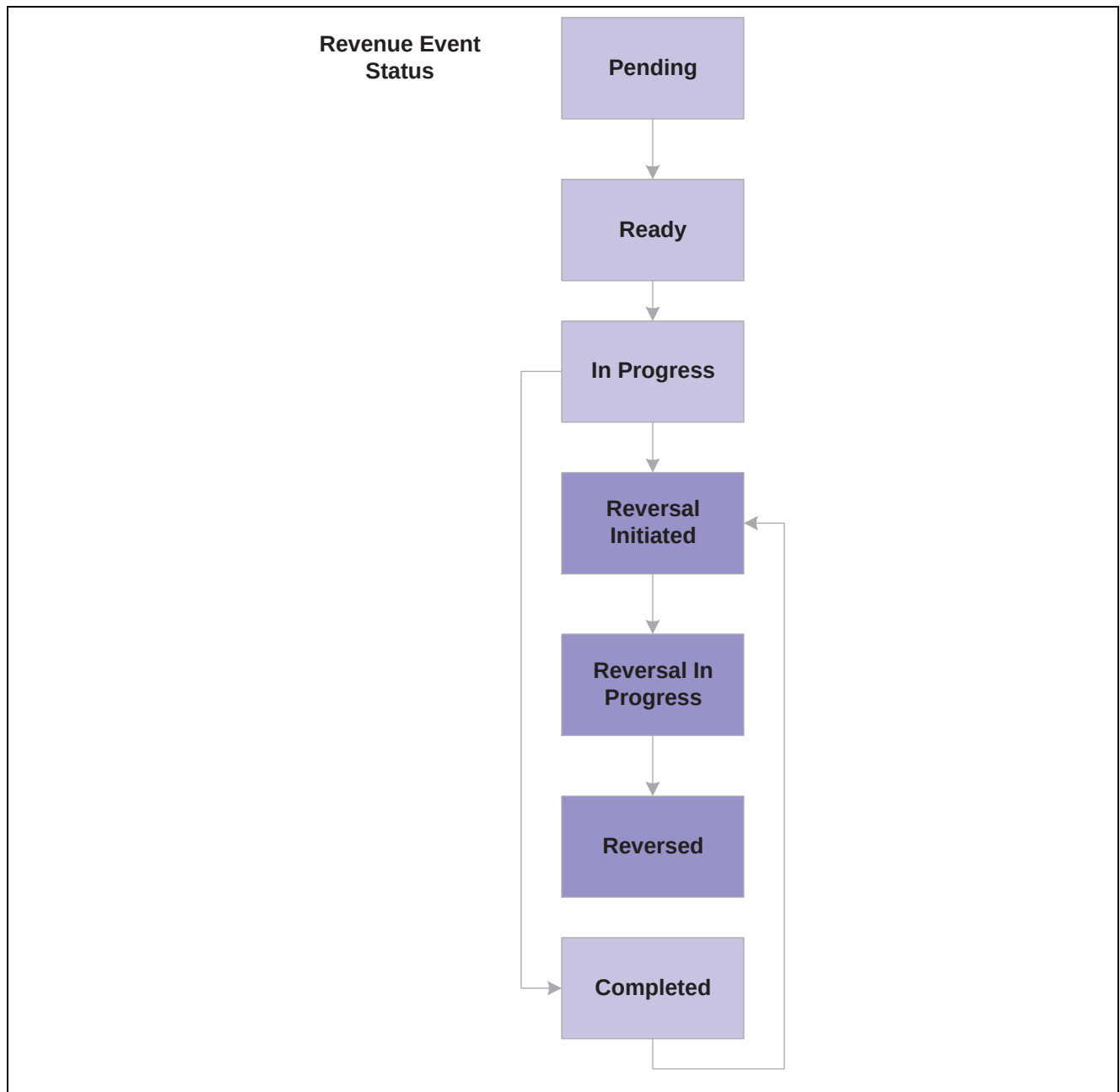
Changing a Revenue Recognition Event Status to Reversed

The system sets this status when you run the post-Journal Generator process (CA_LOAD_UPD). You cannot reuse a reversed event (in other words, you cannot set the status back to *Pending* or *Ready*). Instead, you must add new events to the revenue plan.

Note. You cannot reverse events for as-incurred revenue plans.

Revenue Event Status Flow

This diagram depicts the flow between event status values:



Revenue event status

Revenue Plan Assignment Rules

You assign contract lines to revenue plans on the Assign Rev Rec Plan - Accounting Plan page. From this page, you can either assign contract lines to existing revenue plans for that contract or you can create a revenue plan and assign contract lines at the same time. You can assign multiple contract lines to a single revenue plan. Each contract line for which PeopleSoft Contracts manages revenue, can be assigned to only one revenue plan. These are the rules for assigning a contract line to a revenue plan:

- The contract lines must be active.
- The revenue recognition method must be valid for the price type.
- The contract lines must be of the same revenue recognition method as the revenue plan unless you have selected the revenue recognition override option for the associated business unit on the Contracts Definition - BU Option page.
- When assigning an existing revenue plan, the revenue plan status must be *Pending*.

You can assign contract lines to revenue plans for contracts in *Pending* and *Active* statuses. When a contract is in *Pending* status, contract lines are still available for amount allocation. Assigning a contract line to a revenue plan does not impact your ability to perform amount allocation on that contract line. The system stores all amounts related to revenue plans and revenue plan events as a percentage of the revenue plan total. You can define events by percentage or amount. If you define by amount, you must manually update those amounts after making changes to the contract line amount. If you define by percentage, the changes to contract lines amounts made during the amount allocation step are automatically reflected on the revenue plan and revenue plan event amounts.

Note. You do not assign recurring contract lines to a revenue plan.

Assigning Revenue Plans

The following steps provide a high-level sequence of the activities that you need to perform when assigning contract lines to revenue plans.

To assign contract lines to revenue plans:

1. Create a new contract in *Pending* status.
2. Select products onto contract lines.

Note. If you associated revenue plan templates with your products, upon selecting those products onto contract lines and clicking Save, the system creates revenue plans and assigns them to contract lines automatically.

3. Assign the active contract lines to revenue plans (could be step 5).

You can assign a contract line to either a new revenue plan or a revenue plan that you have previously defined for the contract. You can define events for apportionment- and milestone-based revenue plans either before or after activating the contract.

4. Complete the amount allocation for all active contract lines.

This could change the amount on any active line.

Repeat steps 2–4 as needed.

5. Activate the contract.

It is possible to activate the contract prior to assigning any or all of the active lines to revenue plans.

6. Ready the revenue plans.

Note. If you selected the autoready option for this revenue plan, the system automatically changes the revenue plan status to *Ready* upon contract activation.

Unassigning Revenue Plans from Contract Lines

For a contract line to be unassigned from a revenue plan, its associated revenue plan status must be *Pending*, *Reversed*, or *Cancelled* to ensure that no processing has occurred. The revenue plan cannot have a status of *Ready* or *In Progress*.

See Also

Chapter 14, “Setting Up Revenue Plans,” Assigning Contract Lines to Revenue Plans, page 220

Revenue Preview

Preview Revenue is a read-only page that provides a view of fixed-fee revenue recognition events and their corresponding accounting entries before they are processed. The Preview Revenue page displays your accounting entries for a specific revenue plan on a specific contract. In addition, the Preview Revenue page displays amendment accounting entries.

The system builds and updates the schedule automatically whenever changes are made that impact the revenue plan’s accounting entries. Once a line is distributed from the schedule, it is marked as distributed. If the schedule is rebuilt, that line does not change.

The schedule is rebuilt when:

- A revenue plan status is changed to *ready* (due to a reversal of an event).
- A new effective dated accounting distribution is added.
- A new accounting date is entered for an event, which changes the accounting distribution.
- The accounting distribution is changed on the Accounting Distribution page.
- An event is deleted from the revenue plan.

Note. If the revenue plan status is *Action Required* or *Reversal In Progress*, then the amounts on the Preview Revenue page are not up-to-date until the plan has been reviewed or processing is completed.

See Also

Chapter 14, “Setting Up Revenue Plans,” Previewing Revenue, page 223

Prerequisites

At the system level:

1. Set up the Journal Generator (General Ledger) template.
2. Set up distribution codes.
3. Associate products with distribution sets and define distribution codes within the distribution sets.

Additionally, you must have created a contract and saved at least one active line to that contract.

Defining Revenue Plans

This section lists common elements and discusses how to:

- Define revenue plans.
- Use PeopleSoft Project Costing milestones as revenue plan events.

Common Elements Used in This Section

Accounting Date	Displays the date on which you recognize revenue for an event.
Contract	Displays the contract number for the revenue plans. If you created the revenue plan from the Assign Rev Rec Plan - Accounting Plan page, the system assigns the revenue plan to the assigned contract line's contract number.
Event	Displays a number unique to each event that is assigned sequentially by the system.
Internal Notes	Click to create notes to associate with this event.
Revenue Plan	Displays a unique identifier for each revenue plan.
Plan Status	<i>Pending</i> , <i>Ready</i> , and <i>Cancelled</i> are the only statuses that you can manually set; the other statuses are set as a result of a system process. The exception to this rule is that you must set the status to <i>Completed</i> for as-incurred revenue plans because they do not have amounts defined up front. This means that there's no way for the system to determine when revenue recognition has completed.

Pages Used to Define Revenue Plans

Page Name	Object Name	Navigation	Usage
Revenue Plan	CA_ACCTPLAN	Customer Contracts, Schedule and Process Revenue, Define Revenue Plan, Revenue Plan	Define a revenue plan for contract lines in which revenue is managed by PeopleSoft Contracts. For each revenue plan that you define, you select a revenue recognition method for the revenue plan, and then define the events that trigger revenue recognition. You do not define revenue plans for contract lines with revenue managed by PeopleSoft Billing.
Event Notes	CA_AP_EVENTS_NOTE	Click Event Note on the Revenue Plan page.	Create internal notes that you can associate with a revenue plan event.
Project Information for Event	CA_AP_PROJ_SP	Click Projects on the Revenue Plan page.	Click to link a revenue recognition event occurrence to a PeopleSoft Project Costing milestone and designate when the revenue recognition event should consider that milestone achieved. You must have a milestone event with a milestone origin of <i>Projects</i> .

Defining Revenue Plans

Access the Revenue Plan page.

Revenue Plan

Contract: CON000000000023 **Business Unit:** US001 **Currency:** USD
Sold To Customer: 1002 Easy Solutions **GL Business Unit:** US001
Revenue Plan: R101 **GL Currency:** USD

Description: ***Plan Status:**
Recognition Method: Milestone ☐ Hold

Define Events By

☒ **Percent**
☐ **Amount**
[Internal Notes](#) [Preview Revenue](#)
[Add Milestone](#)

Amount Detail

Total Amount: 4,000.00
Remaining Percent: 25.00000000
Remaining Amount: 1,000.00

Event Detail							Customize Find View All		First	1-4 of 4	Last
Event	Event Type	*Event Status	Accounting Date		Percent Complete	Amount					
1	Date	In Progress	07/15/2001	Event Note	25.00000000	1,000.00	+	-			
2	Date	Reveral In Progress	10/29/2003	Event Note	25.00000000	1,000.00	+	-			
3	Date	Ready	01/15/2002 31	Event Note	25.00000000	1,000.00	+	-			
4	Date	Ready	04/15/2002 31	Event Note	25.00000000	1,000.00	+	-			

Revenue Plan page

Note. Defining a revenue recognition event is optional for revenue plans with a revenue recognition method of *As-incurred*. If you choose to define an event, the as-incurred revenue recognition method limits you to one *Ready* event at a time.

GL Currency (PeopleSoft General Ledger currency)

Displays the PeopleSoft General Ledger business unit that you associated with this contract's PeopleSoft Contracts business unit, on the Contracts Definition - BU Definition page. This is the business unit in which revenue generated by this revenue plan is recorded, with the exception of interunit accounting.

The default currency code is that of the primary ledger of the General Ledger business unit.

Recognition Method

Displays the revenue recognition method, which describes the nature of the revenue recognition that applies to contract lines that are assigned to a revenue plan. The additional fields that appear on this page are specific to the events that you create for the previously selected revenue recognition method.

Amendment Amt
(amendment amount)

Displays the amount of the amended event.

Plan Status	Controls your ability to enter information into, and the processing that occurs against, the revenue plan. The available revenue plan statuses that you can control are: <i>Pending</i> , <i>Ready</i> , and <i>Cancelled</i> .
Reviewed	This button appears on the page when your revenue plan status is <i>Action Required</i> . This indicates that a contract line was amended or events were reversed and you must review the revenue plan events that were inserted by the amendment process. Click this button after you have reviewed your revenue plan events and made any necessary changes to <i>Pending</i> events. Clicking this button enables the system to continue processing your revenue plan and the system sets your revenue plan status back to <i>In Progress</i> to make it available for continued processing.
Hold	Select to place this revenue plan on hold. Any revenue recognition activity associated with the plan is not picked up by the PeopleSoft Contracts application engine processes. You can view plans that are on hold from the revenue management pages; however, you can only initiate and remove a hold on a revenue plan from this page. This option is not available on revenue plans with a <i>Pending</i> status.
Ready at Activation	Select this check box if you want the system to ready the revenue plan upon contract activation.

Define Events By

The fields that appear in this section vary depending on the revenue recognition method.

Add New Events	Click to add an event. This field appears when no contract lines are assigned to the revenue plan.
Percent	Select to define events by a percent of the total amount. This field is available for <i>Milestone</i> and <i>Apportionment</i> revenue plans only.
Amount	Select to define events by a specific amount. This field is available for <i>Milestone</i> and <i>Apportionment</i> revenue plans only.
Calculate Amounts	If <i>Percent</i> is selected, click this button to populate the Amount field in the Event Detail group box. This field is available for <i>Milestone</i> and <i>Apportionment</i> revenue plans.
Percent Source	Select a value of <i>Project</i> , <i>Project/Activity</i> , or <i>Specify Percent</i> . Upon selection of <i>Project/Activity</i> or <i>Project</i> , if this contract line is attached to a project or activity, the system pulls the percentage from PeopleSoft Project Costing and displays it in display-only format next to the Percent Source field. If you select the <i>Specify Percent</i> option, you must enter a specific percentage for building your event. This field is available for <i>Percent Complete</i> revenue plans only.

Note. The *Project* and *Project/Activity* options appear only if you have defined a project and activity for the contract.

Build Event	After you have selected a value for the Percent Source field, click this button to generate a revenue plan event. This field is available for <i>Percent Complete</i> revenue plans only.
Internal Notes	Click this link to create a revenue note to apply to the contract.
Add Milestone	Click to access the Milestone Entry page, where you can define a new milestone to add to a revenue plan event. This field is available for <i>Milestone</i> and <i>As Incurred</i> revenue plans only.
Preview Revenue	Click to preview revenue recognition for fixed-fee plans. This field is not available for <i>As-incurred</i> revenue plans.
Amendment Event Detail	Click to view the detail for the amended events associated with this revenue plan event.

Amount Detail

This group box is not available for *As-incurred* revenue plans.

Total Amount	Displays the total negotiated amount of all contract lines assigned to this revenue plan.
Remaining Percent	Displays the percentage of the total amount that is not yet associated with an event.
Remaining Amount	Displays the total amount minus the sum of all amounts on any events that you have created for this revenue plan.

Apportionment Parameters

The fields in this group box apply to *Apportionment* revenue plans only.

Start Date	Enter the start date for your apportionment schedule. If you have assigned only one contract line to the revenue plan, the system populates this field with the contract line's start date.
End Date	Enter the end date for your apportionment schedule. The period between the start and end dates is the period in which you are spreading your revenue. If you have assigned only one contract line to the revenue plan, the system populates this field with the contract line's end date.
Number of Periods	Enter the number of periods for your apportionment schedule.
Schedule ID	Determines how often to recognize revenue. Generates the from and to dates for each period.

Note. The Schedule ID field is user-definable in Common Definitions.

Percentage	Enter a percentage amount in this field to generate apportionment events based on a percentage of the revenue plan's total amount.

	Note. If, after building your apportionment events, you make subsequent changes to the pricing of the contract lines associated with this revenue plan, the system updates the apportionment event amounts by their percentage of the new total amount.
Amount	Enter a monetary amount in this field to generate apportionment events based on a specific amount. Note. If, after building your apportionment events, you make subsequent changes to the pricing of the contract lines associated with this revenue plan, your amounts will not be updated. You must rebuild your plan.
Build Event	Click to have the system generate event lines in the Event Detail group box based on the apportionment parameters that you entered. If revenue recognition is not a straight line, you may update the percentages or amounts in the group box after the events are generated. You can define multiple schedules for a single revenue plan, as long as the total apportioned amount equals the total revenue plan amount. Once you have generated an apportionment schedule and built the revenue plan events for a revenue plan, the system can automatically recognize revenue according to these events. The system calculates the amounts for each event using the revenue proration options that you selected on the Contract Definition - BU Options page.
Event Detail	
Event	Displays an event reference number. The system assigns an event reference number to each event that you associate with a revenue plan ID.
Event Type	For <i>Milestone</i> and <i>As-incurred</i> revenue plans, select an event type of either <i>Date</i> or <i>Milestone</i>. For <i>Percent Complete</i> revenue plans, the system populates this field with a value of <i>Date</i> because you cannot create any other type of event. Additional fields appear on the page based on your event type selection. Note. The criteria for a revenue plan event to be valid for booking is based on the event type that you select.
Event Status	Controls your ability to enter information into, and the processing that occurs against, the revenue recognition event. The available revenue recognition event statuses that you can control are: <i>Pending</i> and <i>Ready</i>.
Source	Specifies whether you added the percentage through PeopleSoft Contracts or PeopleSoft Project Costing. Values include: <i>Manual</i> and <i>Auto</i>. When building your event, if you selected <i>Specify Percent</i> in the Define Events By group box, <i>Manual</i> appears. If you selected <i>Project</i> or <i>Project/Activity</i>, <i>Auto</i> appears. This field appears for <i>Percent Complete</i> revenue plans only.

Accounting Date	Displays the date on which this event is valid for booking. For <i>Date</i> event types, this date determines when revenue can be recognized. For <i>Milestone</i> event types, this date and the completion of the milestone determine when revenue can be recognized. This is the date that PeopleSoft Contracts enters on the transaction prior to sending the transaction to PeopleSoft General Ledger.
Milestone Origin	Select from the following values: <i>Contracts</i>: Ties the revenue recognition event to a milestone that was defined in PeopleSoft Contracts. <i>Projects</i>: Ties the revenue recognition event to a milestone that was defined in PeopleSoft Project Costing.
Milestone Nbr (milestone number)	If you have a <i>Milestone</i> event type with an origin of <i>Contracts</i>, select a milestone number from the drop-down list box of all milestones that you have defined for this contract.
Days Lag	For <i>Milestone</i> event types, you can specify a positive number in this field. The days lag is the number of days after the milestone has completed that the system waits before processing the event.
Milestone Status	Displays the status of the selected milestone. Values are: <i>Pending</i>, <i>Ready</i>, <i>Completed</i>, and <i>Cancelled</i>.
Project Info	If you have a <i>Milestone</i> event type with an origin of <i>Projects</i>, click to select the project and activity and activity status containing the milestone to which you want to link this revenue event.
Event Note	Click to create an internal note for your revenue plan.
Percent Complete	If you chose to define events by percent, enter the percentage of this revenue plan's total amount that is to be booked upon completion of this event: - For milestone revenue plans, if you chose to define events by percent, enter the percentage of the gross amount to be billed for this occurrence. - For apportionment revenue plans, this field displays the percentage of the total amount represented by this event. If this event was generated with an apportionment parameters method of <i>Percent</i>, you can edit this value. When you update this field, the system recalculates the Remaining Percent and Remaining Amount values for this account plan. If this event was generated with an apportionment parameters method of <i>Amount</i>, you cannot change this value. - For percent complete revenue plans, this field displays the percentage of the total amount that is represented by this event. If the event status is <i>Pending</i> or <i>Ready</i>, you can edit this value.
Amount	If you chose to define events by amount, enter the specific amount for this event. If you defined events by percent, this value equals the total amount multiplied by the value entered in the Percentage field. This field is not available for <i>As-incurred</i> revenue plans.

- For milestone revenue plans, if you chose to define events by amount, enter the specific amount for this event.

If you defined events by percent, this value equals the gross amount multiplied by the value entered in the Percentage field.

- For apportionment revenue plans, this field displays the revenue amount to be booked by this event.

If this event was generated with an apportionment parameters method of *Amount*, you can edit this value. When you update this field, the system recalculates the values for this account plan in the Remaining Percent and Remaining Amount fields. If this event was generated with an apportionment parameters method of *Percent*, you cannot edit this value.

- For percent complete revenue plans, this field displays the revenue amount to be booked by this event.

Amendment Amt	Displays the sum total of any amendments that impact the revenue plan. The system prorates the amount over the events that have occurred.
Incremental % Complete	This field is only updated once revenue for an existing row has been booked. For example: If event 1 is 50% and event 2 is 75%, then 50% and 25% (75–50 is the increment for event 2) appear in this column. This field is for <i>Percent Complete</i> revenue plans only.
From Date	Displays the start date of the proration period for this event. This field is for <i>Apportionment</i> revenue plans only.
To Date	Displays the end date of the proration period for this event. This field is for <i>Apportionment</i> revenue plans only.

See Also

Chapter 14, “Setting Up Revenue Plans,” Defining Revenue Plans, page 213

Using PeopleSoft Project Costing Milestones as Revenue Plan Events

Access the Project Information for Events page.

See Also

Chapter 18, “Setting Up Billing Plans,” Assigning Billing Events to Projects Milestones, page 314

Assigning Contract Lines to Revenue Plans

This section discusses how to assign contract lines to revenue plans.

Page Used to Assign Contract Lines to Revenue Plans

Page Name	Object Name	Navigation	Usage
Assign Revenue Plan	CA_AP_LINK	Customer Contracts, Schedule and Process Revenue, Assign Revenue Plan	Assign contract lines to or unassign contract lines from revenue plans. You can first define revenue plans and assign the contract lines to these existing revenue plans, or you can first assign the lines to a new revenue plan and then define the details of the revenue plan.

Assigning Contract Lines to Revenue Plans

Access the Assign Revenue Plan page.

Assign Revenue Plan

Contract: CON000000000023

Sold To Customer: Easy Solutions

Contract Lines to be Assigned / Unassigned								
	Line	Product	Description	Amount	Price Type	Plan	Revenue Method	Status
☐	1	BUILDING 2	Office Building 2	4,000.00	Amount	R101	Milestone	Action Required

☒ Select All
 ☐ Clear All

Revenue Plan Assign/Unassign

Revenue Plan:
Revenue Plan Template:

Revenue Method:

Description:

Assign selected contract lines to Revenue Plan

 Unassign selected contract lines from Revenue Plan

Assign Revenue Plan page

Contract Lines to be Assigned/Unassigned

(select)

Select the check box next to the contract lines that you want to assign to a revenue plan. When you click the Assign button, the system links this contract line to the revenue plan for those products that have the same revenue recognition method as the revenue recognition method that you select in the Revenue Method field in the Rev Rec Plan to Assign/Unassign grid. Also use this field to select contract lines that you want to unassign from a revenue plan. Select the check boxes next to the individual lines that you want to unassign, and then click the Unassign button.

Line	Displays the contract line number of each active line for the contract number that you selected.
Amount	Displays the negotiated amount for each line. This system takes this value from the line's negotiated amount that you allocated on the Amount Allocation page.
Revenue Method	Displays the revenue recognition method for each line. Values are: % <i>Complete</i> , <i>Apportionment</i> , <i>As Incurred</i> , and <i>Milestone</i> .
Price Type	Displays the price type for the contract line. Values include: <i>Amount</i> , <i>Percent</i> , <i>Rate</i> , and <i>Recurring</i> .
Status	Displays the status of the revenue plan. You can only add contract lines to revenue plans that are in <i>Pending</i> status.
Plan	Displays the revenue plan IDs for lines that are assigned to a particular revenue plan. Click a revenue plan ID to access the revenue plan.
Status	Displays the revenue plan status.
(select all)	Click to select all products.
(clear all)	Click to clear all products.

Revenue Plan Assign/Unassign

Revenue Plan	You can either assign contract lines to an existing revenue plan with a status of <i>Pending</i> , or you can select <i>NEXT</i> to assign the selected lines to a new revenue plan. When you select <i>NEXT</i> , you must enter a description for the new revenue plan. This field is for assigning purposes only.
Revenue Method	Select a method for the revenue plan that you are assigning or creating. Values are: % <i>Complete</i> , <i>Apportionment</i> , <i>As Incurred</i> , and <i>Milestone</i> .
Note. You can always change the revenue recognition method for an ad hoc product regardless of whether you selected the <i>Revenue recognition method override</i> option on the Contracts Definition - BU Options page. You can never change the revenue recognition method for a recurring product regardless of whether or not you selected the <i>Revenue recognition method override</i> option on the Contracts Definition - BU Options page.	
Revenue Plan Template	To use a revenue plan template, select a contract line from the Contract Lines to be Assigned/Unassigned group box, and then select a revenue plan template. When you click Assign, the system builds the revenue plan and revenue recognition events as specified by the template.
Assign	Click to assign the selected contract lines to the selected revenue plan. To link a previously assigned contract line to a different revenue plan, you must unassign the contract line from its initial revenue plan before you can assign it to a different one.
Unassign	Click to unassign the contract lines that you selected from the revenue plan ID.

For a contract line to be unassigned from a revenue plan, its associated revenue plan status must be *Pending*, *Cancelled*, or *Reversed* to ensure that no processing has occurred. The revenue plan cannot have a status of *Ready* or *In Progress*.

See Also

Chapter 14, “Setting Up Revenue Plans,” Revenue Plan Assignment Rules, page 210

Previewing Revenue

This section discusses how to preview revenue plans.

Page Used to Preview Revenue

Page Name	Object Name	Navigation	Usage
Preview Revenue	CA_AP_SCHEDULE	- Customer Contracts, Schedule and Process Revenue, Preview Revenue - Click Preview Revenue on the Revenue Plan page.	Preview revenue recognition amounts for fixed-fee plans before revenue is processed. This page is display-only.

Previewing Revenue Plans

Access the Preview Revenue page.

Preview Revenue

Contract: CON000000000023

Revenue Plan: R101 [Quarterly Billing/Revenue Plan](#)

Currency Code: USD

Criteria

☒ Revenue Only

☐ Both Sides of Entry

Display

Customize | Find | View All | 1-2 of 2 | First | Last

Contract Line	Description	Event Number	Event Status	Dist Seq #	GL Unit	Distribution Type	Accounting Date	Amendment Event Status	Amendment Event Date	Distribution Code	Amount
1	Office Building 2	3	Ready	1	CAN01	Revenue	01/15/2002			REV WDFR2	-1000.00
1	Office Building 2	4	Ready	1	CAN01	Revenue	04/15/2002			REV WDFR2	-1000.00

Preview Revenue page

Criteria

- Revenue Only

Select to view accounting distribution for the events on this revenue plan.
- Both Sides of Entry

Select to view both revenue and its offsetting accounting distribution for events on this revenue plan.

Display

Click to populate the Event Details and Distribution scroll areas with the specified criteria.

Preview Revenue: Event Details Tab

Select the Event Details tab.

View details about events on this revenue plan.

Amount

Displays the amount associated with this contract line.

Note. If the revenue plan status is *Action Required* or *Reversal In Progress*, then the amounts that appear here are not up-to-date until the plan has been reviewed or processing is completed.

Preview Revenue: Distribution Tab

Select the Distribution tab.

Preview Revenue
Contract: CON000000000023
Revenue Plan: R101 [Quarterly Billing/Revenue Plan](#)
Currency Code: USD

Criteria
☒ Revenue Only
☐ Both Sides of Entry

Contract Line	Description	Event Number	Event Status	Dist Seq #	GL Unit	Account	Alternate Account	Operating Unit	Fund Code	Department	Program Code	Class
1	Office Building 2	3	Ready	1	CAN01	403002						
1	Office Building 2	4	Ready	1	CAN01	403002						

Preview Revenue page: Distribution tab

View accounting distribution details for events on this revenue plan.

See Also

Chapter 14, “Setting Up Revenue Plans,” Revenue Preview, page 212

CHAPTER 15

Processing Revenue Recognition

This chapter provides an overview of revenue plan processing and discusses how to:

- Process deferred revenue.
- Process amount-based revenue.
- Process rate-based revenue.
- Update revenue recognition statuses.

Understanding Revenue Plan Processing

PeopleSoft Contracts uses three Application Engine processes to structure PeopleSoft Contracts revenue information for entry into your PeopleSoft General Ledger system. When you run the deferred revenue, amount-based revenue, and rate-based revenue (Accounting Rules Engine) processes, the system places entries in the historical accounting tables and in either the CA_ACCTG_LINE or CA_ACCTG_LN_PC tables to be sent to PeopleSoft General Ledger. PeopleSoft Contracts uses two accounting entry tables because the data from PeopleSoft Project Costing is formatted differently than the data from PeopleSoft Contracts. This table shows which Application Engine process to use for each price type:

Price Type	Revenue Method	Revenue Application Engine Process	Revenue Source System
Amount	% Complete Apportionment Milestone	CA_LOAD_GL1 (Amount-based Revenue process)	PeopleSoft Contracts for fixed-fee revenue.
Percent	%Complete Apportionment Milestone	CA_LOAD_GL1 (Amount-based Revenue process)	PeopleSoft Contracts for fixed-fee revenue.

Price Type	Revenue Method	Revenue Application Engine Process	Revenue Source System
Rate	As-Incurred	PSA_ACCTGGL (Accounting Rules Engine - rate-based revenue process)	PeopleSoft Project Costing for rate-based revenue.
Recurring	Billing Manages Revenue	Not applicable	PeopleSoft Billing for recurring revenue.

After you have run these Application Engine processes, you must run the Journal Generator process to load these accounting entries into PeopleSoft General Ledger.

This section discusses:

- The Deferred Revenue process.
- The Amount-based Revenue process.
- The Rate-based Revenue (Accounting Rules Engine) process.
- The Project Progress process.
- Journal Generator and Update processes.
- Streamlined revenue.

Prerequisites

Before you can begin to process revenue with PeopleSoft Contracts, you need:

- A contract with an *Active* processing status.
- A contract line with an *Active* status that is assigned to a revenue plan with a *Ready* status.
- Accounting rules set up for all project ChartField and business unit combinations.

The Deferred Revenue Process (CA_LOAD_DEF)

If you select the deferred revenue option for any fixed-fee contract lines on your contract, you must run the Deferred Revenue process (CA_LOAD_DEF) to book deferred revenue and the offsetting unbilled accounts receivable (AR) for fixed-amount contract lines when PeopleSoft Contracts is managing revenue. The process picks up the CA_DETAIL amounts for active contracts and creates rows in the CA_ACCTG_LINE table debiting unbilled AR and crediting deferred revenue. You can control which contract lines (CA_DETAIL) are picked up by specifying the deferred revenue accounting date on the contract lines and then defining the accounting date range to be picked up on the process run control page.

The Deferred Revenue process also looks for any reallocation or amount changes made after the contract has been picked up and originally run through this process. Additionally, when the PeopleSoft General Ledger currency is different from the contract currency, the process locks the exchange rate used for any multicurrency entries so that amortization of deferred revenue is done using the same exchange rate that the Deferred Revenue process used to initially populate the deferred revenue.

At this point, the program writes the currency-converted data to the CA_ACCTG_LINE table, and sets the deferred revenue processing flag for the processed contract lines from *N* to *Y*.

The Amount-based Revenue Process (CA_LOAD_GL1)

The Amount-based Revenue process writes revenue to CA_ACCTG_LINE for amount- and percent-based contract lines that are tied to % Complete, Milestone, and Apportionment revenue plans. The process marks the revenue entries with a PeopleSoft General Ledger distribution status of *N* (not distributed). When you run the Amount-based Revenue process, the system scans all revenue plans with a status of *Ready* or *In Progress* and picks up all revenue plan events with an event status of *Ready* or *Reversal Initiated*, as well as all amendment generated events. The system picks up events in the current or prior accounting periods. Prior accounting periods are included because you may have placed some revenue plans or events on hold in previous periods and are now ready to process them.

Before running the Amount-based Revenue process, the system has already:

- Applied the appropriate contract line accounting distribution to the revenue plan events.
- Created the offsetting entry to either unbilled AR or deferred revenue.

You initially establish the deferred revenue option when setting up your contract product groups.

You can override the product group deferred revenue option on the contract line if you selected the Deferred Revenue Override check box on the Contracts Definition - BU Options (contracts definition - business unit options) page for the associated contracts business unit.

The system performs the previous steps automatically as you create your revenue plans. By having the accounting entries staged before the revenue processes are run, you can view them by using Preview Revenue.

The Amount-based Revenue process then:

- Picks up the appropriate revenue and offsetting accounting entries previously created for Preview Revenue for the accounting period specified on the run control.
- Picks up the appropriate amendment event entries and reversal entries for the accounting period specified on the run control.
- Calls the interunit processor to determine which lines need interunit or intraunit entries created for a selected group of lines with an anchor flag.

The anchor flag is either the deferred revenue (DFR) or unbilled AR row depending upon whether or not you are using deferred revenue.

- Converts entries, if needed, from the contract currency to the base currency of the primary ledger of the PeopleSoft General Ledger business unit, and populates the Foreign Amount, Foreign Currency, Base Amount, Base Currency, Exchange Rate, and Exchange Rate Type fields.

If deferred revenue is enabled, the process uses the historical exchange rate used for the original deferred revenue entry.

- Converts entries, if needed, for interunit processing, from the primary General Ledger business unit (GLBU) currency used for the balance sheet side of the entry to the primary GLBU currency of the revenue receiving GLBU, and populates the Foreign Amount, Foreign Currency, Base Amount, Base Currency, and Exchange Rate fields.
- Updates the revenue recognition event status from *Ready* to *In Progress* for applicable revenue recognition events.

- Updates applicable revenue plan statuses from *Ready* to *In Progress*.

The Rate-based Revenue (Accounting Rules Engine) Process (PSA_ACCTGGL)

For rate-based revenue, the Accounting Rules Engine process (PSA_ACCTGGL) writes revenue to CA_ACCTG_LN_PC for rate-based contract lines that are tied to as-incurred revenue plans. The process picks up the undistributed PeopleSoft Project Costing PROJ_RESOURCE rows where the analysis types are defined to the PSREV or PSCST analysis group.

Warning! Rate-based revenue accounting comes from the accounting distribution set up on the Accounting Rules page. If you did not define any accounting rules for the PeopleSoft Project Costing ChartFields and business unit combinations for the transactions that you are processing, the rate-based revenue process does not generate any accounting rows.

The process:

1. Creates the revenue entry and the offsetting entry to unbilled AR.
2. Determines if the General Ledger business unit of the debit and credit sides of an accounting entry differ, and, if so, creates interunit entries.
3. Converts entries, if needed, from the transaction currency to the base currency of the primary PeopleSoft General Ledger currency, and populates the Foreign Amount, Foreign Currency, Base Amount, Base Currency, and Exchange Rate fields.

Note. The GL_DISTRIB_STATUS on both the CA_ACCTG_LINE and CA_ACCTG_LN_PC tables is initially populated by *G* (generated).

4. Updates the revenue recognition event status from *Ready* to *In Progress* for applicable revenue recognition events.
5. Updates applicable revenue plan statuses to *In Progress*.

Note. The PeopleSoft Project Costing Pricing Application Engine (PC_PRICING) generates eligible rows for projects/activities linked to contract lines. The rate-based revenue process (Accounting Rules Engine – PSA_ACCTGGL) picks up these rows to create journal entries in PeopleSoft General Ledger based on the schedule defined on as-incurred revenue plans. The PC_CA_TO_PC process picks up the revenue accounting rows for amount-based contract lines with associated projects/activities. These amount-based revenue rows in PeopleSoft Project Costing are for project tracking and comparison purposes and are not sent to billing or the general ledger (GL).

See Also

PeopleSoft Project Costing 8.8 PeopleBook, “Setting Up Accounting for Projects”

The Project Progress Process

The PeopleSoft system integrates with PeopleSoft Project Costing to eliminate duplicate data entry for revenue that is tied to percent complete plans. You can automatically populate the percent complete for revenue plans in PeopleSoft Contracts with a value generated in PeopleSoft Project Costing. This value comes from the project or project and activity combination in PeopleSoft Project Costing. You determine which auto populate method to use on the Revenue Plan page. After choosing an auto populate option, you can set up a run control that allows the processing of one or more plans at a time.

See Also

[Chapter 12, “Working with PeopleSoft Project Costing,” Project Progress, page 160](#)

[Chapter 12, “Working with PeopleSoft Project Costing,” Processing Project Progress, page 172](#)

Journal Generator and Update Processes

After running the Amount-based Revenue and Rate-based Revenue (Accounting Rules Engine) processes, you must run the Journal Generator and Update Journal Generator processes.

PeopleSoft Journal Generator Process

The Journal Generator process picks up all account transactions in the CA_ACCTG_LINE and CA_ACCTG_LN_PC tables with a PeopleSoft General Ledger distribution status of *N* (newly inserted) and creates journals for them. The Journal Generator process marks all CA_ACCTG_LINE and CA_ACCTG_LN_PC lines for which it has successfully created a journal line with a PeopleSoft General Ledger status of *D* (distributed).

To run the Journal Generator process, you must have the PeopleSoft General Ledger accounting entry definitions and journal entry templates set up. The PeopleSoft system delivers the accounting entry definitions. There are two accounting entry definitions—one for each CA_ACCTG table, which you do not update. The PeopleSoft system also delivers these sample journal entry templates:

- CA_DFR for deferred revenue.
- CA_REV for PeopleSoft Contracts fixed-amount revenue.
- CA_PC for PeopleSoft Contracts rate-based revenue based on transactions accumulated in PeopleSoft Project Costing.

Define custom journal entry templates that are specific to your business requirements. On the Journal Generator Request page, specify the template that you want to run. Additionally, you can specify special journal entry templates for a specific accounting rule.

Note. Set up journal entry templates for each GL business unit before you process any PeopleSoft Contracts revenue transactions, including deferred revenue.

PeopleSoft Contracts Journal Generator Update Process

The PeopleSoft Contracts Journal Generator Update process makes the following updates for applicable revenue plans and events:

- Changes applicable revenue recognition events from *In Progress* to *Completed*.

If all events for a revenue plan are booked, the system updates the revenue plan status to *Completed*.

- Changes applicable *Reversal In Progress* events to *Reversed*.

If all events for a revenue plan are set to *Reversed* and the revenue plan status is *Reversal In Progress*, the process changes the revenue plan status to *Reversed*.

- Changes applicable *Reversal In Progress* revenue plans to *Reversed* if all events are *New*, *Ready*, or *Reversed*.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Journal Generator”

Streamlined Revenue

Utilize the streamlined revenue options to process transactions from PeopleSoft Contracts to PeopleSoft General Ledger and back to PeopleSoft Contracts with one job. Set up the accounting definition defaults for the Journal Generator at the installation level on the Contracts Installation Options page.

The streamlined revenue job (CAREV) runs these processes together:

- Journal Generator (FS_GEN), which includes the Journal Generator, Journal Edit, and Journal Post processes.
- Contracts Load Update (CA_LOAD_UPD).

To activate streamlined revenue, select the Process Journal Entries check box on the Process Fixed Fee Revenue page or the Process Project Accounting page for amount-based and as-incurred revenue, respectively.

In addition to the streamlined revenue process outlined previously, you also have the option to select additional processes for the system to run in conjunction with the amount-based revenue process. On the amount-based run control page, if you select the Process Deferred Revenue, Process Milestones, or Process Project Progress check boxes, the system runs the selected processes prior to running the Amount-based Revenue process.

For more information about batch processing and using the Process Scheduler to personalize and streamline batch processing, see the PeopleTools PeopleBook.

See *PeopleSoft PeopleTools PeopleBook: PeopleSoft Process Scheduler*

Processing Deferred Revenue (CA_LOAD_DEF)

This section lists prerequisites and discusses how to process deferred revenue.

Prerequisites

You must have selected the *Deferred Revenue* option on the contract line. Only contract lines populated with a deferred revenue accounting date within the run control *From/Through Date* range are picked up by this process.

Page Used to Process Deferred Revenue

Page Name	Object Name	Navigation	Usage
Process Deferred Revenue	RUN_CA_LOAD_DFR	Customer Contracts, Schedule and Process Revenue, Process Deferred Revenue	Run this process to book deferred revenue for fixed-amount contract lines when PeopleSoft Contracts is managing revenue. The process picks up the CA_DETAIL amounts for active contract lines in active contracts, and creates rows in the CA_ACCTG_LINE table debiting unbilled AR and crediting deferred revenue.

Processing Deferred Revenue

Access the Process Deferred Revenue page.

The tables updated by this process include: CA_AP_DFR, CA_AP_UAR, and CA_ACCTG_LINE.

Process Deferred Revenue

Run Control ID: TK_CA_LOAD_DEF [Report Manager](#) [Process Monitor](#)

Contract Options

Business Unit:

Contract Type:

Sold To:

Contract:

Revenue Options

From Date:

Through Date:

Process Deferred Revenue page

Contract Options

Use the fields within this group box to filter the list of contracts on which this process runs. Filter by PeopleSoft Contracts business unit, contract type, sold to customer, or contract number. When you leave a field blank, the system runs the process for all values for that field.

Revenue Options

From Date and Through Date

The system picks up all active amount-based contract lines in active contracts with deferred revenue accounting dates on or within the range that you specify for the from and through dates. You specify the deferred revenue accounting date for contract lines on the Contract - Lines page: Deferred Revenue tab. You can set up your contract so that the system populates this date with the date on the Contract General page.

Note. You can skip this deferred revenue processing step by selecting the Process Deferred Revenue check box on the Amount-based Revenue run control page. Selecting this check box enables the system to automatically run the Deferred Revenue process prior to running the Amount-based Revenue process.

Processing Amount-based Revenue (CA_LOAD_GL1)

This section discusses how to run the Amount-based Revenue process.

Page Used to Process Amount-based Revenue

Page Name	Object Name	Navigation	Usage
Process Fixed Fee Revenue	RUN_CA_LOADGL	Customer Contracts, Schedule and Process Revenue, Process Fixed Fee Revenue	Run this process to write contracts revenue to CA_ACCTG_LINE for events marked <i>Ready</i> . This process picks up amount- and percent-based contract lines that are assigned to percent complete, milestone, and apportionment revenue plans.

Running the Amount-based Revenue Process

Access the Process Fixed Fee Revenue page.

The tables updated by this process include: CA_AP_DST, CA_AP_DFR, CA_AP_UAR, CA_ACCTG_LINE, and CA_AP_EVENT.

Process Fixed Fee Revenue

Run Control ID: TK_CA_LOAD_GL1 [Report Manager](#) [Process Monitor](#) [Run](#)

Program Name

Program Name: CA_LOAD_GL1 **Process Frequency:** Always ▼

Contract Options

Business Unit:

Contract Type:

Sold To: 1002 Easy Solutions

Contract:

Revenue Options

GL Business Unit:

Revenue Plan:

Revenue Method: ▼

From Date: 10/23/2003

Through Date: 12/31/2003

Streamline Processing Options

☐ Process Milestones

☐ Process Project Progress

☒ Process Deferred Revenue

☐ Process Journal Entries

Process Fixed Fee Revenue page

Note. Before you run the Amount-based Revenue process, you must run the Deferred Revenue process if you selected the deferred revenue option for any applicable contract lines.

Before you run the Amount-based Revenue process, you may want to run the Process Milestones and Project Process processes to ensure that the system is picking up the most current milestone and percent complete event statuses.

If you select the Process Milestones, Process Project Progress, and Process Deferred Revenue check boxes in the Streamline Processing Options group box on this page, the system runs these processes for you automatically before running the Amount-based Revenue process.

Contract Options

Use the fields within this group box to filter the list of contracts on which this process runs. Filter by PeopleSoft Contracts business unit, contract type, sold to customer, or contract number. When you leave a field blank, the system runs the process for all values for that field.

Revenue Options

GL Business Unit	Select a PeopleSoft General Ledger business unit to run this process for all contracts within a specific PeopleSoft General Ledger business unit.
Revenue Plan	Select a revenue plan to run this process for all events within a specific revenue plan.
Revenue Method	Select a revenue method to run this process for a specific revenue recognition method.
From Date and Through Date	The system picks up all active amount-based contracts with <i>Ready</i> events and with accounting dates on or within the range that you specify for the from and through dates. Specify the revenue accounting date for each revenue recognition event on the Revenue Plan page.

Streamline Processing Options

Process Milestones	Select this check box to set up the system to automatically run the Process Milestone process prior to running the Amount-based Revenue process.
Process Project Progress	Select this check box to set up the system to automatically run the Percent Complete Update process prior to running the Amount-based Revenue process.
Process Deferred Revenue	Select this check box to set up the system to automatically run the Deferred Revenue process prior to running the Amount-based Revenue process.
Process Journal Entries	Select this check box to set up the system to automatically run the Journal Generator and GL Update processes after running the Amount-based Revenue process.

Processing Rate-based Revenue (PSA_ACCTGGL)

This section discusses how to run the Rate-based Revenue process.

Page Used to Process Rate-based Revenue

Page Name	Object Name	Navigation	Usage
Process Project Accounting	RUN_PSA_ACCTGGL	Customer Contracts, Schedule and Process Revenue, Process As Incurred Revenue	Run this process to write revenue for PeopleSoft Project Costing to CA_ACCTG_LN_PC. This process picks up rate-based contract lines assigned to as-incurred revenue plans. The system sets the GL_DISTRIB_STATUS for lines that it writes to the CA_ACCTG_LN_PC table to G (generated).

Running the Rate-based Revenue Process

Access the Process Project Accounting page.

See *PeopleSoft Project Costing 8.8 PeopleBook*, “Setting Up Accounting for Projects,” Processing Transactions Using the Accounting Rules.

Updating Revenue Recognition Statuses

This section discusses how to update the GL.

Page Used to Update Revenue Recognition Statuses

Page Name	Object Name	Navigation	Usage
GL Update Process	RUN_CA_LOAD_UPD	Customer Contracts, Schedule and Process Revenue, Retrieve GL Updates	Run this process after you have run PeopleSoft Journal Generator. When Journal Generator completes, it sets the GL_DISTRIB_STATUS in CA_ACCTG_LINE and CA_ACCTG_LN_PC from <i>G</i> (generated) to <i>D</i> (distributed). The Journal Generator Update process then updates the status of your revenue plan events to <i>Completed</i> and updates the GL_DISTRIB_STATUS of the applicable revenue transactions in PeopleSoft Project Costing PROJ_RESOURCE to <i>D</i> . This process also updates <i>Reversal In Progress</i> events to <i>Reversed</i> .

Updating the GL

Access the GL Update Process page.

CHAPTER 16

Managing Revenue Recognition

This chapter provides an overview of revenue management and discusses how to:

- Review revenue.
- Reverse revenue.
- Redistribute revenue.
- Reconcile billing and revenue.

Understanding Revenue Management

PeopleSoft Contracts enables you to capture revenue information for a contract and allocate that information to specific contract lines within the PeopleSoft Contracts system. You can associate revenue information with a revenue recognition method, manage when the conditions for recognizing revenue have been met, and generate journal entries to book revenue in your PeopleSoft General Ledger system.

This section discusses:

- Revenue management.
- Revenue review.
- Revenue reversal.
- Revenue redistribution.
- Reconciliation.

Prerequisites

Before you can begin to manage revenue, you need:

- A contract with an *Active* processing status.
- A contract line with an *Active* status that is assigned to a revenue plan with a *Ready* status.

Revenue Management

You can actively manage accounting activity that is generated by PeopleSoft Contracts. You define accounting information (amounts and accounting distributions) within PeopleSoft Contracts at the individual contract line level. You then assign these contract lines to revenue plans. A revenue plan has one of four possible revenue recognition methods: apportionment, milestone, percent complete, and as-incurred. How you manage a revenue plan depends upon its revenue recognition method.

Managing revenue consists of managing the revenue plan and revenue plan events, and managing the contract line. Managing the revenue plan and revenue plan events is part of your normal contract management cycle and is not governed by amendment processing. Changes to your contract line are generally governed by amendment processing, with the exception of changes to the accounting distributions for a contract line.

When we talk about managing revenue in PeopleSoft Contracts, we are referring to what happens after you set up your contract, establish your contract lines, allocate your contract pricing, and activate your contract. Managing revenue is the process of setting up and readying your revenue plans and revenue plan events, and then managing these revenue plans and events as they become ready to book and are picked up by the PeopleSoft Contracts revenue Application Engine processes.

Managing Accounting for Revenue Plans

There are several revenue inquiry/management pages that enable you to query on and manage accounting for revenue plans, revenue plan events, and projects that are assigned to revenue plans.

From the Review Revenue - Plans page you can query across all your contracts and review information, such as revenue plan status, the total revenue amount for a revenue plan, and the pending revenue amount for a revenue plan. From this page, you can:

- Navigate to the Revenue Plan page to edit revenue plan events, place or remove a hold on a revenue plan, or cancel a revenue plan.
- Navigate to the Fixed Fee Revenue History page to review the accounting transactions that have been processed for a fixed-fee revenue plan.
- Reverse a plan.
- Set the revenue plan status to *Pending* or *Ready*.

A more detailed level of management pages also exist that enable you to query across the revenue plan events and the projects or activities that are assigned to revenue plans. From these pages, you can review the status of individual events and the revenue that has been booked for these events. From these pages, you can:

- Navigate to the Revenue Plan page to edit revenue plan events.
- Reverse a revenue plan event on the Review Revenue - Events page.
- Set revenue plan events to *Pending* or *Ready* status from the Review Revenue - Events page.
- Initiate a redistribution of the revenue that has been booked for that revenue plan to date.

Additional revenue management pages enable you to reverse amount-based revenue for an entire contract (Contract Reversal page), to redistribute revenue that has been booked for an event (Fixed Fee Redistribution page) or for a project/activity (Rate Based Redistribution page), and to reconcile billing to revenue for rate-based contract lines (*value-based* and *as-incurred* billing plans).

Managing the Revenue Process in PeopleSoft Contracts

You can view revenue that has been recognized to date and pending revenue recognition for any cross-section of your PeopleSoft Contracts system. When managing revenue, you may need to perform the actions listed in the following table. The pages on which you perform each action are also listed:

Revenue Management Action	Revenue Recognition Method	Page
Putting the entire revenue plan on hold to freeze revenue recognition for all events within that revenue plan.	All	Revenue Plan
Changing a revenue plan event status to <i>Ready</i> to enable revenue recognition for that event.	All	Review Revenue - Events
Changing the accounting distribution of an amount-based contract line for future revenue entries.	Apportionment Milestone Percent Complete	Accounting Distribution
Changing the accounting distribution of a rate-based contract line for future revenue entries.	As-Incurred	Accounting Rules
Reversing revenue already recognized for a revenue plan.	Apportionment Milestone Percent Complete	Review Revenue - Plans
Reversing revenue already recognized for a revenue plan event.	Apportionment Milestone Note. For Percent Complete, enter a smaller total percent complete to calculate a negative incremental percent event.	Review Revenue - Events
Reversing amount-based revenue already recognized for an entire contract.	Apportionment Milestone Percent Complete	Contract Reverse Header
Changing the accounting distribution for amount-based revenue already recognized (redistributing revenue).	Apportionment Milestone Percent Complete	Fixed Fee Redistribution
Changing the accounting distribution for rate-based revenue already recognized (redistributing revenue).	As-Incurred	Rate Based Redistribution

Revenue Management Action	Revenue Recognition Method	Page
Defining or changing event conditions, schedule, or amounts to be recognized for a specific event.	All	Revenue Plan
Reassigning contract lines from one revenue plan onto another revenue plan.	Apportionment Milestone Percent Complete	- Reverse revenue recognized from the Review Revenue - Plans page (the revenue plan must be cancelled). - Unassign the contract line from its current revenue plan on the Assign Rev Rec Plan - Accounting Plan page. - Assign the contract line to a new revenue plan on the Assign Rev Rec Plan - Accounting Plan page.
Cancelling a revenue plan.	All	Revenue Plan

Placing a Revenue Plan on Hold

The revenue management pages enable you to perform a search for all revenue plans that have been placed on hold. For all revenue recognition methods, access the Revenue Plan page to either place a revenue plan on or remove a revenue plan from a hold.

Managing Revenue Plan Event Statuses

To expedite processing, you may set all revenue plan events to *Ready* upon creation of the events. You can then control the revenue recognition with the process's run control parameters or use the *Hold* feature on the plan itself.

Manage the revenue plan event status for all revenue recognition events from the Review Revenue - Events page. Set the status of individual events to *Ready* to enable revenue recognition processing for these events.

Changing Accounting Distributions for Amount-based Contract Lines

PeopleSoft Contracts enables you to modify a contract line's accounting distribution for future revenue recognition that you book against the contract line. You do this on the Accounting Distribution page, which stores accounting distributions for fixed-amount contract lines. The Accounting Distribution page is effective dated; when you run the Amount-based Revenue process for any contract lines included in the process, the process uses the current accounting distributions prior to the event accounting date being processed to create revenue entries. Thus, if there are two effective-dated accounting distributions (01-01-01 and 03-01-01), and the revenue plan event has an accounting date of 02-15-01, the system uses the accounting distribution effective 01-01-01. The Accounting Distribution page also stores deferred revenue and unbilled accounts receivable (AR) accounting information for the fixed-amount contract lines. To ensure that the accounting remains consistent for the entire revenue recognition and billing cycle, do not change the deferred revenue and unbilled AR accounting information once you have set the contract processing status to *Active*.

Changing Accounting Distributions for Rate-based Contract Lines

For rate-based contract lines (except those attached to billing plans with value-based billing methods), change the accounting distributions on the Accounting Rules page. The Accounting Rules page is not effective-dated. Therefore, any changes that you make impact the revenue and billing accounting entries for transactions without regard to the transaction date. To ensure that the accounting remains consistent for the entire revenue recognition and billing cycle, do not change the unbilled AR accounting information once you have begun processing transactions.

Note. Additional rules can be set up for a specific contract, project and activity, and project ChartField combination if you want to change accounting for a particular set of transactions.

Note. For rate-based contract lines tied to billing plans with value-based billing methods, set up your unbilled AR on the Accounting Distribution page.

Changing Revenue Plan Information

The system stores all accounting information (events, schedules, and percentages to be recognized per event) on the revenue plan. You can change the revenue plan only on the Revenue Plan page. The changes that you can make depend on the status of the revenue plan:

Revenue Plan Status	Changes
Pending	The first stage for the revenue plan. You can make any changes.
Ready	The system has validated all components of the plan, and most fields are unavailable for entry. However, you can reset the status to <i>Pending</i> and make changes.
In progress	One or more events has processed (a portion of revenue has been recognized). All fields are unavailable for entry. You cannot change any events that are <i>In Progress</i> or <i>Completed</i> . You can modify <i>Pending</i> , and <i>Ready</i> events and you can add events.
Completed	All events, if they exist, have been completed (all revenue has been recognized). You cannot make any changes. You can only reverse the plan's revenue, which sets the status to <i>Reversed</i> .
Cancelled	Cancellation may occur due to the entire contract being terminated or superseded, a contract line being dropped, or to consolidate contract lines onto another revenue plan. Once cancelled, a revenue plan cannot be reopened.

Revenue Plan Status	Changes
Action Required	A contract line amendment has been processed or an event reversed. The system set the revenue plan status to <i>Action Required</i> . You can edit all <i>Pending</i> and <i>Ready</i> events and add new events. Once you have reviewed the revenue plan and made any necessary changes, the system continues with revenue processing and changes the revenue plan status back to <i>In Progress</i> .
Reversal In Progress	When you initiate the reversal of a revenue plan, the system changes the status of the revenue plan to <i>Reversal In Progress</i> .
Reversed	This status indicates that you have reversed the revenue plan and that all processing has occurred.

See Also

[Chapter 9, “Understanding Accounting Distributions,” page 109](#)

[Chapter 10, “Entering Accounting Distributions,” page 129](#)

[Chapter 14, “Setting Up Revenue Plans,” page 195](#)

PeopleSoft Project Costing 8.8 PeopleBook, “Setting Up Accounting for Projects”

Revenue Review

Use the Review Revenue - Plans, Review Revenue - Events, and Fixed Fee Revenue History pages to review revenue for fixed-fee contracts. Use the Review Revenue - As Incurred page to review revenue for rate-based contracts.

Revenue History

The Fixed Fee Revenue History page enables you to view the accounting distributions of the amounts that have been booked for all fixed-fee revenue plans for which PeopleSoft Contracts is managing revenue. The Amount-based Revenue process loads this page with accounting information for the fixed-amount contract lines associated with apportionment, milestone, and percent complete revenue plans.

The data source for the Fixed Fee Revenue History page is the CA_AP_DST, CA_AP_DFR, and CA_AP_UAR tables.

The accounting distributions for fixed-amount revenue plans is real-time information, because all revenue information for these contract lines is stored within PeopleSoft Contracts.

Warning! You should not make any revenue adjustments to the contract lines for fixed-amount revenue plans outside the PeopleSoft Contracts system (for example, in PeopleSoft Billing, Receivables, or General Ledger), as these changes will not flow back into PeopleSoft Contracts.

Processes for Review Revenue - As Incurred Page

For as-incurred revenue plans, revenue amounts come from PeopleSoft Project Costing and may be adjusted in PeopleSoft Billing or PeopleSoft Receivables. Therefore, the information on the Review Revenue - As Incurred page is not in real time. Any changes made in PeopleSoft Billing are first written back to the revenue rows in PeopleSoft Project Costing. These rows are then picked up by PeopleSoft Contracts in the next run of the rate-based revenue process. Adjustments made in PeopleSoft Receivables are sent to PeopleSoft Projects, but PeopleSoft Receivables handles all the accounting. This example walks you through the scenario:

1. In PeopleSoft Contracts, you enter a contract with a rate-based contract line, and define a rate template and project ID for that contract line.
2. In PeopleSoft Project Costing, rows for that project ID come into the PROJ_RESOURCE table from source systems and get priced.

As work is performed, the system creates BIL rows in the PROJ_RESOURCE table. BIL is a PeopleSoft Project Costing analysis type.

3. When the PeopleSoft Contracts to PeopleSoft Billing interface is run, PeopleSoft Contracts sends rows to PeopleSoft Billing, and the system creates bill lines on the Billing Worksheet.
4. When you run the rate-based revenue process (PSA_ACCTGGL), the system selects the BIL rows with a GL_DISTRIB_STATUS of C (contracts) from the PROJ_RESOURCE table, and creates accounting entries by using the accounting rules to recognize revenue for those rows.

This process places these accounting rows in the CA_ACCT_LN_PC table (to be picked up when you run Journal Generator) and in the CA_AP_PC_DST and CA_AP_PC_UAR tables (to be accessed or displayed by the revenue management pages in PeopleSoft Contracts).

5. In PeopleSoft Billing, the billing administrator adjusts bill lines in the Billing Worksheet, and then marks the worksheet for acceptance.

Once the system accepts the bill, all adjustment rows are written to the PROJ_RES_TMP_BI table. The billing administrator may further adjust the bill before finalization. Upon bill finalization, the additional adjustment rows are written to PROJ_RES_TMP_BI.

6. The PeopleSoft Billing to PeopleSoft Project Costing interface process picks up adjustment rows that were written to the PROJ_RES_TMP_BI table, and places them in the PROJ_RESOURCE table.

Note. The accounting for the adjustment rows in PROJ_RESOURCE come from the Accounting Rules page setup for the adjustment row's analysis type (for example, BAJ). It is recommended that you use the same accounting in the adjustment accounting rules as you defined for the BIL and BLD analysis types.

7. When you run the rate-based revenue process (PSA_ACCTGGL), the system picks up adjustment rows from PROJ_RESOURCE with a GL_DISTRIB_STATUS of C, and books the revenue adjustment that was initiated from billing.

Note. If an adjustment is made on that same bill in PeopleSoft Receivables, Receivables writes adjustment rows to a temp table that the Receivables to Projects Application Engine process (PC_AR_TO_PC) picks up and places in the PROJ_RESOURCE table. The accounting is handled in PeopleSoft Receivables.

Analysis Types in PeopleSoft Project Costing

The AR adjustment analysis type is specified on the Installation Options - Projects page. After you have selected an analysis type for AR adjustments, you must then include that analysis type in the Revenue Analysis Group for it to be picked up by the rate-based revenue process.

See Also

PeopleSoft Project Costing 8.8 PeopleBook, “Structuring PeopleSoft Project Costing,” Creating Analysis Types

Revenue Reversal

PeopleSoft Contracts enables you to reverse revenue that has been generated, by the amount and deferred revenue processes, or journaled by the Journal Generator process. When you reverse revenue, the system generates reversing entries that back out each original entry. You do not enter any new accounting information into the system.

You can reverse revenue previously recognized for an entire contract, a single revenue plan, or a single revenue plan event. You can reverse amount-based revenue previously recognized for a revenue plan event only when the status is *In Progress* or *Completed*. You can reverse revenue for an entire revenue plan only if the revenue plan status is *In Progress* or *Completed*.

When you reverse a revenue plan, the system sets the plan status to *Reversal In Progress*. The system sets revenue recognition events that are in progress or complete to *Reversal Initiated*. The LOAD_GL1 process picks up the Reversal Initiated (RIN) events and sets them to *Reversal In Progress*. The LOAD_UPD process updates Reversal In Progress (RIP) events to *Reversed*. If there are no events with *RIN* or *RIP*, then the LOAD_UPD process sets the revenue plan status to *Reversed*.

When you reverse a revenue recognition event, the system sets the events status to *Reversal Initiated* and the revenue plan status to *Action Required*. The LOAD_GL1 process picks up the event and creates the reversing accounting entry, and updates the event status to *Reversal In Progress*. Then, the LOAD_UPD process updates the status to *Reversed* when the Journal Generator has picked up the entry.

Warning! Before journal generating reversing accounting entries with the Journal Generator process, you should journal-generate the original accounting entries.

Any of these events may trigger a contract revenue reversal:

Reason	Effect
Change in revenue recognition method.	Revenue plan needs to be reversed.
Change in revenue plan event status.	Revenue plan event needs to be reversed.
Change in revenue plan schedule for previously booked events.	Revenue plan events need to be reversed.
Whole contract negated.	All accounting associated with the contract needs to be reversed.

This table takes a more detailed look at the field-level changes that need to occur to initiate a reversal, the pages where you make the field-level changes, and the Application Engine process that you need to run to process the change:

Reason	Action and Field Level	Initiated From
Change in revenue recognition method.	Revenue plan needs to be reversed.	Review Revenue - Plans page
Revenue plan event was incorrectly set to <i>Ready</i> and booked.	The revenue plan event needs to be reversed.	Review Revenue - Events page
Change accounting distribution for future bookings of a contract line.	The accounting distributions for the contract line must be updated. You must add a new effective-dated row.	Accounting Distribution page Accounting Rules page
Change start date, end date, or schedule on a revenue plan.	Revenue plan needs to be reversed. Then, unassign the contract lines and reassign them to another revenue plan. Alternatively, reverse the events on the plan instead of reversing the entire revenue plan.	Review Revenue - Plans page
Reverse contract (negate contract completely).	Entire contract needs to be reversed.	Contract Reverse Header page

Note. You cannot reverse revenue events for *Percent Complete* revenue plans. However, you can enter a smaller total percent complete, which initiates a negative incremental event.

See Also

[Chapter 16, “Managing Revenue Recognition,” Reversing Revenue, page 258](#)

Revenue Redistribution

This section discusses redistributing amount-based or as-incurred revenue.

Note. If you have PeopleSoft Commitment Control installed, do not redistribute revenue once the system updates the collected revenue amount in PeopleSoft Commitment Control. If you do redistribute revenue after the collected revenue is updated, your recognized revenue and collected revenue amounts are out of sync.

Redistributing Amount-Based Revenue

If a contract line's specific accounting distribution needs to be changed, you can use the reversal methods previously explained or you can redistribute revenue. If you use the reversal method, reverse the revenue recognition event or plan or both. When reversing the event or plan, the system reverses the original entry—debiting revenue and crediting either unbilled AR or deferred revenue. To continue with the redistribution, you must then change the distribution for the contract line on the Accounting Distribution page, reset the revenue plan events to *Ready*, and rerecognize or redistribute revenue by using the Amount-based Revenue process. However, using the revenue redistribution process, you enter the new general ledger (GL) ChartFields for the transaction, and the system makes the required entries.

Revenue reversals differ from redistribution in two ways:

1. Revenue reversals reset the revenue plan or revenue plan event back as it was prior to the entry being created.
The revenue plan or revenue plan event status is set to *Reversed* to indicate that this has been done. For redistributions, the revenue plan or revenue plan event status is not changed.
2. For revenue reversal entries, the system generates the entries to offset both sides of the original entry.
For revenue redistribution entries, the system generates the entry for the reversal of the revenue row. You must specify the GL ChartField string for the offsetting entry.

You can initiate revenue reversals from the appropriate Revenue Management pages based on the level, event, plan, or contract that you need to reverse. Confirm the actual reversal on the Contracts Reversal page. Because reversals do not require you to enter the offsetting entry, you are required to enter an accounting date only.

You can generate reversals only for revenue plan events where the status is set to *Completed*. For revenue plans, you can initiate revenue reversal if the revenue plan status is *In Progress* or *Completed*.

The process for redistributing revenue accounting lines is:

1. On the Fixed Fee Redistribution page, you select the lines that need to be redistributed.
2. Click the Redistribute button.
3. For each row that you selected, the system creates a reversing row in CA_AP_DST.
4. For each reversed row, the system prompts you for the new ChartField values.
5. For each reversed row, the system enters a new row in CA_AP_DST to redirect revenue accounting to the wanted ChartFields.

Note. The amount or other information for each row that you are redistributing is not editable. Changes that you make as part of the redistribution process do not alter the status of the revenue plan or any events related to that revenue plan.

Note. When redistributing fixed-fee accounting entries, the system does not include discounts.

Redistributing As-Incurred Revenue

You can initiate a redistribution of the revenue accounting associated with a rate-based contract line (tied to PeopleSoft Project Costing) from the revenue management pages in PeopleSoft Contracts. For revenue plans that have an as-incurred revenue recognition method, the revenue management pages enable you to view all projects and activities for all contract lines associated with that revenue plan.

When you click the Redistribute button on the Accounting Summary Page, a query page appears with the following criteria:

- Date Range Entry fields (with a check box indicating transaction date or accounting date).
- A drop-down list box to select a specific project ID.
- A drop-down list box to select a specific activity ID.
- A drop-down list box to select a specific analysis type.
- A scroll area with all CA_AP_PC_DST lines with a check box on each line for selecting individual rows.

If a check box on the scroll area is selected, then the drop-down list boxes are unavailable for entry, and vice versa.

When you are finished entering criteria, the system builds a where clause and queries CA_AP_PC_DST.

For each matching row, the system populates a reversing row into a work panel. At save time, the system creates a new row in CA_AP_PC_DST and in CA_ACCTG_LN_PC with seq_num = max (seq_num) + 1, and all other keys equal to the reversed row.

The system prompts you for a new account, department ID, and all other ChartFields to which revenue will be redistributed.

For each matching row, the system creates a new row with the new ChartFields and seq_num = max (seq_num) + 1 on the work panel. At save time, the system inserts the new row into CA_AP_PC_DST and into CA_ACCTG_LN_PC.

See Also

[Chapter 16, “Managing Revenue Recognition,” Redistributing Revenue, page 261](#)

[Chapter 10, “Entering Accounting Distributions,” page 129](#)

Reconciliation

For contracts containing rate-based contract lines (with either value-based or as-incurred billing plans), you can view both the revenue recognized and the total amount billed-to-date for these levels:

- Contract.
- Contract line.
- PeopleSoft Project Costing business unit.
- Project.
- Project/Activity.

The level to which you can reconcile depends on the parameters specified on the Contracts Reconciliation Definition page and the information that you entered on the billing plan. You specify the search level (contract, contract line, project, or project/activity) and you specify how the data should be summarized. Your summarization choices are essential because these choices dictate how you can review and reconcile revenue transactions.

Revenue data is stored in the CA_ACCTG_LINE_PC table (where the accounting entries are stored), and billing data is stored in the BI_ACCT_ENTRY table. The data on the Reconcile Revenue and Billing page appears in the GL currency, but the accounting information is also available. The CA_ACCTG_LINE_PC table provides the revenue transactions in the actual amount currency booked to the GL, and it provides the interunit entries to reflect if revenue was transferred to another General Ledger business unit (potentially in another currency).

With the reconciliation tool, you can initiate revenue adjustments. From the Reconcile Entry page, you can redistribute revenue from the ChartFields displayed on a row on the page to another revenue account (for example, department or affiliate). You can also do this through the Review Revenue - Plans page. The unbilled AR Distribution section provides you with the ability to book the unbilled AR entry as the offset when revenue is decreased or increased.

Note. You can reconcile only on the ChartFields that were selected on the Contracts Reconciliation Definition page. If you did not *break on* those ChartFields, they do not appear.

Note. The Reconcile Revenue and Billing feature does not support prepaid amounts.

See Also

PeopleSoft General Ledger 8.8 PeopleBook, “Using Inter/Intraunit Processing in PeopleSoft General Ledger”

Reviewing Revenue

This section lists common elements and discusses how to:

- Review revenue plans.
- Review revenue plan events.
- Review as-incurred revenue plans.
- Review revenue details for accounting activities booked to the GL.
- Inquire about amount-based accounting journal entries.
- Inquire about rate-based accounting journal entries.

See Also

Chapter 14, “Setting Up Revenue Plans,” page 195

Common Elements Used in This Section

Hold	Select to search for all revenue plans that have been placed on hold.
Revenue or Revenue Plan	Each contract can contain multiple revenue plans. You must select a contract number before you can search by revenue plan.
Plan Status	Each revenue plan has a revenue plan status. The status controls the processing that can occur against a revenue plan.

Search	Click this button to carry out a search based on the search criteria that you entered. Results appear in the Details or Event Details scroll area.
Business Unit or BU (business unit)	PeopleSoft Contracts business unit.
Contract or Contract No (contract number)	Contract number.
Customer ID or Cust ID (customer ID)	Sold to customer ID.
GL Business Unit	PeopleSoft General Ledger business unit.
Processed On	Last date upon which the system recognized revenue for this revenue plan or event.

Pages Used to Review Revenue

Page Name	Object Name	Navigation	Usage
Review Revenue - Plans	CA_AP_MANAGE1	Customer Contracts, Review Revenue, Plans	View revenue plan activity, both pending and recognized amounts, for any cross-section of the PeopleSoft Contracts system. Update revenue plan status to <i>Pending</i> , <i>Ready</i> , or <i>Reversal in Progress</i> .
Review Revenue - Events	CA_AP_MGMT_EVENTS	Customer Contracts, Review Revenue, Events	View amounts by event, that have been recognized to date and are pending. You can update the status for an event, reverse the revenue that was booked for an event, and navigate to the Revenue Plan page.
Review Revenue - As Incurred	CA_AP_DTL_ASIN	- Customer Contracts, Review Revenue, As Incurred - Click the Method link for a specific revenue plan on the Review Revenue - Plans page.	Inquire about the details for revenue plans with an as-incurred revenue recognition method. From this page, you can review the details of the revenue that has been booked, and redistribute that revenue.
Fixed Fee Revenue History	CA_AP_EVENT_DTL	Customer Contracts, Review Revenue, History	Review the revenue details divided into deferred revenue, revenue, and unbilled AR for PeopleSoft Contracts fixed-fee accounting activities that have been booked to the GL.
Ca Acct Line Jrnl	CA_ACCT_LINE_JRNL	Customer Contracts, Review Revenue, Fixed Fee Jrnl Acctg Lines	Inquire about the details of each journal entry after you've run the Contracts Fixed Amounts Revenue process and your accounting entries have gone through the Journal Generator process and have posted to the GL.
Acct Rate Jrnl	CA_ACCT_RATE_JRNL	Customer Contracts, Review Revenue, As Incurred Jrnl Acctg Lines	Inquire about the accounting entries after you've run the rate-based revenue process (Accounting Rules Engine) and your accounting entries have gone through the Journal Generator Update process and have been posted to the GL.

Reviewing Revenue Plans

Access the Review Revenue - Plans page.

Review Revenue - Plans

Search Criteria

Business Unit:

Contract:

Revenue Plan:

Plan Status:

GL Business Unit:

Sold To Customer:

Method

☐ Milestone
 ☐ Percent Complete
 ☒ Apportionment
 ☐ As Incurred

Plans

☒ Select All
 ☐ Clear All

General

Additional Info

ESR

Business Unit

Customer

Contract

Plan

Status

Revenue Method

Total Amt

Amt Recog

Pending Amount

Processed On

☐	US001	1000	GENERAL_CONTRACT_01	R102	Ready	Apportionment	56,450,000.00		56,450,000.00	
☐	US001	1001	JREV	R101	Action Required	Apportionment	140,000.00	38235.29	101,764.71	10/02/2003

☐ Pending
 ☐ Ready
 ☐ Reversal in Progress

Accounting Date

Review Revenue - Plans page

Search Criteria

Use the fields in the Search Criteria group box to filter your search results by entering specific values in these fields. If you leave all fields blank, the search returns all revenue plans for all *Pending* and *Ready* contracts within your system. Results appear in the Revenue Detail scroll area. The system summarizes the results by revenue plan ID, and displays amounts in the contract or transaction currency. In the case of any as-incurred revenue plans, a row appears for every transaction currency found within a revenue plan.

Note. You must enter a value in the Business Unit field.

Method

Selecting the check box of a revenue recognition method limits your search to include only those revenue plans with a recognition method equal to the recognition methods that you selected. If you leave all check boxes cleared, the system returns all revenue plans matching the rest of your search criteria. Values include: *Milestone*, *Percent Complete*, *Apportionment*, and *As Incurred*.

Plans: General Tab

(select)

Select this check box if you want to update the status for this revenue plan to *Pending*, *Ready*, or *Reversal in Progress*. Depending on your selection in the Update Plans group box, when you click the Update Plan Status button, the system updates the status of the revenue plan.

PeopleSoft Proprietary and Confidential

251

Plan	Click this link to review and update revenue plan events or place the entire revenue plan on hold.
Status	Displays the status of the revenue plan. The status controls the processing that can occur against a revenue plan.
Revenue Method	For revenue plans with a revenue recognition method of <i>Apportionment</i>, <i>Milestone</i>, and <i>% Complete</i>, click to access the Review Revenue - Events page, where you can view and update the status of events or projects associated with the revenue plan. For revenue plans with a revenue recognition method of <i>As Incurred</i>, click to access the Review Revenue - As Incurred page, where you can review booked revenue and redistribute revenue.
Total Amt (total amount)	Displays the total amount for the revenue plan associated with this row. For as-incurred revenue plans, if the contract lines assigned to the plan have estimated amounts, the sum of those amounts appears here as the total amount.
Amt Recog (amount recognized)	Amount of revenue that has been recognized to date for this revenue plan. Click the link to view the accounting entries made for this amount. This link does not appear for revenue plans with a revenue recognition method of <i>As Incurred</i>.
Pending Amount	Displays the pending revenue amount, which is the total amount minus the amount recognized.
Processed On	Displays the last time the revenue was processed for the plan.

Update Plans

The status for each row in the Search Results half of the page can be changed from *Ready* to *Pending* or from *Pending* to *Ready*. You can update the status of multiple revenue plans at the same time by selecting the new status (either *Pending* or *Ready*), selecting the check box next to the appropriate revenue plans, clicking the Update Plan Status button, and saving. You also use this group box to reverse revenue plans.

Pending	Select to update the status of the selected <i>Ready</i> event to <i>Pending</i> .
Ready	Select to update the status of the selected <i>Pending</i> event to <i>Ready</i> .
Reversal in Progress	Select to reverse a revenue plan. You can reverse plans in a status of <i>In Progress</i> or <i>Completed</i> only.
Accounting Date	Enter a date for the system to use as the accounting date for the reversing entries.
Update Plan Status	Click to update the revenue plan status of the selected contract lines in the Revenue Detail: General tab with the Pending, Ready, or Reversal in Progress status that you selected. If you selected the Reversal in Progress option, clicking this button initiates the reversal for the revenue plan.

Plans: Additional Info Tab

Select the Additional Info tab.

Redistrib (redistribute revenue)

Click this link to redistribute revenue for this revenue plan to a different set of PeopleSoft General Ledger ChartFields.

Reviewing Revenue Plan Events

Access the Review Revenue - Events page.

Review Revenue - Events

Search Criteria

'Business Unit': US001

Contract:

Revenue Plan:

GL Business Unit:

Search

Clear

Plan Status:

Sold To Customer:

Hold

Method

☐ Milestone

☒ Percent Complete

☐ Apportionment

☐ As Incurred

Events

	Business Unit	Customer	Contract	Revenue Plan	Plan Status	Method	Event	Event Status	Hold	Hold Date	GL Unit	Am
☐	US001	1001	CONP002	R101	Ready	Percent Complete	1	Ready	☐	10/28/2003	US001	

☒ Select All

☐ Clear All

Update Events

☐ Pending

☐ Ready

☐ Reversal Initiated

Accounting Date

11/04/2003

Update Event Status

Review Revenue - Events page

Search Criteria

Use the fields in the Search Criteria group box to filter search results by entering specific values in these fields. If you leave all fields blank, the search returns all revenue plan events for all *Ready* and *Pending* contracts within your system. Search results appear in the Revenue Detail scroll area. Amounts appear in the contract or transaction currency. In the case of any as-incurred revenue plan events, a row appears for every transaction currency found within a revenue plan event.

Note. You must enter a value in the Business Unit field.

Method

Selecting the check box of a revenue recognition method limits your search to include only those revenue plans with a recognition method equal to the recognition methods that you selected. If you leave all check boxes cleared, the system returns all revenue plans matching the rest of your search criteria. Values include: *Milestone*, *Percent Complete*, *Apportionment*, and *As Incurred*.

Events

- (select)

Select this check box if you want to update the status for this revenue event to *Pending*, *Ready*, or *Reversal Initiated*. Depending on your selection in the Update Events group box, when you click the Update Event Status button, the system updates the status of the revenue event.
- Revenue Plan

Displays the revenue plan associated with the revenue event.

Plan Status	Displays the status of the revenue plan. The status controls the processing that can occur against a revenue plan.
Method	Displays the revenue recognition method associated with the revenue event.
Event	Displays the event number for this revenue recognition event. Each revenue plan contains one or more revenue plan events. Revenue plan events depict how much revenue to recognize based on the revenue plan event status.
Event Status	Displays the event status for the revenue event. Controls your ability to enter information for, and the processing that occurs against, an event. Available revenue plan event statuses are: <i>Pending</i> , <i>Ready</i> , <i>In Progress</i> , <i>Completed</i> , and <i>Reversed</i> . <i>Pending</i> and <i>Ready</i> are the only statuses that you can set manually. Other statuses are set as a result of a system process.
Hold	Indicates whether this revenue event is tied to a revenue plan that has been placed on hold.
Hold Date	Displays the date on which the revenue plan was put on hold, if this revenue event is tied to a revenue plan that has been placed on hold.
Amount	Displays the total amount for the revenue recognition event associated with this row.

Update Events

The status for each row in the Search Results half of the page can be changed from *Ready* to *Pending* or from *Pending* to *Ready*. You can update the status of multiple revenue plan events at the same time by selecting the new status (either *Pending* or *Ready*), selecting the check box next to the appropriate revenue plans, clicking the Update Plan Status button, and saving. You also use this group box to reverse revenue plan events.

Pending	Select to update the status of the selected <i>Ready</i> event to <i>Pending</i> .
Ready	Select to update the status of the selected <i>Pending</i> event to <i>Ready</i> .
Reversal Initiated	Select to reverse events. You can reverse events in a status of <i>In Progress</i> or <i>Completed</i> only.

Note. You cannot reverse events on *Percent Complete* revenue plans.

Accounting Date	Enter a date for the system to use as the accounting date for the reversing entries.
Update Event Status	Click to update the event status of the selected contract lines Events group box with the pending, ready, or reversal initiated status that you selected. If you selected the Reversal Initiated option, clicking this button initiates the reversal for the revenue event.

Reviewing As-Incurred Revenue Plans

Access the Review Revenue - As Incurred page.

Review Revenue - As Incurred

Search Criteria

GL Business Unit:
Contract:

PC Business Unit:
Revenue Plan:

Detail
Customize | Find |
First 1-2 of 2 Last

General Contract

Select	PC Business Unit	Project	Activity	Transaction ID	Accounting Date	Discount ID	Amount	Currency
☐	US004	IMPLEMENT	MATERIALS	10000518	01/15/2003		-1,520.00	USD
☐	US004	IMPLEMENT	MATERIALS	10000526	01/15/2003		-1,600.00	USD

Review Revenue - As Incurred page

Search Criteria

Use the fields in the Search Criteria group box to filter search results by entering specific values in these fields. If you leave all fields blank, the search returns all revenue plans for all *Active* contracts within your system. Click the Search button to carry out a search based on the search criteria that you entered. Search results appear in the Details scroll area. Amounts appear in the contract or transaction currency. For as-incurred revenue plan events, a row appears for every transaction currency found within a revenue plan event.

Detail: General Tab

(select)	Select this check box if you want to redistribute the revenue that has been booked for a row.
PC Business Unit	Displays the value that you specified in the Search Criteria group box.
Project	Displays the name of the project with which this billing is associated. A single project can be associated with multiple contracts.
Activity ID	Displays the ID with which this billing is associated. Contract lines are linked to projects at the activity level—directly or indirectly. Each activity ID can be associated with only one rate-based contract line.
Transaction ID	Displays the ID with which this billing is associated.
Accounting Date	Displays the accounting date, which reflects the accounting period in which entries were booked.
Discount ID	Displays the discount ID, if this row is associated with a discount ID.
Amount	Displays the amount of revenue that was recognized for this row.
Redistribute	Click this button to redistribute the revenue for the rows that you selected on the General tab of the Detail scroll area.

Detail: Contract Tab

- Contract Line Num
(contract line number)

Displays the contract line that you associated with the revenue plan for this project/activity ID. Each project is linked to a contract line; each contract line is assigned to a revenue plan.
- Distribution Type

Each different type of accounting distribution entry is distinguished by distribution type. Examples include revenue, deferred revenue, unbilled AR, interunit credit, and interunit debit.
- PostSeq# (posting sequence number)

When you have multiple accounting entries for the same contract line, revenue recognition event, and distribution type, such as when you split revenue across departments, the system uses a posting sequence number to make them unique.
- Reversing Entry

Indicates if this entry was redistributed.

Reviewing Revenue Details for Accounting Activities Booked to the GL

Access the Fixed Fee Revenue History page.

Fixed Fee Revenue History

Contract: JREV

Business Unit: US001

Currency: USD

Sold To Customer: 1001 Apex Systems

GL Business Unit: US001

Revenue Plan: R101

GL Currency: USD

Revenue Plan History

Contract Line Num: 1

Event Number: 1

Amount: 2,549.02

Revenue

Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Pro
1	US001		-2,549.02	-2,549.02	403002								

Deferred Revenue

Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref

Unbilled AR

Dist Seq #	GL Unit	Discount ID	Amount	Base Amount	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class
1	US001		2,549.02	2,549.02	120009						

Fixed Fee Revenue History page

Note. The Fixed Fee Revenue History page displays accounting entries for fixed-fee contract lines only.

- Currency

Displays the currency code for the contract.
- GL Business Unit

Displays the PeopleSoft General Ledger business unit established for the Contracts business unit.
- Revenue Plan

Displays the revenue plan ID number. Each contract can contain multiple revenue plans.

GL Currency

Displays the currency code for the PeopleSoft General Ledger business unit that is associated with the Contracts business unit.

Revenue Plan History

- Dist Seq #** (distribution sequence number)
- Each accounting distribution entry is identified by a unique distribution sequence number.
- GL Unit**
- Displays the PeopleSoft General Ledger business unit where accounting was booked.
- Discount ID**
- Displays the discount ID, if this row is associated with a discount ID.
- Amount**
- Displays in the contract currency the amount of revenue that was recognized for this row.
- Base Amount**
- Displays the amount of the line in the base currency of the PeopleSoft General Ledger business unit.
- Stat** (statistics)
- Displays the statistics code, if you created statistical entries for the line.

Inquiring About Amount-Based Accounting Journal Entries

Access the Ca Acct Line Jrnl page.

Your contracts accounting entries must have posted successfully to the GL by the Journal Generator process in order to view them here.

Ca Acct Line Jrnl												
Journal ID												
Unit	Journal	Date	Ledger	Line	Line Descr GL Journal							
US001	CAREV00006	10/31/2002	LOCAL	1	CA Revenue							
Account	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	Project	Affiliate	Fund Affil	Oper Unit	
120009												
Base Currency		Base Amount DR		Base Amount CR		Currency		Transaction Ar				
USD		5,098.04		0.00		USD						
Business Unit	Contract			Contract Line Num		Amount		Currency Code	Amount		Foreign Curre	
US001	JREV			1		2549.02		USD	2549.02		USD	
US001	JREV			1		2549.02		USD	2549.02		USD	

Ca Acct Line Jrnl page

- Unit**
- Displays the PeopleSoft General Ledger business unit.
- Journal**
- Displays the PeopleSoft General Ledger journal ID.
- Line Descr** (line description)
- Displays the journal line description, if you entered a line description when you created the line.
- GL Journal**
- Click to access the journal for this accounting line.
- Project**
- Displays the PeopleSoft Project Costing project ID.
- Affiliate**
- Displays the other PeopleSoft General Ledger business unit for interunit accounting entries.

Statistic Amount and Stat	Displays the statistical amount and statistical code if you created statistical entries for the line.
Base Amount	Displays the amount of the line in the base currency of the PeopleSoft General Ledger business unit unless you display debits and credits separately.
Base Amount DR (base amount debit) or Base Amount CR (base amount credit)	If you display debits and credits separately, these fields display the amounts in the base currency of the business unit.
Item Amount	Displays the item amount for each accounting line, unless you enabled the Display Separate Debit/Credit in Subsystem option on the Operator Preferences - Overall page.
Amount	Displays the monetary amount of the line in the base currency (<i>Currency Code</i>), if you are not displaying the debits and credits separately.
Transaction Amount DR (transaction debit amount) or Transaction Amount CR (transaction credit amount)	Displays the amounts in the base currency of the business unit, if you are displaying the debits and credits separately.
Amount	Displays the foreign amount in the amount of the transaction in the entry currency (<i>Foreign Currency Code</i>) unless you enabled the Display Separate Debit/Credit in Subsystem option on the User Preferences - Overall Preferences page. If you enabled the Display Separate Debit/Credit in Subsystem option, the <i>Debit Amount</i> or the <i>Credit Amount</i> and currency appear for each accounting line.

Note. If you are not displaying separate debits and credits, negative amounts indicate a credit to the account and positive amounts indicate a debit.

Inquiring About Rate-Based Accounting Journal Entries

Access the Acct Rate Jrnl page.

Note. Your contracts accounting entries must have successfully been posted to the GL by the Journal Generator process to view them here.

The fields on this page are the same as those on the Ca Acct Line Jrnl page.

Reversing Revenue

This section discusses how to:

- Reverse accounting entries for amount-based contracts.
- Reverse deferred revenue accounting entries.

Warning! Before journal-generating reversing accounting entries with the Journal Generator process, you must journal-generate the original accounting entries.

Pages Used to Reverse Revenue

Page Name	Object Name	Navigation	Usage
Contract Reversal	CA_REVERSE_HDR	Customer Contracts, Adjust Revenue and Billing, Reverse Contract, Contract Reversal	Reverse all accounting entries created for a specific amount-based (price type of <i>amount</i> or <i>percent</i>) contract. You can also reverse billing for an entire contract.
Deferred Revenue Reversal	CA_REVERSE_DFR	Customer Contracts, Adjust Revenue and Billing, Reverse Contract, Deferred Revenue Reversal	Reverse deferred revenue accounting entries created for a specific amount-based (price type of <i>amount</i> or <i>percent</i>) contract.

Reversing Accounting Entries for Amount-Based Contracts

Access the Contract Reversal page.

Contract Reversal

Deferred Revenue Reversal

Contract: CON0000000000023
Sold To Customer: Easy Solutions

Contract Reversal Detail

☐ Revenue Plans **Accounting Date:** 11/04/2003 ☐ Reverse Deferred Revenue

☐ Billing Plans

Reverse

Contract Reversal page

Contract Reversal Detail

- Revenue Plans** Select this check box if you want to reverse revenue for all amount-based revenue plans associated with this contract.
- Accounting Date** Displays the date on which reversal entries are booked.
- Reverse Deferred Revenue** Select this check box if you want to reverse the deferred revenue associated with this revenue plan. This check box is available if your contract contains lines with deferred revenue already processed.

Billing Plans

Select this check box if you want 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*.

Reverse

Click this button to enable the system to reverse revenue plans in a status of *In Progress* or *Complete*.

Reversing Deferred Revenue Accounting Entries

Access the Deferred Revenue Reversal page.

Contract Reversal

Deferred Revenue Reversal

Contract: CON000000000023

Sold To Customer: Easy Solutions

Select the row(s) you would like to reverse.

Contract Lines											
	Line	Product	Product Group	Revenue Plan	Description	Revenue Method	Revenue Plan Status	Dfr Rev Status	Deferred Rev Reversal Date	Dfr Rev Acct Dt	Amount
☐	1	BUILDING 2	BUILDING	R101	Quarterly Billing/Revenue Plan	Milestone	Action Required	Y	06/15/2001	06/15/2001	4000.00

Reverse Deferred Revenue

Deferred Revenue Reversal page

Select the deferred revenue rows that you want to reverse for this contract.

- Revenue Plan**

Click the link to access the revenue plan for this contract line.
- Revenue Method**

Displays the associated revenue method for this contract line.
- Revenue Plan Status**

Displays the associated revenue plan status for this contract line.
- Drf Rev Status** (deferred revenue status)

Displays the deferred revenue status for the contract line. When you reverse deferred revenue, the system sets the status to *Reversal Initiated*.
- Deferred Rev Reversal Date** (deferred revenue reversal date)

Displays the date on which you processed the deferred revenue reversal.
- Dfr Rev Acct Dt** (deferred revenue accounting date)

Displays the deferred revenue accounting date. For a contract line, this is the contract sign date. For an amendment, this is the amendment date. For renewals, this is the renewal cycle start date. Once you reverse deferred revenue, the system clears this field and it remains blank.
- Amount**

Displays the amount of deferred revenue for this contract line.
- Reverse Deferred Revenue**

Click to reverse the deferred revenue for the selected contract lines.

Note. For contract lines where the system has begun processing revenue, you cannot reverse the deferred revenue unless you also reverse the revenue.

Redistributing Revenue

This section lists common elements and discusses how to:

- Redistribute amount-based revenue.
- Redistribute rate-based (as-incurred) revenue.

Common Elements Used in This Section

Revenue Plan	Revenue plan number for which you redistribute revenue.
To GL Unit	PeopleSoft General Ledger business unit.
GL Currency	Currency specified for the PeopleSoft General Ledger business unit that was associated with this contract's PeopleSoft Contracts business unit.
Recognized Amount	Amount of revenue that has been recognized to date for this revenue plan. You can redistribute only revenue that has already been recognized. If revenue for a revenue plan event has not yet been recognized, you can use the Accounting Distribution page to change the distribution accounts for the contract lines that are tied to this revenue plan.
Redistribute	After you have selected the events or entries that you want to redistribute, click this button to initiate the redistribution process.
Redistribute	Select this check box to redistribute revenue for that row.
Distribution Type	Each different type of accounting distribution entry is distinguished by distribution type. Examples include revenue, deferred revenue, unbilled AR, interunit credit, and interunit debit.
Discount ID	Displays the discount ID, if a row is for a discount.
PostSeq# (posting sequencing number)	The system inserts a posting sequence number for each new row that is added to this table where the other keys for the row are the same.
Account	Classifies the nature of a transaction. Used for corporate accounts.
Alternate Account	Classifies the nature of a transaction for regulatory authorities. Use it for statutory accounts.
Operating Unit	Used to indicate a location, such as a distribution warehouse or a sales center. It can also be used for responsibility reporting, such as a profit center.
Department	ID used to indicate who is responsible for or affected by the transaction.
Product	Captures additional information useful for profitability and cash flow analysis, for example.
Affiliate	Used as one approach for interunit journal processing and consolidated reporting. Provides a way to map transactions between business units while using a single intercompany account.

- Statistics Code

Identifies nonmonetary amounts. Statistics codes are associated with a specific unit of measure.
- Reversing Entry

This field indicates if this entry was the result of a reversal.

Pages Used to Redistribute Revenue

Page Name	Object Name	Navigation	Usage
Fixed Fee Redistribution	CA_AP_SUMMARY	- Customer Contracts, Adjust Revenue and Billing, Redistribute Fixed Fee - Click the Redistrib link on the Review Revenue - Plans page.	Redistribute revenue accounting lines that the system has generated for a revenue plan event. The system limits redistribution of revenue to redistributing revenue to different departments.
Rate Based Redistribution	CA_AP_PC_SUMMARY	Customer Contracts, Adjust Revenue and Billing, Redistribute As Incurred	Redistribute revenue accounting lines that the system has generated for an as-incurred revenue plan. The system limits redistribution of revenue to departments only.

Redistributing Amount-Based Revenue

Access the Fixed Fee Redistribution page.

Fixed Fee Redistribution

Contract: CON000000000020

Business Unit: US001

Currency: USD

Sold To Customer: USA12

McKesson HBOC

GL Business Unit: US001

Revenue Plan: R101

GL Currency: USD

Recognized Amount: 30,000.00

Redistribute

GeneralChartfields

Line#	Event	Redistribute	Dist Seq #	Accounting Date	Distribution Type	Discount ID	PostSeq#	Amount	Base Amount
1	1	☐	1	10/01/2003	Revenue			-30,000.00	-30,000.00

Fixed Fee Redistribution page

Fixed Fee Redistribution page: General Tab

- Line # (line number)

Displays the contract line number that you associated with the revenue plan for this event. As accounting distributions are stored at the contract line level, you may have multiple contract lines associated with a single event number.
- Event

Displays the revenue plan event number under which this revenue was booked.
- Dist Seq # (distribution sequence number)

Displays the distribution sequence number. Each accounting distribution entry is identified by a unique distribution sequence number.

- Amount

Displays the row amount in the transaction currency.
- Base Amount

Displays the row amount in the base currency of the contract’s PeopleSoft General Ledger business unit.

Fixed Fee Redistribution page: Chartfields Tab

Select the Chartfields tab.

- GL Unit

Displays the PeopleSoft General Ledger business unit to which this row is being booked.
- Project

Captures additional information useful for project accounting.

Redistributing Rate-Based (As-Incurred) Revenue

Access the Rate Based Redistribution page.

Rate Based Redistribution

Contract: SF_RATE

Business Unit: US001

Currency: USD

Sold To Customer: 1003

Central Association

GL Business Unit: US001

Revenue Plan: R102

GL Currency: USD

Recognized Amount: 11000.00

Redistribute

Customize | Find | First 1-2 of 2 Last

General

Chartfields

Line#	Redistribute	Distribution Type	PC Business Unit	Project	Activity	Transaction ID	Accounting Date	Discount ID	Amount	Currency
2	☐	Revenue	US004	IMPLEMENT	EXPENSES	10000966	11/21/2003		-2,200.00	USD
2	☐	Revenue	US004	IMPLEMENT	EXPENSES	10000968	11/21/2003		-8,800.00	USD

Rate Based Redistribution page

Rate Based Redistribution Page: General Tab

- Line #

Displays the contract line number that you associated with the revenue plan.
- PC Bus Unit (PeopleSoft Project Costing business unit)

Displays the PeopleSoft Project Costing business unit with which a contract line is associated. Each contract line is associated with only one Projects business unit. Each contract line and projects business unit combination is reflected in as many rows as there are unique ChartField string combinations for the project ID, activity ID, and resource ID.
- Project

Displays the ID with which this billing is associated. A single project ID can be associated with multiple contracts.
- Activity ID

Displays the ID with which this billing is associated. Contract lines are linked to projects at the activity level—directly or indirectly. Each activity ID can be associated with only one rate-based contract line.

Transaction ID	Displays the ID with which this billing is associated.
Accounting Date	Displays the accounting date, which reflects the accounting period in which the entries were booked.
Amount	Displays the amount of revenue, in the PeopleSoft General Ledger business unit’s base currency that was booked for this row.

Rate Based Redistribution Page: Chartfields Tab

Select the Chartfields tab.

Reconciling Billing and Revenue

This section discusses how to:

- Define reconciliation options.
- Select a contract, contract line, project, or project/activity to reconcile.
- Redistribute revenue to an alternate account and offset the unbilled AR distribution.
- Summarize your reconciliations.

Pages Used to Reconcile Billing and Revenue

Page Name	Object Name	Navigation	Usage
Reconciliation Options by User	CA_RECON_DEFN	Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Reconciliation Options by User	Specify your Review By and Break On parameters for reconciliation.
Reconciliation Search	CA_RECON_SEARCH	Customer Contracts, Adjust Revenue and Billing, Reconcile Revenue to Billing	Select a contract, contract line, project, or project/activity to reconcile. The fields that appear on this page depend on the parameters that you specified on the Contracts Reconciliation Definition page. You can change these parameters by clicking the Change Reconciliation Fields link. You can search only for rate-based contract lines (<i>value-based</i> or <i>as-incurred</i> billing plans; <i>as-incurred</i> revenue recognition method).
Reconciliation Entry	CA_RECON_ENTRY	 Click from the Reconciliation Search page.	Redistribute revenue to an alternate account and offset your unbilled AR distribution. You can book only to GL ChartFields that are included in the <i>break on</i> on the Contracts Reconciliation Definition page. ChartFields that you do not <i>break on</i> do not appear on this page.
Reconciliation Summary Process	RUN_CA_RECON_SUM	Customer Contracts, Adjust Revenue and Billing, Create Reconciliation Summary	Summarize your reconciliations by running the Reconciliation Summary process. When the reconciliation process completes, it populates the CA_RECON_REV and CA_RECON_BI tables.

Defining Reconciliation Options

See [Chapter 7, “Structuring Contracts,” Defining Reconciliation Options, page 62](#).

Selecting a Contract, Contract Line, Project, or Project/Activity to Reconcile

Access the Reconciliation Search page.

Reconciliation Search

Search Criteria

Contract:

Line:

GL Unit:

Search

Summarize

Customize | Find | 

First  1 of 1  Last

	Contract	Line	GL Unit	Last Updated
	CON0000000000013	3	US004	10/02/2003 10:58:07AM

[Change Reconciliation Fields](#)

Reconciliation Search page

Search Criteria

Use the fields in the Search Criteria group box to filter the list of contracts or projects for which the system will search. When you leave a field blank, the system runs the process for all values for that field. The search fields that appear on this page depend on the criteria that you specified on the Contracts Reconciliation Definition page.

GL Unit

Enter the GL business unit for which you want to search.

Note. If you’re using interunit accounting, the reconciliation needs to be shown in one currency. Therefore, enter the GL business unit that you want to view on the Reconciliation Entry page.

For interunit accounting:

- If you select the GL unit of the contract, you see revenue and interunit (I/U) payables that total all revenue for the entire contract, contract line, project, or project/activity.
- If you select a GL unit that distributed only a portion of the revenue, you see revenue and the interunit (I/U) receivable sent to that particular GL unit.

Search

Click to initiate your search.

Summarize

Click to start the summarization process.

Change Reconciliation Fields

Click this link to modify your review by and break on criteria.

Search Results

The fields that appear depend on the criteria specified in the Search Criteria group box.



Click to run the Reconciliation Summary process on the fly for this particular contract, contract line, project, or project/activity. You can

also run the process from the Reconciliation Summary page. You can redistribute revenue or create offsets for a contract line.

Last Updated

Displays the date on which this contract, contract line, project, or project/activity was last summarized.

Redistributing Revenue to an Alternate Account and Offsetting the Unbilled AR Distribution

This section discusses how to redistribute revenue to an alternate account and offset the unbilled distribution.

To make an adjustment:

1. Enter the amount of the adjustment for your row.
2. Click the Calculate button.
3. Click the Create Entries button.

To redistribute revenue to an alternate account:

1. Enter the positive amount (debit revenue) for the row that you want to adjust.
2. Click the + button to add a new row.
3. Enter the new account, department ID, and affiliate on this new row, in addition to a negative amount (credit for revenue).
4. Click the Calculate button.
5. Click the Create Entries button.

Because the total adjusted amount equals 0.00 when you redistribute revenue (because the two rows net out), no unbilled AR offset is created.

Access the Reconciliation Entry page.

Reconciliation Entry												
Contract: CON000000000013			Contract Line: 3			GL Unit: US004			Currency: USD			
Revenue												
Contract	CA Bus. Unit	Line	PC Bus Unit	Project	Use	Amount						
CON000000000013	US004	3	US004	IMPLEMENT	REV	-3,021.00						
Total:		-3,021.00		Total Adj Amt:		-3,021.00		Calculate				
				Billed Amount:		0.00		Create Entries				
Accounting Date:		10/06/2003		Difference:		-3,021.00						
Unbilled AR Distribution												
GL Unit	Distribution Code	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	Affiliate	E
US004	AR-UNBILL2	120011		FLORIDA		21000				ALLPRD		

Reconciliation Entry page

The values that you searched on appear at the top of the page for the line that you selected. These values depend on the *review by* and *break on* criteria specified on the Defining Reconciliation Options page. The currency appears in the PeopleSoft General Ledger currency.

Revenue

These values depend on the *review by* and *break on* criteria.

Use	Displays the type of accounting for this contract, contract line, project, or activity. Values are: <i>REV</i> : Revenue <i>IUR</i> : Interunit receivable <i>IUP</i> : Interunit payable
Adjustment Amount	To redistribute revenue to an alternate revenue account, enter the positive amount (debit revenue) in this field for the row that you want to adjust. To continue with the redistribution, click the + button to add a new row. Enter the new account, department ID, and affiliate on this new row, in addition to a negative amount (credit for revenue). Note. You can book only to GL ChartFields that were included in the <i>break on</i> in the reconciliation page. ChartFields that you do not <i>break on</i> do not appear on this page. Click the Calculate button, and then click the Create Entries button. Because the total adjusted amount equals 0.00 (because the two rows net out), no unbilled AR offset is created.
Total	Displays the total revenue booked for this contract, contract line, project or project/activity.
Total Adj Amt (total adjusted amount)	Displays the same value as in the Total field, when you first enter this page. This value changes as you make adjustments to this page.
Billed Amount	Displays the total amount billed to date. This value appears in the contract (or billing) currency, if the currency differs from the GL currency.
Difference	Displays the difference between the total adjusted amount and the billed amount.
Accounting Date	Displays the current date, which appears by default as the accounting date. You have the option of selecting a different accounting date.
(calculate)	Click to calculate distribution credits.
(create entries)	Click to create accounting entries in the Unbilled AR Distribution group box.

Unbilled AR Distribution

The Unbilled AR Distribution group box provides you with the ability to book the unbilled AR entry as the offset when revenue is decreased or increased. For multiple contracts, contract lines, projects, or project/activities, you can offset to the same accounting distribution, or you can choose to offset each line separately. You may want to offset each line separately if you want to establish different accounting for each (for example, a different department ID). Select where the offset is applied.

The values under the Unbilled AR Distribution group box appear by default based on whether you are reviewing by contract, contract line, project, or activity:

Contract	For a contract, displays the business unit by default.
Contract Line	Displays the unbilled AR of the contract line by default.
Project	If the all act (all activities) check box was selected on the Related Projects page for this project, then the project goes to one contract line, and the unbilled AR comes from that one line. If the project is split among multiple rows, then no value appears by default.
Activity	Because activities can belong to only one contract line, the unbilled AR from the contract line appears by default.

The distribution code appears by default based on the contract line that you are reviewing. The distribution codes are restricted, and you are allowed to select only distribution codes with an unbilled AR account type. However, the general ledger ChartFields—Account, Alt Acct (alternate account), Oper Unit (operating unit), Fund, Dept (department ID), Program, Class, Bud Ref (budget reference), Product, Affiliate, Fund Affil (fund affiliate), and Oper Unit Affil (operating unit affiliate)—are not restricted to unbilled AR accounts. Therefore, you can change the account number under the Unbilled AR Distribution group box to another type of account (for example, revenue), but it never appears in the revenue numbers in the Revenue region of this page. Use the Unbilled AR Distribution group box to offset the adjustments with unbilled AR only.

GL Unit	Displays the PeopleSoft General Ledger business unit for your contract line. You can select a different business unit for the offset.
Distribution Code	Displays the distribution code by default, based on whether you are reviewing by contract, contract line, project, or activity. You can select a different distribution code. The distribution codes are restricted to allow you to pick only distribution codes with an unbilled AR account type.
Account	Displays the values for this unbilled AR account field by default from various sources, depending on whether you are reviewing by contract, contract line, project, or activity.

Summarizing Your Reconciliations

Access the Reconciliation Summary process page.

Program Name

Process Frequency	Specifies how often the Reconciliation Summary process runs. Values are: <i>Always:</i> Processes reconciliation every time the Reconciliation Summary process runs. <i>Don't:</i> Won't initiate the program, even if you click the Run button. <i>Once:</i> Runs reconciliation once; <i>Don't</i> appears in the Process Frequency field.

Contract Options

Use the fields in the Contract Options group box to filter the list of contracts on which this process runs. When you leave a field blank, the system runs the process for all values for that field.

Project Options

Use the fields in the Project Options group box to filter the list of contracts on which this process runs. When you leave a field blank, the system runs the process for all values for that field.

Purging Options

Purge All Older Than

Enter a number if you want the system to delete all reconciliation records that are older than a specified number of days. If you leave this field blank, the system overwrites only the existing data for the contract for which you are currently running this process.

CHAPTER 17

Forecasting Revenue

This chapter provides an overview of revenue forecasting and discusses how to forecast revenue.

Understanding Revenue Forecasting

PeopleSoft Contracts enables you to forecast revenue backlog for both fixed-fee and rate-based contract lines. There are many delivered views that display the forecasted revenue data by organization, contract, accounting, customer, and product groupings. Using standard PeopleSoft Business Analysis Modeler functionality, you can analyze the information in many different ways with interactive reports. In addition, you can save PeopleSoft Business Analysis Modeler view data into Microsoft Excel spreadsheets.

This section discusses:

- Revenue forecasting functionality.
- Revenue forecasting parameters.
- Revenue forecasting calculations.
- Interactive reports.
- PeopleSoft Business Analysis Modeler configuration.

Revenue Forecasting Functionality

The PeopleSoft Contract revenue forecasting functionality enables you to:

- Search contracts to define forecast factors by criteria such as contract business unit, contract type, sold to customer, region, product group, product, price type, contract, and line status.
- Forecast on pending and active contracts.
- Choose to view your forecast in contract or general ledger (GL) currency.
- Specify the periods to forecast revenue by setting up the Detail and Summary calendars on the Contracts Installation Options page.
- Define probability percentages for each contract line included in the forecast.
- Define estimated start and end dates for contract lines for which there are no *Ready* plans linked or events defined.
- Define total estimated amounts for contract lines for which total amounts are not known (such as rate-based contract lines).
- Choose to view your forecast based on product, contract, accounting, customer, or organization information.

- Include or exclude contract lines from the forecast.
- Recalculate the revenue forecast when factors used in the forecast calculation change.

You define the forecasting calendar on the Contracts Installation Options page. With user-configurable budget period calendars, you can use a calendar for the entire application, enabling you to calculate revenue forecasts with a consistent time period.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Setting Installation Options for PeopleSoft Applications,” Defining PeopleSoft Contracts Installation Options.

Revenue Forecasting Parameters

PeopleSoft Contracts provides a work space to define or modify forecast parameters on the Create Forecast page. While many of these parameters appear by default, this page provides access to review and update that information as well as provide more detailed control over for which contract lines the system creates a forecast. Here is a list of editable parameters on the Create Forecast page:

- Estimated start date.
- Estimated completion date.
- Probability.
- Estimated amount.

The system populates by default from the contract line the estimated start and completion dates for rate-based contract lines. For amount-based contract lines, the estimated start and completion dates are hidden when a *Ready* revenue plan is linked because the plan’s events are used in the forecast rather than the estimated start and completion dates. For amount-based contract lines, you must navigate to the Create Forecast page and enter estimated start and completion dates prior to a plan being readied.

For all contract lines, the system enters by default *100 percent* in the Probability field. Additionally, for contract lines that are generated by PeopleSoft Proposal Management, the estimated start and completion dates, as well as the estimated amount, populate from the successful proposal.

Revenue Forecasting Calculations

There are four factors involved in the revenue forecast calculation: probability, amount, accounting distribution, and timing. The system applies the probability to the amount defined for the forecast. This amount is the contract line amount less revenue recognized to date. For rate-based contract lines, the contract line amount is the estimated amount defined on the Create Forecast page. Accounting distribution used in the forecast calculations comes from the Accounting Distribution page. Timing can be defined as the *buckets* to which the forecasted amount and distribution is calculated. The system calculates revenue forecasting buckets differently based on the revenue recognition method for the contract line. If no revenue plan is assigned to a contract line, then the system performs a standard straight line allocation from the user entered estimated start date to the estimated completion date defined for that contract line in detail and summary period *buckets* based on the defined installation options.

The system defines the timing for revenue forecasts in this way:

- For amount-based contract lines with no revenue plans or with *Pending* revenue plans, the system spreads the forecast evenly from the estimated start date to the estimated completion date defined for each line.

- For milestone and apportionment revenue plans that are *Ready* or *In Progress*, the Preview Revenue table is the basis for the forecast.

For percent complete revenue plans that are *Ready* or *In Progress*, the system uses the ready event and then spreads the forecast for the remaining amount not yet defined to events evenly over the estimated start and estimated completion date entered by the user.

- For as incurred revenue plans, the system spreads the estimated amount evenly over the estimated start and estimated completion dates with the amount recognized to date subtracted out.

The accounting comes from the Revenue Forecast group box on the Accounting Distribution page (not from the accounting rules).

Note. The rate-based contract lines are handled differently because the true amounts and accounting distributions are not known until the transactions actually occur and are applied to the accounting rules. However, for forecasting purposes, the basis for the forecast amount and the accounting distribution must come from data that you enter. Enter the accounting distribution for each rate-based contract line. You can split accounting distributions between PeopleSoft General Ledger business units, accounts, and departments.

Note. If you enter an estimated start date that is earlier than the effective date on the accounting distribution, the system creates the forecast using the estimated start date. The system creates a revenue forecast, but generates only one row. The account, department, and general ledger business unit are blank and only the dollar amount appears for this time period. If the estimated start date is the same as or later than the effective date on the accounting distribution, the system creates the forecast with the proper number of rows for the accounting distribution. The system populates the account, department, general ledger business unit, and amounts for all periods.

Note. Contract revenue forecasting uses information only from plans that are in *Ready* or *In Progress* status for forecasting contract lines. The system excludes from the forecast contract lines plans that are in *Action Required*, *Completed*, *Reversal In Progress*, or *Reversed* status. For contract lines without plans or with plans in *Pending* status, the system uses information from the Create Forecast page in the forecast calculation.

Note. The system generates only one forecast at a time for any contract line. Once you rerun the forecast process, the system overwrites the previous forecast data with the most recent forecast information.

Interactive Reports

PeopleSoft Contracts delivers a model containing 16 views that you can review as interactive reports through PeopleSoft Business Analysis Modeler. These views are broken down into five categories. Within each category there are summary and detail views based on the summary and detail calendars that you set up at the installation level.

Once in the Interactive Report, you can access the following views:

- Product views.

The product views display product group, product ID, and amount or currency (GL or contract, depending on the view). The views also enable you to filter data by contract type, price type, and contract ID.

Product views include the following interactive reports:

- Contract Detail Revenue Amount by Product.
- Contract Summary Revenue Amount by Product.
- GL Detail Revenue Amount by Product.
- GL Summary Revenue Amount by Product.
- Contract views.

The contract views display CABU, contract type, contract ID, and amount or currency (GL or contract, depending on the view). The views also enable you to filter data by customer and contract status.

Contract views include the following interactive reports:

 - Contract Detail Revenue Amount by Contract ID.
 - Contract Summary Revenue Amount by Contract ID.
 - GL Detail Revenue Amount by Contract ID.
 - GL Summary Revenue Amount by Contract ID.
- Accounting views.

The accounting views display account, department, and GL amount or currency. The views also enable you to filter data by PeopleSoft General Ledger business unit, and contract ID.

Accounting views include the following interactive reports:

 - GL Detail Revenue Amount by Account and Department.
 - GL Summary Revenue Amount by Account and Department.
- Customer views.

The customer views display customer, contract status, and contract amount or currency. The views also enable you to filter data by contract type, product group, and contract ID.

Customer views include the following interactive reports:

 - Contract Detail Revenue Amount by Customer.
 - Contract Summary Revenue Amount by Customer.
- Organization views.

The organization views display CABU, department, and amount or currency (GL or contract, depending on the view). The views also enable you to filter data by region and contract ID.

Organization views include the following interactive reports:

 - Contract Detail Revenue Amount by Organization.
 - Contract Summary Revenue Amount by Organization.
 - GL Detail Revenue Amount by Organization.
 - GL Summary Revenue Amount by Organization.

Note. Currency is a required filter for all views.

Note. You cannot edit the data within each report, but you can further filter and rearrange the data that appears on the report. The view is dynamic, thus the system does not save the changes that you make. However, you can download the data.

PeopleSoft Business Analysis Modeler Configuration

PeopleSoft Business Analysis Modeler enables you to view transactional data in multidimensional online reports and categorize information in several ways. You must first configure your PeopleSoft Business Analysis Modeler environment before using the forecast revenue feature. You must select the Enable Report box on the Interactive Report Definitions - Define Reports page to enable the Contracts Forecast Revenue report.

See *PeopleSoft Enterprise Components*, “Using Interactive Reports”.

See the “Installing a Reporting Environment” chapter in the *PeopleSoft Business Analysis Modeler 8.8 Installation Documentation*.

Forecasting Revenue

This section discusses how to:

- Set up calendars for revenue forecasts.
- Create revenue forecasts.
- Process revenue forecasts.
- Forecast interactive reports.
- Analyze interactive reports.

Note. You must first configure your PeopleSoft Business Analysis Modeler environment before viewing forecast interactive reports. However, the data can be processed and is stored in a forecast table. Once calculated, the forecast appears as a summed amount on the Contract Summary page for each contract forecasted.

Pages Used to Forecast Revenue

Page Name	Object Name	Navigation	Usage
Installation Options - Contracts	INSTALLATION_CA	Set up Financials/Supply Chain, Install, Installation Options, Contracts	Set up the detail and summary calendars for revenue forecasting.
Create Forecast	CA_FC_CREATE	- Customer Contracts, Forecast Revenue, Create Forecast - Click the Revenue Forecast link on any page in the Contract Entry component.	Review and establish forecasting parameters. You can build a revenue forecast for specific contract lines from this page.
Build Forecast	RUN_CA_FC	Customer Contracts, Forecast Revenue, Process Forecast	Run the revenue forecast process for all contract lines or for a subset of lines based on criteria defined on the page.
Launch Revenue Forecast	CA_FC_BAM	Customer Contracts, Forecast Revenue, Forecast Interactive Reports	Select or create run controls for the process that launches Interactive Reports.

Setting Up Calendars for Revenue Forecasts

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Setting Installation Options for PeopleSoft Applications,” Defining PeopleSoft Contracts Installation Options.

Creating Revenue Forecasts

Access the Create Forecast page.

Create Forecast

▼ Search Criteria

Business Unit:US001

Contract:CON000000000019

Processing Status:

Sold To Customer:

Contract Type:

Line Status:

GL Business Unit:

Contract Status:

Price Type

Product Group:

Product ID:

☒ Amount

☒ Percent

☒ Rate Based

Region Code:

Contract Sign Date:

Search

Clear

Fixed Fee

As Incurred

Fixed Fee

Contract Number	Line Status	Product	Revenue Plan	Revenue Recognition Method	Estimated Start Date	Estimated Completion Date	Probability	Net Amount
☒ CON000000000019	Active	TK_AMT_QTR_REV	R101	Milestone			100	

☒ Select All

☐ Clear All

List Management

Estimated Start Date:

Estimated Completion Date:

Probability:

Update

Create Forecast

Create Forecast page

Search Criteria

Use the fields in the Search Criteria group box to filter search results by entering specific values in these fields. If you leave all fields blank, the search returns all contract lines for all contracts within your system.

Note. You must enter a value in the Business Unit field.

Create Forecast page: Fixed Fee tab

- (select)

The system selects the contract line. Clear this check box if you do not want to update parameters or forecast revenue for this contract line.
- Estimated Start Date

Enter an estimated start date for the contract lines that are not linked to a *Ready* or *In Progress* apportionment or milestone revenue plan or do not have a start date defined.
- Estimated Completion Date

Enter an estimated completion date for the contract lines that are not linked to a *Ready* or *In Progress* apportionment or milestone revenue plan or do not have an end date defined.
- Probability

Enter a probability factor indicating the level of confidence in the amount and estimated completion date. The system populates this field with a default value of 100.
- Net Amount

Displays the net amount for your amount-based contract lines.
- Last Forecast Run

Displays the last date on which a forecast was run for this contract line.

List Management

Estimated Start Date	Enter an estimated start date for your contract lines, and click Update. The system populates the Estimated Start Date fields for the selected contract lines in the Search Results grid with your entered value.
Estimated Completion Date	Enter an estimated completion date for your contract lines, and click Update. The system populates the Estimated Completion Date fields for the selected contract lines in the Search Results grid with your entered value.
Probability	Enter a probability factor for your contract lines, and click Update. The system populates the Probability fields for the selected contract lines in the Search Results grid with your entered value.
Update	Click to populate the Search Results grid with the option or options that you entered for the estimated start date, estimated completion date, and probability. This feature allows you to populate values for the selected contract lines in the Search Results grid at the same time, when you next save.
Create Forecast	Click to create the revenue forecast for the selected contract lines. Clicking this button launches CA_FC_BUILD. This process serves the same function as the Build Forecast page, but only for the contract lines selected on this page.

Note. The system stores only one forecast per contract line. If you want to change any information on a contract line and rerun your forecast, the system overwrites the previous forecast information for the contract line.

Create Forecast page: As Incurred tab

Select the As Incurred tab.

All fields are the same as those on the Fixed Fee tab of the Create Forecast page with the exception of:

Estimated Amount	Enter the net amount for your rate-based contract line in the same currency as your contract. If the contract line was created from a proposal in PeopleSoft Proposal Management, the amount from the successful proposal appears as the estimated amount.

Processing Revenue Forecasts

Access the Build Forecast run control page.

Build Forecast

Run Control ID: Revenue Forecast
[Report Manager](#)
[Process Monitor](#)

Program Name

Program Name: CA_FC_BUILD
Process Frequency: Always

Search Criteria

*Business Unit: US001
Sold To Customer:
Contract:
Product Group:
Product ID:
Line Status:

GL Business Unit:
Contract Type:
Contract Sign Date:
Contract Status:
Processing Status:

Build Forecast page

Select the parameters for your revenue forecast. You can limit your processing by factors such as contract status, processing status, and contract line status. If you leave all fields blank, the system processes all contracts. This process populates the CA_FC_MAIN table.

Note. You must enter a value in the Business Unit field.

Warning! If you build your forecast by filtering search criteria by PeopleSoft General Ledger business unit, product group, product ID, or contract line status, the forecasted amount may represent only a portion of a contract, because the filters that you select can differ within any contract ID.

Forecasting Interactive Reports

Access the Launch Revenue Forecast run control page.

Launch Revenue Forecast

Run Control ID:Revenue Forecast

Launch Interactive Reports

Accounting Date From:11/04/200331

To:05/03/200431

Search Criteria

*Business Unit:US001

Sold To Customer:

Contract:

Product Group:

Product ID:

Line Status:

GL Business Unit:

Contract Type:

Contract Sign Date:

Contract Status:

Processing Status:

Launch Revenue Forecast page

Note. If you access this page from the Contract Entry component, the system populates the appropriate search criteria fields. Click the Launch Interactive Reports button to build the revenue forecast views in PeopleSoft Business Analysis Modeler for your selection criteria.

Select the parameters for your revenue forecast. You can limit your processing by factors such as contract status, processing status, and contract line status.

Note. You must enter a value in the Business Unit field.

Warning! If you build your forecast by filtering search criteria by PeopleSoft General Ledger business unit, product group, product ID, or contract line status, the forecasted amount may represent only a portion of a contract, because the filters that you select can differ within any contract ID. Additionally, if the system calculates only a portion of the contract due to the selection criteria used to process the revenue forecast, your interactive reports are restricted by the forecast calculated even if you select a broader range of criteria on this page.

Accounting Date From and To	Select from and to dates for your report. Note. When forecasting revenue, the system limits you to a maximum accounting period of one year.
Launch Interactive Reports	Click to launch PeopleSoft Business Analysis Modeler processing. Forecast data is transferred to PeopleSoft Business Analysis Modeler per your selection criteria. When PeopleSoft Business Analysis Modeler has processed the data, your views appear in a browser window.

Analyzing Interactive Reports

After clicking the Launch Interactive Reports button, you can select one of sixteen views from five categories:

- Product

- Contract
- Accounting
- Customer
- Organization

Within each table view, you can drag and drop the data cubes and dimensions to view the data in different ways.

Note. The fields that appear on the page vary based on the type of report that you are viewing.

Product View

Select a product view.

FMS Interactive Reports - Contracts

Report: Product View - Contract Detail Revenue Amount by Product

Preview

Excel

Rows To Scroll: 2

Rows per Page: 5

1-5 of 5

Price Type :

Total Price Types

Contract ID :

Total Contracts

Contract Type :

Total Contract Types

Contract Currency :

USD

	2003M11	2003M12	2004M01	2004M02	2004M03	2004M04	2004M05	Total Periods
Contract Detail Revenue Amount by Product								
Warranty								
R_MAINT_UPGRADE		\$200,000.00			\$100,000.00			\$300,000.00
Total Products		\$200,000.00			\$100,000.00			\$300,000.00
Total Product Groups		\$200,000.00			\$100,000.00			\$300,000.00

Product View - Contract Detail Revenue Amount by Product

Contract View

Select a contract view.

FMS Interactive Reports - Contracts

Report: Contract View - Contract Detail Revenue Amount by Contract ID

Preview Excel

Rows To Scroll: 2 Rows per Page: 7 1-7 of 7

CustomerID: Total Customers

Contract Status: Total Statuses Contract Currency: USD

	2003M11	2003M12	2004M01	2004M02	2004M03	2004M04	2004M05	Total Periods
Contract Detail Revenue Amount by Contract ID								
US001								
Commercial Construction								
CONP002		\$200,000.00			\$100,000.00			\$300,000.00
Total Contracts		\$200,000.00			\$100,000.00			\$300,000.00
Total Contract Types		\$200,000.00			\$100,000.00			\$300,000.00
Total CABUs		\$200,000.00			\$100,000.00			\$300,000.00

Contract View - Contract Summary Revenue Amount by Contract ID

Accounting View

Select an accounting view.

FMS Interactive Reports - Contracts

Report: Accounting View - GL Detail Revenue Amount by Account and Department

Preview Excel

Rows To Scroll: 2 Rows per Page: 5 1-5 of 5

GLBU: Total GLBUs

Contract ID: Total Contracts GL Currency: USD

	2003M11	2003M12	2004M01	2004M02	2004M03	2004M04	2004M05	Total Periods
GL Detail Revenue Amount By Account and Department								
Contract Revenue (403002)								
(Not Specified)		\$200,000.00			\$100,000.00			\$300,000.00
Total Departments		\$200,000.00			\$100,000.00			\$300,000.00
Total Accounts		\$200,000.00			\$100,000.00			\$300,000.00

Accounting View - GL Detail Revenue Amount by Account and Department

Customer View

Select a customer view.

FMS Interactive Reports - Contracts								
Report: Customer View - Contract Detail Revenue Amount by Customer								
Preview Excel Rows To Scroll: 2 Rows per Page: 5 1-5 of 5								
Contract Type: Total Contract Types Contract ID: Total Contracts Product Group: Total Product Groups Contract Currency: USD								
	2003M11	2003M12	2004M01	2004M02	2004M03	2004M04	2004M05	Total Periods
Contract Detail Revenue Amount by Customer								
Apex Systems								
Active Contract		\$200,000.00			\$100,000.00			\$300,000.00
Total Statuses		\$200,000.00			\$100,000.00			\$300,000.00
Total Customers		\$200,000.00			\$100,000.00			\$300,000.00

Customer View - Contract Detail Revenue Amount by Customer

Organization View

Select an organization view.

FMS Interactive Reports - Contracts				
Report: Organization View - GL Summary Revenue Amount by Organization				
Preview Excel Rows To Scroll: 2 Rows per Page: 5 1-5 of 5				
Region: Total Regions Contract ID: Total Contracts GL Currency: USD				
	2003Q4	2004Q1	2004Q2	Total Periods
GL Summary Revenue Amount by Organization				
US001				
(Not Specified)	\$200,000.00	\$100,000.00		\$300,000.00
Total Departments	\$200,000.00	\$100,000.00		\$300,000.00
Total CABUs	\$200,000.00	\$100,000.00		\$300,000.00

Organization View - GL Summary Revenue Amount by Organization

CHAPTER 18

Setting Up Billing Plans

This chapter provides an overview of billing in PeopleSoft Contracts and discusses how to:

- Define billing plans.
- Assign contract lines to billing plans.

Understanding Billing in PeopleSoft Contracts

PeopleSoft Contracts enables you to define and administer the billing rules for the products and services that your customer has purchased under a contract. After you have defined the billing rules for a contract, data from PeopleSoft Contracts drives the creation of bill lines for fixed-price contract lines. Data from PeopleSoft Contracts and PeopleSoft Project Costing drives the creation of bill lines for rate-based contract lines. In both cases, Contracts creates bill lines for the Billing Interface tables, and the Contracts Billing Interface process is then run to transfer the bill lines to PeopleSoft Billing. Once the bill lines have been transferred to PeopleSoft Billing, you can use the PeopleSoft Billing comprehensive billing solution to customize your bills as needed. PeopleSoft Contracts enables you to manage your billing activity, with full views into the billing related activity within PeopleSoft Contracts, and information on the status of bill lines that interact with PeopleSoft Billing.

A contract can consist of multiple contract lines with complex and diverse billing requirements. In PeopleSoft Contracts, each product is assigned to its own contract line. You then associate each contract line with a billing plan. Billing plans store the timing of when billing occurs, how bill lines should appear, and what notes should relate to the bill. You can assign contract lines with similar billing requirements to the same billing plan. Each contract has at least one billing plan, and a contract may have more than one billing plan.

When you define your contract's business units and products, you define default billing options and billing rules for those business units and products. When you create a new contract, the billing options that you associated with the contracts billing unit appear by default on the contract header, where you can edit them if necessary. When you select a product onto the contract line, the billing options that you defined for that product are selected onto the contract line. When you define your billing plan, the billing options defined at the header and line levels populate the billing plan. You can edit them if necessary. The billing options that exist at the contract billing plan level take precedence over those defined at a higher level.

A series of high-level management pages enable you to review billing activity for contracts and to manage the activity by holding and releasing billing activity that is otherwise ready to bill according to the defined terms.

The Billing Engine process reviews contract billing activities, locates billing activity that is ready to be billed, and creates billing lines in the Billing interface tables to initiate billing of this activity.

This section discusses:

- Billing plans.

- Billing methods.
- Billing statuses.
- Billing plan assigning rules.

See Also

Chapter 20, “Managing Contracts Billing,” page 353

Billing Plans

In PeopleSoft Contracts, you assign billing schedules and rules to contract lines by creating billing plans. Billing plans are contract-specific. A billing plan stores the schedule of billing events (when to bill) and the corresponding bill lines (what to bill) for these events. Each contract line product is tied to a billing plan, and you can associate contract lines with similar billing requirements with the same billing plan. Each contract has at least one billing plan and may have more than one.

Before you define billing plans for a contract, you should first have established your contract header billing options. The information that you have entered at the contract header level migrates down to the billing plans created for the contract. Much of this information appears by default from the setup of the related Contract business unit.

When you are setting up your billing plans, you can either first define billing plans and then assign contract lines to them, or you can first assign your contract lines to undefined billing plans and then finish the billing plan definition.

You can optionally select billing plan templates to automate the creation of billing plans on your contract. You can associate events with your billing plan template depending on your plan method. In addition, you can create a billing plan detail template to override the billing defaults defined for a contracts billing business unit and contract header.

Regardless of which approach you take, you still need to complete these high-level steps:

- Define a billing plan method when entering a billing plan.
- Define billing options for the billing plan.
- Create billing plan lines for *Immediate*, *Milestone*, and *Percent Complete* billing methods.
- Define billing plan events.

Events are required for *Milestone*, *Percent Complete*, and *Value-based* billing plans; optional for *As-incurred* billing plans; not used for *Immediate* and *Recurring* billing plans.

- Create billing plan lines for *Value-based* billing methods.

To simplify your billing process, you might limit the number of billing plans that you create for a contract. These are the rules for defining when you need to create a new billing plan:

- At least one billing plan is defined for each contract.
- A new billing plan must be added if the nature of billing differs for some contract lines.

For example, if some contract lines are managed as-incurred and others are to be billed in association with milestones, then a minimum of two billing plans are needed—one *As-incurred* plan and one *Milestone* plan.

Also, amount-based contract lines cannot be assigned to *Value-based* billing plans. Rate-based contract lines cannot be assigned to *Milestone*, *Percent Complete*, or *Immediate* billing plans. And, recurring contract lines can be assigned only to *Recurring* billing plans.

The high-level step for linking contract lines to billing plans is to assign contract lines to billing plans.

When assigning contract lines to billing plans, assign lines with similar billing requirements to the same billing plan when possible. Contract lines must be put on different billing plans if one of these vary:

- Billing plan options.
- Bill to customer ID.
- Bill to address.
- Billing contact.
- Billing business unit.
- Bill type.
- Bill source.
- Bill currency option (for *as-incurred*).
- Bill by ID.
- Bill cycle.
- Billing specialist.
- Bill inquiry phone.
- Tax parameters (for *as-incurred*).
- The lines are billed in association with a different set of milestones.
- Billing by amount versus percent.
- Billing a different percent for some lines than for others.

Billing Plan Templates

There are two types of billing templates:

- Billing Plan template
- Billing Plan Detail template

You can optionally select billing plan templates to automate the creation of billing plans on your contract. You can also associate events with your billing plan template depending on your plan method. Create billing plan templates on the [Billing/Revenue Plan Templates](#) page.

You can also create a billing plan detail template to override the billing defaults defined for a contracts billing business unit and contract header. Create billing plan detail templates on the [Billing Plan Detail Template](#) page.

See [Chapter 7, “Structuring Contracts,” Revenue and Billing Plan Templates, page 35](#).

See [Chapter 7, “Structuring Contracts,” Defining Revenue and Billing Plan Templates, page 46](#).

Discounts

See these chapters for information regarding discounts: Pricing Contracts, Understanding Accounting Distributions, and Entering Accounting Distributions.

See *PeopleSoft Billing 8.8 PeopleBook*, “Structuring Bills,” Establishing Tax Groups.

See [Chapter 10, “Entering Accounting Distributions,” page 129](#).

See [Chapter 11, “Pricing Contracts,” page 137](#).

Retainages

A retainage is any amount that is not to be billed unless and until you release it. Retainages, always defined as percentages, are placed on project-related contract lines and are applicable to any billable resource lines that are tied to the contract line and are passed to PeopleSoft Billing. Retainages are only associated with *As-incurred* billing plans.

Purchase Orders

You can have only one purchase order (PO) associated with a contract. However, for the appropriate billing plan method (percent complete, immediate, milestone, or value-based), you can have multiple POs on the billing plan.

The PO number is open and editable throughout the life of the billing plan, and you can override the default PO number at any time.

The PO number appears on varying pages of your contract depending on the billing plan type:

- For *As-incurred* and *Recurring* billing plans, the PO number appears on the Billing Plan General page.
- For amount-based billing plans (*Amount*, *Percent Complete*, and *Immediate*), the PO number appears on the billing plan line.
- For *Value-based* billing plans, the PO number appears on the Value Based Billing Plan lines page.
- For prepaids, the PO number appears on the Prepaid Balances page.

Billing Methods

The billing method describes the nature of the billing that applies to line products that are related to a specific billing plan. PeopleSoft Contracts supports the following billing methods:

Milestone

For billing plans where billing is triggered by an event—such as a date, a milestone, or a user-initiated action—that you have associated with the billing plan. Define a schedule of events for the billing plan and spread the total billable amount over the events by percentage or amount. You associate amount-based contract lines with the *milestone* billing method.

% Complete (percent complete)

For billing plans where you generate bills over a period of time by updating the percent complete as needed. You manually generate these bill events by entering the percent complete for a given period on the Billing Plan - Percent Complete page. The total billable amount is spread over the events by percentage of completion. You associate amount-based contract lines with the *% complete* billing method.

Immediate	No events are defined for billing plans with a billing method of <i>Immediate</i> . Billing is eligible to be triggered as soon as the billing plan is marked <i>Ready</i> . You associate amount-based contract lines with the <i>immediate</i> billing method.
As Incurred	For billing plans where the associated line products correspond to services whose billable items accumulate in PeopleSoft Project Costing. You do not have to set up events for an <i>As-incurred</i> billing plan. Billing occurs for whatever has been accumulated to date when you run the Contracts Billing Interface process. You can optionally schedule date or milestone events for <i>As-incurred</i> billing plans. This provides you with greater control over when billing occurs, because the events act as a floodgate. Once the events have been met, all accumulated, billable items in PeopleSoft Project Costing that are not yet billed are processed. You associate rate-based contract lines with the <i>as-incurred</i> billing method.
Value Based	For billing plans where you want to attach an amount-based billing plan to a rate-based contract line. A value-based billing plan lets you define and bill independent amounts other than the actual rate-based transactions processed for revenue recognition. Amount-based contract lines (amount) cannot be associated with value-based billing plans. Value-based billing plans cannot be associated with contract lines containing discounts or retainages. You must associate every value-based billing plan with an event. The system automatically populates the value-based billing plan with a default, pending event date using the current date. The current date makes the billing plan eligible for immediate processing.
Recurring	Recurring billing does not utilize billing plan lines or events. You define the billing plan schedule, and each time that the billing plan is eligible for billing, the process generates the appropriate invoice lines and sends them to billing. If you are using billing plan templates, add a product or service to your contract; the system automatically creates the billing plan. Your contract administration enters the start date and schedule, and you can preview the recurring fees prior to running the billing process. Here are the rules for using the recurring price type and billing method: • Must have a bill plan method of Recurring with a recurring price type. • Must have a revenue method of <i>Billing Manages Revenue</i> with a recurring price type. • No billing plan lines for recurring billing method. • No events for a recurring billing method. • Only one project and activity allowed for each recurring contract line. • No discounts and retainages for recurring billing method. • No limits apply for recurring billing method.

Billing Statuses

There are four areas related to PeopleSoft Billing that have status fields:

- Billing plans.
- Billing plan events.
- Prepays.
- Billing cross-reference history.

Status fields exist for each of these areas to initiate edit checking, enable processing, and indicate billing progress.

Understanding Billing Plan Status

Billing plans define when to bill, how much to bill, the format of the invoices, and the number of bill lines to create on each invoice. There are nine status values for a billing plan:

Pending

Default status when you define a new billing plan. When you save a billing plan that is in *Pending* status, the system does not perform edit checking. This allows you to work on a billing plan, save your work, and return to that billing plan to finish your work at a later date. When you have completed entering data for a billing plan, you set the status field to *Ready*. You can also set the status field to *Cancelled*.

Note. If you are using templates and selected the *Activate Contract* option on the template, the system automatically sets the billing plan status to *Ready* upon contract activation.

Ready

You may select this status when the contract is in *Active* status. If all required conditions are met (see below), the billing plan status becomes *Ready*, and the Billing Engine process may now select this billing plan for processing.

For % *Complete* billing plans, once the plan is *Ready*, you can update the percent complete on the Billing Plan - Events page.

If you are using templates to automate your billing plan process and you selected the *Activate Contract* option on the template, the system automatically sets the billing plan status to *Ready* upon contract activation.

Note. If you are using templates and selected the *Activate Contract* option on the template, the system automatically sets the billing plan status to *Ready* upon contract activation.

In Progress

Once billing activity has been generated from this billing plan, the Billing Engine process changes the status of the billing plan to *In Progress*. At this point, the billing plan status becomes display-only. Billing plans that are *In Progress* may be moved to *Cancelled* by using a button if the billing cross-reference history for the billing plan nets to a zero dollar amount—that is, if all bills have been credited. You can delete or add billing plan events to *In Progress* billing plans.

Action Required

The system sets a billing plan to an *Action Required* status when a contract line amendment is processed or an event is reversed. You must review the event and reallocate the plan to account for the amendment or reversal. Once you have reviewed the billing plan and made any necessary changes,

click the Reviewed button to rebuild the billing schedule and to signify to the system that the plan is ready to continue with processing. The system changes the status from *Action Required* to *In Progress*.

Note. When you create an amendment for an Immediate billing plan or for a billing plan that has a status of *complete*, the system sets the billing plan status to *In Progress* instead of *Action Required*.

Cancelled

Billing plans may be cancelled from any status value. Cancellation may occur due to the entire contract being terminated or superseded, a contract line being dropped, or to consolidate contract lines onto another billing plan. Once cancelled, a billing plan cannot be reopened.

When you change the status to *Cancelled*, the system performs edit checking to ensure that all rows in the billing cross-reference history net in total amount to zero or have a cross-reference status of *Cancelled*. This is to ensure that all billing that has occurred has been credited or reversed.

Completed

For fixed-amount billing methods containing events, once all billing plan events are complete, the system updates the billing plan to *Completed*. This indicates that all billing has been generated and finalized. For the *as-incurred* billing method, you must manually move the billing plan status to *Completed* because the system has no way to evaluate when a plan with no amount and no events is complete. For the *recurring* billing method, once the end date is reached and the bills for that cycle are generated, the system sets the billing plan to *Completed* the next time that the Contracts Billing Interface process (CA_BI_INTFC) is run. For the *value-based* billing method, you must manually move the billing plan status to *Completed* because the system has no way to evaluate when you have finished adding lines to a billing plan. Completed billing plans may be moved to *Cancelled* by using a button if the net monetary amount on the billing cross-reference history is zero—that is, if all bills have been credited.

Recycled

For fixed-amount billing methods containing events, once the billing event status is marked *Recycled*, the system changes the billing plan status to *Recycled*. Billing plans that are *Recycled* may be moved to *Cancelled* by using a button if the billing cross-reference history for the billing plan nets to a zero dollar amount (all bills have been credited). You cannot reverse a *Recycled* billing plan.

Note. The *Recycled* status applies to *Immediate* billing plans only.

Reversal In Progress

When you initiate the reversal of a billing plan, the system changes the status of the billing plan to *Reversal In Progress*.

Reversed

The system changes the billing plan to a *Reversed* status after completing the reversal process.

In addition to the above status values, a Hold check box is available on the billing plan. If the billing plan status is *Ready* or *In Progress*, you have the option to temporarily hold the billing plan for processing. For reference, the system stores the date on which you placed the billing plan on hold.

The system performs specific edits when the billing plan is moved from one status to another. A billing plan must pass all edits for the status to change.

Auto Ready Billing Plans from Templates

A check box on the billing plan page indicates whether the system should mark the billing plan *Ready* automatically upon contract activation. The value in this check box populates from the option defined on the Billing and Revenue Plan Template page. The default for this template option is to leave the plan *Pending*. Therefore, you must select this option on the template for the system to automatically set the billing plan status to *Ready* upon contract activation.

Changing a Billing Plan Status to Ready

When you move the billing plan status to *Ready* and click the Save button, the system performs these edits:

- Contract status is mapped to a processing status of *Active*.
This ensures that the contract has been fully captured and that pricing has been fully allocated.
- At least one contract line is attached to the billing plan.
- The following fields on the billing plan must have valid values: Bill to Cust ID, Bill to Address, Billing Business Unit, Bill Type, and Bill Source.
- For *Milestone* billing plans, a minimum of one event must be defined for the billing plan, and the percent total must equal 100 percent.
- For *As-incurred* billing plans, event definition is optional.
- For *Value-based* billing plans, you must define at least one event.
- Billing lines are required for *Milestone*, *% Complete*, *Immediate*, and *Value-Based* billing plans.

Except for value-based billing, all contract lines tied to these billing plans must map to a billing plan line. You do not map contract lines to value-based billing lines because these billing lines are free-form and are created manually as needed.

- For *As-incurred* billing plans, if one of the contract lines has a prepaid balance associated with it, the billing currency option must be set to *Default*.

Note. For a contract line to be cancelled, the billing plan status must be *Pending* or *Cancelled* to ensure that there is no pending processing.

Once you, or the system if you are using the autoready feature from the billing template, have set the billing plan status to *Ready*, the following fields are unavailable for entry: Billing BU, Billing Method, and Billing Currency Option.

Changing a Billing Plan Status to Pending

You can manually move the status of a billing plan from *Ready* to *Pending*. The system does not perform edit checking for status changes of this type.

Changing a Billing Plan Status to In Progress

For billing plans containing events, the system automatically initiates a billing plan status change from *Ready* to *In Progress* when the first billing plan event status is moved to *In Progress*. See the Billing Plan Event Status section for more details. For those billing plans with no events, the status is changed upon different actions.

For *As-incurred* billing plans, the system automatically initiates a billing plan status change from *Ready* to *In Progress* when the billing cross-reference history is populated with its first finalized row for this billing plan.

For *Immediate* billing plans, the system automatically initiates a billing plan status change from *Ready* to *In Progress* when the billing cross-reference history is populated with its first *Accepted* status row for this billing plan. See the Understanding Billing Cross-Reference History Status section below.

For *Value-Based* billing plans, the system automatically initiates a billing plan status change from *Ready* to *In Progress* when the Contracts Billing Interface Application Engine process (CA_BI_INTFC) runs.

For *Recurring* billing plans, the system changes the billing plan status from *Ready* to *In Progress*.

Changing a Billing Plan Status to Cancelled

You change a billing plan's status to *Cancelled* on the Billing Plan - Billing Plan General page. When you change the status to *Cancelled*, the system performs edit checking to ensure that all rows in the billing cross-reference history net in total amount to zero or have a cross-reference status of *Cancelled*. This is to ensure that all billing that has occurred has been credited or reversed.

Changing a Billing Plan Status to Completed

For billing plans containing events, the system automatically changes the billing plan status to *Completed* when all billing plan events are *Completed*. For those billing plans with no events, the status is changed upon different actions.

For *As-incurred* billing plans, you must manually initiate this status change because the system doesn't know when the last transactions have been accumulated in PeopleSoft Project Costing and processed through to PeopleSoft Billing.

For *Value-Based* billing plans, you must manually initiate this status change because the system doesn't know that you have finished adding rows to the billing plan.

For *Immediate* billing plans, only one set of bill lines is generated for the billing plan. The system automatically changes the billing plan status to *Completed* when the billing cross-reference history is populated with a finalized row for the billing plan. See the Understanding Billing Cross-Reference History Status section below.

For *Recurring* billing plans, once the end date is reached and the bills for that cycle are generated, the system sets the billing plan status to *Completed* after the next run of the Contracts Billing Interface process (CA_BI_INTFC).

Changing a Billing Plan Status to Action Required

The system sets the billing plan to a status of *Action Required* when amendment processing against a contract line or an event reversal occurs. You must review the event inserted by the amendment or reversal process, and reallocate the plan to account for the amendment or reversal. Once you have reviewed the billing plan and made any necessary changes, click the Reviewed button to rebuild the billing schedule and to signify to the system that the plan is ready to continue with processing. The system changes the status from *Action Required* to *In Progress*.

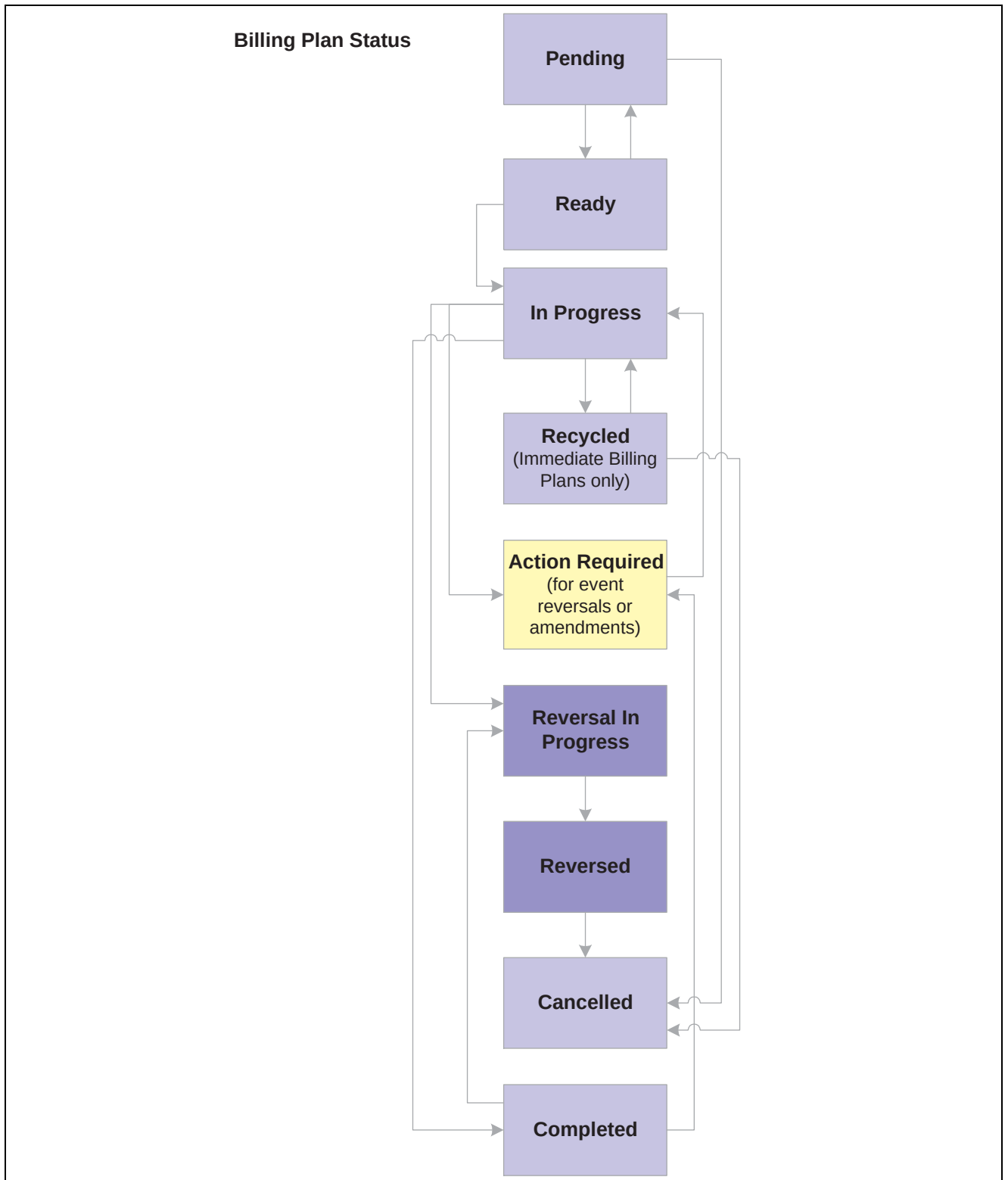
Note. When you create an amendment for an *Immediate* billing plan or for a billing plan that has a status of *complete*, the system sets the billing plan status to *In Progress* instead of *Action Required*.

Changing a Billing Plan Status to Reversed

The system autonomically changes the billing plan status to *Reversed* when all billing plan events that were set to *Reversal Initiated* have a status of *Reversed*.

Billing Plan Status Flow

This diagram depicts the flow between status values:



Billing plan status flow

Understanding Billing Plan Event Status

Depending on the billing method for the billing plan, you define zero or more billing plan events. Billing plan events depict how much to bill based on a percentage of the billing plan total, and when to bill using the event status. Events are used with billing methods *Milestone*, *% Complete*, and *Value-based*. Billing methods *Immediate* and *Recurring* do not have billing plan events. You can optionally associate billing plan events with *As-incurred* billing plans to maintain greater control over the timing of as-incurred billing. There are eight billing plan event statuses:

Pending

Default status when you define most billing plan events. Billing plan events in *Pending* status are not subject to system edit checking.

Note. The system inserts *Percent Complete* billing plan events in *Ready* status.

Ready

There are two methods that you can use to set the billing plan event status to *Ready*. First, you can set the billing plan event status to *Ready* after you have finished defining the event for the billing plan. This method enables you to automate the billing process. For example, you can define a milestone billing plan event and set it to *Ready* status. Then, when the milestone is reached, the system automatically generates the corresponding bill line. The second method is to leave the billing plan event in *Pending* status until the activity associated with the bill event is ready to be billed. For example, you can define a milestone billing plan event and leave it in *Pending* status. Then when the milestone is reached, you can update the billing plan event status to *Ready* to initiate billing. This method enables you to enforce greater control over what bills are generated. Regardless of the method that you choose, when you set the billing plan event status to *Ready*, the system performs edit checks to ensure that all required event fields have been defined (Milestone ID, Milestone Number, and Percentage).

In Progress

Once the billing plan event has been processed by the system and the associated activity sent to PeopleSoft Billing, the Contracts/Billing process (CA_BI_INTFC) updates the event to *In Progress*. Once an event is marked with *In Progress* status, that event is overlooked by future billing processes.

Recycled

The *Recycled* status is set by PeopleSoft Billing if one or more of the billing plan lines associated with the event is canceled in the billing worksheet.

Note. Invoices cancelled in bill entry are not updated to *Recycled* in PeopleSoft Contracts 8.

Individual billing plan lines are processed if an event is marked as recycled and the billing plan line is cancelled in the Billing Cross-Reference History table. (Cancelled billing plans have a *Deleted* Billing Cross-Reference History status.)

Completed

Once all bill lines associated with a billing plan event are marked *Finalized* in the Billing Cross-Reference History, you must run the Contracts Billing Interface process (CA_BI_INTFC) again to update the billing plan event status to *Completed*.

Reversal Initiated

The system sets this status when you select the *Reversal Initiated* option and click the *Update Event Status* button on the *Review Billing - Events* page. Selecting this option triggers the system to generate a reversal for the selected billing plan events.

At the same time that the system sets the event status to *Reversal Initiated*, the system also changes the billing plan status from *In Progress* or *Completed* to *Action Required*. This indicates that you need to manage the billing plan events to ensure that you process 100 percent for event-level reversals.

Reversal in Progress

The system sets this status when the application engine begins the reversal generation process.

Reversed

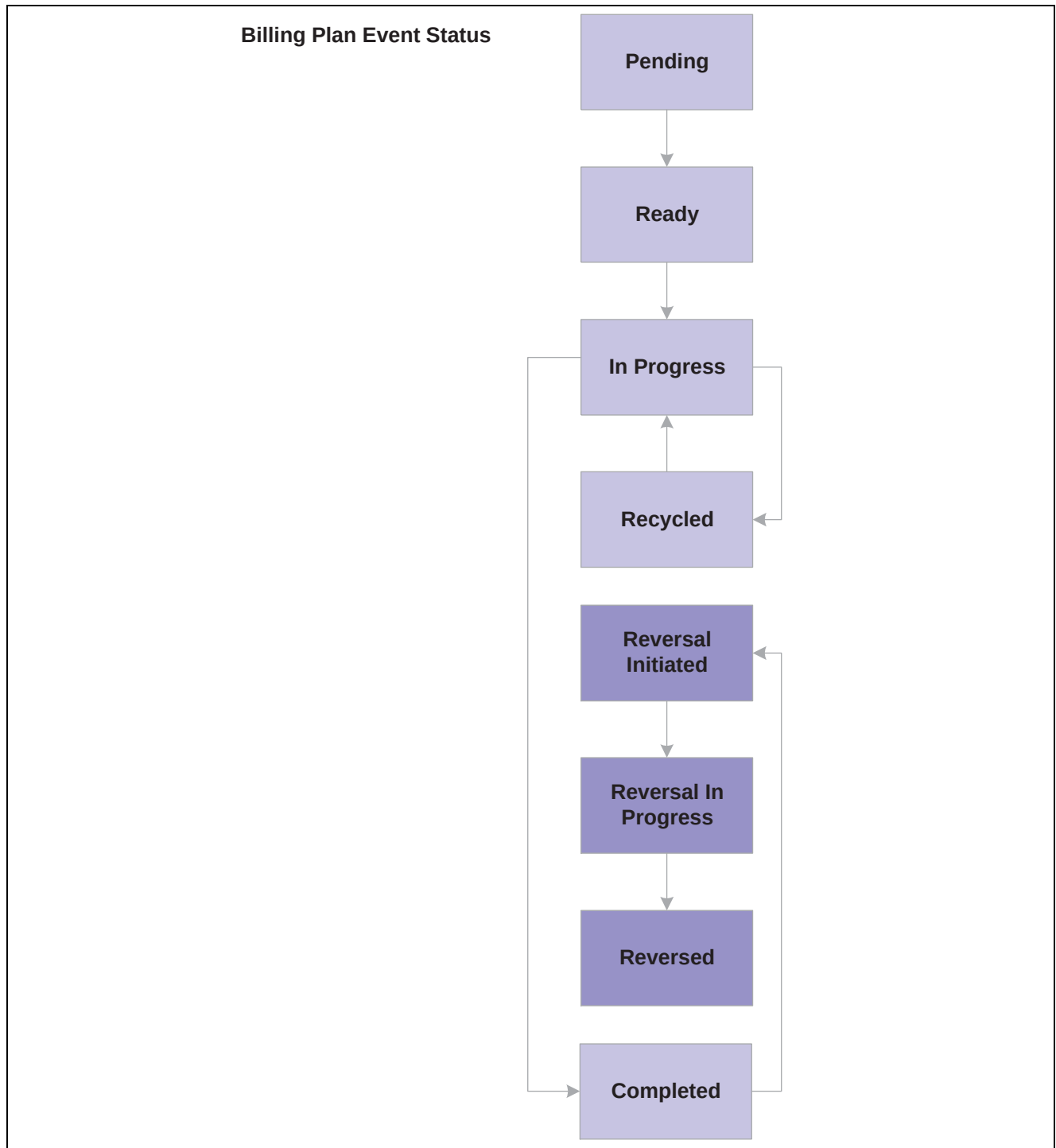
The system changes the billing plan event status to *Reversed* with the next run of the *Contracts Billing Interface* process (CA_BI_INTFC).

Changes between statuses are controlled manually by you or programmatically by the system. You control the billing plan event statuses of *Pending* and *Ready*. All other changes to the billing plan event statuses are controlled by the system.

Understanding the Relationship Between the Billing Plan Status and Billing Plan Event Status

When the billing plan status is *Pending*, you can freely edit your billing plan events. When the billing plan status is *Ready* or *In Progress*, you can edit billing plan events with a status of *Pending* or *Ready*.

This diagram depicts the billing plan event status flow:



Billing plan event status flow

Understanding Prepaid Status

Prepays are fixed amounts defined in a contract and pertain only to rate-based contract lines. The prepaid amount is defined for a specific use and can have an expiration date. The time frame and exact transactions applied to the prepaid are not known at the time of entry.

See [Chapter 21, “Establishing Prepaid Amounts,” page 381](#).

Understanding Billing Cross-Reference History Status

The billing cross-reference history stores all the billing history for any contract. For fixed-amount contract lines, the record is tracked from when PeopleSoft Contracts sends bill rows to PeopleSoft Billing through finalization of the bill in PeopleSoft Billing. For rate-based contract lines, this information is stored upon finalization of the bill.

The billing cross-reference table provides a link between billing activity in PeopleSoft Contracts and billing activity in PeopleSoft Billing. There are six billing cross-reference history status values. The following statuses apply only to fixed-amount billing plans (*milestone*, *% complete*, *immediate*, and *value-based*).

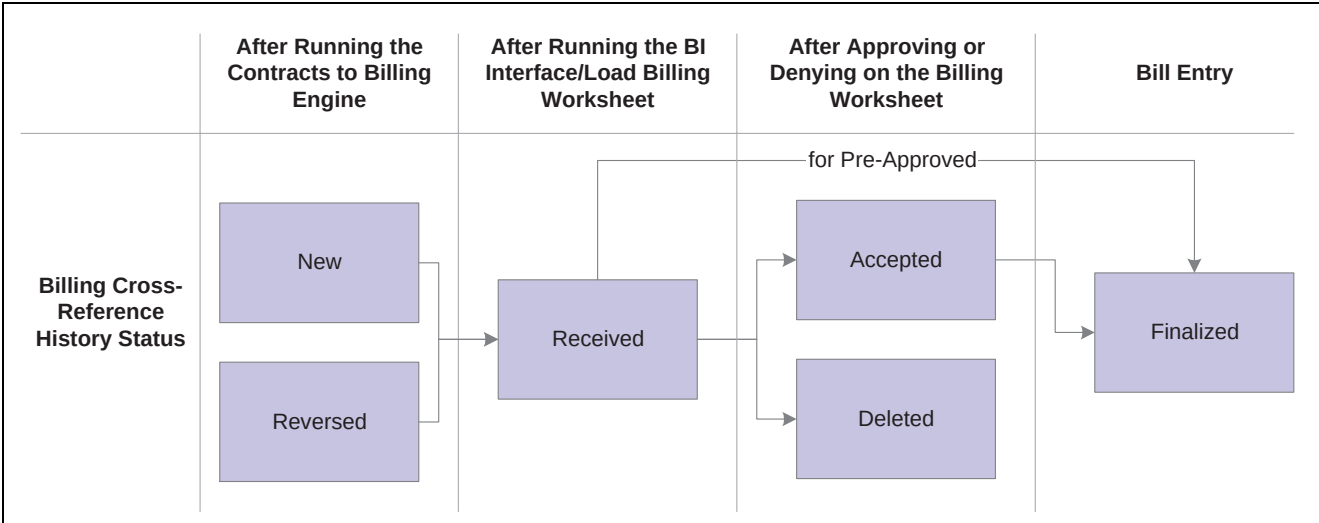
New	When you run the PeopleSoft Contracts Billing Engine process, a billing cross-reference row with the status of <i>New</i> is created for each billing plan event that is on a billing plan with a status of <i>Ready</i> or <i>In Progress</i> and that has a billing plan event status of <i>Ready</i> or <i>Recycled</i> (with deleted cross-reference rows).
Received	When the BI_INTERFACE process is run in PeopleSoft Billing, the billing cross-reference status is updated to <i>Received</i> for rows that successfully complete the BI_INTERFACE; the status is not updated for records that appear as errors in the interface. The BI_INTERFACE process loads the Billing Worksheet with PeopleSoft Contracts and PeopleSoft Project Costing billing activity. For billing activity coming from billing plans where you selected direct invoicing and Pre-approved, the billing activity skips the Billing Worksheet process. This is the only situation in which the status would move directly from <i>Received</i> to <i>Finalized</i>.
Accepted	Once the billing activity is populated into the Billing Worksheet, the billing administrator can accept or cancel the fixed-amount billing activity. If accepted, the billing cross-reference row status corresponding to that billing activity is updated to <i>Accepted</i> .
Deleted	Once the billing activity is populated into the Billing Worksheet, the billing administrator can accept or cancel the fixed-amount billing activity. If cancelled, the billing cross-reference row status corresponding to that billing activity is updated to <i>Deleted</i> .
Finalized	For billing activity related to fixed-amount and recurring billing plans, upon finalization of billing activity, the billing cross-reference row status corresponding to that billing activity is updated to <i>Finalized</i> for fixed-amount and recurring activity. For billing activity related to rate-based billing plans, upon finalization of billing activity a row is created in the billing cross-reference table with a <i>Finalized</i> status. Any credits, rebills, or manual bills initiated directly in PeopleSoft Billing are reflected on the billing cross-reference row if they were made in reference to an existing Contract and Billing Plan.

Note. Rate-based billing activity (*as-incurred* billing method), which comes from PeopleSoft Project Costing, is not populated into the Contracts billing cross-reference table until after the bills have been finalized in PeopleSoft Billing; therefore, rows for rate-based billing can appear only on billing cross-reference rows with a status of *Finalized*.

Reversed

For billing activity related to fixed-amount billing plans, upon reversal of billing activity, the billing cross-reference row status corresponding to that billing activity is updated to *Reversed* for fixed-amount activity.

The system controls how the status values change based on the following application engines:



System status changes affected by Application Engine processes

See Also

Chapter 20, “Managing Contracts Billing,” Reviewing the Cross-Reference Table, page 354

Billing Plan Assigning Rules

Each contract must contain at least one billing plan. While the contract is in pending status, you can perform negotiated amount allocation on a contract line that you have already assigned to a billing plan. This is possible because all amounts stored at the billing plan level are stored as a percentage of the contract line amount. Once the contract is active, amendment control is in effect, and any changes to contract lines must be made using Amendment Processing.

Assigning Billing Plans – Steps

The following steps provide a high-level sequence of the activities that you need to perform when assigning contract lines to billing plans.

To assign contract lines to billing plans:

1. Create a new contract in pending status.
2. Select products onto contract lines.

- 3. Link the active contract lines to pending billing plans (could be step 4).
- 4. Define the billing plan parameters.
- 5. Complete the negotiated amount allocation for all active contract lines; this could change the amount on any active line.
Repeat steps 2–5 as needed.
- 6. Activate the contract.
It is possible to activate the contract prior to assigning any or all of the active lines to billing plans.
- 7. Ready the billing plans.

Note. If you selected the autoready option for this billing plan, the system automatically changes the billing plan status to *Ready* upon contract activation.

Defining Billing Plans

PeopleSoft Contracts 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 lines with like bill requirements may be tied to the same billing plan. Each contract has at least one billing plan and may have more than one.

This section lists prerequisites and common elements and discusses how to:

- Define high-level billing plan information.
- Create billing events.
- Assign billing events to Projects milestones.
- Create billing plan lines.
- View billing plan line details.
- Create value-based billing plan lines.
- Define recurring billing plan schedules.
- Update tax information.
- View billing history.

Prerequisite

Before defining billing plans, you must have created a contract and saved at least one active line to that contract.

Common Elements Used in This Section

Amount	Amount that appears on the invoice for this bill event. The amount equals the percent changed multiplied by the negotiated amount.
Billing Currency	Currency code of the invoices that are generated for this billing plan.
Billing Line Note	Click this link to add notes to appear on the bill lines of the invoice.

Billing Plan	Unique identifier for each billing plan.
Bill To Customer	Customer receiving the invoice.
BI Unit	PeopleSoft Billing business unit.
BP Line or Bill Plan Line Number	The system assigns each billing plan line that you create a sequential billing plan line number.
Contract Line	The system displays the contract line number for each contract line that you have associated with this billing plan.
Cross Reference Sequence No. (cross-reference sequence number)	The system generates a number for each row that is added to the Billing Plan - History page.
Cross Reference Status	The system updates this field to identify where each row of data is within the process: <i>New:</i> Bill plan line has been created in PeopleSoft Contracts, but has not been picked up by the Billing Engine process. <i>Received:</i> Billing Engine process has run, sending this bill plan line to the PeopleSoft Billing Interface table. The bill plan line is now available to the billing administrator to work on in the billing worksheet. <i>Accepted:</i> Billing worksheet for this bill plan line has been accepted in PeopleSoft Billing, and PeopleSoft Billing is now in the process of creating a real bill for this bill plan line. <i>Deleted:</i> Billing administrator in PeopleSoft Billing rejected the billing worksheet for this bill plan line. The system marks the associated event as recycled. The next time that the process runs, it processes the recycled event; only those rows that were marked in the history table as deleted are picked up. <i>Finalized:</i> PeopleSoft Billing has generated an invoice for this bill plan line. <i>Reversed:</i> The billing plan has been reversed and CA_BI_INTFC has been run.
Event (event number)	The system assigns each event that you associate with a billing plan ID an event number.
Event Status or Status	Controls how the application processing treats each occurrence. The event statuses are: <i>Pending, Ready, In Progress, Recycled, Completed, Reversal Initiated, Reversal in Progress, and Reversed.</i>
Event Total	Summary of the amounts defined for each event.
Event Type	Determines which of the fields in the Events group box are relevant to an event. Select one of the following event types: <i>Milestone:</i> Billing plan event occurrences that are tied to milestone event types are valid for billing when all of the following items are true: • The billing plan has a <i>Ready</i> status. • The occurrence has an event status of <i>Ready</i>. • The milestone conditions have been met.

- You have defined a percentage or amount for the milestone occurrence.

Date: Billing plan event occurrences that are tied to a date event type are valid for billing when all of the following items are true:

- The billing plan has a *Ready* status.
- The occurrence has an event status of *Ready*.
- The event date qualifies the date for selection in the Billing Engine process.
- You have defined a percentage or amount for the date occurrence.

Exemption Certificate

An exemption certificate must be entered for any contract line that you have designated as tax exempt.

**Negotiated Amount or
Negotiated Amt**

Equal to the sum of the assigned line's negotiated amounts. This field does not appear for billing plans with rate-based contract lines.

Percent Total

Sum of the percents of each event occurrence that you have defined for this billing plan ID.

Physical Nature

Select *Goods* or *Services*.

Product ID

PeopleSoft Billing uses the product ID on the Billing Plan - Tax Parameters page for value-added tax processing.

Product Tax Group

Tax groups help you identify specific related tax charge information associated with individual charge codes when you take advantage of either of the third-party tax solutions that PeopleSoft supports: Taxware or Vertex. Tax Group is not required.

Note. Tax groups are not used if you install the delivered PeopleSoft Billing tax solution.

Ship To Customer

Location where products are delivered or services are received.

Ship From Location

Location from which the product is shipped.

Tax Code

Tax codes are applied and calculated at the bill line level so that each bill line can be taxed at a different rate.

Tax Exempt Flag

This check box is selected for products that you designated as tax exempt. If a contract line is incorrectly designated as tax exempt, clear the check box, and then optionally select a tax group and tax code. To designate a contract line as tax exempt, select the Tax Exempt check box, and enter an exemption certificate.

Transaction Sub Type

(Optional) If you have Vertex installed, select a transaction sub type.

Transaction Type

(Optional) If you have Taxware or Vertex installed, select a transaction type.

Pages Used to Define Billing Plans

Page Name	Object Name	Navigation	Usage
Billing Plan - Billing Plan General	CA_BP_GEN_INFO	Customer Contracts, Schedule and Process Billing, Define Billing Plan, Billing Plan General	Define the high-level billing information for a billing plan. The system associates the information that you define on this page with all billing lines that you create under this billing plan. This information is then sent to PeopleSoft Billing.
Bill To Customer Address	CABP_ADDR_INQ	Click the Go To Address button on the Billing Plan - Billing Plan General page.	View the address to which bills are sent for a billing plan. The values that appear are based upon the values that you selected for the address sequence number and bill to contact on the Billing Plan - Billing Plan General page.
Billing Plan Header Note	CA_BP_NOTE	Click Billing Header Note on the Billing Plan General Info page.	Attach a note to a billing plan header. This note flows to billing as a header note and appears on the header of any bill associated with this billing plan.
Billing Plan - Events	CA_BP_EVENTS	Customer Contracts, Schedule and Process Billing, Define Billing Plan, Events	Define billing plan events for <i>Milestone</i> , <i>Percent Complete</i> , <i>Value-based</i> , and <i>As-incurred</i> billing plans.
Project Information for Event	CA_BP_PROJ_SP	Click the Project Info link on the Billing Plan - Events Page.	Link a billing event occurrence to a Projects milestone, and designate when the billing event should consider that milestone achieved.

Page Name	Object Name	Navigation	Usage
Billing Plan - Billing Plan Lines	CA_BP_LINE_LNK	Customer Contracts, Schedule and Process Billing, Define Billing Plan, Billing Plan Lines	Create billing plan lines. You can create billing plan lines until the bill plan is marked <i>In Progress</i>. Once the billing plan is marked <i>In Progress</i>, the system allows no changes to the bill plan lines. For billing plans with a billing method of <i>Value-based</i>, you create billing plan lines on the Billing Plan - Value Based Lines page. A billing plan can consist of multiple contract lines. When you create bill lines for a billing plan, you can select one of the following options: • Create a separate bill line for each individual contract line assigned to the billing plan. • Summarize all contract lines under one summary bill plan line. • Summarize some lines and create individual bill plan lines for others.
Billing Plan Line Details	CA_BP_LINE_DTL	Click the View Details link on the Billing Plan - Billing Plan Lines page.	View the bill plan lines that you defined for this bill plan ID. On this page you can adjust the description that appears on the invoice for each bill plan line that you created for this bill plan ID.
Bill Plan Line Note	CA_BP_LINE_NOTE	Click the Billing Line Note link on the Billing Plan - Billing Plan Lines page.	Attach a note to a billing plan line. Bill line notes are notes associated with a particular line. When the invoice prints, these notes can go before the bill line, after the bill line, or as a footnote. As a footnote, the notes can go before the bill totals or after the bill totals.
Billing Plan Event Note	CA_BP_EVENTS_NOTES	Click the Event Note link on the Billing Plan - Events Page.	Attach a note to a billing plan event.

Page Name	Object Name	Navigation	Usage
Billing Plan - Value Based Lines	CA_BP_LINE_VBB	Click the Define Lines link on the Billing Plan - Events page for a value-based billing plan.	Create billing plan lines for billing plans with a billing method of <i>Value-based</i> . A value-based billing plan can link only to one rate-based contract line. No amount-based contract lines can be associated with a value-based billing plan. Value-based billing plans cannot be associated with contract lines containing discounts or retainages.
Billing Plan - Recurring Detail	CA_BP_RECUR_DTL	Customer Contracts, Schedule and Process Billing, Define Billing Plan, Recurring Detail	Prior to running the billing process, preview recurring fees that will bill in the future. Update schedule changes for future billing.
Billing Plan - Tax Parameters	CA_BP_TAX	Customer Contracts, Schedule and Process Billing, Define Billing Plan, Tax Parameters	Update tax information for contract lines associated with fixed-fee (milestone, percent complete, and immediate) and value-based billing plans. You can update the tax parameters for any contract lines for which you have not created a bill plan line. Tax codes are applied and calculated at the bill line level so that each bill line can be taxed at a different rate.
Billing Plan - Tax Parameters	CA_BP_TAX_AI	Customer Contracts, Schedule and Process Billing, Define Billing Plan, Tax Parameters	Update tax information for contract lines associated with as-incurred and recurring billing plans.
Billing Plan - History	CA_BP_XREF	Customer Contracts, Schedule and Process Billing, Define Billing Plan, History	View the status for all billing activity related to this bill plan ID. You cannot update the system-inserted (CBI and PBI) rows. You can manually insert rows into the Billing Plan - History page to account for any bills generated against this billing plan by, for example, a third-party billing system.

Defining High-Level Billing Plan Information

Access the Billing Plan - Billing Plan General page.

Billing Plan GeneralBilling Plan LinesEventsTax ParametersHistory

Contract:FIXED INTEGRATION

BI Unit:US001

Sold To Customer:1001Apex Systems

Bill To:1001Apex Systems

Billing Plan:B103Fixed Integration - Percent Cm

Currency:USD

*Description:Fixed Integration - Percent Cm

*Billing Status:In ProgressCancel

Billing Method:PercentCmpPercent Complete:25.00000000

Customer Information

BI Unit:US001US001 NEW YORK OPERATIONS

*Bill To Customer:1001Apex SystemsAddr Num:1

Bill To Contact:1Anna Anderson

Billing Options

Bill Type:CA

☒ Pre Approved

[Billing Header Note](#)

Bill Source:CONTRACTS

☐ Direct Invoice

[Internal Notes](#)

Billing Default Overrides

Invoice Form:

Cycle ID:

[View Customer Defaults](#)

Billing Inquiry:

Bill By ID:

Billing Specialist:

Amount Detail

Negotiated Amount:

50,000.00

Total Amount:

50,000.00

Total Billing History:

12,500.00

Events Billed To Date:

12,500.00

Billing Plan - Billing Plan General page

- Billing Method

Displays the billing method that you selected for this billing plan. The required fields that appear on this page depend upon the billing plan’s billing method.
- Percent Complete

For billing plans with a billing method of *Percent Complete*, this field displays the percent of the net amount completed for all events associated with this billing plan.
- Billing Status

Controls your ability to enter information into, and the processing that occurs against, the billing plan. The available billing plan statuses that you can control are: *Pending*, *Ready*, and *Cancelled*.
- Ready at Activation

Select this check box if you want the system to ready the billing plan upon contract activation.
- Hold

Select to place this billing plan on hold. Any billing activity associated with the plan is not picked up by the PeopleSoft Contracts Application Engine processes. You can view plans that are on hold from the billing management pages; however, you can only initiate and remove a hold on a billing plan from this page. This option is not available on billing plans with *Pending* status.
- Reviewed

This button appears on the page when your billing plan status is *Action Required*. This indicates that a contract line was amended and you must review the billing plan events that were inserted by the amendment process. Click this button after you have reviewed your billing plan events and made any necessary changes to *Pending* events. Clicking this button enables the system

to continue processing your billing plan, and the system sets your billing plan status back to *In Progress* to make it available for continued processing.

When you first open a new billing plan, several fields in the Customer Information, Billing Options, and Billing Default Overrides group boxes are populated with the values that you defined at the contract level on the Billing Options page or in the Billing Plan Detail template. If no values were specified there and you leave these fields blank on this page, the system uses the values for the Billing business unit, bill type, and bill source that you defined for this contract's Contracts business unit on the Contracts Definition - BU Definition page.

Customer Information

BI Unit (PeopleSoft Billing business unit)	Accept the default value, or select a new billing business unit. The list of valid values contains only those billing business units that share the same PeopleSoft General Ledger business unit as the billing plan's Contracts business unit.
Bill To Contact	Displays the name of the person to whose attention the invoice is sent. The bill to contact appears by default from the value that you selected on the Billing Options page. You can either accept this default or you can click the magnifying glass to select a different bill to contact.
Addr Num (address sequence number)	Displays the customer address to which the invoice is to be sent. Accept the default value or select a different address sequence number.
(go to address)	Click this button to access the address that is associated with the address sequence number that you selected.

Billing Options

PeopleSoft Billing uses a hierarchical system of defaults to determine billing options. Billing options that you do not specifically define for a billing plan appear by default from a higher level. Billing options that you do select here impact other aspects of your bills. For example, the selections that you make for Bill Type and Bill Source impact the format of your final invoice.

Bill Type	Accept the default value, or select a new bill type. The bill type is used by PeopleSoft Billing to categorize the activity being billed.
Bill Source	Displays the bill source, which is used by PeopleSoft Billing to identify where the billing activity came from, and to then associate default billing information with that billing activity. Accept the default value, or select a new bill source.
Purchase Order	For <i>As-incurred</i> and <i>Recurring</i> billing plans, enter a PO number to associate with your billing plan. This field is not available for <i>Percent Complete</i> , <i>Milestone</i> , <i>Immediate</i> , and <i>Value-based</i> billing plans. For those billing methods, you make your PO associations with the billing plan lines.
Pre Approved	Select this check box to bypass the billing worksheet review and approval process. Selecting this check box sends the invoices directly to billing without first creating a temporary bill. Selecting this check box does not bypass the invoice approval process within PeopleSoft Billing.

Note. To use the streamline billing process, you must select this check box.

Direct Invoice This check box is available if you have selected the Pre Approved check box for this bill plan ID. Select the Direct Invoice check box to bypass the invoice approval process within PeopleSoft Billing. Doing this creates bills in *RDY* status and bypasses the billing worksheet.

Note. To use the streamline billing process, you must select this check box.

Billing Header Note Click this link to create notes to attach to the billing plan header. These notes flow to PeopleSoft Billing as a header note and appear on the header of any bill associated with this billing plan.

Internal Notes Click this link to create an internal billing note to apply to the contract.

Billing Default Overrides

For the fields in this group box, select from the list of valid values (optional). If you leave these fields blank, when you run the Contracts Billing Interface process, the system populates the value by default according to the default specified for the bill to customer.

Invoice Form Specifies the invoice format for the bills that you generate from this billing plan. Accept the default value, or select a new invoice format.

Billing Inquiry Select a billing inquiry phone number to associate with this billing plan. Bill inquiry phone numbers are established on the Bill Inquiry Phone page.

Billing Specialist Specialists are established on the Billing Specialist page. An example of a billing specialist is a functional user whose daily job includes filling out billing plans.

Cycle ID Allows you to associate a billing plan with a bill cycle that you have defined on the Bill Cycle page. When you run the Contracts Billing Interface process, you can specify that it should process only billing plans of a specific billing cycle type.

Note. If you enter a cycle ID, you must also specify a value for the Bill By ID field.

Bill By ID Allows you to group bill lines on invoices.

Note. If you specify a bill by ID that has *Bill Cycle* as a *Bill By* field, you must specify a value in the Cycle ID field.

View Customer Defaults Click this link to review a customer's name and level information. You can also assign associated roles.

Amount Detail

Negotiated Amt (negotiated amount) Displays the negotiated amount, which is equal to the sum of the assigned line's negotiated amounts. This field does not appear for *Value-based* and *As-Incurred* billing plans.

Total Amount	Displays the total amount, which is equal to the sum of the assigned line's net amount or sum of entered value-based billing lines. This field does not appear for <i>Value-based</i> and <i>As-incurred</i> billing plans.
Total Billing History	Displays the sum of the amounts appearing in the Billing Cross Reference table. This field does not appear for <i>Value-based</i> and <i>As-incurred</i> billing plans.
Events Billed to Date	This field does not appear for <i>Recurring</i> , <i>Value-based</i> , <i>Immediate</i> , and <i>As-incurred</i> billing plans.

Transaction Options

Billing plans with a billing method of *As Incurred* are used for billing plans where the associated line products correspond to services whose billable items accumulate in PeopleSoft Project Costing. For these billing plans, define the following options.

Bill Currency	Select a value in this field to define the billing currency that is used for billing activity generated by this billing plan: <i>Bill Cur</i> (billing currency): Select if you want the invoices created from this billing plan to be billed in the billing plan currency. <i>Trans Cur</i> (transaction currency): Select if you want the invoices created from this billing plan to be billed in the transaction currencies associated with the PeopleSoft Project Costing data.
Items previously held as Retainages	Select an option for your retainages: • Bill: Release the retainage and bill it. • Write-off: Release the retainage as a write-off bill line. • Hold: Don't process the retainage yet. This is the system default. If you keep this option, at some later date you must choose to either write off or bill the retainage.

Tolerance Options

For billing plans with a method of *As-Incurred*, define the following options:

Minimum Bill Amount	Enter a minimum bill amount for this billing plan. If the project rows are below the minimum bill amount, the rows are not passed onto billing. This check takes place after discounts, limits, and retainages are applied.
Final Bill	Select this check box to indicate that this is the last bill for the contract. If this check box is selected, the system bypasses checking for the tolerance amount.

See Also

PeopleSoft Billing 8.8 PeopleBook, "Structuring Bills"

PeopleSoft Billing 8.8 PeopleBook, "Preparing to Implement," Establishing Default Levels for PeopleSoft Billing Options

Creating Billing Events

Access the Billing Plan - Events page.

Billing Plan GeneralBilling Plan LinesEventsTax ParametersHistory

Contract:FIXED INTEGRATION

BI Unit:US001

Sold To Customer:1001Apex Systems

Bill To:1001Apex Systems

Billing Plan:B102Fixed Integration - Milestone

Currency:USD

Define Events

Percent

Calculate Amount

Amount

Add Milestone

Amount Detail

Total Amount:62,500.00

Remaining Percent:0.00000000

Remaining Amount:0.00

Event Detail

CustomizeFind

First1-4 of 4

Event	Event Type	Event Status	Event Date	Milestone Origin	Days Lag	Percentage	Amount
1	Date	Completed	02/12/2003			25.00000000	15,625.00
2	Milestone	Pending	02/12/2003	Project	Project Info	15.00000000	9,375.00
3	Date	Pending	02/12/2003			50.00000000	31,250.00
4	Date	Pending	02/12/2003			10.00000000	6,250.00

Billing Plan - Events page

Note. Defining billing events is optional for billing plans with a billing method of *As-incurred*. You do not define billing events for billing plans with a billing method of *Immediate* or *Recurring*.

The fields that appear on this page vary depending on the billing method.

- Amendment Total

Displays the total amount of all amendment events.
- Amendment Event Detail

Click to view the detail for the amended events associated with this billing plan event.

Define Events

- Add New Event

Click this button to add an event to your billing plan. The Event Detail grid appears, and you can start defining your events. This Add New Event button does not appear if events already exist for the billing plan. You can add additional events to a billing plan with existing events by clicking the plus button next to an existing event in the Event Detail grid.
- Percent

Select to define your events by a percent of the total amount. This field is available for *Milestone* billing plans only.
- Amount

Select to define your events by a specific amount. This field is available for *Milestone* billing plans only.

Calculate Amount	If <i>Percent</i> is selected, click this button to populate the Amount field in the Event Detail group box for <i>Milestone</i> billing plans. This field is available for <i>Milestone</i> billing plans only.
Add Milestone	Click to access the Milestone Entry page, where you can define a new milestone to add to a billing plan event. This field is available for <i>Milestone</i> , <i>Value-Based</i> , and <i>As-incurred</i> billing plans only.
Percent Type	Select a value of <i>Project</i>, <i>Project/Activity</i>, or <i>Specify Percent</i>. Upon selection of <i>Project</i>, if this contract line is attached to a project/activity, the system pulls the percentage from the PeopleSoft Project Costing project and displays it in display-only format next to the Percent Source field. If you select <i>Project/Activity</i>, the system pulls the percentage from the activity. If you select the <i>Specify Percent</i> option, you must enter a specific percentage for building your event. This field is available for <i>Percent Complete</i> billing plans only. Note. The <i>Project</i> and <i>Project/Activity</i> options appear only if you have defined a project and activity for the contract.
Build Event	After you have selected a value for the Percent Source field, click this button to generate a billing plan event. This field is available for <i>Percent Complete</i> billing plans only.
Limit Amount Detail	
This group box is available for <i>Value-based</i> billing plans only.	
Limit Amount	Displays the limit amount for this value-based billing plan.
Available Amount	Displays the available amount, which equals the limit amount minus the event total.
Amount Detail	
This group box is available for <i>Milestone</i> and <i>Percent Complete</i> billing plans only.	
Total Amount	Displays the total negotiated amount of all contract lines assigned to this billing plan. This field is available for <i>Milestone</i> and <i>Percent Complete</i> billing plans only.
Remaining Percent	Displays the percentage of the total amount that is not yet associated with an event. This field is available for <i>Percent Complete</i> billing plans only.
Remaining Amount	Displays the total amount minus the sum of all amounts on any events that you have created for this billing plan. This field is available for <i>Percent Complete</i> billing plans only.
Event Detail	
Event	The system assigns an event reference number to each event that you associate with a billing plan ID.

Event Type	For <i>Milestone</i> , <i>Value-based</i> , and <i>As-incurred</i> billing plans, select an event type of either <i>Date</i> or <i>Milestone</i> . For <i>Percent Complete</i> billing plans, the system populates this field with a value of <i>Date</i> , because you cannot create any other type of event. Additional fields appear on the page based on your event type selection.
Event Status	Select <i>Pending</i> or <i>Ready</i> .
Percent Source	Specifies whether you added the percentage through PeopleSoft Contracts or PeopleSoft Project Costing. Values include: <i>Manual</i> and <i>Auto</i> . If you select <i>Specify Percent</i> in the Define Events group box, <i>Manual</i> appears. If you select <i>Project</i> or <i>Project/Activity</i> , <i>Auto</i> appears. This field appears for <i>Percent Complete</i> billing plans only.
Event Date	For <i>Date</i> event types, select an event date. When the system date equals or is greater than the event date, you can set the event status to <i>Ready</i> . Billing is contingent upon the following criteria being met: • Billing plan has a <i>Ready</i> status. • Billing plan event has a <i>Ready</i> status. • System date is equal to or greater than the event date.
Milestone Origin	For <i>Milestone</i> event types, select the milestone origin: • <i>Contracts</i>: Ties the billing event to a milestone that you defined in PeopleSoft Contracts. • <i>Projects</i>: Ties the billing event occurrence to an activity's status change in PeopleSoft Project Costing.
Milestone Nbr (milestone number)	When you select a milestone origin of <i>Contracts</i> , you must associate this billing event with a Contracts milestone. Select a milestone number from the list of all milestones that you have defined for this contract on the Milestone Entry page. When you select a milestone number, the system displays both the milestone ID with which the milestone number is associated and the description for the milestone number.
Milestone ID	After selecting a milestone number, the system populates this field with a link to the corresponding milestone.
Milestone Status	Displays the milestone status, which corresponds to the status of the selected milestone. Values are: <i>Pending</i> , <i>Ready</i> , <i>Complete</i> , and <i>Cancelled</i> . This field appears on the page if you have selected a <i>Milestone</i> event type.
Days Lag	For <i>Milestone</i> event types, you can specify a positive number in this field. The days lag is the number of days after the milestone has completed that the system waits before processing the event.
Project Info	Click this link to select the PeopleSoft Project Costing business unit or project/activity status to which you want to link this billing event. This option is available only for <i>Milestone</i> event types with an origin of <i>Projects</i> .

Event Note	Click this link to enter billing event notes on the Billing Plan Event Notes page. Event notes flow to PeopleSoft Billing as a header note and appear on the header of any bill associated with this billing plan.
Percentage	For <i>Milestone</i> billing plans, if you chose to define events by percent, enter the percentage of the gross amount to be billed for this occurrence. This field is available for <i>Milestone</i> billing plans only.
Amount	If you chose to define events by amount, enter the specific amount for this event. For <i>Milestone</i> billing plans, if you defined events by percent, this value equals the gross amount multiplied by the value entered in the Percentage field. This field is available for <i>Milestone</i> and <i>Percent Complete</i> billing plans only.
Amendment Amt (amendment amount)	Displays the amount of the amended event. This field is available for <i>Milestone</i> , <i>Value-based</i> , and <i>As-incurred</i> billing plans only.
Define Lines	Click to access the Billing Plans - Value Based Lines page for the associated event. This field is available for <i>Value-based</i> billing plans only.
Event Total	Displays the sum of all value-based billing plan lines that are associated with the event. This field is available for <i>Value-based</i> billing plans only.
Percent Complete	Displays the sum of the percentages of any prior events that you created. This field is available for <i>Percent Complete</i> billing plans only.
Incremental % Complete (incremental percent complete)	This field is only updated once billing for an existing row has been billed. For example: If event 1 is 50% and event 2 is 75%, 50% and 25% (75–50 is the increment for event 2) appear in this column. This field is for <i>Percent Complete</i> billing plans only.

See Also

[Chapter 13, “Setting Up Milestones,” page 175](#)

Assigning Billing Events to Projects Milestones

Access the Project Information for Event page.

Project Information for Event

Event: 2

PC Bus Unit:  US004 ILLINOIS OPERATIONS

Project:  Implementation

Activity:  Milestone 1

Activity Status: 

Project Information for Event page

PC Business Unit
(PeopleSoft Project Costing
business unit)

Select a PeopleSoft Project Costing business unit.

Project ID

Select a project ID. Only projects associated with the contract are available for selection.

Activity ID

Select an activity ID. Only activities that were designated as milestone activities in PeopleSoft Project Costing are available for selection.

Activity Status

When defining a PeopleSoft Project Costing milestone, you must determine the status that the activity ID must reach for the milestone to be fulfilled. The milestone conditions are considered met when the status of the activity ID is equal to the activity status that you selected for the earliest effective dated row with that status value, and the effective date is before or equal to the processing date.

Note. For activity milestones to work properly, the appropriate milestone status cannot be skipped; in addition, you cannot go back and forth between statuses. Once the appropriate status has been inserted, the milestone is processed. A workaround is to set the status to *Inactive*. Once it is in *Inactive* status, the milestone isn't processed; however, marking the status *Inactive* doesn't retroactively undo milestone billing.

Creating Billing Plan Lines

Access the Billing Plan - Billing Plan Lines page.

Billing Plan GeneralBilling Plan LinesTax ParametersHistory

Contract:FIXED SOFTWARE

BI Unit:US001

Sold To Customer:1000Alliance Group

Bill To:1000Alliance Group

Billing Plan:B101Software Immediate

Currency:USD

Select or Deselect all Contract Lines.

Contract Lines Not Associated with Billing Plan Lines

Line DetailsProjectsTaxes

	Contract Line	Product	Description	Quantity	Unit of Measure	Gross Amount
☐	1					

Billing Plan Line Creation Opt

Create individual lines

Create a summary line

vv Create Lines vv

^^ Delete Lines ^^

Contract Billing Plan Lines

Bill Plan Line Number	Description	Quantity	Unit of Measure	Purchase Order	View Details	Billing Line Note
1	License - Asset Management	1.0000	EA	PO1235678-02	View Details	Billing Line Note
2	License - Budgets	1.0000	EA	PO1235678-02	View Details	Billing Line Note

Billing Plan - Billing Plan Lines page

You must have a billing plan with at least one contract line assigned to it.

Contract Lines Not Associated with Billing Plan Lines — Line Details Tab

The system displays a row for each contract line that you have associated with this billing plan. The fields within this grid display the attributes of a contract line that you want to take into account when deciding how you want that contract line to appear on the bill plan.

- (select)

Select the check box next to contract lines for which you want to create billing plan lines.
- Product

Displays the product that you previously selected onto the contract line.
- Purchase Order

The system populates this field with the PO on the contract header. This field is display-only.
- Gross Amount

Displays the negotiated amount that you allocated to this contract line on the Negotiated Amount Allocation page.

Contract Lines Not Associated with Billing Plan Lines — Projects Tab

Select the Projects tab.

- PC Bus Unit

Displays the PeopleSoft Project Costing business unit that you defined for this contract line on the Related Projects page.
- Project

Displays the project ID that you defined for this contract line on the Related Projects page.
- Activity

Displays the activity ID that you defined for this contract line on the Related Projects page.

Source Type	Displays the source type that you defined for this contract line on the Related Projects page.
Category	Displays the category that you defined for this contract line on the Related Projects page.
Subcategory	Displays the subcategory that you defined for this contract line on the Related Projects page.

Contract Lines Not Associated with Billing Plan Lines — Taxes Tab

Select the Taxes tab.

See *PeopleSoft Billing 8.8 PeopleBook*, “Structuring Bills,” Establishing Tax Groups.

Billing Plan Line Creation Opt

Assigning Options	This group box enables you to specify how the billing lines should be grouped on the invoices generated by PeopleSoft Billing. Options include: <i>Create individual lines:</i> When you select this option and click the Create Lines button, the system creates a separate billing plan line for each contract line that you selected. PeopleSoft Billing then creates separate invoice lines for these billing lines. <i>Create a summary line:</i> When you select this option and click the Create Lines button, the system creates a summary billing plan line that includes each contract line that you selected. PeopleSoft Billing then creates one invoice line for this billing plan line. The tax parameters and product ID must be the same for all contract lines that are being summarized together. Note. To assign projects and activities to your contract lines, you must make those assignments first before summarizing the contract lines on the billing plan. In addition, the contract lines must contain the same project costing values for the system to summarize the lines.
Create Lines	Click this button to create billing plan lines for the contract lines that you selected.
Delete Lines	Click this button to delete all billing plan lines that you created.

Contract Billing Plan Lines

Purchase Order	Enter a PO number to associate with the billing plan line.
View Details	Click this link to review the details of this billing plan line. This link does not appear until you have values in the Contract Billing Plan Lines group box.
Billing Line Note	Click to create a billing plan line note to associate with this billing plan line. The note is passed to PeopleSoft Billing and is printed on the invoice. This link does not appear until you have values in the Contract Billing Plan Lines group box.

See Also

Chapter 12, “Working with PeopleSoft Project Costing,” page 155

Viewing Billing Plan Line Details

Access the Billing Plan Line Details page.

Billing Plan Line Details

Contract:PPDCurrency: USD

Billing Plan:B101bp1

Bill Plan Line Number:1

Billing Plan Line Descr:Prepaid Balance for PPD Seq 1

Quantity:

Unit of Measure:

Related Contract Lines/Prepays

CustomizeFind

First1 of 1Last

Prepaid Add Sequence	Utilization Descr for Billing	Purchased Amount
1	1 PPD Bal#1 of Contr# PPD	1000.000

OK

Cancel

Billing Plan Line Details page

Related Contract Lines/Prepays

If a contract line, instead of a prepaid is tied to this billing plan, the fields that appear are different. For example, with prepaids you see prepaid sequence numbers instead of contract line numbers.

- Prepaid Add Sequence

The system displays the prepaid add sequence for prepaid balances that are associated with bill plan lines.
- Utilization Descr for Billing
(utilization description
for billing)

Displays the utilization description for billing. The system generates this value by concatenating the prepaid use sequence number with the contract number. You have the option to enter a custom description on the Prepaids page: Utilization tab. This description is used on the utilization line that is included in the bill.
- Purchased Amount

Displays the full amount of the prepaid that was purchased by the customer.

Creating Value-based Billing Plans Lines

Access the Billing Plan - Value Based Lines page.

Contract:FINANCIAL SERVICES

BI Unit:US001

Sold To Customer:1001Apex Systems

Bill To:1001Apex Systems

Billing Plan:B102

Currency:USD

Contract Billing Plan Lines

CustomizeFind

First1-2 of 2Last

Event	BP Line	Description	Quantity	Unit of Measure	Purchase Order	Amount		
1	1	Implementation Consultation	50.0000	MHR	PO-987786578-03	26000.00	+	-
1	2	Design Consultation	25.0000	MHR	PO-987786578-03	15000.00	+	-

Return to Define Bill Plan

Billing Plan - Value Based Lines page

These fields are primarily for informational purposes. However, to enable revenue and billing reconciliation by project or project/activity, you must provide this information here. This allows your projects or projects/activities to be assigned to amounts in billing. If you do not enter values on this page, you can still reconcile at the contract and contract line level, but your bill line amounts cannot be broken down to the project or project/activity level.

The information on this page remains editable until the Billing Application Engine process (CA_BI_INTFC) has picked up the billing lines for processing, or you set the billing plan to *Completed*.

Contract Billing Plan Lines — Line Details Tab

- Event Occurrence

Displays the event number.
- BP Line (billing plan line)

Displays the billing plan line number.
- Purchase Order

Displays the PO number, which appears by default from the contract header.
- Amount

Enter an amount for this contract line.

Contract Billing Plan Lines — Projects Tab

Select the Projects tab.

- Project

Select a project ID for this contract line. You must have a project ID in this field if you want the project ID to be associated with its corresponding amount in Billing. You can edit or select a new project ID here.
- Activity ID

Select an activity ID for this contract line. You must have an activity ID here if you want the activity ID to be associated with its corresponding amount in Billing. You can edit or select a new activity ID here.
- Source Type

Select a source type for this contract line. You must have a source type here if you want the source type to be associated with its corresponding amount in Billing. You can edit or select a new source type here.
- Category

Select a category for this contract line. You must have a category here if you want the category to be associated with its corresponding amount in Billing. You can edit or select a new category here.

SubCategory

Select a subcategory for this contract line. You must have a subcategory here if you want the subcategory to be associated with its corresponding amount in Billing. You can edit or select a new subcategory here.

Note. If you do not enter values on this page for the PeopleSoft Project Costing business unit, project ID, and activity ID, you are unable to later reconcile at the project or activity level. You are forced to reconcile your amounts at the contract line level.

Contract Billing Plan Lines — Taxes Tab

Select the Taxes tab.

See Also

- Chapter 19, “Processing PeopleSoft Contracts Billing,” Limits, page 340
- Chapter 16, “Managing Revenue Recognition,” Reconciling Billing and Revenue, page 264

Defining Recurring Billing Plan Schedules

Access the Billing Plan - Recurring Detail page.

Billing Plan GeneralRecurring DetailTax ParametersHistory

Contract:MONTHLY SERVICES

BI Unit:US001

Sold To Customer:1001Apex Systems

Bill To:1001Apex Systems

Billing Plan:B101Services End Of Month

Currency:USD

Start Date:01/06/2003

End Date:

Schedule:EOM

Billing Status:Pending

Preview Options

☒ Next Period

☐ Date

☐ End of Calendar Year

Preview

Preview Results

Contract Line Number

Product

Period Start Date

Period End Date

Amount

1	MONTHLY - EOM	01/06/2003	01/30/2003	6,500.00

Billing Plan - Recurring Detail page

Start Date

The system populates this field with the start date on the associated contract line.

End Date

The system populates this field with the end date on the associated contract line. This field is available and editable throughout the life of the billing plan.

Schedule

Select a value to specify how often to bill for the recurring billing plan. This is the frequency of the bill. The values that you have to select from, such as *Monthly* and *Weekly*, come from the Schedule component.

Billing Status	Displays the current billing plan status.
Bill Thru Date	Displays the date through which the recurring bill has been billed. The Contracts Billing Interface process (CA_BI_INTFC) populates this field after processing.

Note. The system uses the start date, end date, and bill through date to determine the periods to build. These periods turn into billing lines during the CA_BI_INTFC process, determining what lines and prices should be sent to Billing.

Preview Options

Next Period	Select to preview your billing schedule based on the next period. The system adds one day to the bill through date to determine the start date of the next period. Then, depending on the schedule setup, the system calculates the end date of that period.
Date	Select to preview your billing schedule based on a specific date. The system adds one day to the bill through date to determine the start date of the next period. The date that you select determines the end date for the period.
End of Calendar Year	Select to preview your billing schedule based upon the end of the calendar year. The system uses December 31st of the current year as the end of calendar year date.
Preview	Click to populate the Preview Results grid with your billing schedule. You cannot save this information. Every time that you enter this page, you must create a new preview.

Preview Results

Period Start Date	Displays the start date for this billing schedule. The system derives this value based on your selected preview option.
Period End Date	Displays the end date for this billing schedule. The system derives this value based on your selected preview option.
Amount	Displays the amount to be billed for this contract line. Proration occurs for the following situations: • If the schedule start date is different from the start date on the contract line, the system prorates the difference for the first period. • If the end date on the recurring billing plan is not the exact end date of a period, than the system prorates the difference.

Note. The Preview Results grid displays dynamic results. It is a view of the current values at the time that you select the *Preview* button. However, if price changes occur after you preview the data, you may see different prices on the bill.

Updating Tax Information

Access the Billing Plan - Tax Parameters page.

Billing Plan General

Billing Plan Lines

Events

Tax Parameters

History

Contract:

FIXED INTEGRATION

BI Unit:

US001

Sold To Customer:

1001

Apex Systems

Bill To:

1001

Apex Systems

Billing Plan:

B103

Fixed Integration - Percent Cm

Currency:

USD

Tax Information

BP Line	Description	Ship To Customer	Addr Num	Ship From Location	Tax Exempt Flag	Exemption Certificate	Tax Code	Product Tax Group	Transaction Type	Transaction Sub Type
1	Building 3	1001	1	US001	☐		CA			

Billing Plan - Tax Parameters page

Tax Information

The tax information for a contract line appears by default based on the parameters that you defined for the product that you selected onto the contract line. You can override the default parameters on this page. The tax information specified on this page flows to PeopleSoft Billing through the Contracts Billing Interface process.

See Also

PeopleSoft Billing 8.8 PeopleBook, “Structuring Bills,” Establishing Tax Groups

Viewing Billing History

Access the Billing Plan - History page.

Billing Plan General

Billing Plan Lines

Events

Tax Parameters

History

Contract:

FIXED INTEGRATION

BI Unit:

US001

Sold To Customer:

1001

Apex Systems

Bill To:

1001

Apex Systems

Billing Plan:

B103

Fixed Integration - Percent Cm

Currency:

USD

Amount Details

Negotiated Amount:

50,000.00

Total Net Extended Amount:

12,500.00

Contract Billing History

Source	Billing	Contracts	Projects	
*Cross Reference Sequence No.	*Cross Reference Status	System Source	Process Instance	*Last Update Date/Time
1	Finalized	BB1	2769	02/12/2003 1:42:04PM

Last Update User ID	Net Amt	Gross Amt	Billing Currency	Net Extended Amt	Gross Extended		
BIPCC000	12,500.00	12,500.00	USD	12,500.00	12,500.00	+	-

Billing Plan - History page

Amount Details

Negotiated Amount

Displays the negotiated amount, which is equal to the sum of the contract line’s negotiated amounts. This field does not appear for *Value-based* and *As-incurred* billing plans.

Total Net Extended Amt
(total net extended amount)

Displays the actual amount that was invoiced by PeopleSoft Billing for all contract lines. This amount includes discounts and surcharges, but does not include taxes.

Billing Plan - History: Source Tab

System Source	Identifies where this row was generated. The system source controls the actions that you can perform on a particular row. The two most common system sources are <i>CBI</i> and <i>PBI</i>. <i>CBI</i> lines originate in PeopleSoft Contracts. <i>PBI</i> lines originate in PeopleSoft Project Costing. The system inserts <i>CBI</i> and <i>PBI</i> rows into the CA_BI_XREF table, and then provides updates to these rows as the invoice is processed in PeopleSoft Billing. Rows with <i>CBI</i> or <i>PBI</i> system source are not editable. You can manually insert rows into this grid for bills where the bill was initiated in PeopleSoft Billing or some other system and PeopleSoft Billing did not have the proper information (contract number and billing plan ID) to feed back into the CA_BP_XREF table. A system source of PCA is populated for these rows; you can update any rows that have been manually inserted into this grid.
Process Instance	Displays the instance for the Billing Engine run that inserted the row into the Billing Interface tables, for rows sent from PeopleSoft Contracts to PeopleSoft Billing.
Last Update Date/Time	Each time that the row is updated, the system stamps the row with the last updated date and time.
Last Updated User ID	Each time that the row is updated, the system stamps the row with the user ID of the person who last updated the row.
Net Amt (net amount)	Reflects the net amount of all contract lines linked to the billing plan sent by PeopleSoft Contracts to PeopleSoft Billing. No tax is included in this amount. The net amount is required for rows being inserted by the Billing Engine; the net amount is not set for transactions with a billing method of <i>As-incurred</i> or for transactions originating in PeopleSoft Billing.
Gross Amt (gross amount)	Reflects the gross amount sent by PeopleSoft Contracts to PeopleSoft Billing. No tax is included in this amount. The gross amount is required for rows being inserted by the Billing Engine; the gross amount is not relevant for transactions with a billing method of <i>As-incurred</i> or for transactions originating in PeopleSoft Billing.
Net Extended Amt (net extended amount)	Displays the actual amount that was invoiced by PeopleSoft Billing. This amount includes discounts and surcharges, but does not include taxes.
Gross Extended	Displays the gross amount of all contract lines linked to the billing plan on the invoice; tax and freight are not included. Gross extended is the same value as the gross amount when it's first generated and sent to Billing. The system resets the gross extended amount after the invoice has been finalized to reflect the actual amount on the invoice line.

Billing Plan - History: Billing Tab

Select the Billing tab.

Billing Plan General		Billing Plan Lines		Events		Tax Parameters		History	
Contract:	FIXED INTEGRATION				BI Unit:	US001			
Sold To Customer:	1001	Apex Systems				Bill To:	1001	Apex Systems	
Billing Plan:	B103	Fixed Integration - Percent Cm				Currency:	USD		

Amount Details	
Negotiated Amount:	50,000.00
Total Net Extended Amount:	12,500.00

Contract Billing History									
Source		Billing		Contracts		Projects			
*Cross Reference Sequence No.	BI Unit	Billing Worksheet	Invoice	Invoice Type	Invoice Date	AR Item Info	Billing Currency	Net Extended Amt	Gross Extended
1	US001		0000678496	REG	02/12/2003	AR Item Info	USD	12,500.00	12,500.00

Billing Plan - History page: Billing tab

Billing Worksheet

Displays the worksheet number created by PeopleSoft Billing for rows sent from PeopleSoft Contracts to PeopleSoft Billing.

Invoice

Displays the number for the invoice generated in PeopleSoft Billing.

Invoice Type

The system sets the invoice type after the invoice has been finalized. Values include:

Credit Bill: Full bill adjustment credit.

Adjustment Only Bill: Do not add bill line adjustments to an already existing bill, but choose to create a new bill with adjustment lines only.

Rebill Bill: Full rebill.

Regular Bill with Adjustments: Add bill line adjustments to an already existing regular bill.

Regular Bill: Regular bill entered through online bill entry or imported through the interface.

Invoice Date

Displays the value in the date field of the invoice. The system sets the invoice date after the invoice has been finalized.

AR Item Info (PeopleSoft Accounts Receivable item information)

Click to access PeopleSoft Accounts Receivables, where you can review any outstanding amounts.

Net Extended Amt (net extended amount)

Displays the actual amount that was invoiced by PeopleSoft Billing. This amount includes discounts and surcharges, but does not include taxes.

Gross Extended

Displays the gross amount of all contract lines linked to the billing plan on the invoice; tax and freight are not included. Gross extended is the same value as the gross amount when it's first generated and sent to Billing. The system resets the gross extended amount after the invoice has been finalized to reflect the actual amount on the invoice line.

Billing Plan - History: Contracts Tab

Select the Contracts tab.

Billing Plan General		Billing Plan Lines		Events	Tax Parameters	History
Contract:	FIXED INTEGRATION				BI Unit:	US001
Sold To Customer:	1001	Apex Systems			Bill To:	1001 Apex Systems
Billing Plan:	B103	Fixed Integration - Percent Cm			Currency:	USD

Amount Details	
Negotiated Amount:	50,000.00
Total Net Extended Amount:	12,500.00

Contract Billing History								
Source		Billing	Contracts	Projects				
*Cross Reference Sequence No.	*Cross Reference Status	Event	Bill Plan Line Number	Contract Line Num	Prepaid Add Sequence	Purchase Order	Net Amt	Gross Amount
1	Finalized	1	1	5		PO109456783-01	12,500.00	12,500.00

Billing Plan - History page: Contracts tab

Event

Displays the number assigned by the system to each event that you associate with a billing plan ID. Events are required for *Milestone*, *Percent Complete*, and *Value-based* billing plans, and optional for *As-incurred* billing plans.

Bill Plan Line Number

Displays the number associated with this event. Billing plan line numbers are required for *Milestone*, *Percent Complete*, and *Value Based* billing plans.

Contract Line Num (contract line number)

For rows with a billing method of *As-incurred*, the system displays the contract line number corresponding to a particular cross-reference sequence number row.

Prepaid Add Sequence

Displays the prepaid add sequence for prepaid balances that are associated with bill plan lines.

Purchase Order

Enter a PO reference number so that you can track the POs sent to billing.

Net Amount

Reflects the net amount of all contract lines linked to the billing plan sent by PeopleSoft Contracts to PeopleSoft Billing. No tax is included in this amount. The net amount is required for rows being inserted by the Billing Engine; the net amount is not set for transactions with a billing method of *As-incurred* or for transactions originating in PeopleSoft Billing.

Gross Amount

Reflects the gross amount sent by PeopleSoft Contracts to PeopleSoft Billing. No tax is included in this amount. The gross amount is required for rows being inserted by the Billing Engine; the gross amount is not relevant for transactions with a billing method of *As-incurred* or for transactions originating in PeopleSoft Billing.

Billing Plan - History: Projects Tab

Select the Projects tab.

PC Business Unit

For rows with a billing method of *As-incurred*, the system inserts the PeopleSoft Project Costing business unit of the project with which the row is associated.

Project	For rows with a billing method of <i>As-incurred</i> , the system inserts the project ID of the project with which the row is associated.
Net Amount	Reflects the net amount of all contract lines linked to the billing plan sent by PeopleSoft Contracts to PeopleSoft Billing. No tax is included in this amount. The net amount is required for rows being inserted by the Billing Engine; the net amount is not set for transactions with a billing method of <i>As-incurred</i> , or for transactions originating in PeopleSoft Billing.
Gross Amount	Reflects the gross amount sent by PeopleSoft Contracts to PeopleSoft Billing. No tax is included in this amount. The gross amount is required for rows being inserted by the Billing Engine; the gross amount is not relevant for transactions with a billing method of <i>As-incurred</i> or for transactions originating in PeopleSoft Billing.

See Also

[Chapter 20, “Managing Contracts Billing.” Reviewing the Cross-Reference Table, page 354](#)

Assigning Contract Lines to Billing Plans

This section lists prerequisites and discusses how to assign contract products to billing plans.

Prerequisite

Before assigning contract lines to billing plans, you must have created active lines for this contract.

Page Used to Assign Contract Lines to Billing Plans

Page Name	Object Name	Navigation	Usage
Assign Billing Plan	CA_BP_LINK	Customer Contracts, Schedule and Process Billing, Assign Billing Plan	Assign contract products to billing plans. You can assign products to billing plans that you have previously defined, or you can assign products to a new billing plan and then set up that billing plan in the Billing Plan component.

Assigning Contract Products to Billing Plans

Access the Assign Billing Plan page.

Assign Billing Plan

Contract: FIXED INTEGRATION Fixed Integration Costs

Sold To Customer: Apex Systems

Contract Lines to be Assigned / Unassigned Customize | View All First 1-8 of 8 Last

	Line	Product	Description	Amount	Price Type	Plan	Billing Method	Status
☐	1	ARENA_1	Basketball Arena	25,000.00	Amount	B101	Immediate	Completed
☐	2	BUILDING 2	Office Building 2	37,500.00	Amount	B101	Immediate	Completed
☐	3	BUILDING1	Office Building 1	37,500.00	Amount	B102	Milestone	In Progress
☐	4	BUILDING10	BUILDING10	25,000.00	Amount	B102	Milestone	In Progress
☐	5	BUILDING3	Building 3	50,000.00	Amount	B103	Percent Complete	In Progress
☐	6	CA_INTERIOR_DESIGN	DESIGN90	25,000.00	Amount	B104	Milestone	Completed
☐	7	CABUILDING	CABUILDING	25,000.00	Amount	B104	Milestone	Completed
☐	8	CACAFE	CAFE_90	25,000.00	Amount	B104	Milestone	Completed

☒ Select All ☐ Clear All

Billing Plan to Assign / Unassign

Billing Plan:

Billing Method:

Description:

Billing Plan Template:

Detail Template:

Assign selected contract lines to billing plan Unassign selected Lines from Billing Plan

Assign Billing Plan page

Contract Lines to be Assigned / Unassigned

(select)

Select the check box next to the contract lines that you want to assign to a contract. You can only select those products with a pricing structure compatible with the billing method that you selected. When you click the Assign button, this contract line is assigned to the contract. Also use this field to select products that you want to unassign from a contract. Select the check boxes next to the individual lines that you want to unassign, and then click the Unassign button.

Line

Displays the contract line number of each active line for the contract number that you selected.

Amount

Displays the negotiated amount for each line. This system takes this value from the line's negotiated amount on the Negotiated Amount Allocation page.

Price Type

Displays the price type for the contract line. Values include: *Amount, Percent, Rate, and Recurring.*

Plan

Displays the billing plan IDs for lines that are assigned to a particular billing plan. Click a billing plan ID to manage the details of the plan.

Billing Method

Displays the billing method of the billing plan to which the product is assigned.

Status	Displays the status of the billing plan. You can only add contract lines to new billing plans or billing plans that are in a <i>Pending</i> status.
(Select All)	Click to select all products with a pricing structure that is compatible with the billing method that you selected and that are unassigned, or that are assigned to billing plans in a <i>Pending</i> or <i>Cancelled</i> status. Any contract lines that have already been assigned to a billing plan with a status of <i>Ready</i> , <i>In Progress</i> , or <i>Complete</i> are unavailable for selection.
Note. You can only assign <i>Value-based</i> billing plans to one contract line.	
(Clear All)	Click to clear all products in the grid.

Billing Plan to Assign / Unassign

Billing Plan	You can either assign contract lines to an existing billing plan with a status of <i>Pending</i> or select <i>NEXT</i> to assign the selected lines to a new billing plan. When you select <i>NEXT</i> , you must enter a description. This field is for assigning purposes only.
Billing Method	Select a method for the billing plan that you are assigning (or that you are creating). Billing method values are: <i>As-incurred</i> , <i>Value-based</i> , <i>Milestone</i> , <i>Percent Complete</i> , <i>Immediate</i> , and <i>Recurring</i> .
Billing Plan Template	To use a billing plan template, select a contract line from the Contract Lines to be Assigned/Unassigned group box, and then select a bill plan template. When you click Assign, the system builds the billing plan and billing plan lines as specified by the template.
Detail Template	To use a billing plan detail template, select a contract line from the Contract Lines to be Assigned/Unassigned group box, select a bill plan template, and select a detail template. When you click Assign, the system builds the billing plan and billing plan lines as specified by the billing templates.
Assign	Click this button to assign the contract lines that you selected to the billing plan that you selected. If the contract lines selected had previously been associated with billing plan lines from another billing plan, the system deletes the billing plan lines. If additional contract lines (aside from the ones selected) had been previously assigned to the billing plan line in question, these too are unassigned and the system generates a message notifying you that this has occurred. Note. You cannot assign <i>Value-based</i> billing plans to rate-based contract lines for which prepaid utilization criteria applies. This prepaid utilization criteria is defined on the Utilization Criteria page. Note. You cannot assign a <i>Value-based</i> billing plan to a rate-based line for which a retainage or discount ID was defined on the Related Projects page.

Note. You can only assign *Recurring* billing plans to contract lines with a recurring price type.

Unassign

Click this button to unassign the contract lines that you selected from the billing plan ID to which they are assigned. When you click *Unassign*, the system deletes any billing plan lines that it had created for the detail lines that you selected.

CHAPTER 19

Processing PeopleSoft Contracts Billing

This chapter provides an overview of the PeopleSoft Contracts billing process and discusses how to run the Contracts Billing Interface process (CA_BI_INTFC).

Understanding the PeopleSoft Contracts Billing Process

This section discusses:

- PeopleSoft Contracts integration with PeopleSoft Billing and PeopleSoft Project Costing.
- The Contracts Billing Interface process.
- Streamlined billing.
- Direct invoicing and preapproved activity.
- The Project Progress process.
- Tax parameters.
- Invoices.
- Limits.
- Rate-based over-the-limit rows.
- Discounts, surcharges, and retainages.
- Fixed-fee recycled billing.
- Prepaid amounts.

PeopleSoft Contracts Integration with PeopleSoft Billing and PeopleSoft Project Costing

PeopleSoft Contracts integrates with PeopleSoft Billing and PeopleSoft Project Costing, enabling you to generate invoices for all of your contract lines. PeopleSoft Contracts sends billing information for fixed-amount and recurring contract lines to PeopleSoft Billing. PeopleSoft Project Costing send billing information for rate-based contract lines to PeopleSoft Billing. PeopleSoft Billing then generates invoices for the contract lines and sends information regarding the invoices back to PeopleSoft Contracts and PeopleSoft Project Costing.

The Contracts Billing Interface process selects billing plan lines (for fixed-fee, value-based, and recurring billing methods), or resource rows (for rate-based billing methods) that have been marked in PeopleSoft Contracts as ready to bill, and it creates bill lines in the Billing interface tables. Once the Contracts Billing Interface process has staged the billing data in these tables, the Contracts Billing Interface processes the data to create bills.

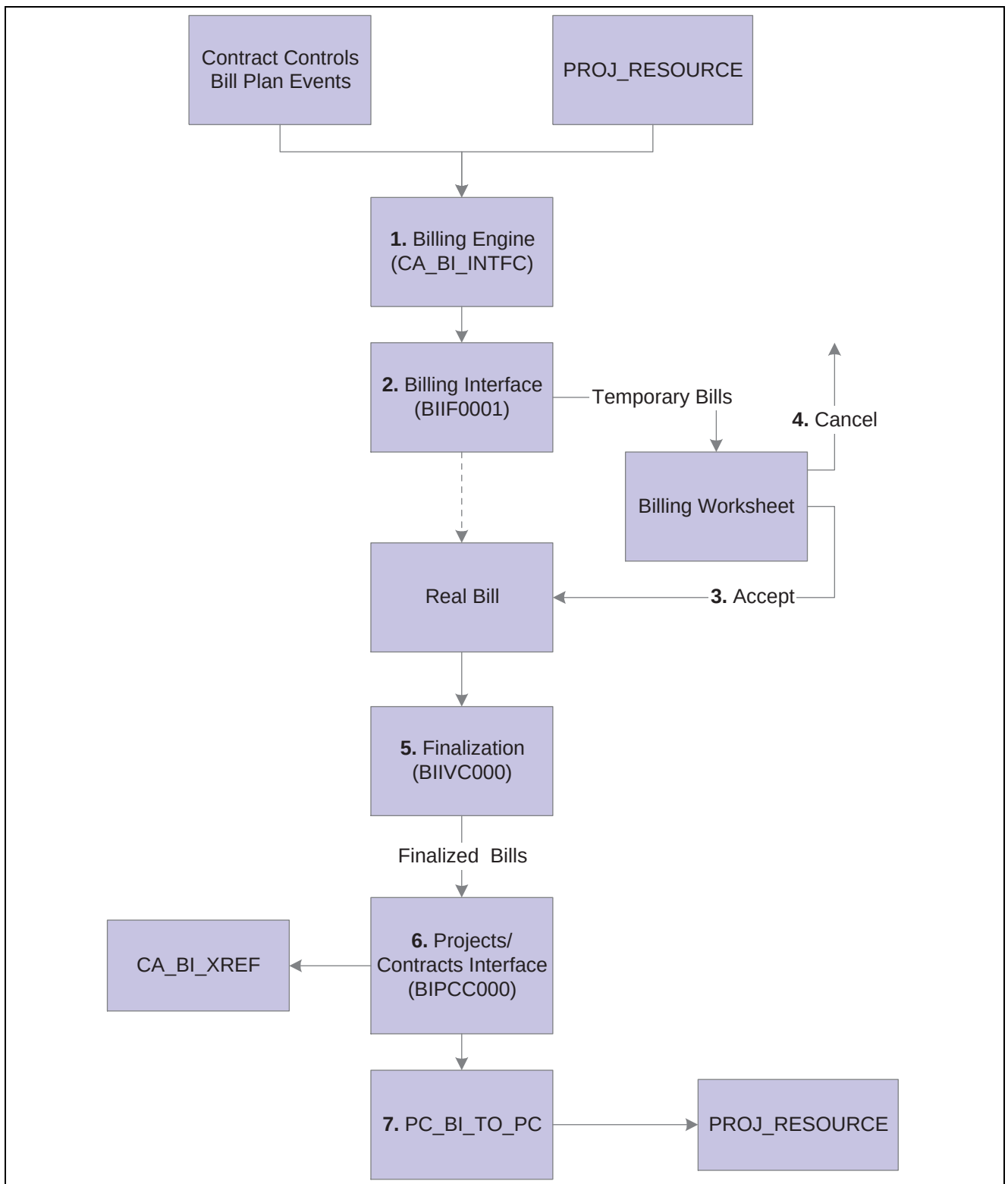
The Contracts Billing Interface can create two types of bills from Contract Billing Engine activity: temporary bills and real bills. Temporary bills are routed to the billing worksheet, where the billing administrator can review and, for rate-based bills, amend the bills as needed before real bills are created. You cannot amend fixed-amount bills in the billing worksheet. However, it is still beneficial to view temporary fixed-amount bills in the billing worksheet, because temporary bills show the bill amount with the taxes calculated and with all activity grouped in the same invoices. Real bills become invoices that are sent to the customer. You have the option to create temporary or real bills for individual billing plans on the Billing Plan - Billing Plan General page by selecting or clearing the Pre Approved check box.

You can use the billing worksheet to cancel temporary bills. When you cancel a temporary bill from within the billing worksheet, the system updates PeopleSoft Project Costing (if applicable) and PeopleSoft Contracts accordingly.

When you have finished reviewing a temporary bill in the billing worksheet, a real bill is created. When the bill is finalized, the system updates the PeopleSoft Project Costing PROJ_RESOURCE table, if applicable, and PeopleSoft Contracts CA_BP_XREF table.

The numbers in the following flowchart correspond to the updates that occur to the PeopleSoft Contracts controls (billing plans and billing events), the Billing Cross-reference table (CA_BI_XREF), and the PeopleSoft Project Costing table (PROJ_RESOURCE).

Here is the billing flowchart:



Steps for the billing process

The billing process consists of these steps:

1. Run the Contracts Billing Interface process in PeopleSoft Contracts for the appropriate billing methods to send PeopleSoft Contracts- and PeopleSoft Project Costing-related billing activity to PeopleSoft Billing.

2. Run the Billing Interface process (BIIF0001) in PeopleSoft Billing to create temporary bills that you can work on in the billing worksheet.

The billing worksheet is a temporary work area where you can review and adjust resource lines that come from PeopleSoft Project Costing before you create an actual bill. For bill lines that are generated from fixed-amount contract lines, you can approve or delete the worksheet based on your review.

3. Approve the billing worksheet.

When you accept a billing worksheet, the system creates a real bill with an assigned invoice number and updates PeopleSoft Contracts and PeopleSoft Project Costing accordingly.

4. Delete the billing worksheet.

When you delete a billing worksheet, the system cancels the bill and updates PeopleSoft Contracts and PeopleSoft Project Costing accordingly.

5. Run the Finalization process (BIIVC000).

Run the Finalization process on the real bills that you have created. The Finalization process performs a variety of tasks, including calculating taxes, setting the invoice date, and calculating the due date.

6. Run the Projects/Contracts Interface process (BIPCC000).

After you have run the Finalization process, you run the Projects/Contracts Interface process. This process updates PeopleSoft Contracts and PeopleSoft Project Costing with the finalized bill information from PeopleSoft Billing.

7. Run the Billing to Projects process (PC_BI_TO_PC).

Run the Billing to Projects process for rate-based contract lines to update PeopleSoft Project Costing tables with billing data.

8. Run the Contracts Billing Interface process.

Rerun this process to update the billing plan event statuses to *event billed*.

Note. You can utilize streamlined billing to reduce the number of steps for invoicing bills. Streamlined billing enables you to process transactions from PeopleSoft Contracts to PeopleSoft Billing and back to PeopleSoft Contracts, with one job.

See [Chapter 19, “Processing PeopleSoft Contracts Billing,” Streamlined Billing, page 337](#).

Updates in PeopleSoft Contracts

Fixed-fee and recurring bill rows are inserted into the Contract Billing cross-reference table as soon as the Billing Engine process is run; the status is then updated throughout the other processes: the Billing Interface process, Accept Worksheet process, Delete Worksheet process, and Bill Finalization process. Rate-based bill rows are inserted into the cross-reference table upon bill finalization. This is because rate-based row amounts are subject to change throughout the billing process; fixed-fee rows are not to be changed, only accepted or deleted.

See Also

PeopleSoft Billing 8.8 PeopleBook, “Understanding the Billing Interface Structure”

PeopleSoft Billing 8.8 PeopleBook, “Integrating With PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management,” Using the Billing Worksheet Component

PeopleSoft Billing 8.8 PeopleBook, “Integrating With PeopleSoft Contracts, Project Costing, Grants, and Pay/Bill Management,” Running the PeopleSoft Billing to Projects/Contracts Interface Process

PeopleSoft Billing 8.8 PeopleBook, “Generating Invoices,” Understanding the Pre-process and Finalization Process (BIIVC000)

The Contracts Billing Interface Process (CA_BI_INTFC)

The Contracts Billing Interface process is divided into three major parts: rate-based contract line billing (controlled by PeopleSoft Project Costing), fixed-amount and value-based contract line billing (controlled by PeopleSoft Contracts), and recurring billing (controlled by PeopleSoft Contracts).

In billing for rate-based contract lines, the flow of data is controlled by PeopleSoft Contracts, but the data source is PeopleSoft Project Costing. You control the flow of billing in PeopleSoft Contracts by attaching projects to contract lines, associating the contract lines with billing plans, readying or holding the billing plans, and possibly creating billing events. When the particular billing plan and event is ready, the resource rows that are associated with the designated project are selected for billing. In addition, PeopleSoft Contracts controls much of the header information that is sent to billing, such as the bill to customer, bill by date, and tax information.

In billing for fixed-amount contract lines, PeopleSoft Contracts provides both the data source and the control over billing. You associate dollar amounts with the contract lines. You control the flow of billing in PeopleSoft Contracts by associating the contract lines with billing plans and billing plan lines, readying or holding the billing plans, and possibly creating billing events.

In billing for recurring contract lines, PeopleSoft Contracts provides both the data source and the control over billing. Products are priced by PeopleSoft Enterprise Pricer or through the list price that is associated with the product. Pricing for recurring contract lines occurs dynamically when you view the billing plan or when you process the bill.

In all cases, the information that is sent to billing is structured as required by the interface staging table. Each billable row creates a LINE transaction containing the bill amount, billing parameters, and descriptive information. Each billable row also creates at least one AE transaction containing the amount that is to be charged to each ChartField distribution. In addition, a billable row may contain one or more DS (discount) transactions (except for recurring contract lines), and one or more NOTE transactions.

Rate-based Billing

When a PROJ_RESOURCE row is selected for billing, the data from this row, including the amount and project string data, and data from the billing plan, including bill to customer, bill by, and bill type, combine to create the basis for a LINE transaction.

Because the revenue for all rate-based contract lines is handled through PeopleSoft Contracts, the accounting information source for this row is the Accounting Rules table (PSA_RULES_LN) for as-incurred billing plans. This table holds the accounting distribution for PROJ_RESOURCE rows. The unbilled accounts receivable (unbilled AR) side of the accounting rules entry is selected by the Contracts/Billing process. This data is stamped on the AE row.

The process then checks for discounts or retainages that are specified on the corresponding contract line. A DS row is created if a discount is specified, and another DS row is created if a retainage is specified. The process also checks the tolerance amount to see if the sum of the rows for a billing plan meet the minimum amount billed. If the rows for a billing plan do not pass the tolerance check, the rows are not sent on to billing.

Billing currency is determined according to the value that the users selected for the Bill Currency Option field for the billing plan on the Billing Plan - Billing Plan General page. If the user selected billing currency, the row is billed in the contract currency; if the user selected transaction, the row is billed in the transaction currency that is in the PROJ_RESOURCE table.

Once all data is finalized, the LINE rows are considered for prepaid utilization and the LINE row is written to the billing cross-reference table (CA_BP_XREF) with a status of *New*.

See [Chapter 21, “Establishing Prepaid Amounts,” Prepaid Amounts: Billing and Utilization, page 383](#).

Fixed-fee Billing

There are three fixed-fee, or amount-based, billing methods. In all three cases, some data comes from the billing plan, including the bill to customer, bill by, and bill type, some data comes from the contract line itself, including the basis for the amount and taxes, and other data comes from the bill plan lines, including the description. In the case of the *Immediate* billing method, this is the only data that makes up a LINE transaction. In the case of the *Percent Complete* and *Milestone* billing methods, the billing events determine the percentage of the base amount that is to be included in the LINE transaction.

Once a LINE transaction is created, the process creates the accounting that is associated with the line. Because fixed-fee bill lines may hold multiple accounting distributions, the accounting must be separated into AE entries. Any number of AEs may be created. The accounting distribution source depends on the revenue recognition method of the contract lines. If the method is *Billing Manages Revenue*, then the accounting distribution comes from CA_DETAIL_DST. In all other cases, the accounting distribution comes from CA_DETAIL_UAR.

The process then checks for discounts or surcharges that are specified on the corresponding contract lines. One or more DS rows may result.

Value-based Billing

When running the Contracts Billing Interface Application Engine process (CA_BI_INTFC), value-based billing acts similar to fixed-fee billing. However, discounts do not apply to value-based billing plans. Most data for value-based billing plans comes from the billing plan lines (amount, description, quantity, and so forth). Other data also comes from the billing plan and contract line. The accounting distribution comes from CA_DETAIL_UAR. As with immediate billing plans, this is the only data that makes up a LINE transaction. Every value-based billing plan is associated with at least one event.

Recurring Billing

When running the Contracts Billing Interface Application Engine process (CA_BI_INTFC), recurring billing processes similar to fixed-fee and value-based billing. However, discounts and surcharges do not apply and no events are associated with recurring billing plans. The data for recurring billing comes from the billing plan and contract line. Because the revenue recognition method must be *Billing Manages Revenue* for recurring billing plans, the accounting distribution comes from CA_DETAIL_DST.

Streamlined Billing

Streamlined billing is a simplified billing process that reduces the number of steps for invoicing bills. You can run streamline processing from the Billing Review page in PeopleSoft Project Costing or from a run control page in PeopleSoft Contracts. This job runs all processes that are required to take billable transactions to a finalized invoice. Streamlined billing enables you to process transactions from PeopleSoft Contracts to PeopleSoft Billing and back to PeopleSoft Contracts, with one job.

Important Setup Parameters

You must set up billing parameters correctly for streamline billing to process through to a final invoice:

- Set up the billing plan correctly.

Select the Direct Invoicing and Pre approved check boxes on the billing plan. Also, the billing plan must be in *Ready* status, with any events in *Ready* status. The Direct Invoicing check box determines whether streamlined billing can occur. Only those bill plans that have this check box selected process through to an invoice.

- Specify the range selection ID and direct invoicing option on the Bill-By Identifier page during setup.
- Establish billing user preferences.

The system uses the operator ID that you specify on the Billing User Preferences page to determine which group of billing jobs will run, Load or No Load.

Note. If you fail to complete any part of the required setup for billing transactions, the job does not process through to a final invoice. The job stops at either the worksheet or a new invoice that needs to be readied. You can view the process monitor to determine the status of your job.

Streamlined Process

The streamlined billing processes call a billing function to run all jobs, whether from PeopleSoft Contracts or PeopleSoft Project Costing. The Contracts Billing Interface process (CA_BI_INTFC) determines whether to call the Load process (BIDIRIVC) or No Load process (BIDIRIV2) if the direct invoicing option is selected on the billing plan. The specification on the billing user defaults determine which process the Contracts Billing Interface process selects. Then, the Contracts Billing Interface process schedules the job accordingly. The system flow from PeopleSoft Contracts is a bill plan to a printed invoice. After running the Load or No Load process, the system runs the Projects/Contracts Interface (BIPCC000) and Billing to Projects (PC_BI_TO_PC) processes, respectively. As long as all data is set up correctly, the jobs process without any manual intervention.

Load Versus No Load

The system uses two processes for streamlined billing:

- Load (BIDIRIVC).
- No Load (BIDIRIV2).

The *PeopleSoft Billing PeopleBook* contains detailed information regarding the application engines that are processed by the Load and No Load processes.

Note. For *Load* processing, the system initiates the Commitment Control process only if Commitment control is enabled on the Installation Options - Installed Products page.

For *Load* processing, the system does not print Federal Invoice Formats 1080 and 1081 for direct invoice jobs.

See *PeopleSoft Billing 8.8 PeopleBook*.

PeopleSoft Project Costing Issues

If you initiate streamlined billing from the Billing Review page in PeopleSoft Project Costing, note that:

- All reviewed transactions for the particular BU/PROJECT ID are eligible for billing.
- The contracts billing plan dictates how far the billing transactions go (to worksheet or finalization).
- Because each project can have multiple activities and each activity can be assigned to a different contract line and billing plan, there may be multiple invoices created.

See *PeopleSoft Project Costing 8.8 PeopleBook*.

Additional Streamlining Options

In addition to the streamlined billing processes previously outlined, you can also select additional jobs for the system to run in conjunction with the Contracts Billing Interface process. On the Processing Billing - All Other Methods run control page, if you select the Process Milestones or Process Project Progress check boxes, the system runs the selected processes prior to running the Contracts Billing Interface process.

For more information about batch processing and using PeopleSoft Process Scheduler to personalize and streamline batch processing, see the PeopleTools PeopleBook.

See *PeopleSoft PeopleTools PeopleBook: PeopleSoft Process Scheduler*.

Direct Invoicing and Preapproved Activity

You set the direct invoicing and preapproved options on the billing plan. The Contracts Billing Interface process maps the preapproval flag to the TMP_BILL_FLG in PeopleSoft Billing.

This table shows the effect of the different direct invoicing and preapproved settings:

Direct Invoicing Flag	Preapproval Flag	Resulting Functionality
N	N	Temporary bills are created. Users need to approve the temporary bills in the billing worksheet to make them real bills.
N	Y	Real bills are created. Bills created in <i>Pending</i> status aren't picked up for invoicing until the bill status is changed to <i>Ready</i> . This method bypasses the billing worksheet.

Direct Invoicing Flag	Preapproval Flag	Resulting Functionality
Y	N	Not allowed.
Y	Y	Real bills are created. Bills are created in <i>RDY</i> status. This method bypasses the billing worksheet. Note. This is streamlined billing.

The Project Progress Process

PeopleSoft Contracts integrates with PeopleSoft Project Costing to eliminate duplicate data entry for billing that is tied to project progress or milestones. You can automatically populate the percent complete for billing plans in PeopleSoft Contracts with a value that is generated in PeopleSoft Project Costing. This value comes from the project or project and activity combination in PeopleSoft Project Costing. You determine which autopopulate method to use on the Billing Plan - Events page. After choosing an autopopulate option, you can set up a run control that allows the processing of one or more plans at a time.

See Also

[Chapter 12, “Working with PeopleSoft Project Costing,” Project Progress, page 160](#)

[Chapter 12, “Working with PeopleSoft Project Costing,” Processing Project Progress, page 172](#)

Tax Parameters

PeopleSoft Contracts enables you to associate tax parameters with products. When you select a product onto a contract line, the contract line inherits the tax parameters that you defined for the products. When you assign a contract line to a billing plan, you can then review the contract line’s tax parameters and adjust them, along with the ship to and ship from IDs and addresses, if necessary. These billing plan tax parameters then flow to PeopleSoft Billing when you run the Contracts Billing Engine. All tax calculations for PeopleSoft Contracts billing plan items are then handled by PeopleSoft Billing.

For amount-based billing plans and initial bills for prepaids, tax parameters are stored on the billing plan. For as-incurred and recurring billing plans, tax parameters are stored on CA_DETAIL.

Bills that are generated from the Contracts Projects interface are compatible with the PeopleSoft Billing tax calculation options. For sales and use tax, PeopleSoft Billing offers three options:

- Calculate taxes using PeopleSoft tax tables.
- Calculate taxes using Vertex (third-party tax vendor).
- Calculate taxes using Taxware (third-party tax vendor).

PeopleSoft Contracts sends the billing information that you define for a billing plan to PeopleSoft Billing. PeopleSoft Billing, depending upon the tax solution that you are using, either performs the tax calculations or makes a call to one of the third-party tax vendors for the tax calculation.

Value-added tax (VAT) is calculated using common PeopleSoft routines.

See Also

Chapter 12, “Working with PeopleSoft Project Costing.” Processing Project Progress, page 172

Invoices

PeopleSoft Contracts enables customers to generate billing activity and create bills for a billing plan with or without intervention from billing staff.

Invoicing from PeopleSoft Contracts and PeopleSoft Project Costing with Billing Intervention

In some cases, business practices may dictate that billing specialists manage the taxation of invoices rather than contract specialists. In this scenario, it is not necessary to provide tax parameters for your contract lines and billing plans. PeopleSoft Contracts can send billing information to PeopleSoft Billing where no tax parameters are defined in PeopleSoft Contracts for that billing activity. In this case, the billing specialists must review invoices for correct tax parameters before finalization of the bill.

Invoicing from PeopleSoft Contracts and PeopleSoft Project Costing with no Billing Intervention

To have no intervention from billing staff, you must define the tax parameters for all lines on the billing plan. You establish tax parameters at the customer level, and the system populates the billing plan with these default values. The system then runs these processes:

- The Contracts Billing Engine process, which creates the billing interface activity.
- The Billing Interface process, which creates the bills.
- The PeopleSoft Billing VAT Defaulting process, which assigns appropriate VAT default values.
- The Finalization process in PeopleSoft Billing, which uses the tax parameters that are sent over by PeopleSoft Contracts to call the third-party tax vendors and calculate taxes.

Limits

PeopleSoft Contracts enables you to enter a bill limit for a rate-based contract line. You establish a bill limit on the Related Projects page. This page is accessible from the Projects link on the Contract - Lines page: Details tab.

After the pricing engine is run, the pricing engine calls limit processing to create over-the-limit (OLT) rows from the priced (BIL) rows. This process occurs prior to billing and revenue recognition. Limit processing examines each PROJ_RESOURCE row that represents a contract line for which you have enabled bill limits. If the amount on the row falls below the limit less the amount previously billed or set to be billed in this process, the row is marked BIL. If the amount on the row exceeds the limit less the amount previously billed or set to be billed, and the limit override check box has not been selected on the Related Projects page, the row is marked OLT.

You can release all over-the-limit rows on a limit by selecting the Limit Override check box on the Related Projects page. Selecting this check box enables over-the-limit rows to be picked up for billing and booked to revenue the next time the billing and revenue processes are run. Future transactions can now be processed without regard to the previously specified limit. You cannot reset the limit. To reinstate a limit, you must cancel the contract line and add a new contract line with a new limit.

For rate-based lines, when the row is billed and fed back to PeopleSoft Project Costing, the analysis type is updated from *OLT* to *BLD*.

Note. In the case of contract lines that are associated with value-based billing plans, billed amounts are initiated from the billing plan and not the transaction.

If a discount amount exists for a project, the amount on the resource row is decreased by the discount amount prior to comparing it against the limit. Retainages may or may not be considered depending on the settings in the Limit Processing Management Options group box on the Installation Options - Contracts page.

Splitting OLTs

You have the option to split OLT transactions so that the portion under the limit amount can continue with billing and revenue processing. The option to split OLT transactions is configurable at the installation level for PeopleSoft Contracts.

When you select the Split to Match Limit Exactly option at the installation level, the system splits a BIL row into one BIL line and one OLT line. This enables you to reach the limit amount exactly with the BIL line, and the system places the remaining contract line amount onto an OLT line.

Note. With retainages, the Contracts Billing Interface optionally checks for limits when retainages are released. If the row is over-the-limit, it is returned to PeopleSoft Project Costing as OLT rather than RRT. With OLT splits, the RRT is split into an RRT and an OLT.

When splitting OLT rows, the system prorates the quantity across the two new transactions. For example, if a 100 USD BIL was split into a 60 USD BIL and a 40 USD OLT, the BIL receives a quantity of 6.00 and the OLT receives a quantity of 4.00. The quantity is rounded to two decimal places.

The system handles OLT rows differently depending on whether revenue and billing processing has occurred:

- When no billing or revenue processing has occurred, both parts of a split transaction are eligible for repricing. If the transaction is no longer over the limit, the split rows are deleted and replaced with a single BIL row.
- When billing and revenue processing has occurred (processed by either the Contracts Billing Interface or the Contracts Revenue process) for the BIL half of a split transaction, the system cannot reprice the corresponding OLT row.

However, that OLT row is still eligible for consideration against the limit. If the limit amount is increased or other activity occurs that makes a remaining limit amount available, and the OLT becomes under limit, the system converts it to a BIL row.

Rate-based Over-the-Limit Rows

For as-incurred and value-based billing methods, you can choose to set a maximum amount that may be billed; this is referred to as a limit. The pricing application engine calls limit processing to check the transactions against this limit. Any transactions exceeding the limit are marked over-the-limit (OLT) and prevented from further processing.

The over-the-limit rows are excluded from billing and revenue processing until you select the Limit Override check box. If you select the Limit Override check box, these rows are sent to billing and booked to revenue, and future transactions are processed without regard to the previously specified limit.

In addition, you may choose to withhold a portion of the billable amount as a retainage. If so, the retainage may be applied against the over-the-limit item before it is sent to billing, depending on the specified installation option.

Discounts, Surcharges, and Retainages

You can establish discounts and surcharges for fixed-amount contract lines. You can establish discounts for rate-based contract lines. Discounts and surcharges do not apply to recurring contract lines. How the discount and surcharge information flows to PeopleSoft Billing depends upon the price type of the contract line.

Fixed-Amount Contract Lines: Discounts and Surcharges

The Contracts Billing Interface process handles discounts and surcharges for fixed-amount contract lines in this manner:

- The system creates one row for each discount or surcharge corresponding to a bill line on the billing plan.
This may include discounts or surcharges for more than one contract line if the billing plan contains multiple contract lines and is summarizing them on a single bill line.
- The system maps CA_LN_REDUCTS.REDUCTION_ID to INTFC_BI.DISC_SUR_ID.
- The system maps CA_LN_REDUCTS.DESCR to INTFC_BI.DESCR as the description for the discount.
- All fixed-amount activities for discount or surcharge rows are created as discount or surcharge amounts in PeopleSoft Billing, even if they were originally defined by percentage.
- All discount or surcharge rows that are created for fixed-amount activities are created as level-one discounts for the bill line in PeopleSoft Billing.
- The discount or surcharge accounting distribution that is sent to PeopleSoft Billing depends upon the revenue recognition method that is defined for the contract line to which the reduction corresponds.
If the revenue recognition method is *Billing Manages revenue*, the accounting distribution comes from the discount table: CA_DETAIL_REDUC. For all other revenue recognition methods, the accounting distribution comes from the Unbilled AR table for the related contract line: CA_DETAIL_UAR.
- PeopleSoft Billing writes the discount or surcharge back to PeopleSoft Project Costing with a DSC analysis type.

See [Chapter 11, “Pricing Contracts,” Discounts and Surcharges, page 138](#).

See [Chapter 9, “Understanding Accounting Distributions,” Accounting Distributions for Discounts and Surcharges, page 117](#).

Rate-Based Contract Lines: Discounts and Retainages

The Contracts Billing Interface process handles discounts and retainages for rate-based contract lines in this manner:

- Discount rows are created as Discount Surcharge Level 1, and retainage rows are created as Discount Surcharge Level 2.

When PeopleSoft Billing calculates the discount and retainage amounts, the discount is applied against the gross amount of the line. The retainage is then applied to the discounted line amount.

- The system maps discounts DISCOUNT_ID to DISC_SUR_ID and retainages RETAINAGE_ID to DISC_SUR_ID.

- Discounts and retainages are stored as percentages, not amounts.
- The accounting distribution for discounts and retainages always comes from the CA_DETAIL_UAR table for the corresponding contract line.
- PeopleSoft Billing distinguishes between discounts and retainages according to a flag (RETAINAGE_FLG) in the BI_DISC_SUR table.

If the flag is marked Y (yes), the system writes the DS row back to projects as a retainage with a *BRT* analysis type. If the flag is marked N (no), the system writes the DS row back to projects as a discount with a *DSC* analysis type.

Note. Rate-based contract lines containing discounts and retainages cannot be associated with value-based billing plans.

See [Chapter 12, “Working with PeopleSoft Project Costing,” page 155](#).

Rate-based Retainage Rows

For the *as-incurred* billing method, you can choose to withhold a portion of the billable amount for each transaction; this is referred to as a retainage. When the billing for these transactions is finalized, these new items (portion of the original) are written back to projects as BRT (analysis type) rows and may be handled in one of three ways, depending on the selection that you make for the Items previously held as Retainage option on the Billing Plan - Billing Plan General page:

- Hold the items in PeopleSoft Project Costing.

This is not a long-term solution.

- Bill the items at a later date.
- Write the items off at a later date.

If you choose to hold the items, the Contracts Billing Interface process ignores these rows.

If you choose to write off the items, the Contracts Billing Interface process sends the rows to PeopleSoft Billing with an analysis type of WTO.

If you choose to bill for the items, the items may or may not be applied against limits. How the system handles this is based on the setting that you define for the Apply Released Retainage field on the Installation Options - Contracts page. If you do not select the Apply Released Retainage field, then all rows are sent to PeopleSoft Billing with an analysis type of BIL. If you selected the Apply Released Retainage field, then each row is checked against the limit. If the row falls under the limit, the row is sent to PeopleSoft Billing as RRT; otherwise, the row is sent as over-the-limit (OLT).

Note. No discounts or additional retainages are applied to retainage rows.

Fixed-Fee Recycled Billing

When a billing worksheet is cancelled, it is unknown whether that billing worksheet contains all bill lines that are associated with a particular event. Due to the flexibility of the PeopleSoft Billing bill-by functionality, two items from the same billing plan may end up on separate bills—if they have different projects, for example. As a result, the system cannot reset the billing plan event back to *Ready* when worksheet cancellation occurs. Instead, the system sets the event to *Recycled* and updates the cross-reference row status (in the CA_BP_XREF table) to *Deleted*. Then, when the Billing Engine considers billable items, it selects recycled events with cancelled cross-reference rows. In addition, the system checks that the deleted row is the most recent row that is inserted into the cross-reference table for that bill line and event combination. When the bill line and event is rebilled, a new cross-reference row is created with a *New* status; the old row remains in the table with a *Deleted* status.

Consider this scenario:

1. Contract tables prior to the Billing Engine.

CA_BP_EVENTS table:

Contract	Billing Plan	Occurrence	Status
1000	BP001	1	DON
1000	BP001	2	RDY

CA_BP_LINES table:

Contract	Billing Plan	Line	Amount (USD)	(Project)
1000	BP001	1	100	ABC
1000	BP001	2	500	ABC
1000	BP001	3	700	DEF

2. The Contracts Billing Interface process and the Bill Interface create these bill worksheets:

Worksheet #1 – Project ABC
$(100 \text{ USD}) + (500 \text{ USD}) = (600 \text{ USD})$
Worksheet #2 – Project DEF
700 USD

3. Worksheet #2 is cancelled (Worksheet #1 has not yet been approved).

The following updates are made:

CA_BP_EVENTS table:

Contract	Billing Plan	Occurrence	Status
1000	BP001	2	RCL (recycled)

CA_BP_XREF table:

Sequence	Contract	Billing Plan	Line	Occurrence	Amount	Status
1	1000	BP001	1	2	100	RCV (received)
2	1000	BP001	2	2	500	RCV
3	1000	BP001	3	2	700	DEL (deleted)

4. When the Billing Engine runs again, the following updates occur:

CA_BP_EVENTS table:

Contract	Billing Plan	Occurrence	Status
1000	BP001	2	PRG (in progress)

CA_BP_XREF table:

Sequence	Contract	Billing Plan	Line	Occurrence	Amount	Status
1	1000	BP001	1	2	100	RCV
2	1000	BP001	2	2	500	RCV
3	1000	BP001	3	2	700	DEL
4	1000	BP001	3	2	700	NEW

The system uses this criteria when selecting the recycled item:

- Event status is recycled.
(BP_EVENT_STATUS = RCL).

- The event keys (contract, billing plan, and event occurrence) match between the recycled event and the XREF table.
- The status on the XREF table is deleted.
(XREF_STATUS = *DEL*).
- Only the maximum sequence row for the contract, billing plan, line, and occurrence combination is considered.
(MAX (XREF_SEQ_NUM)).
- Event conditions are not considered because they have already been met.

5. Worksheet #1 is cancelled. The following updates are made:

CA_BP_EVENTS table:

Contract	Billing Plan	Occurrence	Status
1000	BP001	2	RCL

CA_BP_XREF table:

Sequence	Contract	Billing Plan	Line	Occurrence	Amount	Status
1	1000	BP001	1	2	100	DEL
2	1000	BP001	2	2	500	DEL
3	1000	BP001	3	2	700	DEL
4	1000	BP001	3	2	700	NEW

6. Billing plan line one changes to 200 USD, and billing plan line two changes to 400 USD.

When the Contracts Billing Interface process is run again, it only picks up lines one and two, not three, because it already has a new row. The results are:

Contract	Billing Plan	Occurrence	Status
1000	BP001	2	PRG

CA_BP_XREF table:

Sequence	Contract	Billing Plan	Line	Occurrence	Amount	Status
1	1000	BP001	1	2	100	DEL
2	1000	BP001	2	2	500	DEL
3	1000	BP001	3	2	700	DEL
4	1000	BP001	3	2	700	NEW
5	1000	BP001	1	2	200	NEW
6	1000	BP001	2	2	400	NEW

Note. In the case of immediate billing methods in which there are no events, the billing plan status is set back to *In Progress*. The Contracts Billing Interface process processes the in-progress plans if the maximum row for that plan has been deleted in the cross-reference.

Prepaid Amounts

The initial billing of a prepaid amount is handled in the fixed-fee portion of the Contracts Billing Interface process. Prepaid billing differs from regular fixed-fee billing only in terms of the source of some data—amount data comes from the prepaid table instead of the contract line table, accounting data comes from the prepaid table instead of a child table to the contract line table.

See Also

[Chapter 21, “Establishing Prepaid Amounts,” page 381](#)

Running the Contracts Billing Interface Process (CA_BI_INTFC)

This section lists common elements and discusses how to:

- Run the Contracts Billing Interface process for as-incurred billing.
- Run the Contracts Billing Interface process for recurring billing.
- Run the Contracts Billing Interface process for amount-based and value-based billing methods.

Common Elements Used in This Section

Program Name Displays *CA_BI_INTFC*.

Billing Plan	Select a billing plan ID to run the Contracts Billing Interface process for a specific billing plan.
Billing Method	For <i>As-Incurred</i> and <i>Recurring</i> billing processing, displays the appropriate billing method. You cannot override the billing method. For <i>All Other Methods</i> of billing processing, select a billing method of <i>Immediate</i>, <i>Milestone</i>, <i>Percentcmp</i> (percent complete), or <i>Value Base</i> (value-based).
Billing Business Unit	Select a PeopleSoft Billing business unit to run the Contracts Billing Interface process for a specific billing business unit.
Billing Specialist	Select a billing specialist to run the Contracts Billing Interface process for a specific billing specialist.
Billing Cycle Identifier or Billing Cycle ID	Select to filter your processing parameters by the billing cycle ID. If you have PeopleSoft Grants installed, once you select a value, the system automatically populates the From Date and To Date fields. For PeopleSoft Grants customers, these dates are informational only; no processing depends on these dates.
Bill Thru Date	Used for <i>Recurring</i> and <i>All Other Methods</i> to determine which contract lines the system processes and sends to PeopleSoft Billing. Displays by default the current date. You can accept or override the default value. You can also future-date this field.
Invoice Date	Used for <i>Recurring</i> and <i>All Other Methods</i> . Displays by default the current date, which you can change. The system does not use this date for processing.
Event Date	Enter a date to run this process for billing plan events that occur before the specified date. This field appears on the run control pages for <i>As Incurred</i> and <i>All Other Methods</i> . This field does not appear for <i>Recurring</i> billing.

Pages Used to Run the Contracts Billing Interface Process

Page Name	Object Name	Navigation	Usage
Process Billing - As Incurred	RUN_CA_BI	Customer Contracts, Schedule and Process Billing, Process As Incurred Billing	Run this process to load <i>As-Incurred</i> billing information from PeopleSoft Contracts and PeopleSoft Project Costing into PeopleSoft Billing to create bills.
Process Billing - Recurring	RUN_CA_RB	Customer Contracts, Schedule and Process Billing, Process Recurring Billing	Run this process to load <i>Recurring</i> billing information from PeopleSoft Contracts and PeopleSoft Project Costing to PeopleSoft Billing to create bills.
Process Billing - All Other Methods	RUN_CA_FF	Customer Contracts, Schedule and Process Billing, Process All Other Billing Methods	Run this process to load amount-based and value-based billing information from PeopleSoft Contracts into PeopleSoft Billing to create bills.

Running the Contracts Billing Interface Process for As-Incurred Billing

Access the Process Billing - As Incurred page.

Contract Options

Use the fields in this group box to limit the billing data that is included in the run of this process. Filter by PeopleSoft Contracts business unit, contract type, sold to customer, or contract number. If you leave all fields blank, the process picks up all available billing activity in PeopleSoft Contracts.

Project Options

Use the fields in this group box to limit the billing data that is included in the run of this process. If you leave all fields blank, the process picks up all available billing activity in PeopleSoft Project Costing.

Select values for any of the project costing ChartFields to filter processing criteria: PC Business Unit, Project, Activity ID, Project Type, and Project Manager.

Bu/Proj/Act Option
(business unit/project/activity option)

Select an option to filter the information that is pulled from PeopleSoft Project Costing. Options are:

All: Run this process for all available PeopleSoft Project Costing business units, projects, and activities.

Selected BU / Proj / Activity (selected business unit/project/activity): Filter the PeopleSoft Project Costing source data by adding values to these fields: PC Business Unit, Project ID, and Activity ID.

Selected BU / Project (selected business unit/project): Filter the PeopleSoft Project Costing source data by adding values to these fields: PC Business Unit and Project ID.

Selected Business Unit: Filter the PeopleSoft Project Costing source data by adding values to the PC Business Unit field. You may further filter the data by adding values to the Project Type and Project Manager fields.

Billing Options

Use the fields in this group box to limit the billing data that is included in the run of this process. If you leave all fields blank, the process picks up all available billing activity in PeopleSoft Contracts and PeopleSoft Project Costing.

Billing Cycle ID	Select to filter your processing parameters by the billing cycle ID. If you have PeopleSoft Grants installed, once you select a value, the system automatically populates the From Date and To Date fields. For PeopleSoft Grants customers, these dates are informational only; no processing depends on these dates.
Bill To	Select to filter your processing parameters by the customer receiving the invoice.
Cycle From Date	Enter the cycle from date. The date that you enter in this field appears by default in the From Date field. You can override the from date.
Cycle To Date	Enter the cycle to date. The date that you enter in this field appears by default in the Through Date field. You can override the through date.
Date Option	Select a date option to narrow this process to billing activity within a certain time frame. Options are: <i>Acct Date</i> (accounting date): Run this process for billing activity that occurs within an accounting (general ledger period) date. You must enter values in the From Date and Through Date fields. <i>Trans Date</i> (transaction date): Run this process for billing activity that has occurred within a transaction (system date) date. You must enter values in the From Date and Through Date fields. <i>All</i>: Run this process for all available billing activity. If you select this option, you do not need to enter a value in the Through Date field.
From Date	Displays the first date on which the process should look for available billing activity. The system uses this field for accounting and transactional date purposes only.
Through Date	Displays the last date on which the process should look for available billing activity. The cycle through date must be equal or greater than the cycle from date. The value that you entered in the Cycle To Date field appears by default in this field. You can override the default value. The system uses this field for accounting and transactional date purposes only.

Ignore Tolerance Amount Select this check box to allow project rows to process through to billing even if the minimum tolerance amount that is set on the billing plan has not been reached.

Use the following fields to limit the PeopleSoft Grants billing data that is included in the run of this process. If you leave all fields blank, the process picks up all available billing activity in PeopleSoft Contracts and PeopleSoft Project Costing. These fields are for PeopleSoft Grants customers only.

Billing Authority Person responsible for the overall approval of the billing plan. Select a billing authority to run this process for a specific billing authority.

Letter of Credit ID Select a letter of credit reference number to run this process for a specific letter of credit.

Running the Contracts Billing Interface Process for Recurring Billing

Access the Process Billing - Recurring page.

Contract Options

Use the fields in this group box to limit the billing data that is included in the run of this process. Filter by PeopleSoft Contracts business unit, contract type, sold to customer, or contract number. If you leave all fields blank, the process picks up all available billing activity in PeopleSoft Contracts.

Billing Options

Use the fields in this group box to limit the billing data that is included in the run of this process. If you leave all fields blank, the process picks up all available billing activity in PeopleSoft Contracts.

Running the Contracts Billing Interface Process for Amount-based and Value-based Billing Methods

Access the Process Billing - All Other Methods page.

Contract Options

Use the fields in this group box to limit the billing data that is included in the run of this process. Filter by PeopleSoft Contracts business unit, contract type, sold to customer, or contract number. If you leave all fields blank, the process picks up all available billing activity in PeopleSoft Contracts.

Billing Options

Use the fields in this group box to limit the billing data that is included in the run of this process. If you leave all fields blank, the process picks up all available billing activity in PeopleSoft Contracts.

Streamline Processing Options

Process Milestones Select this check box to set up the system to automatically run the Process Milestones process prior to running the Contracts Billing Interface process.

Process Project Progress

Select this check box to set up the system to automatically run the Percent Complete Update process prior to running the Contracts Billing Interface process.

CHAPTER 20

Managing Contracts Billing

This chapter provides an overview of billing management and discusses how to:

- Review the cross-reference table.
- Review and reverse billing activity.

Understanding Billing Management

The billing management pages in PeopleSoft Contracts provide you with an overview of your contract billing activity within PeopleSoft Contracts. From the billing management pages, you can review multiple contract billing plans together, navigate to individual billing plans to update information that controls PeopleSoft Contracts billing activity, and reverse billing activity.

PeopleSoft Contracts also provides you with a view of any billing activity that you entered manually from an external source. This includes the following type of invoices:

- Billing (for all billing methods) that was initiated in PeopleSoft Contracts and sent to PeopleSoft Billing.
- A credit or rebill where the original invoice was initiated in PeopleSoft Contracts.
- Basic invoice data that you entered manually from another source such as:
 - A third-party billing system.
 - A Microsoft Word document.
 - A PeopleSoft Billing module without PeopleSoft Contracts cross-reference information.

The system stores the billing schedule for a contract in three tables: CA_BILL_PLAN, CA_BP_EVENTS, and CA_BP_LINES. Each table stores a piece of billing information for a contract. The CA_BILL_PLAN table defines high-level information about the billing plan. The CA_BP_EVENTS table defines when payments are due. The CA_BP_LINES table defines how PeopleSoft Contracts should group contract lines when sending invoice lines to the PeopleSoft Billing Interface. In the case of as-incurred billing, the invoice lines are not defined in PeopleSoft Contracts but are fed in detail to PeopleSoft Billing from individual transactions in PeopleSoft Project Costing.

Reversing Billing Activity

You can reverse any billing plan that contains events. You can reverse the entire billing plan for billing plans with the following billing plan methods: *Milestone*, *Percent Complete*, *Value-Based*, and *Immediate*. You initiate a reversal of a billing plan from the Review Billing - Plans page. You can reverse an entire contract, but only those contract lines with a billing plan method of *Milestone*, *Percent Complete*, *Value-Based*, or *Immediate* are reversed on the contract. You initiate a reversal of the entire contract from the Contract Reversals page.

Note. If you reverse a billing plan that includes a prepaid, until you enter and finalize the new initial billing plan, utilization does not occur against the prepaid.

Reviewing the Cross-Reference Table

This section provides an overview of the cross-reference table and discusses how to:

- Set fields in the cross-reference table.
- Update the cross-reference table: Contracts Billing Interface process.
- Update the cross-reference table: Projects/Billing Interface process.
- Update the cross-reference table: manually entered invoices.
- Review billing examples.

Understanding the Cross-Reference Table

The cross-reference table (CA_BP_XREF) enables PeopleSoft Contracts to have visibility of all billing activity that relates to contracts. This includes billing activity originating both within and outside of PeopleSoft Contracts.

For billing activity originating in PeopleSoft Contracts, these inserts occur:

- Fixed-fee bill lines (with a system source of *CBI*) are initially inserted by the Contracts Billing Interface process.

They are updated throughout the billing cycle and are marked *FIN* after the invoice has been finalized. This includes billing plans with a billing method of milestone, percent complete, immediate, and value-based.

- Rate-based bill lines (with a system source of *PBI*) are inserted by PeopleSoft Billing after the invoice has been finalized.

Rate-based bill lines are summarized by project, billing currency, and invoice ID.

- Recurring bill lines (with a system source of *CBI*) are initially inserted by the Contracts Billing Interface process.

They are updated throughout the billing cycle and are marked *FIN* after the invoice has been finalized.

For billing activity originating in PeopleSoft Billing, if the bill line specifies a valid contract number and billing plan, the row is inserted by the Billing to PC/CA Interface process (BIPCC000) after the invoice has been finalized.

This table describes the use of the fields in CA_BP_XREF:

Field	Key	Required	Description
CONTRACT_NUM	Key	Yes	Contract number.
BILL_PLAN_ID	Key	Yes	Billing plan ID.

Field	Key	Required	Description
XREF_SEQ_NUM	Key	Yes	Sequential number. Assigned by CONTRACT_NUM, BILL_PLAN_ID.
XREF_STATUS		Yes	Identifies where this row of data is within the xref lifecycle. Values are: NEW (new), RCV (received by the billing interface), ACP (worksheet accepted), DEL (worksheet rejected or deleted), FIN (finalized), RVS (reversed).
SYSTEM_SOURCE		Yes	Identifies where this row was generated. Values are: CBI (contracts billing interface—milestone and percent complete), PBI (projects billing interface—as-incurred), PCA (page entry in contracts), BBI (initiated in PeopleSoft Billing).
EVENT_OCCURRENCE	Altern	No	One of the keys from CA_BP_EVENTS. May not be set for as-incurred billing.
BPLAN_LN_NBR	Altern	No	One of the keys from CA_BP_LINES. Not set for as-incurred billing.
CONTRACT_LINE_NUM	Altern	No	Contract line number.

Field	Key	Required	Description
NET_AMOUNT		No	Amount sent to PeopleSoft Billing from PeopleSoft Contracts. No tax. Not set for transactions originating in PeopleSoft Billing with the invoice types of ACR, ADJ, ARB, or RAD, for as-incurred billing.
GROSS_AMOUNT		No	Amount sent to PeopleSoft Billing from PeopleSoft Contracts. No tax included. Not set for transactions originating in PeopleSoft Billing with the invoice types of ACR, ADJ, ARB, or RAD, for as-incurred billing.
BI_CURRENCY_CD		Yes	Currency code of the invoice.
BUSINESS_UNIT_BI		Yes	Billing business unit.
PROCESS_INSTANCE		No	The process instance for the Contracts Billing Interface process run that inserted the row. Populated only for CBI rows.
TEMP_INVOICE		No	Invoice number for the temporary invoice. Populated only for CBI rows. Set when the PeopleSoft Billing Interface is run, then cleared out when the worksheet is accepted and an invoice is assigned.
INVOICE		No	Invoice number for the actual invoice.

Field	Key	Required	Description
INVOICE_TYPE		No	Values are: REG, ACR, ARB, ADJ, and RAD. Set after finalization.
INVOICE_DT		No	The date the invoice has as the invoice date. Set after finalization.
NET_EXTENDED_AMT		No	Net amount actually on the bill. No tax or freight included. Set after finalization in PeopleSoft Billing.
GROSS_EXTENDED_AMT		No	Gross amount actually on the bill. No tax or freight included. Set the same as GROSS_AMOUNT by the Contracts Billing Interface process when the row is first created. Reset after finalization in PeopleSoft Billing.
CONTRACT_PPD_SEQ		No	The prepaid sequence number. Set here if the CA_BP_LINES has it set.
BUSINESS_UNIT_PC		No	Projects business unit.
PROJECT		No	Project.
LASTUPDDTTM		Yes	Date and time last updated. Reset every time the record is updated.
LASTUPDOPRID		Yes	Operator ID last updated or process that updated the row. For example, BIPCC000 appears in this field after the process runs. Reset every time the record is updated.

Field	Key	Required	Description
CHG_ID		No	Passed for amended lines or events.
PO_REF		No	Purchase order (PO) reference number. For fixed-fee if a PO number is associated with the billing plan line.

Setting Fields in the Cross-Reference Table

When running the Contracts Billing Interface process for amount-based products, the system inserts PeopleSoft Contracts billing (CBI) rows into the CA_BP_XREF table. PeopleSoft Billing updates the status of these CBI rows throughout the billing cycle until billing is finalized, at which point the system marks these CBI rows as *Finalized*.

When running the Contracts Billing Interface process for rate-based products, the process sends billing rows for as-incurred billing plans directly to PeopleSoft Billing based on data accumulated in PeopleSoft Project Costing. The system inserts these PeopleSoft Project Costing billing (PBI) rows into the CA_BP_XREF table only after the invoice is finalized.

When running the Contracts Billing Interface process for recurring billing, the process is similar to that for fixed-fee. The system inserts rows into the CA_BP_XREF table as a *New* status.

Updating the Cross-Reference Table: Contracts Billing Interface Process

PeopleSoft Contracts billing (CBI) rows are initially inserted in the CA_BP_XREF table by the Contracts Billing Interface process. The system then updates these rows at various stages in the billing process. This table shows which fields are updated at each stage:

Field	NEW	RCV	ACP	DEL	FIN
CONTRACT_NUM	X				
BILL_PLAN_ID	X				
XREF_SEQ_NUM	X				
XREF_STATUS	X	X	X	X	X
SYSTEM_SOURCE	X				

Field	NEW	RCV	ACP	DEL	FIN
EVENT_OCCURRENCE	X				
BPLAN_LN_NBR	X				
CONTRACT_LINE_NUM					
NET_AMOUNT	X				
GROSS_AMOUNT	X				
BI_CURRENCY_CD	X				
BUSINESS_UNIT_BI	X				
PROCESS_INSTANCE	X				
TEMP_INVOICE		X	X		
INVOICE			X		
INVOICE_TYPE					X
INVOICE_DT					X
NET_EXTENDED_AMT					X
GROSS_EXTENDED_AMT					X
CONTRACT_PPD_SEQ	Maybe				
BUSINESS_UNIT_PC					
PROJECT					
LASTUPDDTTM	X	X	X	X	X

Field	NEW	RCV	ACP	DEL	FIN
LASTUPDOPRID	X	X	X	X	X
CHG_ID	X				

Updating the Cross-Reference Table: Projects/Billing Interface Process

The system inserts PBI rows into the CA_BP_XREF table after the invoices represented by those rows have been finalized in PeopleSoft Billing. The system inserts one row for each combination of CONTRACT_NUM, BILL_PLAN_ID, EVENT_OCCURRENCE, CONTRACT_LINE_NUM, BUSINESS_UNIT_PC, PROJECT, BI_CURRENCY_CD, and INVOICE.

Note. Although only certain project activities pertain to particular contract lines, the system does not store the activity in CA_BP_XREF. Activities are summarized by project and billing currency.

This table shows which fields are updated at each stage:

Field	NEW	RCV	ACP	DEL	FIN
CONTRACT_NUM					X
BILL_PLAN_ID					X
XREF_SEQ_NUM					X
XREF_STATUS					X
SYSTEM_SOURCE					X
EVENT_OCCURRENCE					Maybe
BPLAN_LN_NBR					
CONTRACT_LINE_NUM					X
NET_AMOUNT					
GROSS_AMOUNT					

Field	NEW	RCV	ACP	DEL	FIN
BI_CURRENCY_CD					X
BUSINESS_UNIT_BI					X
PROCESS_INSTANCE					
TEMP_INVOICE					
INVOICE					X
INVOICE_TYPE					X
INVOICE_DT					X
NET_EXTENDED_AMT					X
GROSS_EXTENDED_AMT					X
CONTRACT_PPD_SEQ					
BUSINESS_UNIT_PC					X
PROJECT					X
LASTUPDDTTM					X
LASTUPDOPRID					X

Updating the Cross-Reference Table: Manually Entered Invoices

If you manually entered an invoice directly into PeopleSoft Billing, the system can still automatically insert rows for that invoice into the CA_BP_XREF table as long as the necessary fields have valid values. PeopleSoft Billing enables entry of CONTRACT_NUM, BILL_PLAN_ID, EVENT_OCCURRENCE, BPLAN_LN_NBR, CONTRACT_LINE_NUM, BUSINESS_UNIT_PC, and PROJECT. Only CONTRACT_NUM and BILL_PLAN_ID must be set for the information to be inserted into CA_BP_XREF. The system inserts rows for manually entered invoices into the CA_BP_XREF table after the invoice has been finalized in PeopleSoft Billing.

Reviewing Billing Examples

Review the following examples to see how data flows from a billing plan in PeopleSoft Contracts to the Billing Worksheet in PeopleSoft Billing and from the Billing Worksheet to the finalized bill. You can also see the updates that the system makes to the rows in the CA_BP_XREF table during this process.

Milestone Billing Example

Percent Complete works the same way.

Create a billing plan with two billing plan events and two billing plan lines.

CA_BILL_PLAN:

CONTRACT_NUM	BILL_PLAN_ID	AMOUNT
CA1	BP1	1000

CA_BP_LINES:

CONTRACT_NUM	BILL_PLAN_ID	BPLAN_LN_NBR	GROSS_AMT
CA1	BP1	1	400
CA1	BP1	2	600

CA_BP_EVENTS:

CONTRACT_NUM	BILL_PLAN_ID	EVENT_OCCURRENCE	EVENT_DATE	PERCENTAGE
CA1	BP1	1	1/1/99	50
CA1	BP1	2	10/31/99	50

According to BP1, these are the invoice due dates and amounts:

- On January 1, 1999, the following amount is due: $(0.5 \times 400) + (0.5 \times 600)$.
- On October 31, 1999, the following amount is due: $(0.5 \times 400) + (0.5 \times 600)$.

Mark the first event *RDY*, and then run the Contracts Billing Interface process. When you run this process, the system creates the following entries in the CA_BP_XREF table:

Field	Row 1	Row 2
CONTRACT_NUM	CA1	CA1
BILL_PLAN_ID	BP1	BP1
XREF_SEQ_NUM	1	2
XREF_STATUS	NEW	NEW
SYSTEM_SOURCE	CBI	CBI
EVENT_OCCURRENCE	1	1
BPLAN_LN_NBR	1	2
CONTRACT_LINE_NUM		
NET_AMOUNT	200	300
GROSS_AMOUNT	200	300
BI_CURRENCY_CD	USD	USD
BUSINESS_UNIT_BI	EAST	EAST
PROCESS_INSTANCE	123123	123123
TEMP_INVOICE		
INVOICE		
INVOICE_TYPE		
INVOICE_DT		
NET_EXTENDED_AMT		
GROSS_EXTENDED_AMT	200	300

Field	Row 1	Row 2
CONTRACT_PPD_SEQ		
BUSINESS_UNIT_PC		
PROJECT		
LASTUPDDTTM	1-DEC-1998 10:30:22	1-DEC-1998 10:30:22
LASTUPDOPRID	OPRID that ran the Contracts Billing Interface process	OPRID that ran the Contracts Billing Interface process

After you have successfully run the Contracts Billing Interface process, run the billing interface process in PeopleSoft Billing. This process updates the CA_BP_XREF rows to an XREF_STATUS of RCV (received). This process also adds a TEMP_INVOICE number and inserts the date into the LASTUPDDTTM field:

Field	Row 1	Row 2
CONTRACT_NUM	CA1	CA1
BILL_PLAN_ID	BP1	BP1
XREF_SEQ_NUM	1	2
XREF_STATUS	RCV	RCV
SYSTEM_SOURCE	CBI	CBI
EVENT_OCCURRENCE	1	1
BPLAN_LN_NBR	1	2
CONTRACT_LINE_NUM		
NET_AMOUNT	200	300
GROSS_AMOUNT	200	300
BI_CURRENCY_CD	USD	USD

Field	Row 1	Row 2
BUSINESS_UNIT_BI	EAST	EAST
PROCESS_INSTANCE	123123	123123
TEMP_INVOICE	TMP-000234	TMP-000234
INVOICE		
INVOICE_TYPE		
INVOICE_DT		
NET_EXTENDED_AMT		
GROSS_EXTENDED_AMT	200	300
CONTRACT_PPD_SEQ		
BUSINESS_UNIT_PC		
PROJECT		
LASTUPDDTTM	1-DEC-1998 12:43:02	1-DEC-1998 12:43:02
LASTUPDOPRID	OPRID that ran the billing interface	OPRID that ran the billing interface

The billing administrator accepting the Billing Worksheet to which these rows were written triggers the next update to the CA_BP_XREF table. The system updates the XREF_STATUS for rows that were accepted in the Billing Worksheet to a status of *ACP* (accepted). The system also inserts the actual invoice number, inserts the date in the LASTUPDDTTM field, and adds the user ID of the user who accepted the bills to the LASTUPDOPRID field:

Field	Row 1	Row 2
CONTRACT_NUM	CA1	CA1
BILL_PLAN_ID	BP1	BP1
XREF_SEQ_NUM	1	2

Field	Row 1	Row 2
XREF_STATUS	ACP	ACP
SYSTEM_SOURCE	CBI	CBI
EVENT_OCCURRENCE	1	1
BPLAN_LN_NBR	1	2
CONTRACT_LINE_NUM		
NET_AMOUNT	200	300
GROSS_AMOUNT	200	300
BI_CURRENCY_CD	USD	USD
BUSINESS_UNIT_BI	EAST	EAST
PROCESS_INSTANCE	123123	123123
TEMP_INVOICE	TMP-000234	TMP-000234
INVOICE	112233	112233
INVOICE_TYPE		
INVOICE_DT		
NET_EXTENDED_AMT		
GROSS_EXTENDED_AMT	200	300
CONTRACT_PPD_SEQ		
BUSINESS_UNIT_PC		
PROJECT		

Field	Row 1	Row 2
LASTUPDDTTM	3-DEC-1998 09:43:20	3-DEC-1998 09:43:20
LASTUPDOPRID	OPRID that accepted the worksheet	OPRID that accepted the worksheet

Once the billing administrator has finalized the invoice in PeopleSoft Billing, the last update to the CA_BP_XREF table occurs. The system updates the XREF_STATUS to *FIN* (finalized), INVOICE_TYPE, and inserts values for the billing currency code (BI_CURRENCY_CD), the net extended amount (NET_EXTENDED_AMT), and gross extended amount (GROSS_EXTENDED_AMT). The system then inserts the date in the LASTUPDDTTM field and adds the user ID of the user who finalized the invoice:

Field	Row 1	Row 2
CONTRACT_NUM	CA1	CA1
BILL_PLAN_ID	BP1	BP1
XREF_SEQ_NUM	1	2
XREF_STATUS	FIN	FIN
SYSTEM_SOURCE	CBI	CBI
EVENT_OCCURRENCE	1	1
BPLAN_LN_NBR	1	2
CONTRACT_LINE_NUM		
NET_AMOUNT	200	300
GROSS_AMOUNT	200	300
BI_CURRENCY_CD	USD	USD
BUSINESS_UNIT_BI	EAST	EAST
PROCESS_INSTANCE	123123	123123
TEMP_INVOICE	TMP-000234	TMP-000234

Field	Row 1	Row 2
INVOICE	112233	112233
INVOICE_TYPE	REG	REG
INVOICE_DT	5-DEC-1998	5-DEC-1998
NET_EXTENDED_AMT	200	300
GROSS_EXTENDED_AMT	200	300
CONTRACT_PPD_SEQ		
BUSINESS_UNIT_PC		
PROJECT		
LASTUPDDTTM	5-DEC-1998 10:08:02	5-DEC-1998 10:08:02
LASTUPDOPRID	OPRID that finalized the invoice	OPRID that finalized the invoice

Milestone Billing Example Part Two The Credit/Rebill

On January 10, 1999, the customer calls the billing department to complain that tax was charged on line two when it was a nontaxable item. The billing department issues a line level adjustment. Here are the CA_BP_XREF entries for these transactions.

Note. The system does not make entries to the cross-reference table for adjustments until the invoices for those adjustments are finalized.

Field	Row 3	Row 4
CONTRACT_NUM	CA1	CA1
BILL_PLAN_ID	BP1	BP1
XREF_SEQ_NUM	3	4
XREF_STATUS	FIN	FIN
SYSTEM_SOURCE	FBI	FBI

Field	Row 3	Row 4
EVENT_OCCURRENCE	1	1
BPLAN_LN_NBR	2	2
CONTRACT_LINE_NUM		
NET_AMOUNT		
GROSS_AMOUNT		
BI_CURRENCY_CD		
BUSINESS_UNIT_BI	EAST	EAST
PROCESS_INSTANCE		
TEMP_INVOICE		
INVOICE	112234	112234
INVOICE_TYPE	RAD	RAD
INVOICE_DT	10-JAN-1999	10-JAN-1999
NET_EXTENDED_AMT	300	300
GROSS_EXTENDED_AMT	300	300
CONTRACT_PPD_SEQ		
BUSINESS_UNIT_PC		
PROJECT		
LASTUPDDTTM	10-JAN-1999 12:15:23	10-JAN-1999 12:15:23
LASTUPDOPRID	OPRID that finalized the invoice	OPRID that finalized the invoice

Note that the amount here does not show any change. This is because the tax amount is handled strictly in PeopleSoft Billing.

As-incurred Billing Example

Define two rate-based contract lines.

CA_DETAIL:

CONTRACT_NUM	CONTRACT_LINE_NUM	DESCR	OTHER FIELDS
CA2	1	Consulting Services	...
CA2	2	Consulting Services	...

CA_BILL_PLAN

You must associate the rate-based lines with an as-incurred billing plan. The as-incurred billing plan does not have an amount associated with it. You bill as work is performed:

CONTRACT_NUM	BILL_PLAN_ID	AMOUNT
CA2	BP1	

CA_BP_EVENTS

Billing plan events are optional for as-incurred billing plans. If no billing plan events are defined, you bill for work performed to date when you run the Contracts Billing Interface process:

CONTRACT_NUM	BILL_PLAN_ID	EVENT_OCCURRENCE	EVENT_DATE	PERCENTAGE

CA_BP_LINES

You do not define billing plan lines for as-incurred billing.

CA_DETAIL_PROJ

This table stores PeopleSoft Project Costing information related to contract lines. You relate projects to contract lines on the Related Projects page:

CONTRACT_NUM	CONTRACT_LINE_NUM	BUSINESS_UNIT_PC	PROJECT_ID	ACTIVITY_ID
CA2	1	PCBU	PC1	A1
CA2	1	PCBU	PC2	A1
CA2	2	PCBU	PC1	A2

CA_BP_XREF

The Billing Plan - History page displays one row per combination of contract line, business unit, and project, even though the billing for that contract line may have included billing for multiple activities. The system inserts this row into the cross-reference table only after the invoice has been finalized in PeopleSoft Billing:

Field	Row 1	Row 2
CONTRACT_NUM	CA2	CA2
BILL_PLAN_ID	BP1	BP1
XREF_SEQ_NUM	1	2
XREF_STATUS	FIN	FIN
SYSTEM_SOURCE	PBI	PBI
EVENT_OCCURRENCE		
BPLAN_LN_NBR	1	1
CONTRACT_LINE_NUM	1	2
NET_AMOUNT		
GROSS_AMOUNT		
BI_CURRENCY_CD	USD	USD
BUSINESS_UNIT_BI	EAST	EAST
PROCESS_INSTANCE		

Field	Row 1	Row 2
TEMP_INVOICE		
INVOICE	112236	112236
INVOICE_TYPE	REG	REG
INVOICE_DT	31-OCT-1999	31-OCT-1999
NET_EXTENDED_AMT	400	200
GROSS_EXTENDED_AMT	400	200
CONTRACT_PPD_SEQ		
BUSINESS_UNIT_PC	PCBU	PCBU
PROJECT	PC1	PC2
LASTUPDDTTM	31-OCT-1999 07:22:14	31-OCT-1999 07:22:14
LASTUPDOPRID	OPRID that finalized the invoice	OPRID that finalized the invoice

Reviewing and Reversing Billing Activity

This section lists prerequisites and common elements and discusses how to:

- Review or reverse billing activity for billing plans.
- Review billing events.
- Review statuses for as-incurred billing plans.

See Also

[Chapter 18, “Setting Up Billing Plans,” Understanding Billing in PeopleSoft Contracts, page 285](#)

Prerequisite

Before reviewing and reversing billing activity, you must first assign your contract lines to a billing plan and define bill lines and billing events for that billing plan.

Common Elements Used in This Section

Billing Business Unit	PeopleSoft Billing business unit.
Billing Plan ID	Each contract can contain multiple billing plans. You must select a contract number before you can search by billing plan ID.
Billing Plan Status	You can search for billing plans with a specific billing plan status.
Bill To Customer	Customer receiving the invoice.
Business Unit	PeopleSoft Contracts business unit.
Detail	Click this link to view pending and billed amounts, events, or milestones associated with a billing plan.
History	Click to view the billing history for events or projects associated with this billing plan.
Hold	Select to search for all billing plans or events that have been placed on hold.
Hold Date	If you or the system holds a billing plan or event, the system populates this field with the current system date. You can place a billing plan on hold once the billing plan is in a status greater than <i>Ready</i>. In addition, the system automatically places a boiling plan on hold when you initiate a reversal or when amendment processing affects events.

Pages Used to Review and Reverse Billing Activity

Page Name	Object Name	Navigation	Usage
Review Billing - Plans	CA_BI_MGMT_INQ_PNL	Customer Contracts, Review Billing, Plans	View billing plan activity or update plan status for both pending and billed amounts, for any cross-section of the PeopleSoft Contracts system. Update plan status to <i>Pending</i> or <i>Ready</i> . Reverse billing for <i>Milestone</i> , <i>Percent Complete</i> , <i>Value-Based</i> , and <i>Immediate</i> billing plans. Note. To reverse billing for an entire contract, access the Contract Reversal page.
Review Billing - Events	CA_BI_MGMT_EVENTS	Customer Contracts, Review Billing, Events	From this page, you can view amounts by event that have been billed to date and are pending. Inquire on the status of billing events. Place billing plan events on hold, update event statuses, and navigate to more detailed information. Reverse billing for billing plan events.
Review Billing - As Incurred	CA_BI_MGMT_AI_PNL	Customer Contracts, Review Billing, As Incurred	Inquire on the status of as-incurred billing plans. From this page, you can view the amounts that have been billed to date and the amounts that are pending. You can place billing plans on hold and you can navigate to more detailed information.

Reviewing or Reversing Billing Activity for Billing Plans

Access the Review Billing - Plans page.

Review Billing - Plans

Search Criteria

***Business Unit:**
Contract:

Billing Plan ID:
Billing Plan Status: ☐ Hold

Billing Business Unit:
Bill To Customer:

Method

☐ Milestone
 ☐ Percent Complete
 ☐ Value Based
 ☒ As Incurred
 ☐ Recurring
 ☒ Immediate

Billing

Contract Billing Information | **Billing Financial Information**

	Business Unit	Contract	Bill Plan ID	Billing Method	Status	Hold	Hold Date	Billing Business Unit	Customer	Detail	History
☐	US003	CFA01	B101	Immediate	In Progress	☐		US003	1000	Detail	History
☐	US003	SERVICE	B101	As Incurred	Ready	☐		US003	1005	Detail	History

☒ Select All
 ☐ Clear All

Update Plans

☐ Pending
 ☐ Ready
 ☐ Reversal In Progress

Review Billing - Plans page

Search Criteria

Use the fields in the search criteria group box to filter your search results by entering specific values in these fields. If you leave all fields blank, the search returns all billing plans for all active contracts within your system.

Method

Select the check box of a billing plan - billing method to limit your search to include only those billing plans with a billing method equal to the billing methods that you selected. If you leave all check boxes blank, the system returns all billing plans matching the remainder of your search criteria. Billing method choices include: *Milestone*, *Percent Complete*, *Value Based*, *As Incurred*, *Recurring*, and *Immediate*.

Review Billing - Plans Page: Contract Billing Information Tab

(select)

Select a check box to update the status for this billing plan to *Pending*, *Ready*, or *Reversal in Progress*. Depending on your selection in the Update Plans group box, when you click the Update Plan Status button, the system updates the status of the billing plan.

Bill Plan ID

Click to view details pertaining to this billing plan ID.

Billing Method

Displays the billing method of the billing plan.

Status

Displays the status of the billing plan.

Hold

Indicates whether this billing plan has been placed on hold.

Update Plans

The status for each row in the Search Results region of the page can be changed from *Ready* to *Pending* or from *Pending* to *Ready*. You can update the status of multiple billing plans at the same time by selecting the new status (either *Pending* or *Ready*), selecting the check box next to the appropriate billing plans, clicking the Update Plan Status button, and saving.

Pending	Select to update the status of the selected event to <i>Pending</i> .
Ready	Select to update the status of the selected event to <i>Ready</i> .
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 button to reverse the billing. If the billing plan status is <i>Completed</i> , and all billing plan lines have been successfully reversed, the next time that you run CA_BI_INTFC, the system updates the plan's status to <i>Reversed</i> .
Note. This selection does not apply to recurring billing plans. The system does not allow you to reverse recurring billing plans.	
Update Plan Status	Click to update the billing plan status of the selected contract lines in the Contract Billing Information group box with the pending, ready, or reversal in progress status that you selected. If you selected the Reversal In Progress option, clicking this button initiates the reversal for the billing plan.

Review Billing - Plans Page: Billing Financial Information Tab

Select the Billing Financial Information tab.

Review Billing - Plans

Search Criteria

***Business Unit:**
Contract:

Billing Plan ID:
Billing Plan Status: ☐ Hold

Billing Business Unit:
Bill To Customer:

Method

☐ Milestone
 ☐ Percent Complete
 ☐ Value Based
 ☒ As Incurred
 ☐ Recurring
 ☒ Immediate

Billing

Contract Billing Information
 Billing Financial Information

Customize | Find | View All | First 1-2 of 2 Last

	Business Unit	Contract	Billing Plan ID	Currency Code	Amount	Total Sent To Billing	Total Billed	Amount Pending	Billed Thru Date
☐	US003	CFA01	B101	USD	80,000.00	80,000.00	0.00	80,000.00	
☐	US003	SERVICE	B101	USD	0.00	0.00	0.00	0.00	

☒ Select All
 ☐ Clear All

Update Plans

☐ Pending
 ☐ Ready
 ☐ Reversal In Progress

Review Billing - Plans page: Billing Financial Information tab

Amount

For billing plan IDs associated with fixed-amount contract lines, displays the net amount for this billing plan ID.

Total Sent to Billing

Displays the amount for a billing plan ID that has been picked up by the Contracts Billing Interface process and sent to PeopleSoft Billing. This field does not apply to recurring billing plans.

Total Billed

Displays the amount that has been finalized and billed by PeopleSoft Billing and then written back by PeopleSoft Billing to the PeopleSoft Contracts billing cross-reference table.

Amount Pending

For billing plan IDs associated with fixed-amount contract lines, the amount pending equals the total sent to billing minus the total billed. This field does not apply to recurring billing plans.

Billed Thru Date

For recurring contract lines, displays the date through which the bill has billed.

Reviewing Billing Events

Access the Review Billing - Events page.

Review Billing - Events

Search Criteria

*Business Unit: Contract:

Billing Plan ID: Billing Plan Status: ☐ Hold

Billing Business Unit: Bill To Customer:

Method

☐ Milestone
☒ Percent Complete
☒ Value Based
☒ As Incurred

Events Customize | Find | View All | First 1-2 of 2 Last

	Business Unit	Contract	Billing Plan	Billing Method	Plan Status	Event	Event Status	Hold	Hold Date	Billing Business Unit	Bill To Customer
☐	US001	FINANCIAL SERVICES	B102	Value Based	Pending	1	Pending	☐		US001	1001
☐	US001	FIXED SOFTWARE	B103	Percent Complete	Pending	1	Ready	☐		US001	1000

☒ Select All ☐ Clear All

Update Events

☐ Pending
☐ Ready
☐ Reversal Initiated

Review Billing - Events page

Use the fields in the Search Criteria group box to filter your search results by entering specific values in these fields. If you leave all fields blank, the search returns all billing events for all active contracts within your system.

Method

Select the check box of a billing event - billing method to limit your search to include only those billing events with a billing method equal to the billing methods that you selected. If you leave all check boxes blank, the system returns all billing events matching the remainder of your search criteria. Your billing method choices include: *Milestone*, *Percent Complete*, *Value Based*, and *As Incurred*.

Review Billing - Events Page: Contract Billing Information Tab

(select) Select this check box to update the status for this billing event to *Pending*, *Ready*, or *Reversal Initiated*. Depending on your selection in the Update Events group box, when you click the Update Event Status button, the system updates the status of the billing event.

Event Status Displays the billing plan event status associated with this contract line.

Update Events

The event status for each row in the Search Results region of the page can be changed from *Ready* to *Pending* or from *Pending* to *Ready*. You can update the status of multiple billing plan events at the same time by selecting the new status (either *Pending* or *Ready*), selecting the appropriate events, clicking the Update Event Status button, and saving. The event status works in conjunction with the billing plan status to control when the amounts that you associated with an event are ready to bill.

Pending Select to update the status of the selected event to *Pending*.

Ready Select to update the status of the selected event to *Ready*.

Reversal Initiated	Select to reverse the billing that has been billed for the selected billing event. When the event status equals <i>Completed</i> and all processing is complete for the event, clicking the Update Event Status button reverses the billing that was billed for this billing event. When the Contract Billing Interface (CA_BI_INTFC) runs, the system generates a reversal entry and updates the event's status to <i>Reversal In Progress</i> . This reversal is then available to be picked up by the billing process. Once the event is sent to PeopleSoft Billing and processed all the way through billing, the next run of the CA_BI_INTFC process changes the event status to <i>Reversed</i> . Once all events for a billing plan are in a status of <i>Reversed</i> , the CA_BI_INTFC process sets the billing plan's status to <i>Reversed</i> .
Update Event Status	Click to update the event status of the selected contract lines in the Contract Billing Information group box with the pending, ready, or reversal initiated status you selected.

Review Billing - Events Page: Billing Financial Information Tab

Select the Billing Financial Information tab.

Plan Status	Displays the associated billing plan status for this billing event.
Event Status	Displays the billing plan event status.
Event Amount	For billing plan events associated with fixed-amount contract lines, displays the net amount for this billing plan event. This is the total amount that is to be billed.
Total Sent to Billing	Displays the amount for a billing plan event that has been picked up by the Contracts Billing Interface process and sent to PeopleSoft Billing. This amount has been sent to Billing, but is not yet billed.
Total Billed	Displays the amount that has been finalized and billed by PeopleSoft Billing and then written back by PeopleSoft Billing to the PeopleSoft Contracts billing cross-reference table.

Reviewing Statuses for As-Incurred Billing Plans

Access the Review Billing - As Incurred page.

Review Billing - As Incurred

Search Criteria

Business Unit:

Billing Plan:

Billing Business Unit:

Contract:

Billing Plan Status: ☐ **Hold**

Bill To Customer:

Project:

Billing

Contract Billing Information

Billing Financial Information

Business Unit	Contract	Bill Plan ID	Status	Hold	Hold Date	Billing Business Unit	Customer	Project	History
US001	FINANCIAL SERVICES	B101	Pending	☐		US001	1001	IMPLEMENT	History

Customize | Find |

First 1 of 1 Last

Review Billing - As Incurred page

Use the fields in the Search Criteria group box to filter your search results by entering specific values in these fields. If you leave all fields blank, the search returns all billing information for all active contracts within your system.

Project When defining rate-based contract lines, you link the contract lines to PeopleSoft Project Costing projects.

Review Billing - As Incurred Page: Billing Financial Information Tab

Select the Billing Financial Information tab.

The following amounts appear in the billing currency.

Total Billed Displays the amount that has been finalized and billed by PeopleSoft Billing and then written back by PeopleSoft Billing to the contracts billing cross-reference table.

Amount Pending Displays the billable amount in PeopleSoft Project Costing that has not yet been invoiced.

CHAPTER 21

Establishing Prepaid Amounts

This chapter provides an overview of prepaid amounts and discusses how to:

- Establish prepaid amounts.
- Define and view utilization of prepaid amounts.
- Monitor administrative activity for prepaid amounts.

Understanding Prepaid Amounts

Customers can prepay for rate-based goods and services. The prepaid amount may be applied to one or more rate-based contract lines. In addition, the amount may be used against all or a portion of the billing activity for the applicable contract lines.

This section discusses:

- Prepaid balance types.
- Prepaid statuses.
- Prepaid amounts: billing and utilization.
- Prepaid accounting.
- Prepaid balance processing.
- Prepaid amounts: tracking.
- Example of a prepaid.

Prerequisite

Before you can set up prepaid amounts for a contract, you must have first set up a contract.

Prepaid Balance Types

Prepaid balance types are:

Inclusive

Prepaid amount that is included in the negotiated amount of other goods or services. Inclusive prepaids are deducted from the amount to allocate on the Negotiated Amount Allocation page. You may bill for an inclusive prepaid amount by using a billing plan that combines the

billing for the inclusive prepaid amount with the billing for those goods or services with which this prepaid amount is included.

For example, you sell a software license for 500,000.00 USD, and included in that license price is 50,000.00 USD for your consulting group to install the software.

Non-Inclusive

Noninclusive prepaid amounts are not reflected in the negotiated amounts of your amount-based contract products. You can combine a noninclusive prepaid with a billing plan that also has amount-based contract lines.

For example, you offer customers a more favorable service rate if they prepay for 100,000.00 USD of consulting services.

Prepaid Statuses

Prepaid status values are:

Pending

When first creating a prepaid amount, *Pending* appears by default as the status. All fields on a pending prepaid amount are fully editable. No processing occurs against pending prepaids, so they are not subject to system edit checking. You can delete a pending prepaid.

Ready

Manually update the status of a prepaid to *Ready* after you have captured all information associated with the prepaid and assigned it to a billing plan. After you update a status to *Ready*, the system performs edit checks, the majority of fields become unavailable, and the prepaid is eligible for initial billing and utilization.

Note. Inclusive prepaids are included in the negotiated amount allocation once they have a status of *Ready*. You cannot mark allocation complete for the contract unless all inclusive prepaids have a *Ready* status.

Completed

Upon depletion of the prepaid balance, update the status to *Completed*. Once complete, you cannot update the status. You must change billing and utilization directly in PeopleSoft Billing.

Cancelled

Prepaids may be cancelled from any status value. You can manually change the status of a prepaid to cancelled, provided that the following are true:

- The remaining prepaid balance equals the original prepaid balance.
This implies that no utilization has been finalized in PeopleSoft Billing.
- Committed prepaid balance equals zero.
This implies that no utilization exists in a pending bill in PeopleSoft Billing.
- The billing cross-reference history for the initial billing plan nets to zero or has a status of deleted.
This implies that the initial bill was either credited or cancelled in PeopleSoft Billing.
- Once cancelled, a prepaid cannot be reopened.

This table shows the relationship between billing plan status and prepaid status:

Billing Plan Status	Prepaid Status
Pending	You can change prepaid status to any status except <i>Completed</i> . If you no longer want the prepaid, set it to a status of <i>Cancelled</i> .
Ready	You can change prepaid status to <i>Cancelled</i> only.
In Progress	Prepaid status is <i>Ready</i> and cannot be changed.
Action Required	Prepaid status is <i>Ready</i> and cannot be changed.
Cancelled	You can set prepaid status to <i>Cancelled</i> . However, if utilization has occurred, all amounts must first be “backed out.”
Completed	You can set prepaid status to <i>Completed</i> . However, the prepaid must first be fully depleted.
Recycled	Prepaid status is <i>Ready</i> and cannot be changed.
Reversal In Progress	Prepaid status is <i>Ready</i> and cannot be changed.
Reversed	Prepaid status is <i>Ready</i> and cannot be changed.

Note. You cannot ready a prepaid without first assigning it to a billing plan.

Prepaid Amounts: Billing and Utilization

When establishing a prepaid amount, you must assign it to a billing plan. Either create a new billing plan for the prepaid amount or assign the prepaid amount to an existing billing plan associated with fixed-fee contract lines. The billing plan determines the timing and parameters of the initial prepaid billing.

Note. You can relate prepaid utilization criteria only to rate-based contract lines. You link rate-based contract lines to a different billing plan than that of the prepaid. The billing plan linked to the prepaid is used for the initial billing of the prepaid amount. The billing plan linked to the rate-based line is used for the perpetual billing activity that occurs with the utilization of the prepaid.

Determine the parameters against which the prepaid balance can be utilized. You may choose to use the prepaid balance against any of these activities:

- All billing activity for all (or some) rate-based contract lines contained in the contract.
- All billing activity for one rate-based contract line contained in the contract.

- All billing activity for a particular project or activity associated with a rate-based contract line contained in the contract.
- A portion of the billing activity (based on project string—that is, resource type or resource category) for any of the above.

When PeopleSoft Contracts sends rate-based billing activity to PeopleSoft Billing, Contracts creates additional utilization rows and sends those to Billing to net out billable amounts. As these rows are sent to Billing, the prepaid *committed* amount is increased. After billing is finalized by the Billing to PC/CA Interface process (BIPCC000), the prepaid *committed* amount is removed and the prepaid *remaining* amount is decremented appropriately. In addition, the utilization rows are sent back to PeopleSoft Project Costing for analysis and to adjust the balance sheet accounting. The utilization process continues until the prepaid balance is fully decremented (remaining amount equals zero).

Note. A value-based billing plan allows users to define and bill independent amounts other than the actual rate-based transactions processed for revenue recognition. Value-based billing plans can be assigned only to rate-based contract lines. Prepaids are applied to rate-based contract lines based on the utilization controls. One of the utilization control options is to use the prepaid against all contract lines. However, even if you select this option, prepaids are not applied to any rate-based contract line tied to a value-based billing plan. (Value-based amounts are fixed in nature.)

Prepaid Accounting

Prepaids have two components: the initial prepaid billing and the utilization of the prepaid balance. Both components have accounting requirements associated with them.

When setting up the prepayment, you must define the deferred revenue accounting distribution to which the initial prepayment amount is to be booked. This accounting distribution is passed to PeopleSoft Billing; after finalization, PeopleSoft Billing creates an accounting entry to debit billed accounts receivable (AR) and credit deferred revenue.

Note. The accounting specified in the prepaid table is not dependent upon your selection of the deferred revenue option on the contract line.

The system generates accounting entries for utilization in two parts:

1. The first accounting entry occurs in PeopleSoft Billing.

The accounting distribution on utilization rows sent to PeopleSoft Billing is the same unbilled AR distribution found on the corresponding billing row. Once the bill is finalized, PeopleSoft Billing creates two accounting entries: one for the billable amount and another for the utilization. The utilization entry debits unbilled AR and credits billed AR; this entry nets out the billing entry that debits billed AR and credits unbilled AR. In PeopleSoft Billing and PeopleSoft General Ledger, the nets out if the utilization covers the entire billable amount.

2. The second accounting entry occurs in PeopleSoft Contracts.

After the bill is finalized, the utilization row is inserted into PROJ_RESOURCE. The rate-based revenue Accounting Rules Engine process (PSA_ACCTGGL) picks up the utilization row and the corresponding billing row (this can occur at separate times) and creates two accounting entries. The utilization entry debits deferred revenue (as established in the Prepaid table) and credits unbilled AR; the regular entry debits unbilled AR and credits revenue.

Note. Because all entries are derived from the source transaction row or prepaid table, you cannot set up accounting distributions for regular utilization (UTL) and utilization adjustments (UAJ) rows on the Accounting Rules page.

Prepaid Balance Processing

Processing prepaids involves the following Application Engine processes throughout the system:

- Contracts Billing Interface process.
- Utilization Engine process, which is called automatically from the Contracts Billing Interface process.
- Billing to Projects process.
- Prepaid Update process, which is called automatically from the Billing to PC/CA Interface process.
- Contracts to GL process (Rate-based revenue process).

Initial Prepaid Billing Process (Contracts Billing Interface process)

This process handles the initial prepaid much like a fixed-fee contract line. The timing and percentage to be billed depends on the status and events of the billing plan assigned to the prepaid. The amount itself, as well as the deferred revenue accounting information, comes from the CA_PREPAID_TBL. The billing information is then sent to INTFC_BI, where it awaits the Billing Interface (BIIFC000).

See [Chapter 19, “Processing PeopleSoft Contracts Billing,” Running the Contracts Billing Interface Process \(CA BI INTFC\)](#), page 347.

Prepaid Utilization Process

After the Contracts Billing Interface process selects and processes project billing activity, but prior to sending the activity to billing, the Prepaid Utilization process is called. This process considers all active prepaid balances and the utilization criteria defined. Then, of the active prepaids, the process selects only the prepaid balances that have had at least one event on the initial billing plan where the invoice has been finalized. The billing activity is then matched up against this data. If a match is found and there is an available balance, a new utilization row is created. If more than one match is found, the prepaid balance with the lowest-use sequence number is selected. As utilization rows are created, the committed amount in the CA_PREPAID_TBL is updated to reflect the prepaid amount committed to be utilized. Once the process completes, the Contracts Billing Interface process inserts the utilization rows, along with the billing rows, into the INTFC_BI table.

Note. The Prepaid Utilization process also considers prepaid tax implications. If the initial prepaid includes ship to and ship from countries that are different from that of the billing activity, utilization rows are not created. For complex tax situations, where the utilization may span many ship to and ship from combinations and you choose to tax upon the initial prepaid, split the prepaid into separate prepaid amounts and define utilization for each amount to specific contract lines.

Billing to Projects Process

After a bill is finalized, you run the Billing to PC/CA Interface process to update PeopleSoft Project Costing with actual billing information. This may include billing adjustments, credits, rebills, or utilization. Utilization data is ultimately written back to PROJ_RESOURCE as analysis types UTL and UAJ.

Prepaid Update Process

During the Billing to PC/CA Interface Process, the Prepaid Update Process is called. This process reduces the committed amount and remaining amount in the CA_PREPAID_TBL, based on the utilization being sent back to PeopleSoft Project Costing.

Contracts to GL Process (Rate-Based Revenue Process)

In addition to creating accounting entries for PROJ_RESOURCE revenue rows, the rate-based revenue process (Accounting Rules Engine) creates accounting entries for utilization rows (UTL, UAJ).

See [Chapter 19, “Processing PeopleSoft Contracts Billing,” Running the Contracts Billing Interface Process \(CA BI INTFC\)](#), page 347.

Prepaid Amounts - Tracking

When adding a prepaid amount to a contract, the system tracks three amounts associated with that prepaid balance: purchase amount, remaining amount, and committed amount. The following steps define how these amounts are used:

1. A prepaid balance of 100,000 USD is established.

Purchase Amount	Remaining Amount	Committed Amount
100,000 USD	100,000 USD	0

2. A utilization of 25,000 USD is sent to PeopleSoft Billing through the Contracts Billing Interface process.

Purchase Amount	Remaining Amount	Committed Amount
100,000 USD	100,000 USD	25,000 USD

3. A utilization of 25,000 USD is finalized in PeopleSoft Billing.

Purchase Amount	Remaining Amount	Committed Amount
100,000 USD	75,000 USD	0

Prepaid Example

This example shows the accounting implications of a 100,000 USD prepaid and the utilization against it. Column headings are abbreviated. Full spellings are as follows: billed accounts receivable (Billed AR), deferred revenue (Deferred Rev), and unbilled accounts receivable (UAR).

Steps	Billed AR	Deferred Rev	UAR	Revenue
Initial prepayment is billed. PeopleSoft Billing creates the following entries:	100,000	(100,000)		
20,000 USD of billable transactions sent to PeopleSoft Billing. Billing creates the following entries:	20,000		(20,000)	
20,000 USD of billable transactions are utilized. PeopleSoft Billing creates the following entries:	(20,000)		20,000	
The Contract to GL process sends billable transactions to PeopleSoft General Ledger. PeopleSoft Contracts creates the following entries:			20,000	(20,000)
The Contract to GL process sends utilization rows to PeopleSoft General Ledger. PeopleSoft Contracts creates the following entries:		20,000	(20,000)	
81,000 USD of billable transactions are sent to PeopleSoft Billing. PeopleSoft Billing creates the following entries:	81,000		(81,000)	

Steps	Billed AR	Deferred Rev	UAR	Revenue
80,000 USD of billable transactions are utilized. (1,000 USD cannot be utilized because prepaid balance is fully decremented.) PeopleSoft Billing creates the following entries:	(80,000)		80,000	
The Contract to GL process sends billable transactions to PeopleSoft General Ledger. PeopleSoft Contracts creates the following entries:			81,000	(81,000)
The Contract to GL process sends utilization rows to PeopleSoft General Ledger. PeopleSoft Contracts creates the following entries:		80,000	(80,000)	
Totals	101,000 awaiting cash collection	0	0	(101,000)

Establishing Prepaid Amounts

You can associate each prepaid amount that you add to a contract with one, all, or several active rate-based contract lines on a contract. This section describes how to:

- Define prepaid amounts.
- Associate prepaid with contract lines.
- Set up initial billing.
- Set up deferred revenue distribution.

Page Used to Establish Prepaid Amounts

Page Name	Object Name	Navigation	Usage
Prepays	CA_PPD_CONTRACT	- Customer Contracts, Determine Price, Prepaid Balances, Prepays - Click the Prepays link in the Go To drop down box on any page of the Contract component.	Establish prepaid balance amounts.

Defining Prepaid Amounts

Access the Prepays page.

Prepays

Audit History

Contract:

FINANCIAL SERVICES

Contract Admin:

Business Unit:

US001

Contract Status:

ACTIVE

Sold To Customer:

1001

Contract Type:

COMMERCIAL

Customer Name:

Apex Systems

Currency Code:

USD

Prepays for this Contract

Customize | Find | First 1-2 of 2 Last

General

Utilization

Initial Billing

Deferred Revenue Distribution

Status	Hold	Purchased Amount	Expiration Date	Remaining Amount	Committed Amount	Depleted Date		
1 Pending	☐	10,000.00		10,000.00	0.00		+	-
2 Pending	☐	20,000.00		20,000.00	0.00		+	-

Prepays page: General tab

Status

Select a status, which controls the actions that you can perform and the system processing that can occur against a prepaid amount. Values are: *Pending, Ready, Completed, and Cancelled.*

Hold

Select to place a prepaid amount on hold. When a prepaid amount is on hold, no utilization processing occurs against that amount.

Purchased Amount

Enter the full amount of the prepaid that was purchased by the customer.

Inclusive

Select if the prepaid amount is included in the negotiated amount of a fixed-amount contract line. For example, you might have a prepaid amount of 50,000.00 USD representing a mandatory consulting fee that was included in the purchase of a 1,000,000.00 USD software license. Clear this check box if the prepaid amount is a noninclusive amount.

Expiration Date

Enter an expiration date. This field is for informational purposes only; no processing is keyed off of the value that you enter.

Remaining Amount

Displays the *purchased amount* less any utilized amounts that have been finalized in PeopleSoft Billing.

Committed Amount

Displays the amount that has been utilized, but the bills have not been finalized in PeopleSoft Billing. When a bill is finalized in PeopleSoft Billing, the amount for that bill is backed out of the Committed Amount field and is then reflected in the Remaining Amount field.

The balance available for subsequent utilization is the *remaining amount* less the *committed amount*.

Depleted Date

Displays the system date on which the *remaining amount* of the prepaid became zero.

Note. In PeopleSoft 8 Contracts this does not occur.

Associating Prepays with Contract Lines

Select the Utilization tab of the Prepays page.

Prepays

Audit History

Contract:

FINANCIAL SERVICES

Contract Admin:

Business Unit:

US001

Contract Status:

ACTIVE

Sold To Customer:

1001

Contract Type:

COMMERCIAL

Customer Name:

Apex Systems

Currency Code:

USD

Prepays for this Contract

Customize | Find |  First 1-2 of 2 Last

General

Utilization

Initial Billing

Deferred Revenue Distribution



		Use Sequence	Use for All Lines in Contract	Contract Line Num	Utilization Descr for Billing		
1		1	☒		PPD Balance for all lines	Utilization Criteria	 
2		2	☐	2 	PPD Balance for CL2	Utilization Criteria	 

Prepays page: Utilization tab

- (move item use sequence up)

Click this button to increase a prepaid’s Use Sequence number. The prepaid must be in a *Ready* status for it to be moved.
- (move item use sequence down)

Click this button to decrease a prepaid’s Use Sequence number. The prepaid must be in a *Ready* status for it to be moved.
- (prepaid sequence number)

Contracts can contain multiple prepaid amounts. When adding a prepaid amount to a contract, the system assigns a prepaid sequence number to that prepaid amount. The contract number and contract prepaid sequence comprise the unique key of the prepaid sequence table.

Use Sequence

Displays the use sequence number. If multiple prepaid amounts are associated with the same billable activity, the system uses this value to determine which prepaid amount is depleted first. The system processes the prepaids in order of lowest to highest.

The use sequence number may differ from the prepaid sequence number.

Use for All Lines in Contract	Select if this prepaid amount should be applied against multiple rate-based lines on this contract.
Note. If you have value-based billing or recurring plans assigned to this contract, the prepaid will not be applied to the contract lines associated with any value-based billing plans. The system applies prepaids to rate-based contract lines assigned to as-incurred billing only.	
Contract Line Num (contract line number)	Select a contract line number to apply this prepaid amount against a specific rate-based contract line number.
Utilization Descr for Billing (utilization description for billing)	The system generates the utilization description for billing by concatenating the prepaid use sequence number with the contract number. You can accept this description or enter a custom description. This is the description used on the utilization line that is included in the bill.
Utilization Criteria	Click to access the Utilization Criteria component, where you can define the specific projects transactions against which this prepaid amount can be applied and where you can view the utilization history for this prepaid amount.

Setting Up Initial Billing

Select the Initial Billing tab of the Prepaids page.

PrepaidsAudit History

Contract:FINANCIAL SERVICESContract Admin:

Business Unit:US001Contract Status:ACTIVE

Sold To Customer:1001Contract Type:COMMERCIAL

Customer Name:Apex SystemsCurrency Code:USD

Prepaids for this Contract

GeneralUtilizationInitial BillingDeferred Revenue Distribution

	Billing Plan	Description	Billing Plan Status	Purchase Order Reference	Prepaid Tax Timing		
1	B103	Prepaid Bill	Pending	PO1779	Tax on Initial Bill	+	-
2		Create Bill Plan		PO1779	Tax on Initial Bill	+	-

Prepaids page: Initial Billing tab

Billing Plan	Select the plan that is to be used to bill for the prepaid amount. Prepaid amounts should be associated with one of these billing plans of method: <i>Milestone</i> , <i>Percent Complete</i> , or <i>Immediate</i> .
Create Bill Plan	Click to access the billing plan component, where you can create a new billing plan with which to associate this prepaid amount. <i>Immediate</i> appears by default as the billing method for the new billing plan.
Description	Click the link in this column to access the billing plan component, where you can manage the billing plan.
Billing Plan Status	Displays the status of the associated billing plan.

Purchase Order Reference If this prepaid amount is associated with a purchase order, enter the purchase order reference information. This information is included on the bill when utilization occurs.

Prepaid Tax Timing Select when to tax the prepaid. Values are:

Tax on Initial Bill: Tax prepaid at time of initial bill. The initial prepaid bill is taxed, and when the row is utilized, the tax is backed out of the UTL row.

Tax on Utilization: Tax prepaid when utilization occurs. No tax information is sent to PeopleSoft Billing on the initial bill. When the row is utilized, the BIL row is taxed, but there is no backing out of taxes on the UTL row.

To view or edit tax information, access the billing plan.

Note. If you select *Tax on Initial Bill*, and the tax parameters that you populate on the initial prepaid billing plan include the value-added tax (VAT) applicable PeopleSoft Billing business unit, ship to country, and ship from country, then utilization is restricted to services that occurred in the same ship to country, ship from country, and VAT registered entity as the initial prepaid.

Setting Up Deferred Revenue Distribution

Select the Deferred Revenue Distribution tab of the Prepaids page.

PrepaidsAudit History

Contract:FINANCIAL SERVICESContract Admin:

Business Unit:US001Contract Status:ACTIVE

Sold To Customer:1001Contract Type:COMMERCIAL

Customer Name:Apex SystemsCurrency Code:USD

Prepaids for this Contract

GeneralUtilizationInitial BillingDeferred Revenue Distribution

	GL Unit	Distribution Code	Account	Alternate Account	Department	Operating Unit	Product	Project	Affiliate	Statistics Code	Valid Com
1	US001	DFR REV	216000								
2	US001	DFR REV	216000								

Prepaids page: Deferred Revenue Distribution tab

Note. The system books the prepaid to deferred revenue as specified here, whether or not you selected the deferred revenue accounting check box on the contract line.

Distribution Code Represents a combination of PeopleSoft General Ledger ChartField values.

Alternate Account Classifies the nature of a transaction for regulatory authorities. Used for statutory accounts.

Department Used to indicate who is responsible for or affected by the transaction.

Operating Unit Used to indicate a location, such as a distribution warehouse or a sales center. Or it is used for responsibility reporting, such as a profit center.

Product	Captures additional information useful for profitability and cash flow analysis, for example.
Project	Captures additional information useful for project accounting. When the deferred revenue accounting entry is made, the Project field is populated from the project associated with the billing activity (from PROJ_RESOURCE); this project is not used.
Affiliate	Used as one approach for interunit journal processing and consolidated reporting. Provides a way to map transactions between business units while using a single intercompany account.
Statistics Code	Identifies nonmonetary amounts. Statistic codes are associated with a specific unit of measurement.

Defining and Viewing Utilization of Prepaid Amounts

The actual utilization of the prepaid balance is based on the billing rows that are collected in PeopleSoft Project Costing. All projects or activities associated with a contract line are subject to utilization unless a specific project or activity is defined on the Utilization Criteria page. In addition, users may define a lower level of utilization by specifying a certain project string. For example, the prepaid may apply only to time charged on a project, not expenses.

This section discusses how to:

- Define utilization criteria.
- View utilization history.

Pages Used to Define and View Utilization of Prepaid Amounts

Page Name	Object Name	Navigation	Usage
Utilization Criteria	CA_PPD_UTL_PNL	• Customer Contracts, Determine Price, Prepaid Utilization Rules, Utilization Criteria • Click the Utilization Criteria link on the Utilization tab of the Prepays page.	Define utilization criteria by restricting the billable activities in PROJ_RESOURCE that are candidates for utilization of a prepaid amount.
Utilization History	CA_PPD_UTL_DTL	• Customer Contracts, Determine Price, Prepaid Utilization Rules, Utilization History • Click the Utilization Criteria link on the Utilization tab of the Prepays page.	View the utilization history for each prepaid amount use sequence, including the utilization amounts that have been finalized in PeopleSoft Billing and sent to PeopleSoft Project Costing.

Defining Utilization Criteria

Access the Utilization Criteria page.

Utilization Criteria

Utilization History

Contract:

CON000000000005

Description:

PPD FOR ALL LINES

Use Sequence:

2

Use for all Contract Lines

Purchased:

500,000.00

Remaining:

500,000.00

Committed:

Expiration Date:

12/31/05

Balance Utilization Controls - Use % for Wildcard

Customize | Find | View All |  First 1 of 1 Last

PC Bus Unit	Project	Activity ID	Analysis Type	Source Type	Category	SubCategory		
% 	% 	% 	BIL 	% 	% 	% 		

Utilization Criteria page

The utilization description for billing, use sequence number, purchased amount, remaining amount, committed amount, and expiration date that you defined for this prepaid amount on the Prepays page appear.

The system displays whether you designated this prepaid amount *Use for all Contract Lines* or if you specified *Use only for Contract Line* number x, where number x equals the contract line number that you specified.

Balance Utilization Controls - Use % for Wildcard Grid

Use the fields in this area to select a specific set of project items to which the prepaid amount can be applied. When you first access this page, each field, with the exception of Line Num (line number), contains a % symbol. The % symbol, or wildcard, indicates that the prepaid amount will be applied to all project items associated with the contract line numbers that you specify. Alternatively, you can select specific values for these fields.

Line Num

If you specified use for a specific line number, that line number appears. If you want to apply utilization against all contract lines in the contract, leave this field blank. Otherwise, you can select any active rate-based line on the contract.

PC Bus Unit (PeopleSoft Project Costing business unit)

Select a PeopleSoft Project Costing business unit for this contract line. The list of Project Costing business units consists of those that share the same general ledger business unit as the contract’s Contract business unit. Each contract line can be associated with only one Projects business unit. The Projects business unit that you select filters the list of projects that you can associate with this contract.

Note.

You must select the same Projects business unit that you defined for this contract line number on the Related Projects page.

Project

Select to limit the projects to which the system can apply the prepaid amount. The list contains all projects for the selected Projects business unit that you have linked to this contract line.

- Activity ID

To associate your contract line with a PeopleSoft Project Costing activity identifier, select an activity ID. The list contains all activities defined for the project that you selected. Activities are the individual tasks or events that comprise a project. A single activity can be associated with only one contract line.
- Analysis Type

Analysis types are assigned to individual resources to identify the different types of transactions in your system, such as estimated costs, budgeted costs, actual costs, and billed costs.
- Source Type

Assign source types to individual resources to enable you to track, analyze, and report all costs—both actual and planned—for a particular resource.
- Category and SubCategory

Use resource categories and resource subcategories to track resources at a finer level of detail.

See Also

[Chapter 12, “Working with PeopleSoft Project Costing,” page 155](#)

Viewing Utilization History

Access the Utilization History page.

Utilization Criteria

Utilization History

Contract:

CON0000000000005

Description:

PPD FOR ALL LINES

Use Sequence:

2

Purchased:

500,000.00

Remaining:

500,000.00

Committed:

Expiration Date:

12/31/05

Utilization History

Customize | Find | View All |  First 1 of 1 Last

Project	Activity ID	Amount	Currency

Utilization History page

When billing utilization is finalized in PeopleSoft Billing, the system inserts the rows into PeopleSoft Project Costing. The Utilization History scroll area is a view of PROJ_RESOURCE. The amount that was utilized appears. The sum of all rows in the Amount column plus the remaining amount equals the purchased amount.

Monitoring Administrative Activity for Prepaid Amounts

This section discusses how to monitor prepaid activity.

After you enter a prepaid balance onto a contract, these actions are tracked in the CA_PREPAID_AUD table:

- Changing the status to *Ready*.
- Placing the prepaid balance on hold.
- Changing the use sequence number.

Page Used to Monitor Administrative Activity for Prepaid Amounts

Page Name	Object Name	Navigation	Usage
Prepaid Balances - Audit History	CA_PPD_HISTORY	Customer Contracts, Determine Price, Prepaid Balances, Audit History	Monitor prepaid activity, such as changes in prepaid status that have occurred for each contract prepaid amount.

Monitoring Prepaid Activity

Access the Prepaid Balances - Audit History page.

Prepays

Audit History

Contract:

CON0000000000005

Contract Admin:

Business Unit:

U8004

Contract Status:

ACTIVE

Sold To Customer:

CAN01

Contract Type:

CONSULTING

Customer Name:

Canadian High Tech Sports

Currency Code:

USD

Prepaid Audit History

Find | View All

First

1 of 2

Last

Use Sequence	Description	Purchased Amount	Expiration Date
1	1 PPD Bal#1 of Contr# CON00000000	150,000.00	12/31/2005

Customize | Find

First

1 of 1

Last

Date/Time Stamp	User ID	Action Type	Status	Remaining Amount
1				

Prepaid Balances - Audit History page

Purchased Amount	Displays the full amount of the prepaid that the customer purchased.
Date/Time Stamp	Displays the system date on which the change was made.
User ID	Displays the name of the user who made the change.
Action Type	Displays a description of the change that was made.
Status	Displays the prepaid amount status after the change has been made.
Remaining Amount	Displays the prepaid amount that has not yet been utilized.

CHAPTER 22

Entering Renewals

This chapter provides an overview of renewals and discusses how to:

- Define renewable products, templates, and contract lines.
- Define renewal plans and renewal cycles.
- Assign contract lines to renewal plans.

Understanding Renewals

PeopleSoft Contracts enables you to renew contract lines outside of amendment processing. A renewable contract line is for a fixed-amount product or service, such as maintenance, where you license the product for a set period of time and provide the customer with the option of extending the licensing period once the initial period expires.

When defining a fixed-amount product, you can designate that product as renewable and optionally select a default renewal plan template. When selecting a renewable product onto a contract line, define a start and end date for the contract line and establish a future renewal plan. When a customer wants to renew the product, assign the contract line to a previously created renewal plan or create a new plan. If you select a renewal plan template for a product, the system creates a renewal plan upon your saving of the contract line.

This section discusses:

- Renewal plans and renewal cycles.
- Renewal statuses.
- Renewal plan templates.

Renewal Plans and Renewal Cycles

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. You must define the product and amount corresponding to this period of time. When you assign renewable contract lines to a renewal cycle and approve the cycle, the system generates a new contract line.

A renewal cycle can comprise the following:

- A single contract line.
- A group of contract lines on the same contract.
- A group of contract lines spanning two or more contracts.

If you assign multiple contract lines to one renewal cycle, the resulting contract line represents a consolidated version of the original, renewed contract lines. For example, if your original contract has two separate lines for software upgrade (Accounts Payable upgrade and General Ledger upgrade), and you want to renew both lines but end up with only one new contract line named *Financials Upgrade*, assign both products to the same renewal cycle to obtain a consolidated contract line. If, instead, you choose to keep the products separated, assign each product to a separate renewal cycle to obtain a new contract line for each renewed product.

You can assign a contract line to the current cycle of an existing renewal plan or you can assign a contract line to the current cycle of a new renewal plan. When assigning a contract line to a new renewal plan, the system retrieves information by default from the contract line to the renewal plan and autogenerates the first renewal cycle based on the contract line parameters.

The renewal plan determines the contract number on which the renewal line is placed. A renewal plan can consist of multiple renewal cycles, enabling you to specify for each cycle a new product ID and amount. When you assign a contract line to a renewal plan, you always link to the current renewal cycle on that renewal plan.

The renewal cycle determines the start date, end date, product ID, and pricing for the new contract line created by the renewal process. You can define the details for a renewal cycle on the Renewal Plan page. However, you can only approve a renewal cycle on the Renewal Cycle page.

If you did not navigate to the Renewal Plan page from the link on the Renewal tab of the Contract - Lines page, you must assign renewal contract lines to a renewal cycle on the Assign Cycles page. On this page you can also remove a contract line from a renewal plan.

Additional pages in PeopleSoft Contracts display view-only values pertaining to renewal lines:

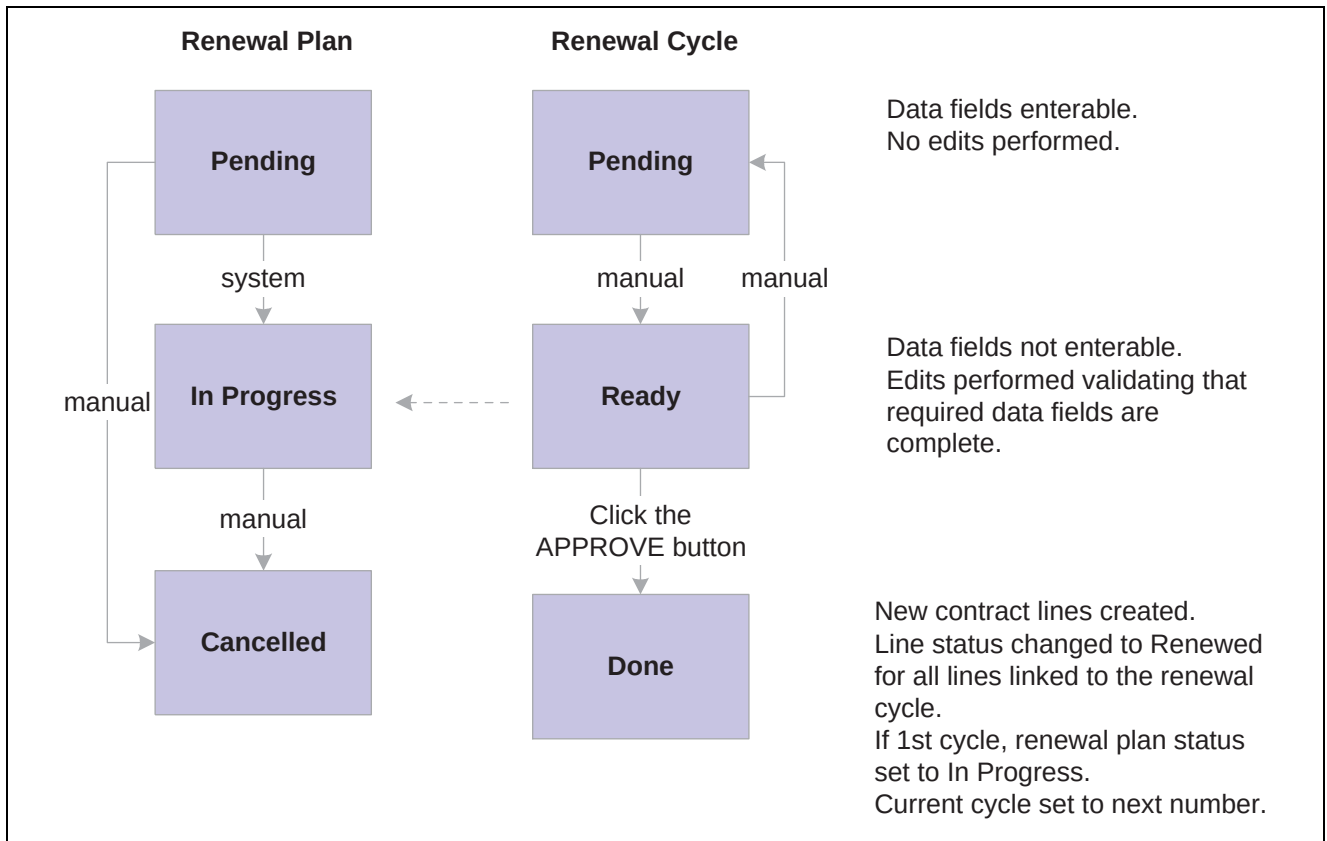
- For renewable contract lines with a price type of *Percent*, view the contract lines to which the renewable line applies on the Renewable Line Detail page.
- For each renewal cycle, view the terms of the renewal on the Renewal Terms page.

No processing is keyed against these values, and they do not populate fields on other pages.

Once you associate a contract line with a renewal plan cycle and approve the renewal cycle, the system sets the status of the contract line to *Renewed*. The system creates a new contract line based on the parameters established for the renewal plan and cycle with which you associated the contract line. The new contract line has its own accounting distributions and must be assigned to a revenue plan and billing plan.

Renewal Statuses

Status values exist at the renewal plan and renewal cycle levels. This diagram depicts the flow between the status values and the functionality related to the renewal plan cycle status:



Renewal plan and cycle status flows

Renewal Plan Statuses

Renewal plan status values are:

Pending

When you create a renewal plan, the system sets the status to *Pending*. The system does not edit-check *Pending* renewal plans when saved.

In Progress

The system sets the renewal plan to *In Progress* once you approve the first cycle.

Cancelled

You can close the renewal plan manually if you determine that the product or services associated with this renewal plan will not be renewed in the future, or if the product or services are to be assigned to a different renewal plan.

Renewal Cycle Statuses

Renewal cycle status values are:

Pending

When you create a renewal plan, the system generates a renewal cycle for that renewal plan. *Pending* appears by default as the status. You can save your new renewal plan cycles without having to meet the edit-checking requirements that the system enforces on renewal plan cycles with a *Ready* status. You can only assign contract lines to cycles in *Pending* status.

Ready

Once you enter data into a renewal plan cycle and assign contract lines to it, you can manually change the status to *Ready*. The system edit-checks the data. To make changes to a renewal plan cycle in *Ready* status, reset the

status back to *Pending*. Once you complete the changes, change the status back to *Ready* (at which point edit checking validates any updates). Once you save the page in *Ready* status, the Approve button appears.

Done

The system updates the cycle status to *Done* when you click the Approve button. Clicking this button indicates that the products specific to the renewal plan cycle were accepted or approved by the customer for the renewal period. Upon completion of the cycle, the system sets the status of the original contract line to *Renewed* and generates a new, active line for the renewal period specified by the renewal cycle.

Renewal Plan Templates

Renewal plan templates automate renewal processing through the creation of renewal plans and cycles and the assignment of contract lines to renewal cycles. When a renewal plan is created, the system assigns the first cycle to the original product. All renewed products are assigned to the next cycle upon approval of the previous cycles.

Note. You can create renewal templates for fixed-fee renewals only.

Renewal Template Functionality

With renewal templates, you can:

- Choose a default renewal template when setting up a renewable product.
- Specify whether or not to ready the renewal plan upon renewal processing.
- Create a renewal plan manually by clicking the Create Renewal Plan link.

Renewal Template Rules

Here are the rules for renewal templates:

- Templates are for fixed fee renewals only.
- You must set up renewal templates prior to defining the renewal product.
- For all renewable contract lines, the start and end dates are required.
- If you specify a renewal template for a product, and the start and end dates are defined on the contract line, the system creates a renewal plan when the contract line is saved.

The system links the first cycle of this plan to the contract line.

- When a renewable line with an assigned renewal template is saved for the first time, a renewal plan is automatically created and the renewable line is automatically assigned to the plan's first cycle.

See Also

[Chapter 7, "Structuring Contracts," Defining Renewal Plan Templates, page 51](#)

Defining Renewable Products, Templates, and Contract Lines

You must designate a product as renewable when defining the product in order to associate the product with a renewal plan. At that time you can optionally select a renewal plan template. You can designate only fixed fee products (those with *amount* or *percent* price types) as renewable.

Create renewal plan templates on the Renewal Plan Template page. These templates automate the creation of renewal plans and cycles and the assignment of contract lines to renewal cycles.

Select a renewable product onto a contract line on the Contract - Lines page. The setup steps for the contract line are the same as those for nonrenewable contract lines, with one exception: for renewable contract lines, you must enter a start date and an end date for the renewable contract line.

This section lists the pages used to define renewable products, templates, and contract lines.

See Also

[Chapter 7, “Structuring Contracts,” Defining Products and Product Groups, page 41](#)

[Chapter 7, “Structuring Contracts,” Defining Renewal Plan Templates, page 51](#)

[Chapter 8, “Creating Contracts,” Defining Contract Lines, page 85](#)

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Setting Up Products,”
Establishing Product Contract Options

Pages Used to Define Renewable Products, Templates, and Contract Lines

Page Name	Object Name	Navigation	Usage
Product Definition - Contracts Options	PROD_CONTRACTS	Product, Identify Product Details, Definition, Contracts Options	Define a product or service as renewable for use on your contract lines. You can optionally select a renewal plan template on this page.
Renewal Plan Template	CA_RNW_TEMPLATE	Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Renewal Templates	Create renewal plan templates to use on your contract lines.
Contract - Lines	CA_OBLIGATIONS	Customer Contracts, Create and Amend, General Information, Contract - Lines	Add renewable products to a contract.

Defining Renewal Plans and Renewal Cycles

This section lists prerequisites and common elements and discusses how to:

1. Create renewal plans.

- 2. Define renewal cycle parameters.
- 3. View renewable contract line details.

Prerequisite

Select a renewable product onto a contract line with an *Active* line status.

Common Elements Used in This Section

Assign Renewable Contract Lines	Click to select renewable lines to assign to a renewal plan or renewal cycle.
Cycle in Progress	Corresponds to the cycle number in the Renewal Cycles grid on the Renewal Plan page and indicates which cycle is open for assignment. When assigning to a renewal plan, always assign to the cycle in progress.
Cycle Status	Controls which updates can be made to, and what processing can occur against, a renewal cycle. <i>Pending</i> appears by default as the cycle status upon creation of a new cycle. Only pending cycles can be assigned. After assigning a renewal cycle to the renewal plan, you can update the status to <i>Ready</i>. When you save a renewal cycle to a cycle status of <i>Ready</i>, the system displays the Approve button.
End Date (renewable lines)	Displays the end date for the original contract line.
End Date (renewal cycles)	Displays the end date for the cycle number. This becomes the end date on the contract line created from renewable products linked to this renewal cycle.
Product ID	Select a renewable product. This becomes the product ID on the contract line created from the renewal plan cycle. Select an amount- or percent-based product. If you select a percent-based product for the renewal line, the system sets the price type of the new line to <i>Amount</i>. Note. The product on the renewal cycle may differ from the product on the renewable contract line.
Renewal Cycle	Displays a sequential renewal cycle number. Represents a period of time.
Renewal Plan	Displays a unique renewal plan ID. Contains one or more renewal cycles.
Start Date (renewable lines)	Displays the start date for the original contract line. If you have deferred revenue for this renewable line, the deferred revenue accounting date appears in this field. The deferred revenue accounting date appears by default from the product, and you must accept the default value. If this value is not correct, use amendment processing to change the start date.
Start Date (renewal cycles)	Displays the start date for the cycle number. This becomes the start date on the contract line created from renewable products linked to this renewal cycle. The start date must be at least one day after the end date of the renewable product.

Target Contract

Displays the contract on which the renewal plan creates the renewed contract line. The target contract number does not need to match the contract number of the contract line containing the renewable product that you are assigning to this renewal plan.

Pages Used to Define Renewal Plans and Renewal Cycles

Page Name	Object Name	Navigation	Usage
Renewal Plan	CA_RNW_PKG_PNL	- Customer Contracts, Define Renewals, Plan - Click the Create Plan button on the Renewals tab of the Contract - Lines page.	Create a new renewal plan or update an existing renewal plan if it has not been associated with a contract (that is, the status of the renewal plan is <i>Pending</i>).
Renewal Cycle	CA_RNW_CYCLE2_PNL	Customer Contracts, Renewals, Define Renewals, Cycle	Define the parameters for a renewal cycle and ready and approve the renewal cycle status. You can also view all contract lines associated with this renewal cycle.
Renewal Terms Notes	CA_RNW_TERMS_NOTES	Click the Terms and Conditions link on the Renewal Cycle page.	Enter internal contract notes for your renewal plan.
Renewable Line Detail	CA_RNW_LINE	Customer Contracts, Define Renewals, Contract Lines	Define and update the renewal details of a contract line. For percent-based contract lines, review and edit the list of contract lines to which this contract line applies—for example, a percent-based contract line for a warranty that originally applied to two contract line items, but is being renewed for a single contract line item.

Creating Renewal Plans

Access the Renewal Plan page.

Renewal Plan

Renewal Plan:1000000001

*Description:Renewal Plan

*Unit:US001

Currency:USD

*Status:Pending

*Target Contract:CON0000000000025

Cycle in Progress:1

Sold To Customer:1002

Revenue Plan Template:QUARTERLY

Easy Solutions

Billing Plan Template:QUARTERLY

Reprice

Detail Template:

Renewal Cycles

CustomizeFindFirst1-4 of 4Last

Cycle	*Start Date	*End Date	Product ID	Gross Amount	% Increase	*Cycle Status		
1	12/02/2004	03/01/2005	WARRANTY_R	10,000.00		Pending	+	-
2	03/02/2005	05/30/2005	WARRANTY_R	10,000.00		Pending	+	-
3	05/31/2005	08/28/2005	WARRANTY_R	10,000.00		Pending	+	-
4	08/29/2005	11/26/2005	WARRANTY_R	10,000.00		Pending	+	-

Assign Renewable Lines

Renewal Plan page

- Unit

Select the PeopleSoft Contracts business unit to which this renewal plan applies.
- Plan Status

Displays the plan status, which controls what updates can be made to, and what processing can occur against, a renewal plan.
- Revenue Plan Template

If you are creating a new renewal plan, select a revenue plan template to associate with this renewal plan. This is optional. On an existing renewal plan, the system copies the value in this field from the renewal plan template.
- Bill Plan Template

If you are creating a new renewal plan, select a bill plan template to associate with this renewal plan. This is optional. On an existing renewal plan, the system copies the value in this field from the renewal plan template.
- Detail Template

If you are creating a new renewal plan, select a billing plan detail plan template to associate with this renewal plan. This is optional. On an existing renewal plan, the system copies the value in this field from the renewal plan template.
- Reprice

Click to have the system price all cycles with a status of *Ready* or *Pending*. If you have PeopleSoft Enterprise Pricer installed, it calculates the price for the cycles. Otherwise, the system returns the list price.

Renewal Cycles

In the Renewal Cycles grid, define the products and product attributes specific to this renewal plan.

- Cycle

The system generates a cycle number for each line that you add to a renewal plan. Click the cycle number to administer and approve details for the renewal cycle.

% Increase (percent increase)

To generate additional renewal cycles that include a percent-based increase in gross amount over the previous cycle, enter a percent increase and click the Add button. The system generates a new cycle row with the gross amount incremented with the entered percent increase.

Note. This field acts as a calculator. For example, if the current line has a value of 100,000 in the Gross Amount field, and you enter a value of 6 in the % Increase field and click the Add button, the system adds a new line to the grid with a gross amount value of 106,000.

Assign Renewable Lines Click to assign renewable lines to contract plans.

Defining Renewal Cycle Parameters

Access the Renewal Cycle page.

Renewal Cycle

Renewal Plan:1000000001Renewal Plan

Cycle in Progress:1

Status:Pending

Target Contract:CON000000000025

Renewal Cycle:1

*Cycle Status:Pending

Product ID:WARRANTY_R(R)Warranty-TOTAL

Reprice

*Start Date:12/02/2004

*End Date:03/01/2005

Gross Amount:10,000.00USD

Terms and Conditions

Renewable Lines

CustomizeFindView AllFirst1 of 1Last

Contract	Contract Status	Line	Line Status	Product	Gross Amount	Currency	Start Date	End Date
CON000000000025	PENDING	4	Active	WARRANTY_R	10,000.00	USD	12/01/2003	12/01/2004

Renewal Cycle page

- Renewal Plan**

Click to view and manage the details of all renewal cycles associated with the renewal plan.
- Target Contract**

Click to view and manage the header level details for this contract.
- Approve**

Click to have the system update the status of the renewal cycle from *Ready* to *Done*. This field does not appear on the page until the cycle is in *Ready* status.
- Reprice**

Click to have the system reprice this cycle. If you have PeopleSoft Enterprise Pricer installed, it calculates the price for the cycle. Otherwise, the system returns the list price.
- Terms and Conditions**

Click to access the Renewal Terms Notes page, where you can enter terms for your renewal cycle.

Renewable Lines

- Contract

Displays the contract number of the contract line assigned to this renewal cycle. This contract number may not match the target contract number, depending upon whether you want to create the renewal line on the original contract or create the renewal line on a new contract.
- Line

Displays the product on the contract line assigned to this renewal cycle. This product may not match the product that you previously specified, depending upon whether you want to create a renewal line with the existing product ID or create a renewal line with a new product. Click a product to access the Renewable Line Detail page, where you can review the details for this contract line.
- Gross Amount

Displays the contract line gross amount. This enables you to compare the original contract line gross amount to the gross amount specified for the renewal cycle.

Viewing Renewable Contract Line Details

Access the Renewable Line Detail page.

Renewable Line Detail

Renewal Plan:

1000000001

Renewal Plan

Cycle:

1

Contract:

CON0000000000025

Contract Line:

4

Line status:

Active

Product:

WARRANTY_R

(R)Warranty-TOTAL

Start Date:

12/01/2003

End Date:

12/01/2004

Contract Lines This Contract Line Applies To

Customize | Find | View All | 

First  1 of 1  Last

Basis Line #	Product	Description	Amount	Currency		
						

Renewable Line Detail page

- Basis Line # (basis line number)

For percent-based renewable products, select the contract lines to which the renewable product applies. For example, you might renew a contract line that originally provided a warranty for two contract lines, but the renewed warranty applies to a single contract line.
- Amount

Displays the gross amount for the selected basis line number.

Assigning Contract Lines to Renewal Plans

This section discusses how to assign renewable contract lines to renewal plans.

See Also

[Chapter 8, “Creating Contracts,” Defining Contract Lines, page 85](#)

Page Used to Assign Contract Lines to Renewal Plans

Page Name	Object Name	Navigation	Usage
Assign Cycles	CA_RNW_MGMT	- Customer Contracts, Define Renewals, Assign Cycles - Click the Assign Renewable Lines link on the Renewal Cycle page.	Assign renewable contract lines to renewal plans.

Assigning Renewable Contract Lines to Renewal Plans

Access the Assign Cycles page.

Assign Cycles

Assign Cycles

Selection Criteria for Renewable Lines

Business Unit:

Sold To Customer:

Contract:

With Renewals Ending Before:

31

Contract Admin:

Renewal Assignment Status:

Not Assigned

Search

Select Lines to Assign to Renewal Plan

Customize | Find | View All |

First 1 of 5 Last

Select	Sold To Customer	Contract	Contract Status	Line	Description	Line status	Amount	Currency	Start Date	End Date	Source Renewal	Target Renewal	Status
☐	Apex Systems	CONP002	ACTIVE	7	R_MAINT_UPGRADE	Active	1,000,000.00	USD	10/01/2003	10/01/2004			

Renewal Plan to Assign / Unassign

Renewal Plan:

NEXT

Cycle:

Start Dt:

Unit:

Target Contract:

Assign

Assign Contract Lines to selected Renewal Plan

Unassign

Unassign Renewal Plan on selected Lines

Assign Cycles page

When assigning renewable contract lines to a renewal plan, assign only a renewal contract line to one cycle in that renewal plan.

Selection Criteria for Renewable Lines

If you accessed this page by clicking a link on the Contract General, Contract Line, Renewal Plan, or Renewal Cycle pages, the system populates these fields based on the information on the precursory page.

Filter search results by PeopleSoft Contracts business unit, sold to customer, contract, or renewal period end date. If you leave all fields cleared, the search retrieves all active renewable contract lines matching the selected renewal assignment status in your system.

Renewal Assignment Status	Enables you to filter search results by the following criteria: <i>Both Assigned and Not Assigned:</i> Search results include renewable lines not assigned to a renewal cycle and renewable lines assigned to a renewal cycle that is in <i>Pending</i> or <i>Ready</i> status. Note. You can only reassign contract lines that are currently assigned to a cycle in <i>Pending</i> status. <i>Assigned:</i> Search results include only renewable contract lines that have been assigned to a renewal cycle, and the cycle status is <i>Pending</i> or <i>Ready</i>. <i>Not Assigned:</i> Search results include only renewable contract lines that have not been assigned to a renewal cycle.
Search	Click to search for renewable contract lines based on the entered criteria.
Select Lines to Assign to Renewal Plan	
The system creates a line in the search results scroll area for each contract line that matches your search criteria.	
Select	Select the check box in this column for the contract lines that you want to assign to a particular renewal plan. You can select a contract line that is already assigned to a renewal plan; when you click Assign, the product is unassigned from the existing plan and then assigned to the value that you select in the Renewal Plan field.
Contract	Click the contract number for a contract line to transfer to the Contract General page for that contract.
Line	Displays the contract line number.
Amount	Displays the gross amount for this contract line.
Source Renewal	Displays the source renewal plan number, if the system created a contract line as part of a renewal cycle. If you created the contract line during contract entry, the system clears this field.
Target Renewal	Displays the renewal plan under which this line is set to be renewed. For contract lines assigned to a renewal plan, the renewal plan number appears. If you have not assigned the contract line to a renewal plan, the system clears this field.
Cycle	Click this number to view the cycle details. If you have not assigned the contract line to a renewal plan, this field is blank.

Status Displays the renewal cycle status if the contract line is currently assigned to a renewal plan and cycle.

Renewal Plan to Assign/Unassign

Use the fields in the Renewal Plan to Assign/Unassign region to assign the renewable contract lines that you selected in the Select Lines to Assign to Renewal Plans scroll area to an existing renewal plan or a new plan, or to remove them from a renewal plan to which they were assigned.

Renewal Plan	Link contract lines to an existing renewal plan, or select <i>NEXT</i> to link the selected lines to a new renewal plan.
Cycle	Displays the current cycle for the renewal plan, if you are assigning an existing renewal plan.
Start Dt (start date)	Displays the start date for the cycle of the renewal plan that you are assigning, if you are assigning an existing renewal plan.
Unit	Enter a contracts business unit, if you are assigning a new renewal plan.
Target Contract	Enter a target contract, if you are assigning a new renewal plan.
Assign	Click to assign contract lines to the selected renewal plan.
Unassign	Click to remove contract lines from a renewal plan to which they were previously assigned.

CHAPTER 23

Amending Contracts

This chapter provides an overview of contract amendments and discusses how to work with amendments.

Understanding Contract Amendments

A contract amendment is any change made to an active contract where you are altering the fundamental obligations and entitlements of the contract; that is, you are changing or adding to the contract values that you specified in the Contract Entry component, on the Special Payment Terms page, or on the Related Project page. You make amendments to a contract by using the Amendment Processing feature.

Once a contract is active, you can create a new amendment or retrieve an existing pending amendment for additional editing by clicking the Amend Contract button on any page within the Contract Entry component, Special Payment Terms page, or Related Projects page. When you click the Amend Contract button, you access the Amendments page. If a pending amendment exists, your changes are added to it. If there is no existing, pending amendment, the system creates a new amendment. On the Amendments page you can define the high-level details of the amendment, including the amendment type and amendment reason. The edits that you can make through Amendment Processing include activating *pending* contract lines, cancelling *active* contract lines, changing amounts on *active* contract lines, adding new contract lines, specifying new early out options, and so forth. You make changes to the contract's negotiated amount on the Amendment Detail page. These high-level amendment details remain editable on the Amendment Detail page as long as an amendment is in *pending* status.

When you save contract amendments, the system saves the new data in separate amendment tables and assigns the amendment an amendment number. The amount fields are updated with any changes that you make to the amended amount on the Amendment Amount Allocation page.

After you finish entering amendment data, set the status of the amendment to *ready*. If the amendment's process date is less than or equal to the amendment processing run date, the amendment is eligible to be applied by the Amendment Processing engine. You can process an individual amendment by clicking the Process Amendment button on the Amendment Detail page, or you can process multiple amendments through the Amendment Processing page. When an amendment is processed, the system sets the amendments status to *completed*, and the values that you specified for that amendment become the current active contract values.

Common Elements Used in This Chapter

Amend Contract

Click this button on any page within the Contract Entry component, Related Projects page, or Special Payment Terms page, to create an amendment or edit an existing pending amendment for an active contract.

Amendment or Pending Amendment	Displays an amendment number. Upon the initial entry of a new amendment, the system automatically assigns the amendment a value. The system records when you activate the contract as amendment number 0000000000. This represents the beginning of the amendment audit trail. An active contract always shows the latest completed amendment in the Amendment field. The Pending Amendment field appears when you are in amendment mode. If you have a pending contract, these fields do not appear.
Amendment Amount Allocation	Click to allocate the amendment amount to new lines.
Amendment Reason	Displays an amendment reason, which provides viewers with a quick reference as to why an amendment was initiated. This field is for informational purposes only; no processing is keyed off of it.
Amendment Type	Displays an amendment type, which is a high-level indicator that enables you to create categories of amendments. This field is informational only; no processing is keyed off of it.
Internal Notes	Click to associate custom note text with this amendment.
Process Date	Displays the date on which the amendment is eligible for processing. When you run amendment processing, the system picks up any amendments with a status of <i>ready</i> and a process date less than or equal to the system run date.
Processing Status	Displays the contract's processing status.

Amendment Statuses

Amendment status controls when you can enter data into the system for an amendment, when the system can process an amendment, and when an amendment has been made effective. There are four status values for an amendment: pending, ready, complete, and cancelled.

Pending	Default status when you first create an amendment. All fields on a contract that are available for amendment processing are editable. A contract can have only one pending amendment at any given time. You manually update the status of an amendment from <i>pending</i> to either <i>ready</i> or <i>cancelled</i>. Once you have saved an amendment as <i>cancelled</i>, you cannot set the status back to <i>pending</i>.
Ready	A contract can have only one <i>ready</i> amendment at a time. You manually update the status of an amendment to <i>ready</i> on the Amendment Detail page after you have captured all the information associated with the amendment. When you select a status of <i>ready</i> and click Save, the system performs edit checks to ensure that the following are true: • If the amendment added a fixed amount contract line, you must have selected the Allocation is Complete check box on the Amendment Amount Allocation Page.

You do not need to select this check box for rate-based contract lines. You access the Amendment Amount Allocation page by clicking the Amendment Amount Allocation link on either the general tab of the Contract Amendments page or the Amendment Detail page.

- If the amendment added a contract line, the accounting distributions on the Accounting Distribution page must reference a valid general ledger ChartField combination.

You can manually update the status of a *ready* amendment to *pending* (if there are no current pending amendments for that contract) or *cancelled*. Once you have saved an amendment to a *cancelled* status, you cannot set the status back to *ready*.

Completed

The system updates the amendment status from *ready* to *completed* through Amendment Processing. For an amendment to be picked up by Amendment Processing, the status of the amendment must equal *ready*, and the amendment process date must be less than or equal to the run date that you specify on the Processing Amendments page.

Once an amendment is completed, the details that you specified within that amendment are added to the contract. You can think of an active contract as the sum of the original contract plus any subsequent *completed* amendments applied to that contract. You can review the details of past amendments on the Contract Amendments page.

Note. When you first activate a contract, the system considers that activation the first contract amendment (amendment number 0000000000).

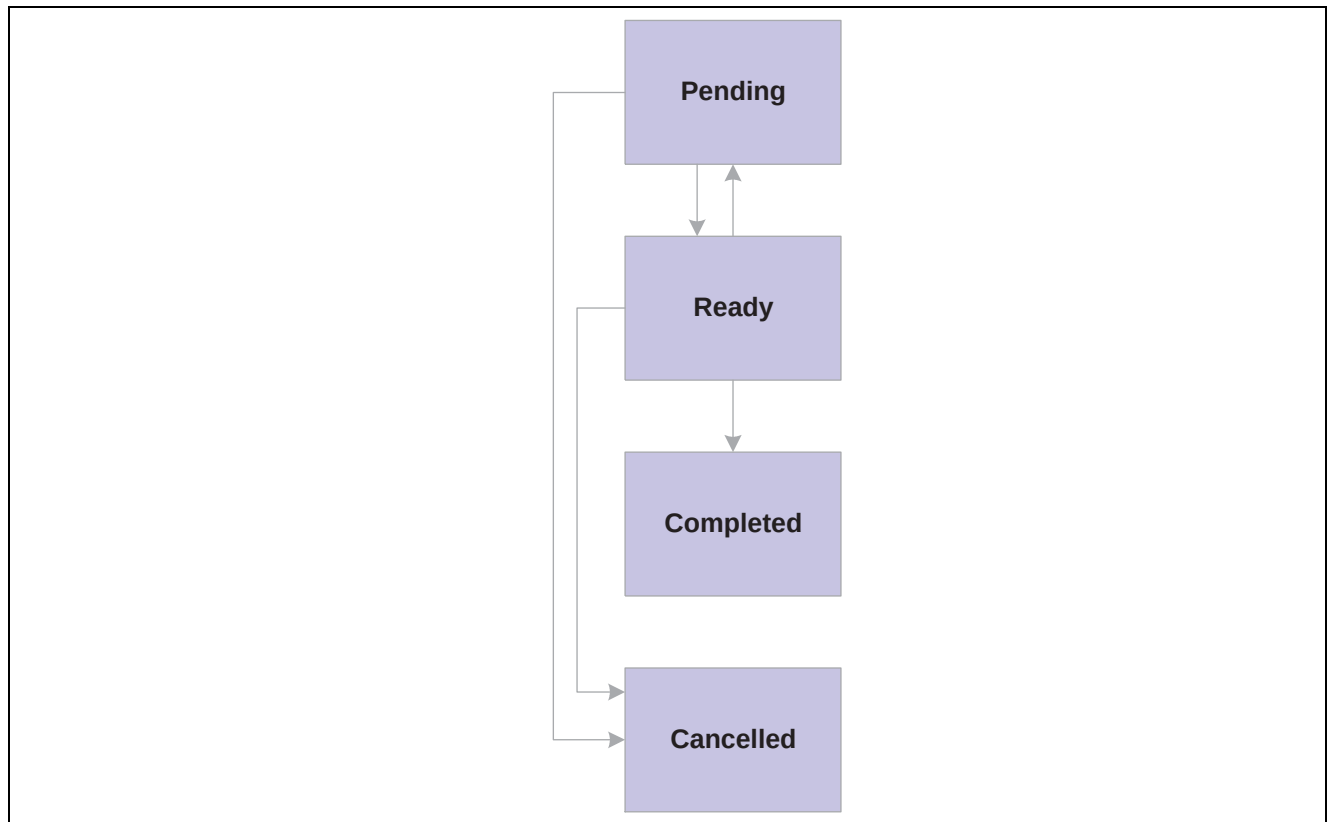
Cancelled

You can manually change the status of an amendment from *pending* or *ready* to *cancelled*. Once you have set an amendment to *cancelled* and clicked Save, that amendment is no longer editable.

Once an amendment has been set to a status of *complete*, it has become part of the active contract. You cannot change the status of an amendment from *complete* to *cancelled*. To cancel the effect of a completed amendment, you must initiate a new amendment to reverse the completed amendment.

Status Flows for Amendments

This diagram depicts the flow between amendment status values and the functionality for each value:



Status flow for contract amendments

Working with Amendments

This section discusses how to:

- Create and edit amendments.
- Enter amendment details.
- Review and manage amendment details.
- Perform amendment allocation changes.
- Process amendments.

See Also

[Chapter 7, “Structuring Contracts,” Defining Amendments, page 65](#)

Pages Used to Work with Amendments

Page Name	Object Name	Navigation	Usage
Contract - General	CA_HDR_PNL	Customer Contracts, Create and Amend, General Information	Click the Amend Contract button on any page within the contract component to create an amendment.
Special Payment Terms	CA_TERMS_PNL	Customer Contracts, Create and Amend, Special Payment Terms	Click the Amendment button to create an amendment.
Related Projects	CA_DETAIL_PROJ	Customer Contracts, Determine Price, Related Projects and Rates	Click the Amendment button to create an amendment for rate-based contract lines.
Contract Amendments	CA_CHG_HDR_PNL	Customer Contracts, Create and Amend, General Information, Contract Amendments	Enter the initial amendment details when you first begin an amendment. View a list of all amendments made to a contract and navigate to the details of those amendments.
Amendment Detail	CA_CHG_DTL_PNL	- Customer Contracts, Create and Amend, General Information, Amendment Details - Click the Detail link on the General tab of the Contract Amendments page.	Review and manage amendment details. Make changes to the amendment amount.
Amendment Amount Allocation	CA_AMEND_PRICE_PNL	Customer Contracts, Determine Price, Amendment Amount Allocation	Allocate the amended negotiated change amounts and discounts to the amended contract lines.
Amendments (process)	RUN_CA_CHG	Customer Contracts, Create and Amend, Process Amendments	Process amendments with a status of <i>ready</i> .

Creating and Editing Amendments

Access the Contract - General, Special Payment Terms, or Related Projects page.

Click the Amend Contract button.

Entering Amendment Details

Access the Contract Amendments page.

General		Lines		Additional Information		Amendments	
Contract Number:	MONTHLY SERVICES			Description:	Monthly Recurring Services		
Amendment Number:	0000000000			Contract Type:	COMMERCIAL		
Business Unit:	US001 NEW YORK OPERATIONS			Contract Status:	ACTIVE		
Sold To Customer:	Apex Systems			Processing Status:	Active		
Contract Admin:	Angelini,Gina			Currency Code:	USD		
Amend Contract							

Amendments						
Customize Find View All First 1-2 of 2 Last						
General Statistics Amended Amounts Misc.						
Amendment	Amendment Type	Reason	Process Date	Amendment Status	Detail	Review notes
0000000001	Price Change	Scope Change	11/07/2003	Pending	Detail	Review notes
0000000000	Contract Activation		02/12/2003	Complete	Detail	Review notes

Go To: [Billing Plans](#) | [Revenue Plans](#) | [Milestones](#) | [Renewals](#) | [More](#)

Contract Amendments page

Amendments - General

Select the Amendments - General tab.

Detail Click to enter details, such as the negotiated amount and discount change of the contract attributes that are being amended.

Review Notes Click to review notes attached to this amendment.

Amendments - Statistics

Select the Amendments - Statistics tab.

Entered On Displays the system date and time indicating when an amendment was first saved.

Entered by Displays the ID of the user who entered the amendment.

Change Received By Displays the ID of the user who received this amendment.

Change Received Date Displays the system date and time indicating when an amendment was received.

Amendments - Amended Amounts

Select the Amendments - Amended Amounts tab.

The negotiated amount, discount or surcharge change, cancelled negotiated amount, cancelled discount amount, net change, and deferred revenue accounting date that you defined for this amendment on the Amendment Detail page appear. The system automatically sums the totals for the cancelled negotiated amount and cancelled negotiated discount amount based on the lines that you cancelled with this amendment.

Amendments - Misc.

Select the Amendments - Misc. (amendments - miscellaneous) tab.

Use the Reference ID, User Ref #1 (user reference number 1), and User Ref #2 (user reference number 2) fields to add additional reference information to an amendment. The data that you enter in these fields is informational only; no processing is keyed off of these values.

Reviewing and Managing Amendment Details

Access the Amendment Detail page.

Amendment Detail

Contract: JAMEND1

Amendment Number: 0000000001

Process Amendment

Amendment Type: Price Change

Negotiated Amount: -5,000.00

*Amend Status: Ready

Amendment Reason: Data entry error

Cancelled Negotiated Amount:

Net Change
-5,000.00

*Process Date: 11/06/2003

Discount / Surcharge: 0.00

Allocation: *Allocation Complete

Cancelled Discount Amount:

Reference ID:

User Ref #1:

User Ref #2:

Amendment Components

Customize | Find | View All

1 of 1

General

Statistics

Component	Amend Ref #1	Label Fieldname	Edit Type	Old Value	New Value
1 Amount Allocation	Line 1	Gross Amt	Update	10000	5000

Internal Notes

Return to Contract Entry

Amendment Detail page

Amend Comp. Dt. (amendment completion date)	Displays the date on which the amendment status is set to <i>Complete</i> . This date is set by the amendment processing engine. This field appears only if the amendment is set to <i>Complete</i> .
Process Amendment	Click to process this amendment online. This button appears only if you have an amendment that is set to <i>ready</i> .
Negotiated Amount	Enter any additions being made to the contract’s negotiated value by this amendment. You can edit this value when the contract is in <i>pending</i> status.
Amend Status (amendment status)	Displays the current amendment status.
Cancelled Neg. Amount (cancelled negotiated amount)	Displays the sum of the negotiated amounts of all contract lines that you have cancelled as part of this amendment.
Discount Change	Displays any discount amounts being added to the contract by this amendment. You can enter a discount on the Amendment Amount Allocation page.

Allocation	When you have selected the Allocation is Complete check box on the Amendment Amount Allocation page, the system populates this field with <i>Allocation Complete</i> .
Cancelled Neg. Disc Amt (cancelled negotiated discount amount)	Displays the sum of the discounts of all contract lines that you have designated as <i>cancelled</i> as part of this amendment.
Dfr Rev Acct Dt (deferred revenue accounting date)	Enter the date to be used as the accounting date for the deferred revenue associated with any amended amounts.

The following fields that were established on the Contract Amendments page are editable as long as the amendment status is *pending*:

- Amendment Type
- Amendment Reason
- Process Date
- Amend Status

In addition, these fields that were established on the Misc. tab of the Contract Amendments page are editable as long as the amendment status is *pending*:

- Reference ID
- User Ref #1
- User Ref #2

Amendment Components - General

Select the Amendment Components - General tab.

Component	Displays a description of the record where the change occurred. For example, if you made a change on the Contract - Lines page, the system displays <i>Contract Line</i> in this field.
Amend Ref#1	Displays additional information about each change, to provide context for the amendment when you view amendment details out of context. You can have multiple changes for a single amendment. The system captures each individual change that you make and stores it in a consolidated amendment detail table. For example, if you changed the status of contract line number 1, the system stores the description of the product on line number 1 along with the new status value. The values in this column therefore vary depending on what you changed.
Label Fieldname	Displays the label from the page associated with the field that you changed.
Edit Type	Displays the action performed on the field that you changed. Values are: <i>Insert:</i> You added a new row. <i>Update:</i> You changed an existing row.

- Old Value

Displays the original value that is being changed by the amendment for *Update* edit types.
- New Value

Displays the new value that is the result of the amendment for *Update* edit types.

Amendment Components - Templates

Select the Amendment Components - Templates tab.

Select Revenue Plan, Billing Plan, or Billing Plan Detail templates to automate the creation of revenue and billing plans.

Amendment Components - Statistics

- Select the Amendment Components - Statistics tab.
- Entered by

Displays the ID of the user who entered the amendment.
- Entered On

Displays the system date and time indicating when an amendment was first saved.

Performing Amendment Allocation Changes

Access the Amendment Amount Allocation page.

Amendment Amount Allocation

Contract:TKS_NOIU

Amendment:0000000001

Currency:USD

Sold To:USA14Benicia Unified School District

Amendment Type:

Business Unit:US001

Amendment Reason:

Adjustment Amounts

Allocated

Unallocated

Refresh

Neg. Amt:

5,000.00

0.00

5,000.00

Discount / Surcharge:

0.00

Net:

5,000.00

Allocation is complete☐

Recalculate

Contract Line Amendment Amount Allocation

Amounts

Detail

Line	Current Amount	Adjustment Amount	% To Allocate	Negotiated Amount	Net Amount
1	40,000.00			40,000.00	40,000.00

Amendment Amount Allocation page

Adjustment Amounts

- Neg. Amt (negotiated amount)

Displays the total amendment amount. This total can be an amount increase or decrease. The amount in this field must equal the sum of the Adjustment Amount values for all contract lines before you can select the Allocation is complete check box.
- Discount/Surcharge

Displays the total discount or surcharge amount for this amendment.
- Net

Displays the net amount, which the system calculates by subtracting the discount amount from the negotiated amount.

Allocated

Neg. Amt	When you click Recalculate, the system calculates the allocated negotiated amount by summing the gross amounts that you have allocated to the individual contract lines.
Discount/Surcharge	When you click Recalculate, the system calculates the allocated discounts or surcharges by summing the discounts and surcharges that you have entered for the individual contract lines on this page.
Allocation is complete	Select to initiate system edit checking to ensure that you have fully allocated all negotiated amounts and discounts to the amendment contract products. An error message appears if the page fails edit checking.

Note. You cannot ready the amendment until you have successfully selected the Allocation is complete check box and saved the page.

Unallocated

Neg. Amt	Displays the total contract negotiated amount that you have not allocated to a specific contract line. When you have finished allocating the negotiated contract amount to the contract lines, the value of this field equals zero.
Refresh	Click to reset the amounts to the Extended Price.
Recalculate	Click to have the system calculate all system-calculated values on the page based on the information that you entered in the % To Allocate (percent to allocate) and Negotiated Amount fields, in addition to the discounts that you specified on the Contract Line Discounts page.

Contract Line Amendment Amount Allocation - Amounts

The system displays all amendment contract lines with an active status.

Note. Contract lines representing rate-based and recurring products are informational only; you do not perform allocations on these contract lines or link them to header or line discounts.

Line	Displays the contract line number for each product that you selected onto a contract line and saved with an active status.
Current Amount	Displays the contract line's current amount.
Adjustment Amount	Displays the amount adjusted for the contract line. The sum of the adjustment amounts for all contract lines must equal the amendment's negotiated amount.
% To Allocate	If the value of a contract line with a price type of amount is equal to a percent of the total contract amendment negotiated amount, enter that percent here. Alternatively, you can enter the amount directly, and clear the percent field. A value in the percent field always overrides a value in the amount field. In other words, if you entered values in both the % To Allocate and Negotiated Amount fields, the system ignores the amount and recalculates it based on the percent that you entered multiplied by the total amended amount.

Negotiated Amount	If the value of a contract line is equal to a fixed amount, enter that amount. When you first access this page, the negotiated amount is set to the current amount that you defined for the product.
D/S (discounts and surcharges)	Click to access the Line Discounts and Surcharges page, where you can assign line-specific discounts and surcharges to the contract line. You can add discounts and surcharges only to new contract lines added through the current amendment. Note. When you assign discounts and surcharges to a contract line, the system generates discount- and surcharge-specific accounting distributions on the Accounting Distributions Discounts and Surcharges page.
Net Amount	Displays the net amount, which the system calculates by subtracting the total discounts that you specified for an product from the negotiated amount that you allocated to that product.
Contract Line Amendment Amount Allocation - Details	
Price Type	Dictates the processing that can occur against that product. Options are: <i>Amount or Percent:</i> You can allocate the negotiated amount to an amount-based product by either specifying the percent to allocate of the total contract amendment negotiated amount represented by an individual contract line, or by entering the specific amount represented by an individual contract line in the Negotiated Amount field. <i>Rate or Recurring:</i> Rate-based and recurring products are not factored into the contract-negotiated amount.
Qty (quantity)	Displays the quantity defined on the general tab of the Contract - Lines page.
UOM (unit of measurement)	Displays the UOM defined for the product.
Extended Price	Displays the list price multiplied by quantity.

See Also

[Chapter 11, “Pricing Contracts,” page 137](#)

Processing Amendments

Access the Amendments (process) page.

Process all Ready amendments	Select the range of amendments on which this process will run: <i>All:</i> Include all contract amendments with an amendment status of <i>ready</i> and a process date that is less than or equal to the run date. <i>Value:</i> Include only a specific contract. If you select <i>Value</i> , you must then specify a contract number. The process then includes only all amendments belonging to the specified contract number, with an amendment status of <i>ready</i> , and with a process date less than or equal to the run date.

CHAPTER 24

Maintaining Support Teams

This chapter provides an overview of support teams and discusses how to use support teams for email notification.

Understanding Support Teams

This section discusses:

- Support team maintenance.
- Email notification.
- Email lists.

Use support teams to better track the employees at a company that are associated with a contract. When setting up employees as team members, associate them with a function. When you add a support team to a contract, you gain visibility for who in your company is associated with a contract and in what capacity. For example, you can associate the contract with a salesperson, sales support person, contract administrator, project manager, receivables contact, and billing contact.

See Also

[Chapter 7, “Structuring Contracts,” Email Notifications, page 39](#)

PeopleSoft Working with Customers and Orders 8.8 PeopleBook, “Maintaining Additional Customer Information,” Setting Up Customer Support Personnel

PeopleSoft PeopleTools PeopleBook: PeopleSoft Workflow

Support Team Maintenance

Once you associate a support team with a contract, you can make contract-specific edits to the support team, adding or deleting team members as applicable to the given contract. You can associate multiple support teams to the contract header. For example, you might set up several support teams to reflect different contract cycles. You might have a sales support team consisting of the salesperson, sales support person, and so on. You might have an administration support team consisting of the contract administrator, the billing contact, the support contact, and so forth.

The support team for a contract can change during the lifetime of a contract. You can edit a support team at any time. Effective dating of the support team ensures that you always have a record of changes made to the support team. When making a change to a support team, the system reflects the change immediately in PeopleSoft Contracts.

Email Notification

Use email notification in PeopleSoft Workflow to notify employees of a change to the status of a contract or to the status of one of the contract components. You can define separate email notifications for each status of a given component, or you can use a wildcard (%) in the status field to define email notification for a change to any status levels of a given component.

When configuring your PeopleSoft Contracts system, you optionally designated email notifications at the PeopleSoft Contracts business unit level and at the contract type level. When creating a contract, you can optionally enable email notification at the contract level. The system uses the following hierarchy to determine which established set of email notification parameters to use:

1. Contract number.
2. Contract type.
3. Contract business unit.

When you enable email notification for PeopleSoft Contracts, you can trigger email notes to all team members or just the team manager, or you can skip email altogether. Additionally, you can send email to anyone else not on the support team by adding a list of email addresses onto the Support Team by Contract page.

Email Lists

When creating email lists for PeopleSoft Contracts email notification, you can use support team functionality, enter individual email addresses onto the email notification pages, or use a combination of the two. We recommend that you use support team functionality to more easily manage the contract support personnel across your organization. You can maintain a support team that you use across multiple contracts from a single location.

For example, let's say you define a support team code of WESTREGCONS to support your western region consulting practice. The support team code contains the practice manager, contract administrator, and finance manager. You create 100 contracts for this consulting practice. For each contract, at the contract level you enable email notification for the WESTREGCONS support team. If the contract administrator leaves and you hire a new contract administrator, you replace the old contract administrator with the new contract administrator in the WESTREGCONS support team code and the new contract administrator is immediately added to the email notification lists for the consulting practice's contracts. If you had manually added the old contract administrator to receive email notification for component status changes of each contract, you must manually update the email list on each of the 100 contracts.

Note. If you change the contract administrator in your support team code, the system does not automatically change the value in the contract administrator field on the contract component.

Using Support Teams for Email Notification

This section discusses how to set up support teams for email notification.

Page Used to Use Support Teams for Email Notification

Page Name	Object Name	Navigation	Usage
Support Team by Contract	CA_EMAIL_CONTR	Customer Contracts, Create and Amend, Support Teams	Define the support teams and email lists to be used for the workflow that you associate with the different activities within PeopleSoft Contracts.

Defining Support Teams

Access the Support Team by Contract page.

Support Team by Contract

Contract: CON0000000000023
Contract Status: PENDING

Component Support Teams Find First 1 of 1 Last

Component: Contract Line Add Support Team

Component Status Customize Find View All First 1 of 1 Last

Status	Support Team	Description	Email Option	Interested Parties (Email CC)
1 %	INTL	International Support Team	Email All	

Support Team by Contract page

Contract The support team and email address that you establish on this page is specific to this contract number.

The fields on this page are identical to those on the Support Teams by Contract Business Unit page.

See Also

[Chapter 7, “Structuring Contracts,” Defining Email Notifications, page 63](#)

CHAPTER 25

Creating Notes

This chapter provides an overview of contract notes and discusses how to:

- Create notes for PeopleSoft Contracts components.
- Create notes to include on bills.

Understanding Contract Notes

PeopleSoft Contracts enables you to associate notes with PeopleSoft Contracts components, including the contract header, contract line, amendment, contract milestone, bonus or penalty, early out option, revenue plan, and billing plan. Unlike the notes that you associate for billing plans from within the billing plan component (where the notes flow to PeopleSoft Billing for inclusion on the bill that is sent out to customers), these internal notes do not flow outside of the PeopleSoft Contracts system. Use these notes to create reminders for a contract administrator, or to add additional details to a contract that might not otherwise be captured.

Creating Notes for PeopleSoft Contracts Components

When entering notes for PeopleSoft Contracts components, either create standard notes by selecting a standard note code that you defined on the Standard Notes page, or create custom notes by keying in custom text on the Notes page. Any notes that you create for a contract are visible to PeopleSoft Contracts users from the Notes page.

This section discusses how to define notes for PeopleSoft Contracts components.

Page Used to Create Notes for PeopleSoft Contracts Components

Page Name	Object Name	Navigation	Usage
Notes	CA_NOTES	You can access the Notes page through multiple navigation paths. This list presents the 5 most frequently used paths. The primary path appears first. • Customer Contracts, Create and Amend, Contract Notes • Click the Internal Notes link from any page in the Contract component. • Click the Notes link for a specific milestone on the Milestone Entry page. • Click the Internal Notes link on the Revenue Plan page. • Click the Internal Notes link on the Billing Plan General page.	Add, view, or modify associated notes to the contract components. The notes that you define for these components are informational only; no processing occurs against these notes.

Defining Notes for PeopleSoft Contracts Components

Access the Notes page.

Notes

Contract: MONTHLY SERVICES **Business Unit:** US001

Sold To Customer: 1001 **Contract Status:** ACTIVE

Apex Systems **Currency Code:** USD

Contract Admin:

Notes Find | View All First 1 of 1 Last

***Component:** Contract Header

***Classification:** Standard **Standard Note Code:** CONTRACT Contract Terms and Conditions

Text: This contract is subject to Terms and Conditions #100-1, dated and signed by an officer of the company. Please see attachment #1200A for details.

Last Update: 10/08/03 2:41PM **Last Changed By:** DVP1

Notes page

Contract

Displays the number of the contract component from which you clicked the Notes button. From this page you can view existing notes and add new notes to the contract number and contract component combination.

Notes

Component

Select the contracts component for which you want to associate a note. Additional fields appear on the page based on your selection in this field. Values are:

- *Amendments:* Select an amendment number.
- *Billing:* Select a billing plan.
- *Bonus/Penalty:* Select an incentive identification number.
- *Contract Header:* There are no additional fields.
- *Contract Line:* Select a contract line number.
- *Contract Milestone:* Select a milestone number.
- *Early Out Options:* Select an early out option code.
- *Revenue:* Select a revenue plan.

Classification

Select a classification. Values are:

Custom: Select to create a custom note. With this option, you must manually enter your custom note in the Text field.

Standard: If you select a classification of *Standard*, you must select a standard note code.

Standard Note Code

Select a standard note code. The text defined for the standard note code appears in the Text field. This text is display-only.

Last Update and Last Changed By

The system stamps the note with the system date, time, and your user ID when you click *Save*.

Creating Notes to Include on Bills

In addition to creating notes for internal contract components, PeopleSoft Contracts enables you to associate notes with billing plans and billing plan events from within the billing plan component. The system sends billing plan component notes to PeopleSoft Billing for inclusion on customer invoices.

See Also

[Chapter 18, “Setting Up Billing Plans,” Pages Used to Define Billing Plans, page 304](#)

CHAPTER 26

Assigning Documents

This chapter provides an overview of document assignment and discusses how to manage documents with Documentum.

Understanding Document Assignment

PeopleSoft Contracts integrates with Documentum's Electronic Data Management System (EDMS). For a contract stored in PeopleSoft Contracts, you can access a view of contract related documents stored in your EDMS.

This section discusses:

- Documentum installation.
- Document management options.
- Document storage.
- Document user types.
- New documents and versions.
- Document management.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Document Management Options

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Installation Options for PeopleSoft Applications," Setting Documentum Installation Options

Documentum Installation

Before you use PeopleSoft Contracts with Documentum, make sure that:

- The Documentum EDMS is installed and accessible via Documentum client applications (such as RightSite).
- The following DLL files exist in the PSTools/Bin/Server/Winx86 directory on your application servers, which need to support Documentum:
 - DMCL40.DLL (Documentum API Library).

- DMCLVB40.DLL (Documentum Visual Basic API).
- The Documentum initialization file (DMCL.INI) is present in the WINNT directory (Windows NT environment) on your application servers, which need to support Documentum.

Note. The Documentation files (DMCL40.DLL, DMCLVB40.DLL, and DMCL.INI) are delivered with the Documentum application. You can access and copy these files to the appropriate directories after installing Documentum client products such as WorkSpace and SmartSpace.

- You have defined the URL paths for launching Documentum and viewing documents. Select PeopleTools, Utilities, Use, URL Maintenance to update the following URL identifiers:

Select PeopleTools, Utilities, Use, URL Maintenance to update the following URL identifiers:

Note. The Documentum server (document database) must first be installed and accessible from the PeopleSoft NT Server (UNIX is not supported). When accessing Documentum functions through a PeopleSoft Documentum-enabled Internet page, the application server accessed using the PeopleSoft page must contain the appropriate Documentum runtime libraries and have access to the Documentum server.

- DOCUMENTUM_LAUNCH: The http:// address used to launch Documentum's Web interface.
Example: http://machinename/rs-bin/RightSite.dll/SSI4.htm.
- DOCUMENTUM_VIEW: The partial http:// address used to view documents.
It's similar to the launch path, but without the SSI4 executable at the end. Example:
http://machinename/rs-bin/RightSite.dll.
- You have defined document management options by selecting Set Up Financials/Supply Chain, Common Definitions.

Note. If you have questions regarding the compatibility of your Documentum system with PeopleSoft Contracts, contact your account manager.

Document Management Options

To run Documentum and PeopleSoft Contracts, you must define several document management options within PeopleSoft:

- Documentum Installation Options

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Setting Documentum Installation Options.

- Documentum Product Options (DC_PRODUCT).

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Selecting Documentum-Enabled Applications.

- Documentum Component Options (DC_PNLGRP).

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Defining Financials and Supply Chain Management Common Definitions,” Defining Document Management Options by Application.

- Documentum Page Options (DC_PNL_OPT).

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Defining Financials and Supply Chain Management Common Definitions,” Determining Documentum Page Actions.

Defining Object Names and Titles Within Documentum

Any document within Documentum that you intend to associate with a PeopleSoft page must contain an object name and object title. PeopleSoft document-enabled pages display the title to help describe the document.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Document Management Options

Document Storage

Physical documents are stored within Documentum. When you associate a document with a PeopleSoft page, only a minimal amount of information regarding that document is stored within PeopleSoft, such as document object ID, name, and title. PeopleSoft retrieves all other information pertaining to the document, such as the author, checkout status, and version, from Documentum as required. Documentum owns the documents, and PeopleSoft manages associations, or references, to them.

Note. To uniquely identify documents, the Documentum object ID is stored within the PeopleSoft database for each associated document. If the object ID changes for a document within Documentum, you must reestablish document associations within PeopleSoft. Under normal use, object IDs within Documentum do not change for a particular document version.

Document User Types

Three types of users can interact with documents:

- Contributor.

The contributor adds new documents or versions of existing documents to the Documentum database, using Documentum client or Web-based applications such as Workspace or RightSite.

- Coordinator.

The coordinator administers the document vault. This includes organizing documents in cabinets and folders as well as defining security. You cannot manage this using PeopleSoft.

- Consumer.

The consumer accesses documents from within PeopleSoft pages and Documentum applications. Consumers need to query, access, and use documents. Using PeopleSoft pages, consumers also manage the PeopleSoft document associations with Documentum. By associating documents with PeopleSoft pages, the consumer creates a dynamic link between PeopleSoft pages and documents within the vault.

New Documents and Versions

You must use a Documentum client or Web-based application, such as RightSite, WorkSpace, or SmartSpace, to contribute new documents or versions to the vault. From within PeopleSoft Documentum-enabled pages, you can launch Documentum Web-based applications using a button, once you have set up the correct URL entry for your Documentum installation.

Document Management

A contract can be complex and have many iterations. Often geographically diverse departments within an organization must have access to a contract for reviews, revisions, corrections, and so forth. People involved in the contract lifecycle must be able to make changes in both PeopleSoft Contracts and in the contract document. Through the integration between PeopleSoft Contracts and Documentum, PeopleSoft Contracts provides users with access to both the current contract document and prior iterations of the document.

With document-enabled pages, you can perform various functions including viewing document details, querying documents, associating and disassociating documents from pages, editing, checking in or out, and fixing documents.

This section discusses:

- Assigning documents to contracts.
- Disassociating documents from pages.
- Fixing documents.
- Modifying page objects and PeopleCode.
- Printing documents.

Assigning Documents to Contracts

PeopleSoft Contracts enables you to query the EDMS system from the Enterprise Resource Planning system and retrieve selected files. From the Contract Documents page in PeopleSoft Contracts you can:

- Perform queries to search for a specific document.
- Link a document to a specific PeopleSoft Contracts contract header.
- Link a document to a specific PeopleSoft Contracts contract line.
- View a read-only copy of a document.
- Check out an editable copy of a document.
- Check in a document that you have checked out and edited.
- Cancel the checkout for documents that you have checked out but decided not to edit.

Disassociating Documents From Pages

Disassociate documents from a document-enabled page by clicking the Delete button for the row you want to disassociate. Disassociating documents from pages doesn't delete the document from Documentum.

Fixing Documents

Here are some important notes regarding fixing documents.

Warning! If you unfix a document and then fix it again, the fixed document reverts to the latest (most current) version, as defined within the document database, and it might not be the same as the version that was originally fixed.

Note. Be sure to delete the original document association. It's possible to associate more than one version of the same document with a page.

Modifying Page Objects and PeopleCode

Depending on your document management requirements, you might want to modify Documentum and potentially PeopleSoft page objects and PeopleCode to meet your own business requirements. One such example is document revision numbering techniques. This can include:

- Adding the Revision field as a user-defined attribute.
- Modifying Documentum code to generate the revision number.
- Modifying page objects and PeopleCode to gain access and visibility to revision numbers within PeopleSoft.

Printing Documents

Printing documents from the client is dependent on the client software you are using to view documents. To print a document, you must first launch the document in View mode.

Managing Documents With Documentum

This section lists prerequisites and common elements and discusses how to:

- Display document-enabled pages.
- Log on to the Documentum database.
- Query documents.
- Associate documents with pages and copy document associations.
- Link and access documents.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Document Management Options

Prerequisites

The Documentum server (document database) must be installed and accessible from the PeopleSoft NT server. When accessing Documentum functions through a PeopleSoft Documentum-enabled Internet page, the application server accessed using the PeopleSoft page must contain the appropriate Documentum runtime libraries and must have access to the Documentum server.

Note. Carefully assess your organization’s document management requirements and create an overall document management strategy prior to or in conjunction with your PeopleSoft implementation.

You must indicate that Documentum is installed and also define all document installation options (such as Documentum Docbase Name and Document Object Type) using the Installation Options - Documentum page.

With the Documentum Component Options page, you control which components are document-enabled, as well as the document management buttons the system displays in the individual document-enabled pages within the group. Therefore, before you begin managing documents, you need to decide, for each individual document-enabled component, the level of access capabilities to make available. For example, let’s say you want users to view, but not query ECO documents. By using the Documentum Page Options component, you determine which PeopleSoft pages within components are document-enabled.

Common Elements Used in This Section



Click the View Document Detail button to view additional information, such as the version number and author.



Click the Query button to narrow the focus of your Documentum database search.



Click the View Document Contents button to launch the selected document for viewing only. When you view a document using PeopleSoft pages, the system retrieves a local copy of the document from the document server (by using Documentum RightSite).



Click the Launch Documentum button to access documents for check out, check in, canceling checkout, and editing.



Click the Fix Version button to fix the document association on this page to the specific document version currently selected. The fix only applies to the document as it relates to the current page.

When you fix an associated document to a page, the currently displayed version of the document is *permanently* associated with the page, without regard to future document revisions. Subsequent versions are not automatically associated with this page. Typically you won’t fix a particular document to the page until the version of the document is final.

Changing a document to fixed does the following:

- The version currently associated with the page becomes fixed to the originating page so that any subsequent checked-in versions of the document are not associated to this page.
- The document, while fixed, can no longer be checked out from this page.
- The Fixed field on the documents page changes from *N* to *Y*.



Click the Unfix Version to unfix a fixed document, thereby reassociating the page document with the current version.



Click the Copy Document Associations button to associate or link documents.



Click the Check Out button to check out the selected document.



Click the Check In button to check in the selected document.



Click the Cancel button to cancel the check out of the selected document.



Click the Unselect All button to clear all selected check boxes.



Click the Select All button to select all check boxes.

Pages Used to Manage Documents With Documentum

Page Name	Object Name	Navigation	Usage
Documentum Component Options	DC_PNLGRP	Set Up Financials/Supply Chain, Common Definitions, Documentum, Component Options	Control the document management buttons the system displays on document-enabled pages. For PeopleSoft Contracts,
Documentum Product Options	DC_PRODUCT	Set Up Financials/Supply Chain, Common Definitions, Documentum, Product Options	PeopleSoft Contracts uses the setting of <i>Enterprise</i> for the Document Enabled PS (PeopleSoft)/Product field. Enter the appropriate Documentum Docbase Name.
Document Details	DC_DOC_DETAILS_SP	Click the Document Detail button on any document-enabled page or Search Results page.	View additional information, such as version number and author, about the selected document from the document vault.
Query	DC_QRY_REQ_SP	Click the Query button on any document-enabled page.	Make attribute selections in order to narrow the focus of your search. Also use this page to associate documents to the original document-enabled page.
Search Results	DC_QRY_RESULT_SP	Click the Start Query button on the Query page.	Search the document database and specify whether to query by all versions or a specific version.
Copy Document Associations	DC_COPY_SP	Click the Copy button on any document-enabled page.	Associate or link documents to the originating page.
Contract Documents	CA_CONTR_HDR_DC	Customer Contracts, Create and Amend, Documents	Link new documents to a contract and access existing documents already linked to a contract.
Contract Line Documents	CA_LINEDETAIL_DC	Click the Contract Line Documents link on the Contract Documents page.	Link new documents to a contract and access existing documents already linked to a contract.

Displaying Document-Enabled Pages

Access the Documentum Component Options page.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Defining Financials and Supply Chain Management Common Definitions,” Defining Document Management Options by Application.

Logging in to the Documentum Docbase

To access (query or view) associated documents in the document database from PeopleSoft pages, you must be logged into Documentum. The system prompts you if a login is required. For example, when you click a button that accesses Documentum for the first time, the system prompts you for a login.

Querying Documents

Access the Query page.

Except for the optional Document contains word(s) search and the Version Option group box, each field has the following search options:

- *begins with*
- *contains*
- *ends with*
- *is equal to*
- *is greater than or equal to*
- *is greater than*
- *is less than or equal to*
- *is less than*
- *is not equal to*

Format	Documentum document file format. This is not necessarily the same as the file extension. For example, you define a Word document in Documentum as having a file format of MSWord (created with either Word 6.0 for the Mac or Word 6.0 or 7.0 for Windows), but the file extension is .doc.
Keyword(s)	You can maintain multiple keywords for each version of a document. Search on more than one keyword by separating each keyword with a comma.
Document contains word(s)	If you have enabled full-text indexing of documents in Documentum, you can search within the document itself.
Ignore Case	Select to ignore uppercase and lowercase letters in your search. This might lengthen your query execution time.
Clear Form	Click to remove field entries.
Start Query	Click to begin the query. The system displays data on the Search Results page for each document in the database matching the query criteria.

You can query either all versions or a specific version; CURRENT is the specific version default. When you query by all versions or by a specific version that is not CURRENT, the document only can be associated with a PeopleSoft page as fixed. The specific version can be any version label defined in Documentum; however, if you specify a document as not fixed on a PeopleSoft page, the version label used to identify the current document is always CURRENT.

Searching for Specific Versions of a Document

Access the Search Results page.

Associating Documents With Pages and Copying Document Associations

You can associate or link documents to the originating page in one of two ways:

- Run a query against the Documentum vault and choose which documents to associate with the page.

This action creates the initial association of a vaulted document to a PeopleSoft page. There is no limit to the number of times you can query and associate documents to a PeopleSoft page.

- Click the Copy button on any document-enabled page to copy a selected list of document associations (not the document itself) from other PeopleSoft Contracts document-enabled pages.

This feature enables you to replicate document associations throughout document-enabled pages.

Copying Document Associations

Access the Copy Document Association page.

The fields on the Copy Document Associations page vary depending on your Copy From selection from the available options.

Note. When you associate documents, the system retrieves the document name and title from the document database at the time the document is associated to a page. If you change the name and title later in the document database, the change is not automatically reflected within PeopleSoft pages. You must disassociate and reassociate the document to PeopleSoft pages to reflect changes to name and title. However, all other document attributes (such as author and format) are not stored within the PeopleSoft pages, so if these attributes are changed in Documentum, you don't need to reassociate the document to the page.

Linking and Accessing Documents

Access the Contracts Documents page.

Contract Documents			
Contract:	CON0000000000023	Business Unit:	US001
Sold To Customer:	1002	Contract Status:	ACTIVE
	Easy Solutions	Currency Code:	USD
Contract Admin:	Angelini, Gina		
       			

Contract Documents				
Customize Find 				
First  1 of 1  Last				
Sel	Document Name	Title	fixed to specific doc version	
☐			N	

[Contract Line Documents](#)

Contract Documents page

Access the Contract Line Documents page.

Contract Line Documents			
Contract:	CON0000000000023		Business Unit: US001
Sold To Customer:	1002 Easy Solutions		Contract Status: ACTIVE
Contract Admin:	Angelini, Gina		Currency Code: USD
Line:	1		
Product:	BUILDING 2	Office Building 2	Price Type: Amount

Contract Detail Documents			
Customize Find First 1 of 1 Last			
Sel	Document Name	Title	fixed to specific doc version
☐			N

Contract Line Documents page

CHAPTER 27

Managing Contracts

This chapter provides an overview of contracts and discusses how to:

- Create a personal contract list.
- Review contract summaries.
- Review contract details.

Understanding Contracts

The information within a contract controls multiple business processes. Users within different departments might be responsible for setting up a contract, administering the billing for the contract, administering the revenue recognition for the contract, processing any amendments for that contract, and so forth.

Effective contract management requires the ability to analyze contracts quickly and easily to gain insight into the specifications of the contract. The My Contracts page provides you with a view of a contract's status and customer, as well as a drill-down link to that contract. The Contract Summary page provides a more detailed view of contract specifications, such as products being sold, as well as the value of the contract. Inquiry pages enable you to review contract details.

Creating a Personal Contract List

This section discusses how to use the My Contracts page to create a personal contract list.

Page Used to Create a Personal Contract List

Page Name	Object Name	Navigation	Usage
My Contracts	CA_MYCONTRACTS	Customer Contracts, My Contracts	Create a list of contracts that you are actively tracking or managing. The My Contracts page provides you with a view of a contract's status and customer, and a drill-down link to that contract.

Creating a Personal Contract List

Access the My Contracts page.

My Contracts

Search Criteria

*Business Unit:

☒ My Contracts

Contract Type:

Contract Number:

Contract Status:

Sold To Customer:

Processing Status

☐ Pending

☐ Active

☐ Closed

Region Code:

Contract Admin:

Contract Sign Date:

From

To

Legal Entity:

Search

[Create Contract](#)

Contract List

Customize | Find | View All

First 1-2 of 2 Last

My Contract	Contract Number	Description	Business Unit	Type	Sold To Customer	Contract Admin	Contract Status	Signed on	Estimated Total	Curr.
☒	CON000000000026	Zero	US001	COMMERCIAL	Easy Solutions	Angelini,Gina	ACTIVE	11/05/2003	0.00	USD
☒	CON000000000027	Amend with Ready Plan	US001	COMMERCIAL	Easy Solutions	Angelini,Gina	ACTIVE	11/06/2003	120000.00	USD

☒ Select All
 ☐ Clear All

My Contracts page

Search Criteria

Enter specific search criteria to filter the results. If you leave these fields blank, the search returns all contracts. If you've enabled security, the system limits the list of returned contracts to those that you have permission to access.

My Contracts

If you select this check box in addition to other search criteria, the system searches for only those contracts that are included in your My Contracts list. When you access this page, the system automatically selects this check box.

Processing Status

Select a check box to limit the search to contracts that are *Pending*, *Active*, or *Closed*. You can select multiple processing statuses.

Create Contract

Click to create a new contract.

Contract List

When you first access this page, the system displays only those contracts that you previously selected into your My Contracts list.

My Contract

Select or clear to add or remove a contract to your My Contracts list.

When you first access this page, the system automatically selects this check box.

Contract Number	Click to access the Contract General Information page, where you can manage the details of this contract.
Estimated Total	Displays the contract's current total amount. This is the same value that displays in the Estimated Total field on the Contract General page (Estimated Total = Revised Gross - Revised Discount (or + Surcharge) + Non-inclusive Prepays + Estimated Amount).

Reviewing Contract Summaries

Contract summaries are vital pieces of information for all organizations. The Contract Summary page enables you to view 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).

This section discusses how to:

- Review contract summaries.
- Review contract AR items.

Pages Used to Review Contract Summaries

Page Name	Object Name	Navigation	Usage
Contract Summary	CA_CONTR_SUM_PNL	Customer Contracts, Review Contract Summary, Contract Summary	Review contract summary details.
Contract AR Items	CA_CONTR_ITEM	 Click the Contract AR Items button on Contract Summary page.	Review and edit AR item information.

Reviewing Contract Summaries

Access the Contract Summary page.

Contract Number: SFFC1		Currency: USD	Amendment Number:	
Contract Type: COMMERCIAL	Business Unit: US001	Contract Signed: 10/29/2003		
Contract Status: PENDING	Region Code:	Amendment Date:		
Customer: Alliance Group				

Contract Amounts		
Negotiated Amount:	10,000.00	Total Billed: 0.00
Discounts/Surcharges:	-2,000.00	Total Collected: 0.00 
Non-inclusive Prepays:	0.00	Total Revenue Recognized: 0.00
Total:	8,000.00	Revenue Forecasted: 58,000.20
Estimated (less Prepays):	50,000.00	
Estimated Total:	58,000.000	

Contract Lines		Customize Find  First 1-2 of 2 Last								
Line	Product	Status	Price Type	Gross Amount	Limit Amount	Estimated Amount	Start Date	End Date	Billing Plan	Revenue Plan
1	Cafeteria	Active	Amount	10,000.00	0.00	0.00			None	None
2	ALLOCATION	Active	Rate	0.00	0.00	50,000.00			None	None

Related Projects				Contract Milestones			
Business Unit	Project ID	Description	Project Status	Milestone ID	Milestone Status	Billing Impact	Revenue Impact
US004	0000000108	Demo Project		None		No	No

Contract Summary page

This page displays the contract type, contract status, customer, business unit, region code, and other vital contract information at a glance.

Contract Number

Click to access the General contract definition page. The contract number is vital for recordkeeping. The number is defined when you set up the contract.

Amendment Number

Click to access the Contract Amendment page. If an amendment is associated with this contract, the current amendment number appears. If no amendment is associated with this contract, 0000000000 appears. Click this link to access the Contracts Amendment page to create a new amendment.

Note. If this is a contract in *Pending* status, no amendment number or link appears.

Contract Amounts

This group box provides a summary of amounts for the contract's negotiated amount, discounts and surcharges, and noninclusive prepaids. In addition, the system displays the total, estimated (less prepaids), and estimated total.

Total Billed

View the total amount after billing finalization (BIIVC000) and the Projects/Contracts Interface process (BIPCC000) are complete.

This is the actual amount sent to the customer which includes the extraction of any discounts.

Total Collected

View the total amount that is collected or click the Accounts Receivable button for more detailed information. The total collected amount includes sales tax.

Note. There may be a difference between the Total Billed and Total Collected amounts since the Total Collected amount includes sales tax.



Click to access the Contracts AR Items page.

This button does not appear on the page if you do not have access to PeopleSoft Receivables or if your user profile does not provide you with access to the Contracts AR Items page.

Total Revenue Recognized

View the total amount of revenue booked to the general ledger for both fixed-fee and rate-based contract lines. This amount includes any discounts or surcharges.

Contract Lines

This group box lists information about contract lines: products and services sold, limits on the line, and the status of billing and revenue plans (if assigned).

Billing Plan

If you have a billing plan, then you can click the link displaying the billing plan status. Click the link to access the Billing Plan General page, where you can view more detailed information about the contract's billing plan.

Revenue Plan

If you have a revenue plan, then you can click the link displaying the revenue plan status. Click the link to access the Revenue Plan page, where you can view more detailed information about the contract's revenue plan.

Related Projects

This region includes information about the project description and project status.

Project ID

If you have a project attached to this contract, then you can click this link. Click the link to access the Project Summary page for the associated project.

Contract Milestones

This region includes information about contract milestones, the status of the milestone, and whether the milestone impacts billing or revenue.

Milestone ID

To view more detailed information on each milestone, click the milestone located in the Milestone ID column.

Billing Impact

Indicates whether this milestone impacts billing plans that are tied to this contract.

Revenue Impact

Indicates whether this milestone impacts revenue plans that are tied to this contract.

Reviewing Contract AR Items

Access the Contract AR Items page.

Contracts AR Items

Business Unit:US001

Contract Number:CON-003

Sold To Customer:USA03

Highland Hospital

Accounts Receivable Items						Customize Find 	First  1-3 of 3  Last	
AR Business Unit	Item ID	Item Line	Item Status	Credit Analyst	Collector	Purchase Order Reference	Document ID	Bill of Lading
US001	MVV-MT04-IU-2		Open	MPC	JFD			
US001	MVV-MT05-IU-2		Closed	MPC	JFD			
US003	MVV-MT03-IU-2		Open	MPC	JFD			

[Return](#)

Contract AR Items page

Business Unit PeopleSoft Contracts business unit.

Accounts Receiveable Items

The fields that appear in this group box are the same as those on the Item Maintenance pages in PeopleSoft Receiveables.

See *PeopleSoft Receivables 8.8 PeopleBook*, “Maintaining and Reviewing Item Information,” Changing and Reviewing Item Information.

AR Business Unit PeopleSoft Receiveables business unit.

Item ID Click to access the Item Maintenance pages for the item.

Note. If you do not have security access to a particular business unit, items for that business unit do not appear in this list.

Reviewing Contract Details

This section lists the pages used to review contract details.

Pages Used to Review Contract Details

Page Name	Object Name	Navigation	Usage
Inquire Contracts	CA_CNTR_HDR_IC	Customer Contracts, Review Contract Information, Contracts, Inquire Contracts	Review the details of existing contracts. From this page, you can navigate to the details of different contract attributes.

Page Name	Object Name	Navigation	Usage
Inquire Contract Amendments	CA_INQ_AMEND_PNG	- Customer Contracts, Review Contract Information, Amendments, Inquire Contract Amendments - Click the Inquire Contract Amendments link on the Inquire Contracts page.	Review the amendment details of a specific contract amendment.
Inquire Attachments	CA_INQ_ATTACH_SS	Customer Contracts, Review Contract Information, Attachments, Inquire Attachments	Review the attachments that are connected to the contract.
Inquire Documents	CA_INQ_DOCUMENT_SS	Customer Contracts, Review Contract Information, Documents, Inquire Documents	View documents that are linked to the contract.
Contract Notes	CA_INQ_NOTES_IC	Customer Contracts, Review Contract Information, Notes, Contract Notes	Review internal notes that have been added to a contract.
Inquire Contract Milestones	CA_MILESTON_PNG_IC	Customer Contracts, Review Contract Information, Milestones, Inquire Contract Milestones	Review the milestones that you associated with a contract. From this page, you can navigate to the details for a specific milestone.
Inquire Project/Activities	CA_PROJ_ACT_PNL_IC	Customer Contracts, Review Contract Information, Projects/Activities, Inquire Project/Activities	Review the project and activities that are associated with a contract.
Reimbursable Agreement Inquiry Criteria	INQ_RMC18_CRITERIA	Customer Contracts, Review Contract Information, Reimbursable Agreement, Reimbursable Agreement Inquiry Criteria	For federal government customers, select criteria and review reimbursable agreements.
Contract Addresses	CA_CONTR_ADDR_SS	Click the Customer Addresses link on the Inquire Contracts page.	Review the contract header defaults for these address items: bill to customer, bill to contact, and sold to customer.
Contract Discounts	CA_CONTR_REduc_PNL	Click the Contract Discounts link on the Inquire Contracts page.	Review any discounts that are associated with fixed-amount contract lines.
Inquire Contracts - Contract Lines	CA_CNTR_LN_SS	Click the Contract Lines link on the Inquire Contracts page.	Review all active contract lines on a contract. From this page, you can navigate to the contract line details.

Page Name	Object Name	Navigation	Usage
Inquire Contracts - Contract Line Detail	CA_CONTR_LN_DTL_SS	Click the product link for a contract line from the Inquire Contracts - Contract Lines page.	Review the details for a contract line.
Inquire Line Documents	CA_INQ_DOCLN_SS	Click the Contract Line Documents link on the Inquire Documents page.	View documents that are linked to contract lines.
Inquire Contracts - Contract Notes	CA_NOTE_LIST_SS	Click the Contract Notes link on the Inquire Contracts page.	Review internal notes that have been added to a contract.
Inquire Contract Milestones (milestone detail)	CA_MS_CND_SLCT_SS	Click the Milestone link for an individual milestone on the Inquire Contract Milestones page.	Review the details that are defined for a specific milestone. From this page, you can navigate to the conditions that are defined for a milestone.
Inquire Contract Milestones - Milestone Conditions	CA_MS_COND_DTL_SS	Click the Milestone Condition link on the Inquire Contract Milestones (milestone detail) page.	Review the conditions that are defined for a milestone. Milestones use milestone conditions to determine when a milestone can be marked by the system as completed.

CHAPTER 28

Working with Federal Reimbursable Agreements

This chapter provides an overview of federal reimbursable agreements and discusses how to:

- Set up federal reimbursable agreements.
- Inquire on federal reimbursable agreements.

Note. This chapter discusses features designed to meet federal reimbursable agreement requirements. However, these features are available for use by any customers. If you select the federal reimbursable agreement functionality at the installation level, all contracts that you create appear by default as *reimbursable agreements*. Also, this chapter only provides information on federal reimbursable agreements as they relate to PeopleSoft Contracts.

Understanding Federal Reimbursable Agreements

Federal reimbursable agreements allow federal agencies as well as the Department of Defense to perform work on behalf of others and then be reimbursed for the work performed. The reimbursement agreement amount is established by a negotiation process between the federal agency and an outside party. The federal agency is only reimbursed the amount agreed upon by both parties; therefore, it is imperative that reimbursable agreements are tracked separately from other types of funding.

This section discusses:

- Reimbursable contract functionality.
- Related Projects page edits.
- Reimbursable amounts.

Reimbursable Contract Functionality

Reimbursable agreement functionality differs from the core contract functionality. Reimbursable agreements are subject to additional edits. Here are the specific characteristics of reimbursable contracts and contract lines:

- You can add only rate-based products to contract lines on reimbursable agreements.
- When adding contract lines to the contract, the system sets all lines to *Active* status.

You can change this status, but the system picks up only *Active* contract lines in the Federal Reimbursable Agreement processes.

- Amount allocation and amendment amount allocation are not requirements of contract activation and readying an amendment.
- An amount is required on the Contract General page upon activation.

This amount is open and editable prior to activation only if the Apportionment Amount Restricted check box is not selected at the installation level. If the Apportionment Amount Restricted check box is selected on the Contracts - Installation Options page, the system sets the amount value for you automatically. The system populates the amount upon save of the project on the Related Projects page for the first contract line.

- If you enter an amount on the Contract General page (when the Apportionment Amount Restricted check box is not selected at the installation level), the system does not overwrite the amount upon save of the first limit and project combination on the Related Projects page.
- When the system derives the apportionment amount for the contract header from PeopleSoft General Ledger (the Apportionment Amount Restricted check box is selected at the installation level), the system uses the following criteria: the project ID from the Related Projects page, PeopleSoft General Ledger business unit (GLBU) from the GLBU associated with the PeopleSoft Contracts business unit of the contract, the accounts from the setup page mapping PeopleSoft General Ledger accounts to the apportionment amount definition, and the ledger or ledger group from the setup page.

The amount for the contract header is the sum of amounts using the above criteria on the table specified by PeopleSoft General Ledger.

- You must specify a limit and project/activity combination on the Related Projects page upon save of that page for each contract line.
- You can specify only one project per contract.

You can specify only one project/activity combination per contract line.

- Upon save of the Related Projects page, the sum of the limits on all contract lines must be less than or equal to the amount on the Contract General page.

If the amount on the Contract General page is left blank, the system retrieves the amount from PeopleSoft General Ledger to populate on the Contract General page and uses that amount in the edit check. If the new contract line that you are adding has a limit that makes the sum of all contract lines exceed the amount on the Contract General page, the system does not allow you to add the limit and project/activity to the Related Projects page. Also, if the same circumstances apply, but you are adding the contract line in an amendment, the system will not let you *ready* the amendment to process into the contract.

- When adding a contract line to a contract after activation (in amendment mode), you must add the line first.

Process the amendment with the new contract line. Add a project to the Related Projects page of that line and then, on another amendment, specify the limit for the contract line. This is a two-step process requiring the creation of two amendments. First, enter one amendment to add a contract line, ready the amendment, and process the amendment into the contract. Then, enter a second amendment to add a limit to the newly added contract line. Upon save of the second amendment, (or upon changing the second amendment's status to *ready*), edit checks occur.

- Upon adding a contract line to the contract after activation (in amendment mode), in the amendment where the limit is added, the limit of that contract line plus the sum of the limits already on the contract must be less than or equal to the amount on the Contract General page.

If the sum of the amounts exceeds the contract amount, the system does not allow you to save the new Related Projects page information and, therefore, you cannot set the amendment to *ready* status.

- The amount on the Contract General page is not editable after activation unless a) the contract is a reimbursable agreement and b) the customer is Federal.

Thus, for nonfederal customers, once a contract is activated, you cannot change the header amount. This is true whether or not you select the Apportionment Amount Restricted check box at the installation level.

- All advances for federal reimbursable agreements are noninclusive prepaids.
- If the sold to customer on the contract is nonfederal, an additional edit takes place upon adding a limit to a contract line prior to activation or in an amendment.

The edit ensures that the sum of all limits on the contract lines is less than or equal to the sum of all *ready* prepaids on the contract.

- Upon deletion of a prepaid (when the Federal Reimbursable Agreements option is selected at the installation level, the contract has the reimbursable agreement check box selected on the Contract General page, and the customer on the contract is nonfederal), you may receive a warning.

If the sum of all limits on all contract lines is less than the sum of all *ready* prepaids, the system warns you that the deletion of the prepaid will result in the limit amounts being greater than the prepaids for this customer's contracts.

- When you select the Federal Reimbursable Agreements option at the installation level, the Accounting Rules page points to the PeopleSoft General Ledger tables (which include budgetary ChartField values).

When this option is not selected, the system limits your selection to exclude budgetary ChartFields.

Related Projects Page Edits

Upon save of the Related Projects page, the system may make information unavailable for the following reasons:

- Upon save, you did not input both the limit and the project/activity combination.
- You did not define the apportioned amount accounts on the Account Mapping page in PeopleSoft General Ledger.

This resulted in the system not being able to find an apportioned amount in the PeopleSoft General Ledger ledgers.

- No amount is booked in PeopleSoft General Ledger to the specified project ID.

The journal may not be posted or the entry was posted under a different project ID than the one entered on the Related Projects page.

- The amount posted in PeopleSoft General Ledger was posted to a different PeopleSoft General Ledger business unit (GLBU) than to the GLBU associated with the contract's PeopleSoft Contracts business unit (CABU).

You must specify both to the same GLBU, and the currencies must be the same.

- The amount posted to PeopleSoft General Ledger was less than the sum of the existing limits plus the limits being added on the Related Projects page.
- The customer on the contract header is classified as a nonfederal customer on the customer record and there are no prepaids associated with the contract.

Or, the sum of the *ready* prepaids is less than the sum of the existing limits plus the limit being added on the Related Projects page.

Reimbursable Amounts

Each reimbursable amount that the system displays on the Reimbursable Agreement Inquiry page depends upon whether the detail amount for an account is either added or deducted to calculate the higher level amount for each amount type. You must set up these amounts and accounts in PeopleSoft General Ledger. The accounts that you use in your organization may differ.

Note. The account numbers referenced in the amount definitions are configurable to reflect the descriptions noted here and are based on your account structure. These configuration formulas are recommendations using JFMIP standards. Set up your own account structure on the Reimbursable Agreement Account page.

Advanced Amount	Equals account 2310 + (account 5200 + unbilled AR) for the search criteria specified for the inquiry. Unbilled AR (UAR) is an account between revenue recognition and billing for transactions processed by PeopleSoft Project Costing and PeopleSoft Contracts, and should be included in the calculation. The advanced amount is paid in advance by the government agency to the company that has a reimbursement agreement with them for providing the product or service. It is unearned revenue (prepaid balance) because the company that receives the funds has not performed any services or provided any products yet. It is reduced by the amounts that are earned by the company through providing a service or product (account 5200) and UAR.
Advanced Amount Remaining	Equals the sum of account 2310 for the specified inquiry search criteria. Also known as account 2310: Advances From Others. This is the amount that still remains in account 2310 (Advanced Amount) that is offset by the revenue recognized for services performed or products provided by the company that is subject to the reimbursement agreement.
Earned Amount	Equals the sum of account 5200 for the specified inquiry search criteria. Also known as account 5200: Revenue From Services Provided. This account represents revenue that you can recognize because the company has performed a service or provided a product to the government agency that is eligible for the reimbursement. This account reduces account 2310: Advanced Amount.
Billed Amount	Equals the <i>Advanced Amount</i> minus account 2310. This is the amount that you bill to the government agency because the company provided a service or product that was eligible for reimbursement. If the advanced amount account no longer has funds available, then you must invoice this amount to the government agency because the services or product provided were subject to the reimbursement agreement. If the advanced amount account still has funds available, then you apply the bill to the account.
Reimbursable Agreement Amount	Equals the total contract amount for the contract ID linked to a specific project ID. This is the total negotiated reimbursement amount that was agreed to by the company and the government agency for the service or product to be provided. It is the total contract amount for the contract ID that is linked to a specific project ID.
Unbilled Amount	Equals the sum of the UAR account for the specified inquiry search criteria. This represents the sum of UAR. UAR is a holding account that is used to manage the timing differences between revenue recognition and billing. It is used as an offset to the advanced amount account.

Obligated Amount	Equals the sum of accounts 4802, 4872, 4882, 4801, 4871, and 4881 for the specified inquiry search criteria. This is the amount that the government agency is obligated to pay to the company for providing a service or product that was under the reimbursable agreement. This amount has not been paid to the company yet. It is the sum of the following accounts: • 4802: Unexpended Obligations - Prepaid/Advanced • 4872: Downward Adjustments of Prior-Year Prepaid/Advance Unexpended Obligations Refunds Collected • 4882: Upward Adjustments of Prior-Year Prepaid/Advanced Unexpended Obligations • 4801: Unexpended Obligations - Unpaid • 4871: Downward Adjustments of Prior-Year Unpaid Unexpended Obligations • 4881: Upward Adjustments of Prior-Year Unpaid Unexpended Obligations
Expended Amount	Equals the sum of accounts 4902, 4972, 4982, 4901, 4971, and 4981 for the specified inquiry search criteria. This is the amount that the government agency paid to the company for providing a service or product that was under the reimbursable agreement. It is the sum of the following accounts: • 4902: Expended Authority - Paid • 4972: Downward Adjustments of Prior-Year Paid Expended Authority Refunds Collected • 4982: Upward Adjustments of Prior-Year Paid Expended Authority • 4901: Expended Authority - Unpaid • 4971: Downward Adjustments of Prior-Year Unpaid Expended Authority • 4981: Upward Adjustments of Prior-Year Unpaid Expended Authority
Collected Amount	Equals the sum of account 1030 for the specified inquiry search criteria. It is the sum of account 1030, which is the fund balance for the company. It is the amount that the company has collected from the government agency for providing a service or product that was subject to the reimbursable agreement.
Apportionment Amount	User-defined amount. Based upon an allotment of funds, the apportionment amount is used specifically for a certain project or company.

See Also

PeopleSoft General Ledger 8.8 PeopleBook, “Federal Government, Statutory, and XBRL Financial Statement Reporting,” Setting Up Federal Reimbursable Agreement Accounts in General Ledger

Setting Up Federal Reimbursable Agreements

This section lists the pages used to set up federal reimbursable agreements.

Pages Used To Set Up Federal Reimbursable Agreements

Page Name	Object Name	Navigation	Usage
Installation Options - Contracts	INSTALLATION_CA	Set Up Financials/Supply Chain, Install, Installation Options, and then click the Contracts link.	Select the Federal Reimbursable Agreements check box so that contracts created will have a reimbursable agreement indicator that allows you to tag a contract as a reimbursable agreement. Select the Restricted Apportionment Amount check box (optional).
Reimbursable Agreement Account	RMC18_SETUP	General Ledger, Federal Reports, Define Reimbursable Account, Reimbursable Agreement Account	Define accounts for amount advanced, amount advanced remaining, amount billed, amount earned, amount unbilled, amount obligated, amount expected, and amount collected.
Contract - Additional Information	CA_HDR_OTHER_INFO	Customer Contracts, Create and Amend, General Information, Additional Information	Select the Reimbursable Agreement check box to indicate that this contract is for a reimbursable agreement. If you select the Federal Reimbursable Agreement option at the installation level, the system selects this check box automatically.
Contract General	CA_HDR_PNL	Customer Contracts, Create and Amend, General Information	Set up and manage contract header information. Specify a reimbursable amount.
Prepaid Balances - Prepays	CA_PPD_CONTRACT	Click the Prepays link in the Go To drop-down list box on the Contract General page.	Establish prepaid balance amounts.
Billing Plan - Billing Plan General	CA_BP_GEN_INFO	Click the Create Bill Plan link on the Initial Billing tab of the Prepaid - Prepaid Balances page.	Define the high-level billing information for a billing plan. The system associates the information you define on this page to all billing lines that you create under this billing plan. This information is then sent to PeopleSoft Billing.

Page Name	Object Name	Navigation	Usage
Contract - Lines	CA_OBLIGATIONS	Customer Contracts, Create and Amend, General Information, Lines	Add products to create a contract. Each product appears on the contract as a distinct contract line number.
Related Projects	CA_DETAIL_PROJ	Click the Projects link on the Details tab of the Contract - Lines page.	Record an order against the reimbursable amount as a limit. Create a project/activity combination for the contract line. Attach a rate template to a contract line.

See Also

PeopleSoft General Ledger 8.8 PeopleBook, “Federal Government, Statutory, and XBRL Financial Statement Reporting,” Setting Up Federal Reimbursable Agreement Accounts in General Ledger

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Defining PeopleSoft Contracts Installation Options

Inquiring On Federal Reimbursable Agreements

Reimbursable agreements are vital pieces of information for federal agencies and the Department of Defense. It is important for these agencies to have access to the current status, reimbursable amount, billing limit, amount expended against the agreement, and amounts collected against the agreement. This section discusses how to:

- Specify reimbursable agreement inquiry criteria.
- View reimbursable agreement inquiries per contract.

Pages Used to Inquire On Federal Reimbursable Agreements

Page Name	Object Name	Navigation	Usage
Reimbursable Agreement Inquiry Criteria	INQ_RMC18_CRITERIA	Customer Contracts, Review Contract Information, Reimbursable Agreement	Select criteria to view reimbursable agreements.
Reimbursable Agreement Inquiry Results	INQ_RMC18_RESULTS	Customer Contracts, Review Contract Information, Reimbursable Agreement, and then click the Inquiry Results link.	View reimbursable agreement information.

Specifying Reimbursable Agreement Inquiry Criteria

Access the Reimbursable Agreement Inquiry Criteria page.

Reimbursable Agreement Inquiry Criteria

Inquiry Name: REIMBURSE2

***GL Business Unit:** US001

***Ledger:** LOCAL

***Project:** 0000000106 **Refresh** [Inquiry Results](#)

Chartfield Criteria	
ChartField Name	Field Value

Reimbursable Agreement Inquiry Criteria page

This page enables you to specify inquiry criteria.

Inquiry Name	Displays the name entered in the search.
GL Business Unit	Select a PeopleSoft General Ledger business unit.
Ledger	Select a ledger. This value represents the ledger to which all the contract accounting entry lines are posted; it appears by default as the primary ledger of the default ledger group for the business unit.
Project	Select a PeopleSoft Project Costing ID. This value represents the project ID related to this contract.
Fiscal Year	Enter the fiscal year as a time frame for the inquiry.
ChartField Criteria	Enter optional ChartField criteria in addition to the required criteria.
Refresh	Click to reload the ChartFields in the ChartField grid.
Inquiry Results	Click to run the inquiry and view results.

Viewing Reimbursable Agreement Inquiries per Contract

Access the Reimbursable Agreement Inquiry Results page.

Reimbursable Agreement Inquiry Results

Reimbursable Agreement: SF2

Reimbursable Description: Doc Seq

Customer: Alliance Group

Business Unit: FED01

Project: 0000000106

[Return to Criteria Page](#)

▼ Chartfield Criteria		Customize Find 	First  1 of 1  Last
ChartField Name	Field Value		

Reimbursable Agreement Amount:	4,000.00	Currency: USD

Advanced Amount:	0.00	Currency: USD

Advanced Amount Remaining:	0.00	Currency: USD

Billed Amount: 0.00 **Currency:** USD

Earned Amount:	0.00	Currency: USD

Unbilled Amount:	0.00	Currency:	USD

Committed Amount: 0.00 **Currency:** USD

Obligated Amount:	0.00	Currency: USD

Expended Amount: 0.00 **Currency:** USD

Collected Amount: 0.00 **Currency:** USD

Reimbursable Agreement Inquiry Results page

This page enables you to view reimbursable agreements based on the selections that you made on the Reimbursable Agreement Inquiry Criteria page.

Note. Your PeopleSoft General Ledger business unit currency and contract currency must be the same.

Reimbursable Agreement	Displays the reimbursable agreement, which represents the contract ID.

Reimbursable Description	Displays the contract description.

Customer	Displays the sold to customer stated in the contract.

Project Displays the project related to this contract.

ChartField Criteria	Represents the results of the criteria entered on the Reimbursable Agreement Inquiry Criteria page.

Reimbursable Agreement Amount fields These fields represent the monetary amount in the prospective currency.

APPENDIX A

PeopleSoft Contracts Reports

This appendix provides an overview of PeopleSoft Contracts reports and enables you to view summary tables of all reports.

Note. For samples of these reports, see the Portable Document Format (PDF) files that are published on CD-ROM with your documentation.

See Also

PeopleSoft PeopleTools PeopleBook: PeopleSoft Process Scheduler

PeopleSoft Contracts Reports: A to Z

This table lists the PeopleSoft Contracts reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation	Run Control Page
CA_BILL Contracts Billing Management Report	Displays details of billing plans, including the events associated with those plans, the status of the events, and the amount of future billings that can be expected. Note. This report displays billing plans with open events only.	Customer Contracts, Reports, Billing Management	RUN_CA_BIL_RPT
CA_LMT Active Contracts Limit Amount Management Report	Displays details of a contract's limits and the amount of the limit remaining.	Customer Contracts, Reports, Limit Amount	RUN_CA_LMT_RPT
CA_MS Contracts Milestone Event Management Report	Displays details of contract milestones, including the milestone's ID, description, status, and conditions.	Customer Contracts, Reports, Milestone Management	RUN_CA_MS_RPT
CA_PP Contracts Prepaid Management Report	Displays details on prepaid balances, including the status, the date the balances are expected to expire, and the amount remaining.	Customer Contracts, Reports, Prepaid Management	RUN_CA_PPD_RPT

Report ID and Report Name	Description	Navigation	Run Control Page
CA_REV Contracts Revenue Management Report	Displays revenue plans, including the status of these plans and the events associated with them. The report also displays the status of the events and the amount of future revenue that can be expected. Note. This report displays revenue plans with open events only.	Customer Contracts, Reports, Revenue Management	RUN_CA_REV_RPT
CA_RNWL Contracts Renewal Report	Displays details of renewable contract lines, including whether they have been assigned to a renewal plan, what status they are in, and the amount of future revenue that can be expected from them.	Customer Contracts, Reports, Renewal Management	RUN_CA_RNW_RPT

Glossary of PeopleSoft Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
action template	In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.
activity	In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities. In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing. In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks. In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

agreement	In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.
allocation rule	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.
alternate account	A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
AR specialist	Abbreviation for <i>receivables specialist</i> . In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.
assessment rule	In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
book	In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."
budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.
budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
business event	In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

	In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.
catalog map	In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company's catalog.
catalog partner	In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
ChartField	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.
ChartField combination edit	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
ChartKey	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
checkbook	In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.
Class ChartField	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called <i>sub-classification</i> .
clone	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
collection	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

collection rule	In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.
compensation object	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.
compensation structure	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
condition	In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.
configuration parameter catalog	Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
configuration plan	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
content reference	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
context	In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running. In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.
control table	Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.
cost profile	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
cost row	A cost transaction and amount for a set of ChartFields.
current learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.
data acquisition	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
data elements	Data elements, at their simplest level, define a subset of data and the rules by which to group them. For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.
dataset	A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method	In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method. In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.
delivery method type	In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.
directory information tree	In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.
document sequencing	A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.
dynamic detail tree	A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.
edit table	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.
effective date	A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
EIM ledger	Abbreviation for <i>Enterprise Incentive Management ledger</i> . In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.
elimination set	In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.
entry event	In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.
equitization	In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.
event	A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete. In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.
event propagation process	In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects.

	Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
exception	In PeopleSoft Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
fact	In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.
forecast item	A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.
fund	In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.
generic process type	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
group	In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs). In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
incentive object	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.
incentive rule	In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
incur	In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
item	In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse). In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.
KPI	In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment. An abbreviation for <i>key performance indicator</i> . A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

LDIF file	Abbreviation for <i>Lightweight Directory Access Protocol (LDAP) Data Interchange Format file</i> . Contains discrepancies between PeopleSoft data and directory data.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.
learning components	In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
learning environment	In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
ledger mapping	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as <i>rates</i>) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
load	In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.
local functionality	In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.
location	Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a <i>1</i> —is the address you use most often and may be different from the main address.
logistical task	In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new

laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.

market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
match group	In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.
MCF server	Abbreviation for <i>PeopleSoft MultiChannel Framework server</i> . Comprises the universal queue server and the MCF log server. Both processes are started when <i>MCF Servers</i> is selected in an application server domain configuration.
merchandising activity	In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.
meta-SQL	Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
metastring	Metastings are special expressions included in SQL string literals. The metastings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
multibook	In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
national allowance	In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also <i>compensation object</i> .
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
pending item	In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft application processor. PeopleCode generates results based upon existing data or user actions. By using business interlink objects, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.
PeopleCode event	An action that a user takes upon an object, usually a record field, that is referenced within a PeopleSoft page.
PeopleSoft Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
plan	In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.
plan context	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
plan template	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
planned learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.
planning instance	In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
portal registry	In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
price list	In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.
price rule	In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

price rule condition	In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.
price rule key	In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
process definition	Process definitions define each run request.
process instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
process job	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.
process request	A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.
process run control	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
product category	In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
programs	In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.
progress log	In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.
project transaction	In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.
promotion	In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.
publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
record group	A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.
record input VAT flag	Abbreviation for <i>record input value-added tax flag</i> . Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT

	on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.
record output VAT flag	Abbreviation for <i>record output value-added tax flag</i> . See <i>record input VAT flag</i> .
reference data	In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.
reference object	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
reference transaction	In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.
regional sourcing	In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.
relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
remote data source data	Data that is extracted from a separate database and migrated into the local database.
REN server	Abbreviation for <i>real-time event notification server</i> in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
role	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
run control	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.

run-level context	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
search query	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
section	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
serial genealogy	In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.
serial in production	In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.
session	In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
session template	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.
setup relationship	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
share driver expression	In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.
single signon	With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.
source transaction	In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
SpeedChart	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.
SpeedType	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
staging	A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

statutory account	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
storage level	In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.
subcustomer qualifier	A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.
Summary ChartField	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
summary ledger	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
summary time period	In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.
summary tree	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.
syndicate	To distribute a production version of the enterprise catalog to partners.
system function	In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.
TableSet	A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.
TableSet sharing	Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
template	A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
territory	In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
TimeSpan	A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather

	than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.
trace usage	In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and “picked up” by a different section for further processing.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
tree	The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
universal navigation header	Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.
user interaction object	In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
variable	In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
VAT exception	Abbreviation for <i>value-added tax exception</i> . A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for <i>value-added tax exempt</i> . Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for <i>value-added tax exoneration</i> . An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for <i>value-added tax suspension</i> . An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

work order	In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
worksheet	A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.
worklist	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
yield by operation	In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.
zero-rated VAT	Abbreviation for <i>zero-rated value-added tax</i> . A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

Index

A

- Accounting Distribution -
 - Discounts/Surcharges page 134
- Accounting Distribution page 113–114, 116, 131
- accounting distribution source 126
- accounting distributions
 - changing 240–241
 - creating for interunit transfers 118
 - defining amount-based contract lines 110, 113–114, 116
 - defining deferred revenue 114–115, 133
 - defining discount and surcharge revenue 135
 - defining discounts and surcharges 117, 134
 - defining distribution rules 112
 - defining distribution sets 112
 - defining for a contract line 112
 - defining multicurrency 111
 - defining product defaults 111
 - defining rate-based contract lines 110, 114–115, 117
 - defining recurring contract lines 111, 114–115
 - defining revenue 113–114, 132
 - defining unbilled AR 115–117, 133
 - entering 129, 131
 - forecasting revenue 133
 - managing 131
 - managing revenue with PeopleSoft Billing 125
 - managing revenue with PeopleSoft Contracts 124
 - setting up 78, 109
 - source 127
 - types of 109
 - understanding 109, 129
- accounting entries
 - accounting in PeopleSoft Billing 123
 - accounting in PeopleSoft Contracts 123
 - viewing fixed amount entries in the General Ledger 257
 - viewing rate-based entries in the General Ledger 258
- Accounting for Projects 228
- accounting rules 163
- Accounting Rules Engine (PSA_ACCTGGL) 228, 234
- Acct Rate Jrnl page 250, 258
- activities 166
- ad hoc products
 - creating 41, 45, 94–95, 104
 - understanding 34
- Add Milestones page 182
- additional documentation xx
- Amendment Amount Allocation page 419
- Amendment Detail page 417
- Amendment Reason page 67
- amendment statuses 412–413
- Amendment Type page 66
- amendments
 - allocating amounts 419
 - creating 414–415
 - defining reasons 65
 - defining types 65
 - entering details 415
 - managing 417
 - processing 421
 - reviewing 417
 - understanding 411
- Amendments (process) page 421
- amount allocation 137
- Amount Allocation page 143
- amount-based
 - changing accounting distributions 240
 - defining accounting distributions 110, 113–114, 116, 129
 - deleting contract lines 140
 - pricing 137, 141
 - processing revenue 227, 232
 - redistributing revenue 246, 262
 - reversing accounting entries 259
 - setting up interunit transfers 118
- amounts 83
- analysis types 244
- application fundamentals xix
- apportionment

- parameters 217
- prorating 22
- as incurred
 - billing method 289
 - defining billing plan events 311
 - reviewing billing plan statuses 379
- As Incurred Accounting Distribution
 - page 114, 117
- Assign Billing Plan page 326
- Assign Cycles page 407
- Assign Revenue Plan page 221
- attachments 15
 - adding documents 103
 - adding to a contract 102
- Attachments page 102
- award profiles 99

B

- BAM 275
- basis amount 148
- basis type 147
- BIDIRIV2 337
- BIDIRIVC 337
- billing
 - fixed-fee 336
 - integrating 10
 - managing 353
 - methods 288
 - PeopleSoft Project Costing 160
 - plans 286
 - processing 331
 - rate-based 160, 335
 - recurring 336
 - reversing activity 353, 372
 - reviewing 372
 - reviewing billing events 377
 - reviewing billing plans 374
 - reviewing cross-reference table 354
 - reviewing statuses for as incurred billing
 - plans 379
 - statuses 289
 - streamlining 337
 - understanding 285
 - value-based 336
- Billing Address page 102
- billing default overrides 309
- billing management 353
- billing methods
 - as incurred 289
 - immediate 289
 - milestone 288
 - percent complete 288
 - recurring 289
 - understanding 288
 - value based 289
- billing options 99–100
- Billing Options page 100, 174
- Billing Plan - Billing Plan General
 - page 307
- Billing Plan - Billing Plan Lines page 305, 315
- Billing Plan - Events page 304, 311
- Billing Plan - History page 306, 322
- Billing Plan - Recurring Detail page 306, 320
- Billing Plan - Tax Parameters page 306
- Billing Plan - Tax Params page 321
- Billing Plan - Value Based Lines
 - page 306, 318
- billing plan cross-reference
 - reviewing 354
 - setting fields 358
- billing plan cross-reference history 322
- billing plan cross-reference table
 - reviewing examples 362
 - statuses 299
 - updating from Contracts Billing
 - Interface 358
 - updating from Projects/Billing
 - Interface 360
 - updating manually 361
- Billing Plan Detail Template page 49
- billing plan detail templates 35, 49, 96
- Billing Plan Event Note page 305
- billing plan events
 - associating projects 314
 - defining 311
 - status flow 297
 - statuses 296
- Billing Plan Header Note page 304
- Billing Plan Line Details page 305, 318
- Billing Plan Line Note page 305
- billing plan lines
 - creating 315
 - creating value-based lines 318
 - viewing details 318
- billing plan notes 430
- billing plan templates
 - defining 46
 - understanding 35

- billing plans
 - assigning contract lines 300, 326
 - assigning to contract lines 326
 - combining like templates 95
 - creating billing plan detail templates 35
 - creating lines 315
 - creating plans from templates 95
 - creating value-based lines 318
 - defining billing plans 301
 - defining events 311
 - defining high-level information 307
 - managing 353
 - readying from templates 292
 - retainages 288
 - selecting templates 96
 - setting up 285
 - status flow 294
 - statuses 290
 - templates 35, 287
 - understanding 286
 - updating tax parameters 321
 - viewing cross-reference history 322
 - viewing line details 318
 - viewing recurring billing plans 320
- billing processing
 - direct invoicing 338
 - invoicing 340
 - preapprovals 338
 - processing limits 340
 - running for amount-based and value-based billing 351
 - running for as incurred billing 349
 - running for recurring billing 351
 - running the CA_BI_INTFC process 335
 - streamlining 337
 - understanding 331
 - understanding taxes 339
 - updating PeopleSoft Contracts 334
- Billing to Projects Process 385
- bonus and penalty options 139, 151, 153
- Build Forecast page 278
- burden plans 99
- Business Analysis Modeler (BAM) 275
- business processes 1
- business structure 15
- business units 17, 19

C

- Ca Acct Line Jrnl page 250, 257

- CA_BI_INTFC 335, 347
- CA_LOAD_DEF 226, 230
- CA_LOAD_GL1 227, 232
- CA_LOAD_UPD 230
- CA_LOADGL1 161
- CA_MS_PRCS 190–191
- CA_PCT_UPD 160, 172
- comments, submitting xxiii
- common elements xxiii
- component interfaces 2
- Consolidated Publications Incorporated (CPI) xx
- contact information xxiii
- Contract - Additional Information page 97
- Contract - General page 82, 415
- Contract - Lines page
 - Amount Detail 89
 - Deferred Revenue 91
 - Details 87
 - General 85
 - Renewals 92
- Contract Addresses page 449
- Contract Amendments page 415
- contract business units 17
- contract classes 70
- contract details 448
- Contract Discounts page 449
- Contract Documents page 440
- contract general information 81
- contract headers
 - defining 81
 - setting up 82
 - understanding 70
- Contract Line Documents page 441
- contract lines
 - accounting distributions 109, 112
 - adding 85
 - assigning billing plans 326
 - changing lines on pending contracts 139
 - changing revenue recognition methods 202
 - creating accounting distributions 78
 - deferred revenue 91
 - defining 85
 - deleting amount-based 140
 - deleting rate-based 140
 - generating sales orders 78, 105
 - interunit transfers, amount-based 118
 - interunit transfers, rate-based 118, 122

- line details 87
- managing accounting distributions 131
- pricing 89, 146
- pricing percent-based 147
- process flow 75
- product kits 77
- products 77, 93–94
- projects and activities 166
- rate-based products 78
- renewals 92
- statuses 74–75
- tiered pricing 170
- understanding 73
- viewing renewable details 406
- contract list 443
- contract notes 427
- Contract Notes page 449
- Contract Product Search page 94
- contract rates 156
- contract reports 461
- Contract Reversal page 259
- contract security 23
- Contract Status page 40
- contract statuses
 - defining 28, 39
 - security 24
- contract summaries 445
- Contract Summary page 445
- contract types, defining 41
- contracts
 - adding products 94
 - amending 411
 - attachments 102
 - billing options 99
 - classes 70
 - copy 84
 - copying 72
 - creating 13, 69
 - defining 81
 - defining additional information 97
 - headers 82
 - managing 443
 - pricing 137
 - revenue plans 214
 - reviewing details 448
 - templates 72
 - understanding 69
- Contracts Billing Interface
(CA_BI_INTFC) process 335, 385

- running for amount-based and
value-based billing 351
- running for as incurred billing 349
- running for recurring billing 351
- understanding 347
- updating the cross-reference table 358
- Contracts Center 7
- Contracts Center page 7
- Contracts Definition – BU Definition
page 18
- Contracts Definition – BU Options
page 18
- Contracts GL Options page 56
- Contracts Products Search page
General 96
Templates 96
- Copy Document Associations page 440
- Copy From Contract page 82, 84
- country-specific documentation xxii
- Create Adhoc Line page 104
- Create Forecast page 276
- Create Products from Ad Hoc Products
page 43, 45
- cross-references xxii
- Customer Connection web site xx

D

- data flow 14
- deferred revenue
 - creating interunit transfers 121
 - defining accounting date for
amendments 418
 - defining accounting distributions 114, 133
 - defining amount-based contract
lines 114
 - defining for contract lines 91
 - defining rate-based contract lines 115
 - defining recurring contract lines 115
 - overriding 21
 - PeopleSoft Billing managing
revenue 128
 - processing 226, 230
 - reversing accounting entries 260
 - setting up for prepaid amounts 392
- deferred revenue accounting date 418
- Deferred Revenue Reversal page 260
- Define Contract Type page 41
- direct invoicing 338
- Discount/Surcharge page 55

- discounts 134
 - amount-based 55
 - defining 55
 - fixed-amount contract lines 342
 - rate-based contract lines 342
 - understanding 342
- discounts and surcharges
 - applying contract discounts 148
 - applying contract line discounts 149
 - creating accounting distributions 117
 - defining 55
 - managing accounting distributions 134
 - pricing 138, 144–146
 - viewing contract line discounts 151
- Discounts/Surcharges Inquiry page 151
- distribution rules 112
- distribution sets 112
- document attachments 15
- document sequencing 55
- document users 433
- documentation
 - country-specific xxii
 - printed xx
 - related xx
 - updates xx
- documents
 - adding 434
 - assigning 431, 434
 - associating with pages 440
 - attaching files 103
 - copying associations 440
 - defining document management options 432
 - disassociating from pages 434
 - linking to contracts 440–441
 - managing 434–435, 438
 - printing 435
 - querying 439
 - searching for versions 440
 - using Documentum 433
- Documents - Search Results page 440
- Documentum
 - defining document management options 432
 - installing 431
 - logging in 439
 - managing documents 434–435, 438
 - storing documents 433
- Documentum Component Options page 438

E

- Early Out Option page 58
- early out options 57, 139, 152
- EDMS security 24
- email lists 424
- email notifications
 - defining support teams 64
 - setting up email lists 424
 - understanding 39, 424
- Employee Attribute Exceptions page 162
- Employee Exceptions page 162
- Enterprise Pricer 141
- events
 - revenue 197, 216, 218
 - revenue plans 253

F

- federal reimbursable agreements
 - inquiring 457
 - setting up 456
 - understanding 451
- fields, common descriptions xxvi
- file transfer protocol (FTP) 15
- Fixed Fee Redistribution page 262
- Fixed Fee Revenue History page 242, 250, 256
- fixed-fee
 - billing 336
- fixed-fee billing 336
- forecasts 271
- FS_GEN 230
- FTP server 15

G

- General Ledger 10
- General Ledger business units 19
- GL Update process 235
- GL Update Process page 236
- glossary 463
- Grants 10

H

- hold 240

I

- Immediate billing method 289
- Impacted Contracts Details page 192–193
- implementation 2, 13
- inclusive prepaid amounts 381

Inquire Attachments page 449
 Inquire Contract Milestones - Milestone Conditions page 450
 Inquire Contract Milestones (milestone detail) page 450
 Inquire Contract Milestones page 449
 Inquire Contracts - Contract Line Detail page 450
 Inquire Contracts - Contract Lines page 449
 Inquire Contracts - Contract Notes page 450
 Inquire Contracts Amendments page 449
 Inquire Contracts page 448
 Inquire Documents page 449
 Inquire Line Documents page 450
 Inquire Project/Activities page 449
 installation options
 enable organizations 163
 select sharing 163
 Installation Options - Contracts page 163
 Installation Options - Project Costing page 163
 integrations 2, 9, 14
 with PeopleSoft Billing 331
 with PeopleSoft Contracts 331
 interactive reports 273, 279
 interunit transfers
 creating accounting distributions 118
 creating with deferred revenue 121
 creating without deferred revenue 119
 creating, amount-based contract lines 118
 creating, rate-based contract lines 122
 invoices 340, 361

J

journal entry templates 229
 journal templates 56

L

Launch Revenue Forecast page 279
 legal entities
 defining 57
 understanding 36
 Legal Entity page 57
 limits 167, 340–341
 Line Discounts and Surcharges page 143, 149, 421

M

master contracts 70, 98
 Milestone billing method 288
 Milestone Classification page 59, 181–182
 milestone conditions 60, 176, 187
 Milestone Conditions Template page 60, 182
 milestone methods 179
 Milestone page 182–183
 Milestone Processing Application Engine 191
 milestone security 24
 milestone statuses 177
 Milestone Template page 59–60, 181–182
 milestone templates
 defining 60
 defining milestone conditions 60
 understanding 38
 milestones
 classifying 59, 182
 defining 58
 defining billing plan events 311
 defining templates 60
 maintaining 187
 maintaining user-initiated milestone conditions 187
 processing 190–191
 referencing 187
 reviewing project milestones 191
 setting up 181, 183
 setting up templates 182
 SQL statements 62
 statuses 177
 templates 38
 understanding 175
 understanding conditions 176
 understanding methods 179
 updating 189
 Milestones (manage) page 187
 Milestones Conditions Template page 59
 multicurrency 111
 My Contracts page 444

N

navigation 7
 negotiated amount 83
 negotiated amount allocation 137
 non-inclusive prepaid amounts 382

notes xxii
 creating 427
 including on bills 430
 understanding 427
 Notes page 428

O

Order Management 10
 Organization Exceptions page 163
 organizational hierarchy 163
 organizational sharing 158, 161
 organizational sharing options 163
 Organizational Sharing Options page 163
 organizational sharing rates 164–165
 Organizational Sharing Rates - Source
 Criteria page 162
 Organizational Sharing Rates - Target
 Definition page 162
 Organizational Sharing Rules - Source
 Criteria page 164
 Organizational Sharing Rules - Target
 Definition page 165
 organizations 163
 over-the-limit (OLT) rows 341

P

page 143
 parent-child relationships 71, 98
 Pay/Bill Management 11
 payment terms
 amending 153
 bonus and penalty options 139
 early out options 139
 pricing 139
 setting up 151
 specifying bonus and penalty
 options 153
 specifying early out options 152
 PC_CA_TO_PC 161
 PC_PRICING 228
 PeopleBooks
 ordering xx
 PeopleCode, typographical
 conventions xxi
 PeopleSoft application fundamentals xix
 PeopleSoft Billing
 accounting distributions 125
 accounting entries 123
 integrating 10

 managing revenue 128
 PeopleSoft Business Analysis Modeler
 configuring 275
 defining interactive reports 273
 forecasting interactive reports 279
 PeopleSoft Enterprise Pricer 141
 PeopleSoft General Ledger 10
 PeopleSoft Grants 10, 101
 PeopleSoft Order Management 10
 PeopleSoft Pay/Bill Management 11
 PeopleSoft Project Costing
 analysis types 244
 billing 160
 integrating 9, 155
 pricing 159
 PeopleSoft Proposal Management 11
 PeopleSoft Setup Manager 2
 percent complete 311
 Percent complete billing method 288
 Percent Complete Update process 229
 specifying billing options 174
 specifying revenue options 173
 Percent-Based Pricing page 143, 147
 permission lists 25
 preapproved activity 338
 prepaid amounts 386
 accounting 384
 associating with contract lines 390
 billing 347, 383
 defining 388–389
 defining utilization criteria 394
 managing administrative
 activity 395–396
 non-inclusive 83
 pricing 145
 processing 385
 setting up billing 391
 setting up deferred revenue 392
 tracking 386
 understanding 381–382
 understanding contract line statuses 77
 understanding statuses 298
 utilizing 383, 385, 393
 viewing billing plan cross-reference
 history 325
 viewing line details 318
 viewing utilization history 395
 Prepaid Balances - Audit History
 page 396
 Prepaid Update Process 386

- Prepaid Utilization process 385
- Prepays page 389
- prerequisites xix
- preview revenue 212, 223
- Preview Revenue page 223
- price breaks 171
- Price Product Kit page 96
- price types 33, 201
- pricing 159
 - defining tiered pricing 169
 - reviewing contract lines 89
 - setting up tiered pricing 157
- pricing contracts
 - accounting distributions 112
 - allocating amounts 143
 - amount-based 141
 - applying discounts and surcharges 148
 - applying line discounts and surcharges 149
 - payment terms 151
- PeopleSoft Project Costing 159
- pricing amount-based 137
- pricing contract lines 146
- pricing discounts and surcharges 138
- pricing payment terms 139
- pricing percent-based contract lines 147
- pricing rate-based 138, 151
- pricing recurring 138
- setting up special payment terms 151
- understanding 137
- using PeopleSoft Enterprise Pricer 141
- viewing contract line discounts 151
- pricing engine 171
- Pricing Engine run control page 170
- printed documentation xx
- Process Billing - All Other Methods
 - page 349, 351
- Process Billing - As Incurred page 349
- Process Billing - Recurring page 349, 351
- Process Deferred Revenue page 231
- Process Fixed Fee Revenue page 232
- Process Milestones Application
 - Engine 190
- Process Milestones page 191
- Process Percent Complete 160
- Process Project Accounting page 235
- Process Project Progress (CA_PCT_UPD) 160, 172
- Process Project Progress page 173
- processes
 - amount-based revenue 227, 232
 - CA_LOAD_DEF 226, 230
 - CA_LOAD_GL1 227, 232
 - deferred revenue 226, 230
 - Journal Generator 229
 - Journal Generator Update process 229
 - milestones 190–191
 - processing deferred revenue 231
 - project progress 172–173, 229
 - rate-based revenue 234
 - recycled fixed-fee billing 344
 - revenue 225
 - streamlining billing 337
 - streamlining revenue 230, 234
 - update revenue statuses 235
- Product Attributes by UOM page 42, 44
- Product Definition - Contracts Options
 - page 42, 44
- Product Definition page 42, 44
- Product Group Options page 43
- Product Group Table page 42–43
- Product GroupOptions page 42
- product groups
 - defining 32, 41
 - understanding 33
- Product Groups page 42, 45
- product kits 77, 95–96
 - defining 34
 - pricing 96
 - selecting 96
- Product Price page 42, 44
- product rate template defaults 41, 45
- Product Rate Template Defaults page 43, 45
- products
 - ad hocs 34, 41
 - adding to a contract line 85
 - adding to contract lines 94–95
 - associating revenue recognition methods 201
 - creating ad hoc products 95, 104
 - defining 32, 41
 - defining accounting distribution defaults 111
 - defining distribution rules 112
 - defining distribution sets 112
 - defining product kits 77
 - defining rate-based products 78
 - price types 33

- product kits 34, 96
- rate templates 41
- rate-based, defining 33
- searching for renewable products 95
- selecting onto contract lines 93
- templates 96
- understanding 77
- Project Attribute Exceptions page 163
- Project Costing
 - integrating 9
- Project Exceptions page 163
- Project Information for Event page 220, 304, 314
- project milestones
 - attached to contract billing or revenue plans 193
 - reviewing 191
- Project Milestones page 192
- project progress 160, 172
 - specifying billing options 174
 - specifying revenue options 173
- Project Progress process 229, 339
- project rates 156
- Project Team Exceptions page 163
- projects 155
 - assigning to a contract 159, 166
 - assigning to a contract line 166
 - associating with billing plan events 314
 - billing 160
 - pricing 159
 - rate templates 156
 - rates 156
 - recognizing revenue 161
 - revenue recognition events, defining 220
 - update project progress 172
 - updating project progress 160
- projects and activities 168
- Projects/Billing Interface process 360
- Proposal Management 11
- proration methods 22
- PSA_ACCT_SETUP_CI 161
- PSA_ACCTGGL 161, 228, 234, 243
- purchase orders 98, 288

Q

- Query page 439

R

- Rate Based Redistribution page 263
- rate templates 156, 167
- rate-based
 - accounting 130
 - billing 160, 335
 - changing accounting distributions 241
 - defining accounting distributions 110, 114–115, 117
 - defining products 78
 - defining tiered pricing 169
 - deleting contract lines 140
 - pricing 138, 151
 - processing revenue 228, 234, 243
 - processing steps 155
 - recognizing revenue 161
 - redistributing revenue 246, 263
 - setting up interunit transfers 122
 - setting up rates 156
 - using retainage rows 343
- rate-based billing 335
- Rate-Based Revenue process 386
- rates 156, 167
- reconciliation 247
- Reconciliation Entry page 267
- Reconciliation Options by User page 62
- Reconciliation Search page 266
- Reconciliation Summary page 269
- reconciliations
 - creating 264
 - defining options 62
 - offsetting the UAR distribution 267
 - redistributing revenue 267
 - selecting 266
 - summarizing 269
- recurring
 - accounting 130
 - billing 336
 - defining accounting distributions 111, 114–115
 - pricing 138
- recurring billing 320, 336
- Recurring billing method 289
- recycled billing 344
- redistributions 245, 255, 261
 - amount-based revenue 246, 262
 - rate-based revenue 246, 263
- Reimbursable Agreement Inquiry Criteria page 449, 457

- Reimbursable Agreement Inquiry Results
 - page 458
- reimbursable agreements
 - inquiring 457
 - overriding system default 99
 - setting up 456
 - understanding 451
- reimbursable amounts 453
- related documentation xx
- Related Projects page 166, 415
- Renewable Line Detail page 403, 406
- Renewal Cycle page 403, 405
- renewal cycle statuses 399
- renewal cycles 397, 401, 404–405
- Renewal Plan page 403
- renewal plan statuses 399
- Renewal Plan Template page 52, 401
- renewal plan templates
 - defining 51
 - understanding 36
- renewal plans
 - creating plans from templates 95
 - defining 401, 403
 - defining templates 36, 51
 - selecting templates 96
 - understanding 397
- Renewal Terms Notes page 403
- renewals 76
 - assigning contract lines 407
 - creating plans 403
 - defining cycle parameters 405
 - defining cycles 397
 - defining plans 397
 - defining renewals 92, 401
 - renewal plan templates 36
 - searching for renewable products 95
 - understanding 397
 - understanding statuses 398
 - using templates 400
 - viewing contract line details 406
- reports 461
- retainages 342–343
- revenue
 - defining accounting distributions 132
 - defining accounting distributions, discounts and surcharges 135
 - methods 199
 - processing amount-based revenue 227, 232
 - processing deferred revenue 226, 230
 - processing rate-based 234
 - processing rate-based revenue 228
 - streamlining 230, 234
 - updating statuses 235
- revenue forecasts
 - calculating 272
 - configuring PeopleSoft Business Analysis Modeler 275
 - creating 276
 - defining accounting distributions 133
 - defining interactive reports 273
 - entering probability 277–278
 - forecasting interactive reports 279
 - processing 278
 - setting up calendars 276
 - understanding 271
- revenue management 21, 237
 - deciding which product manages revenue 123
 - reconciling 247, 264
 - redistributing revenue 245, 261
 - reversing revenue 244, 258
 - reviewing revenue 242, 248
 - understanding 237
- Revenue Options page 173
- revenue plan events
 - defining 216, 218
 - managing 253
 - projects 220
 - status flow 210
 - statuses 203, 207, 210, 240
- Revenue Plan page 214
- revenue plan statuses 241
- revenue plan templates
 - defining 46
 - understanding 35
- revenue plans
 - assigning contract lines 211, 220
 - assignment rules 210
 - changing 241
 - combining like templates 95
 - creating plans from templates 95
 - defining and managing 213–214
 - event statuses 207, 210
 - events 197, 216, 218
 - managing 237–238, 251
 - managing as incurred 254
 - managing events 253
 - methods 199
 - previewing revenue 223

- processing 225
- reviewing 248
- selecting templates 96
- setting up 195–196
- status flow 206
- statuses 203, 206, 208
- templates 35
- unassigning contract lines 212
- understanding 195
- revenue preview 212, 223
- revenue proration methods 22
- revenue recognition
 - associating products with a method 201
 - changing revenue recognition
 - methods 202
 - managing 237–238, 251
 - methods 199
 - processing revenue 225
 - rate-based 161
 - reconciling 247, 264
 - redistributing 245, 261
 - revenue history 242
 - revenue plans 206
 - revenue preview 212
 - reversing 258
 - reversing activity 244
 - reviewing 242, 248
 - setting up 195
 - statuses 203
- revenue recognition methods 199, 215
 - overriding 22
 - types of 199
- revenue redistributions 245
- revenue reversals 244, 258
- Revenue/Billing Plan Template page 47
- reversals 244, 252, 254, 372
- review billing
 - as incurred billing plan statuses 379
 - events 377
 - plans 374
- Review Billing - As Incurred page 374, 379
- Review Billing - Events page 374, 377
- Review Billing - Plans page 374
- Review Revenue - As Incurred page 243, 250, 254
- Review Revenue - Events page 250, 253
- Review Revenue - Plans page 250–251
- reviewing revenue 248
- roles 25

- row-level security 23

S

- Sales Order page 106
- sales orders 78, 105
- security
 - contract status 22, 24
 - EDMS system 24
 - milestones 24
 - roles and permission lists 25
 - row-level 23
- sharing
 - exceptions 165
 - installation options 163
 - organizational hierarchy 163
 - organizational sharing options 163
 - organizational sharing rates 164–165
 - rules and exceptions 158, 161
 - setting up 158, 161
 - understanding 158
- sharing exceptions 165
- Ship To Address page 85, 88
- Sold To Address page 82, 84
- special payment terms 151
- Special Payment Terms page 151, 415
- SQL Statement page 59, 62
- standard contracts 70
- statuses
 - amendments 412
 - billing plan event status flow 297
 - billing plan status flow 294
 - billing plans 290
 - billing plans events 296
 - contract lines 74–75
 - contracts 28
 - contracts, user-defined 30
 - defining 39
 - milestones 177
 - prepaid amounts 298, 382
 - processing statuses 28
 - renewals 398
 - revenue plan events 203, 207, 210, 240
 - revenue plans 203, 206, 241
 - understanding billing cross-reference
 - history statuses 299
 - updating revenue plan statuses 235
- streamlined billing
 - initiating from PeopleSoft Project
 - Costing 338
 - processing 337

- processing options 351
- setting up parameters 337
- understanding 337
- suggestions, submitting xxiii
- Support Team by Contract page 425
- support teams 423–424
- Support Teams by Business Unit page 64
- Support Teams by Contracts Type page 65
- surcharges
 - amount-based 55
 - defining 55
 - fixed-amount contract lines 342
 - rate-based contract lines 342
 - understanding 342

T

- tax parameters 321
- taxes 339
- templates 96
 - billing plan detail templates 35, 49, 96
 - billing plan templates 95–96, 287
 - contracts 72, 98
 - milestone conditions 60, 182
 - milestones 38, 60, 182
 - readying billing plans 292
 - renewal plan templates 36, 51, 95–96, 400
 - revenue and billing plans 35, 46
 - revenue plan templates 95–96
 - tiered pricing 36, 53, 170
- terms 463
- tiered pricing
 - creating templates 170
 - defining 169
 - defining for a contract line 170
 - defining price breaks 171
 - price breaks 54
 - selecting 167
 - setting up 157
 - setting up transaction identifiers 170
 - templates 36, 53
- Tiered Pricing Definition page 170
- Tiered Pricing Template page 53, 170
- tiered pricing templates
 - defining 53
 - understanding 36
- tolerance options 310
- Total Contract Discounts and Surcharges
 - page 143, 148
- transaction identifiers 170

- Transaction Identifiers page 170
- typographical conventions xxi

U

- unbilled AR (UAR)
 - defining accounting distributions 115, 133
 - defining amount-based contract lines 116
 - defining rate-based contract lines 117
 - offsetting 267
- Update Milestone page 189
- utilization 383, 393–395
- Utilization Criteria page 394
- Utilization History page 395

V

- Value based billing method 289
- value-based
 - billing 336
 - creating billing plan lines 318
 - defining billing plan events 311
- value-based billing 336
- visual cues xxii

W

- warnings xxiii
- workflow 424
 - defining email notifications 63
 - support teams by contract type 65



PeopleSoft Contracts 8.8 Reports

December 2003

PeopleSoft Contracts 8.8 Reports

SKU FSCM88CAM-R 1203

Copyright © 1992-2003 PeopleSoft, Inc. All rights reserved.

All material contained in this documentation is proprietary and confidential to PeopleSoft, Inc. ("PeopleSoft"), protected by copyright laws and subject to the nondisclosure provisions of the applicable PeopleSoft agreement. No part of this documentation may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, including, but not limited to, electronic, graphic, mechanical, photocopying, recording, or otherwise without the prior written permission of PeopleSoft.

This documentation is subject to change without notice, and PeopleSoft does not warrant that the material contained in this documentation is free of errors. Any errors found in this document should be reported to PeopleSoft in writing.

The copyrighted software that accompanies this document is licensed for use only in strict accordance with the applicable license agreement which should be read carefully as it governs the terms of use of the software and this document, including the disclosure thereof.

PeopleSoft, PeopleTools, PS/nVision, PeopleCode, PeopleBooks, PeopleTalk, and Vantive are registered trademarks, and Pure Internet Architecture, Intelligent Context Manager, and The Real-Time Enterprise are trademarks of PeopleSoft, Inc. All other company and product names may be trademarks of their respective owners. The information contained herein is subject to change without notice.

Open Source Disclosure

PeopleSoft takes no responsibility for its use or distribution of any open source or shareware software or documentation and disclaims any and all liability or damages resulting from use of said software or documentation. The following open source software may be used in PeopleSoft products and the following disclaimers are provided.

Apache Software Foundation

This product includes software developed by the Apache Software Foundation (<http://www.apache.org/>). Copyright (c) 1999-2000 The Apache Software Foundation. All rights reserved.

THIS SOFTWARE IS PROVIDED "AS IS" AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE APACHE SOFTWARE FOUNDATION OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

OpenSSL

Copyright (c) 1998-2003 The OpenSSL Project. All rights reserved.

THIS SOFTWARE IS PROVIDED BY THE OpenSSL PROJECT "AS IS" AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE OpenSSL PROJECT OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

SSLey

Copyright (c) 1995-1998 Eric Young. All rights reserved.

THIS SOFTWARE IS PROVIDED BY ERIC YOUNG "AS IS" AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE AUTHOR OR CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

Loki Library

Copyright (c) 2001 by Andrei Alexandrescu. This code accompanies the book:

Alexandrescu, Andrei. "Modern C++ Design: Generic Programming and Design Patterns Applied". Copyright (c) 2001. Addison-Wesley. Permission to use, copy, modify, distribute and sell this software for any purpose is hereby granted without fee, provided that the above copyright notice appear in all copies and that both that copyright notice and this permission notice appear in supporting documentation.

Contents

Reports Preface

About This PeopleBook v

Related Documentation..... v

 Obtaining Documentation Updates..... v

 Ordering Printed Documentation..... v

Comments and Suggestions..... vi

Chapter 1

PeopleSoft Contracts Reports..... 1

PeopleSoft Contracts Reports: A to Z..... 1

Chapter 2

Report Samples..... 3

About This PeopleBook

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- Related documentation.
- Comments and suggestions.

Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection web site. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection web site, <http://www.peoplesoft.com/corp/en/login.asp>

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection web site, access the PeopleSoft Press web site under the Ordering PeopleBooks topic. The PeopleSoft Press web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact CPI at 800 888 3559.

Email

Send email to CPI at psftpress@cc.larwood.com.

See Also

PeopleSoft Customer Connection web site, <http://www.peoplesoft.com/corp/en/login.asp>

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

CHAPTER 1

PeopleSoft Contracts Reports

This appendix provides an overview of PeopleSoft Contracts reports and enables you to view summary tables of all reports.

Note. For samples of these reports, see the Portable Document Format (PDF) files that are published on CD-ROM with your documentation.

PeopleSoft Contracts Reports: A to Z

This table lists the PeopleSoft Contracts reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation	Run Control Page
CA_BILL Contracts Billing Management Report	Displays details of billing plans, including the events associated with those plans, the status of the events, and the amount of future billings that can be expected. Note. This report displays billing plans with open events only.	Customer Contracts, Reports, Billing Management	RUN_CA_BIL_RPT
CA_LMT Active Contracts Limit Amount Management Report	Displays details of a contract's limits and the amount of the limit remaining.	Customer Contracts, Reports, Limit Amount	RUN_CA_LMT_RPT
CA_MS Contracts Milestone Event Management Report	Displays details of contract milestones, including the milestone's ID, description, status, and conditions.	Customer Contracts, Reports, Milestone Management	RUN_CA_MS_RPT
CA_PP Contracts Prepaid Management Report	Displays details on prepaid balances, including the status, the date the balances are expected to expire, and the amount remaining.	Customer Contracts, Reports, Prepaid Management	RUN_CA_PPD_RPT

Report ID and Report Name	Description	Navigation	Run Control Page
CA_REV Contracts Revenue Management Report	Displays revenue plans, including the status of these plans and the events associated with them. The report also displays the status of the events and the amount of future revenue that can be expected. Note. This report displays revenue plans with open events only.	Customer Contracts, Reports, Revenue Management	RUN_CA_REV_RPT
CA_RNWL Contracts Renewal Report	Displays details of renewable contract lines, including whether they have been assigned to a renewal plan, what status they are in, and the amount of future revenue that can be expected from them.	Customer Contracts, Reports, Renewal Management	RUN_CA_RNW_RPT

CHAPTER 2

Report Samples

This chapter provides report samples.

For the online samples of these reports, see the PDF files that are published on CD-ROM with your online documentation.

Active Contracts Limit Amount Managment Report

Business Unit: US001 US001 NEW YORK OPERATIONS
Contract Currency: USD

<u>Sold To Customer</u>		<u>Contract</u> <u>Type</u>	<u>Contract</u>	<u>Line</u>	<u>Line Product</u>	<u>Limit Amount</u>	<u>Limit Amt Billed</u>	<u>%LimitAmountBilled</u>
1002	Easy	COMMERCIAL	CON0000000000026	1	CONS-ESA	10,000.00	1,166.00	11.66
1002	Easy	COMMERCIAL	CON0000000000026	2	CONS-CUSTOM	20,000.00	2,332.00	11.66
1002	Easy	COMMERCIAL	CON0000000000026	3	CONS-INSTALL	30,000.00	3,498.00	11.66

Contracts Prepaid Management Report

Business Unit: **US001**
Contract Currency: **USD**

US001 NEW YORK OPERATIONS

<u>Sold To Customer</u>		<u>Contract</u>	<u>Billing Utilization</u> <u>Description</u>	<u>Purchase</u> <u>Order</u>	<u>Expiry</u> <u>Date</u>	<u>Depletion</u> <u>Date</u>	<u>Purchase</u> <u>Amount</u>	<u>Remaining</u> <u>Amount</u>	<u>Committed</u> <u>Amount</u>
1002	Easy	CON0000000000026	PPD Bal#1 of Contr# CON00000000	PO Ref			10,000.00	10,000.00	4,400.00
1002	Easy	CON0000000000026	PPD Bal#2 of Contr# CON00000000	PO Ref			20,000.00	20,000.00	5,500.00
1002	Easy	CON0000000000026	PPD Bal#3 of Contr# CON00000000	PO Ref			30,000.00	30,000.00	6,600.00
Totals for BU US001 in USD :							60,000.00	60,000.00	16,500.00

Contracts Renewal Report

Business Unit: **US001** **US001 NEW YORK OPERATIONS**
Contract Currency: **USD**

<u>Sold To Customer</u>		<u>Contract</u>	<u>Line Num</u>	<u>Renewable Product</u>	<u>End Date</u>	<u>Target Contract</u>	<u>Target Product</u>	<u>Target Schedule</u>	<u>Schedule Status</u>	<u>Target Cycle</u>	<u>Cycle Status</u>	<u>Target Start Date</u>	<u>Target End Date</u>	<u>Renewal Amount</u>
1000	Alliance	QA_662239000_1	1	INSTALL_UPGRADH	11/30/200	QA_662239000_1	INSTALL_UPGRADH	1000000001	PND	1	PND	12/1/200	11/30/200	200,000.00
1000	Alliance	QA_662239000_1	2	MAINT24_5	11/30/200	QA_662239000_1	MAINT24_5	1000000002	PND	1	PND	12/1/200	11/30/200	100,000.00

Total Renewal Amount for BU US001 in USD:

300,000.00

Contracts Revenue Management Report

Business Unit: **US001 US001**
Contract Currency: **USD**

<u>Sold To Customer</u>		<u>Contract</u>	<u>Contract</u> <u>Type</u>	<u>Rev Rec Plan Id</u>	<u>Rev Rec</u> <u>Method</u>	<u>Event</u> <u>Num</u>	<u>Event</u> <u>Type</u>	<u>Event</u> <u>Status</u>	<u>Milestone</u> <u>Event Origin</u>	<u>MS</u> <u>Nbr</u>	<u>Accounting</u> <u>Date</u>	<u>Revenue Amount</u>
1002	Easy	PROGRESS4A	COMMERCIAL	R101	% Complete	1	Date	Ready			10/24/2003	10,000,000.00
1002	Easy	PROGRESS4A	COMMERCIAL	R102	% Complete	1	Date	Ready	Contract		10/29/2003	4,000,000.00
Totals for BU US001 in USD												14,000,000.00

Contracts Milestone Event Management Report

Business Unit: US001 US001 NEW YORK OPERATIONS

<u>Sold To Customer</u>		<u>Contract Type</u>	<u>Contract</u>	<u>MS Nbr</u>	<u>Milestone Id</u>	<u>Milestone Description</u>	<u>#Req'd Conds</u>	<u>Condition Description</u>	<u>Cond. Type</u>	<u>Est. Compl. Date</u>	<u>Compl. Date</u>	<u>Cond. MS Id</u>	<u>Days Lag</u>	<u>Cond. Status</u>
1002	Easy	COMMERCIAL	CON0000000000023	1.00	DATE1	DATE TYPE MILESTONE	All	DATE TYPE MS	Date		11/1/200	0	0	Completed
1002	Easy	COMMERCIAL	CON0000000000023	2.00	MILE1	MILESTONE TYPE MILESTONE	All	MILESTONE TYPE MS	Milestone	1/1/2004		0	0	Completed
1002	Easy	COMMERCIAL	CON0000000000023	3.00	USE1	USER INITIATED MS	All	USER INIT MS	User Initiated	1/1/2004		0	0	Completed
1002	Easy	COMMERCIAL	CON0000000000023	4.00	MILE1	MILESTONE TYPE MILESTONE	All	MILESTONE TYPE MS	Milestone		1/2/2001	2	1	Completed
1002	Easy	COMMERCIAL	CON0000000000023	6.00	SQL1	SQL TYPE MILESTONE	All	SQL TYPE MS	SQL	1/1/2004	11/4/200	0	0	Completed

Contracts Billing Management Report

Business Unit: US001 US001 NEW YORK OPERATIONS

Contract Currency: USD

<u>Sold To Customer</u>		<u>Contract</u>	<u>Contract Type</u>	<u>Bill Plan Id</u>	<u>Billing Method</u>	<u>Event Num</u>	<u>Event Type</u>	<u>Event Status</u>	<u>Milestone Event Origin</u>	<u>MS Nbr</u>	<u>Event Date</u>	<u>Amount</u>
1001	Apex	FIXED INTEGRATION	COMMERCIAL	B102	Milestone	2	Date	Pending	Contract	0	2/12/2006	9,375.00
1001	Apex	FIXED INTEGRATION	COMMERCIAL	B102	Milestone	3	Date	Pending	Contract	0	2/12/2006	31,250.00
1001	Apex	FIXED INTEGRATION	COMMERCIAL	B102	Milestone	4	Date	Pending	Contract	0	2/12/2006	6,250.00
Totals for BU US001 in USD												46,875.00