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PeopleSoft Enterprise Contracts Preface

This preface discusses:

• PeopleSoft products.
• PeopleSoft application fundamentals.
• Pages with deferred processing.
• Common elements used 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 Products

This PeopleBook refers to these products:

• Oracle's PeopleSoft Enterprise Billing.
• Oracle's PeopleSoft Enterprise Contracts.
• Oracle's PeopleSoft Enterprise Expenses.
• Oracle's PeopleSoft Enterprise FieldService.
• Oracle's PeopleSoft Enterprise General Ledger.
• Oracle's PeopleSoft Enterprise Grants.
• Oracle's PeopleSoft Enterprise Order Capture.
• Oracle's PeopleSoft Enterprise Order Management.
• Oracle's PeopleSoft Enterprise Pay/Bill Management.
• Oracle's PeopleSoft Enterprise Project Costing.
• Oracle's PeopleSoft Enterprise Proposal Management.
• Oracle's PeopleSoft Enterprise Real Estate Management.
• Oracle's PeopleSoft Enterprise Receivables.
• Oracle's PeopleSoft Enterprise Support.
• Oracle's PeopleSoft Enterprise Transaction Billing Processor.
PeopleSoft Application Fundamentals

The PeopleSoft Enterprise 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 Enterprise Applications Fundamentals PeopleBook
- Setting Up Global Options and Reports PeopleBook
- PeopleSoft Enterprise Order to Cash Common Information 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 that 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

Enterprise PeopleTools PeopleBook: Application Designer Developers Guide

PeopleBooks and the Online PeopleSoft Library

A companion PeopleBook called PeopleBooks and the Online PeopleSoft Library contains general information, including:

- Understanding the PeopleSoft online library and related documentation.
- How to send PeopleSoft documentation comments and suggestions to Oracle.
- How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.
- Understanding PeopleBook structure.
- Typographical conventions and visual cues used in PeopleBooks.
- ISO country codes and currency codes.
• PeopleBooks that are common across multiple applications.
• Common elements used in PeopleBooks.
• Navigating the PeopleBooks interface and searching the PeopleSoft online library.
• Displaying and printing screen shots and graphics in PeopleBooks.
• How to manage the PeopleSoft online library including full-text searching and configuring a reverse proxy server.
• Understanding documentation integration and how to integrate customized documentation into the library.
• Glossary of useful PeopleSoft terms that are used in PeopleBooks.

You can find this companion PeopleBook in your PeopleSoft online library.

---

**Common Elements Used in This PeopleBook**

<table>
<thead>
<tr>
<th><strong>Account</strong></th>
<th>ChartField that identifies the nature of a transaction for corporate accounts.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activity ID</strong></td>
<td>PeopleSoft Project Costing activity identifier.</td>
</tr>
<tr>
<td><strong>Affiliate</strong></td>
<td>ChartField used to map transactions between business units when using a single interunit account. Used as one approach for interunit journal processing and consolidated reporting.</td>
</tr>
<tr>
<td><strong>Alternate Account or Alt Acct</strong></td>
<td>ChartField that identifies the nature of a transaction for statutory accounts. This field appears only if you enable the Alternate Account option for your organization and for the general ledger business unit.</td>
</tr>
<tr>
<td><strong>Bill To Customer</strong></td>
<td>Customer receiving the invoice.</td>
</tr>
<tr>
<td><strong>Billing Business Unit</strong></td>
<td>PeopleSoft Billing business unit.</td>
</tr>
<tr>
<td><strong>Budget Ref or Bud Ref (budget reference)</strong></td>
<td>ChartField that identifies unique control budgets when individual budgets share budget keys and overlapping budget periods.</td>
</tr>
<tr>
<td><strong>Business Unit</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Class</strong></td>
<td>ChartField that identifies a particular appropriation when you combine it with a fund, department ID, program code, and budget reference ChartFields. Group of customers in a trade, such as grocers or mass merchandisers.</td>
</tr>
</tbody>
</table>

*Note.* The PeopleSoft Billing business unit and PeopleSoft Contracts business units should both use the same PeopleSoft General Ledger business unit.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract or Contract Number</strong></td>
<td>Unique identifier for a contract.</td>
</tr>
<tr>
<td><strong>Contract Admin (contract administrator)</strong></td>
<td>Responsible party in charge of administrating the contract.</td>
</tr>
<tr>
<td><strong>Contract Classification</strong></td>
<td>Enables you to specify one of four contract classification at the time the contract is created. Values include: <em>Standard</em>, <em>Internal</em>, <em>Government</em>, and <em>Federal Reimbursable Agreement</em>. This value cannot be changed on the contract. The classification that you select determines the functionality that is available for that particular contract type. For example, contracts with a classification of <em>Government</em> have functionality that is not available with a standard contract.</td>
</tr>
<tr>
<td><strong>Contract Status</strong></td>
<td>Provides you with an indicator of where your contract is within the contract life cycle, and designates when a contract is available for lookup and processing.</td>
</tr>
<tr>
<td><strong>Contract Type</strong></td>
<td>Enables you to categorize your contracts for reporting purposes.</td>
</tr>
<tr>
<td><strong>Department or Dept</strong></td>
<td>ChartField that indicates who is responsible for or affected by the transaction.</td>
</tr>
<tr>
<td><strong>Effective Date</strong></td>
<td>Date on which a table row becomes effective; the date that an action begins.</td>
</tr>
<tr>
<td><strong>Fund</strong></td>
<td>ChartField that represents structural units for education and government accounting. Can also represent a divisional breakdown in your organization.</td>
</tr>
<tr>
<td><strong>Fund Affiliate or Fund Affil</strong></td>
<td>ChartField that is used to correlate transactions between funds when using a single intraunit account.</td>
</tr>
<tr>
<td><strong>GL Unit (PeopleSoft General Ledger business unit)</strong></td>
<td>PeopleSoft General Ledger business unit.</td>
</tr>
<tr>
<td><strong>Legal Entity</strong></td>
<td>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 enables you to capture which legal entity contracted with the customer on each contract.</td>
</tr>
<tr>
<td><strong>OM Business Unit (PeopleSoft Order Management business unit)</strong></td>
<td>PeopleSoft Order Management business unit.</td>
</tr>
<tr>
<td><strong>Operating Unit or Oper Unit</strong></td>
<td>ChartField that is used to identify a location, such as a distribution warehouse or sales center. It can also be used for responsibility reporting, such as a profit center.</td>
</tr>
<tr>
<td><strong>Operating Unit Affiliate or Opr Unit Affil</strong></td>
<td>ChartField that is used to correlate transactions between operating units when using a single intraunit account.</td>
</tr>
<tr>
<td><strong>Product ID or Product</strong></td>
<td>PeopleSoft Order Management product identifier. Products are the goods and services that you sell to your customers on a contract.</td>
</tr>
<tr>
<td><strong>PC Business Unit</strong></td>
<td>PeopleSoft Project Costing business unit.</td>
</tr>
</tbody>
</table>
**Price Type**

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*.

**Process Monitor**

Click this link to view the status of submitted process requests.

**Product**

ChartField that captures additional information that is useful for profitability and cash flow analysis by product sold or manufactured.

**Program**

ChartField that identifies groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs. Tracks revenue and expenditures for programs.

**Project**

ChartField that captures information for project or grants accounting.

**Project ID**

PeopleSoft Project Costing project identifier.

**Quantity or 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 does 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.

**Statistics Code or Stat**

ChartField that identifies nonmonetary statistical amounts. Statistics codes are associated with a specific unit of measure.
<table>
<thead>
<tr>
<th><strong>Unit of Measure (UOM)</strong></th>
<th>Enter or change the unit of measure on the contract line, billing plan, or Negotiated Amount Allocation page.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Note.</strong> Changing this value on the contract line is for audit trail purposes only. A change to the quantity on an active contract line does 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.</td>
<td></td>
</tr>
<tr>
<td><strong>User ID</strong></td>
<td>System identifier for the individual who generates a transaction.</td>
</tr>
</tbody>
</table>
Chapter 1

Getting Started with PeopleSoft Enterprise 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 diagram lists the PeopleSoft Contracts business processes:

- Create Contract
- Price Contract
- Amend Contract
- Update Contract Progress
- Schedule and Process Revenue
- Review Revenue
- Forecast Revenue
- Schedule and Process Billing
- Review Billing
- Adjust Revenue and Billing
- Define and Process Renewals
- Review and Analyze Contracts

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 Enterprise Order Management  
PeopleSoft Enterprise Project Costing  
PeopleSoft Enterprise Billing  
PeopleSoft Enterprise General Ledger

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 My Oracle Support website.

PeopleSoft Contracts Implementation

PeopleSoft Enterprise 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:

<table>
<thead>
<tr>
<th>Component</th>
<th>Component Interface</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>As Incurred Acctg Distribution (PSA_ACCT_SETUP)</td>
<td>PSA_ACCT_SETUP_CI</td>
<td>See PeopleSoft Enterprise Project Costing 9.1 PeopleBook, &quot;Setting Up Accounting for Projects.&quot;</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Component</th>
<th>Component Interface</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product Rate Template Defaults (CA_PROD_RATES)</td>
<td>CA_PROD_RATES_CI</td>
<td>See Chapter 8, &quot;Setting Up Products,&quot; Defining Product Rate Defaults, page 84.</td>
</tr>
<tr>
<td>Alternate Account (ALTACCT)</td>
<td>ALTACCT_CF</td>
<td>See PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook, &quot;Using Alternate Account.&quot;</td>
</tr>
<tr>
<td>Chartfield 1 (CHARTFIELD1)</td>
<td>CHARTFIELD1</td>
<td>See PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook, &quot;Defining and Using ChartFields,&quot; Adding Values for Expansion ChartFields 1, 2, and 3.</td>
</tr>
<tr>
<td>Component</td>
<td>Component Interface</td>
<td>References</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
### Component Interface References

<table>
<thead>
<tr>
<th>Component</th>
<th>Component Interface</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>InterUnit Pair (IU_INTER_PR_BASIC)</td>
<td>IU_PAIRS_MAINT</td>
<td>See PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook, &quot;Using Interunit and Intraunit Accounting and ChartField Inheritance,&quot; Interunit Pairs.</td>
</tr>
</tbody>
</table>

### Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and troubleshooting information. A complete list of these resources appears in the preface of PeopleBooks and the Online Library, with information about where to find the most current version of each.

### See Also

* Enterprise PeopleTools PeopleBook: Setup Manager
* Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces
* PeopleBooks and the Online Library
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 Enterprise Applications

Pages Used to Navigate in PeopleSoft Contracts

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

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts Center</td>
<td>Customer Contracts, Contract Center</td>
<td>Access the key areas to manage your customer contracts.</td>
</tr>
<tr>
<td>Contracts</td>
<td>Click the Contracts link on the Contracts Center page.</td>
<td>Create, modify, or review a contract and its related components.</td>
</tr>
<tr>
<td>Contract Accounting</td>
<td>Click the Contract Accounting link on the Contracts Center page.</td>
<td>Review and manage accounting distribution and revenue activity for revenue plans.</td>
</tr>
<tr>
<td>Contract Billing</td>
<td>Click the Contract Billing link on the Contracts Center page.</td>
<td>Review and manage billing activity for billing plans.</td>
</tr>
<tr>
<td>Contract Processing</td>
<td>Click the Contract Processing link on the Contracts Center page.</td>
<td>Review and update contract progress.</td>
</tr>
<tr>
<td>Definitions</td>
<td>Click the Definitions link on the Contracts Center page.</td>
<td>Define common and product-specific setup.</td>
</tr>
<tr>
<td>My Contracts</td>
<td>Click the My Contracts link on the Contracts Center page.</td>
<td>Define and maintain a personal contract list.</td>
</tr>
<tr>
<td><strong>Page Name</strong></td>
<td><strong>Navigation</strong></td>
<td><strong>Usage</strong></td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------</td>
</tr>
<tr>
<td>Progress Payments</td>
<td>Click the Progress Payments link on the Contracts Center page.</td>
<td>Review and manage terms, worksheets, and costs for progress payments.</td>
</tr>
<tr>
<td>Renewals</td>
<td>Click the Renewals link on the Contracts Center page.</td>
<td>Manage the scheduling and processing of renewals.</td>
</tr>
<tr>
<td>Reports</td>
<td>Click the Reports link on the Contracts Center page.</td>
<td>Generate reports for contract-related information.</td>
</tr>
<tr>
<td>Revenue Forecast</td>
<td>Click the Revenue Forecast link on the Contracts Center page.</td>
<td>Create and review revenue forecasts.</td>
</tr>
<tr>
<td>Review</td>
<td>Click the Review link on the Contracts Center page.</td>
<td>Review contract-related information.</td>
</tr>
<tr>
<td>Support Teams</td>
<td>Click the Support Teams link on the Contracts Center page.</td>
<td>Create and maintain support teams and associated email notifications.</td>
</tr>
</tbody>
</table>
Chapter 3

Understanding Integrations 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, Billing, and 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, Proposal Management, Order Management, and 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.
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 20, "Processing Contracts Billing," page 383

PeopleSoft Enterprise Billing PeopleBook

Integrating with PeopleSoft General Ledger

You can book revenue to your general ledger system 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 Enterprise General Ledger 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 plan associations, projects, and activities. PeopleSoft Contracts also provides the proposal ID reference to link back to PeopleSoft Grants.

See Also

PeopleSoft Enterprise Grants 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 default into a contract, as well as having one source for all products and services sold.

See Also

PeopleSoft Enterprise Order Management 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 plans are automatically associated with the contract. PeopleSoft Contracts also provides the proposal ID reference and links back to PeopleSoft Proposal Management.

See Also

PeopleSoft Enterprise Proposal Management 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, Contracts, Project Costing, Human Capital Management, Time & Labor, Billing, and Accounts Payable. PeopleSoft Pay/Bill Management customers use PeopleSoft Contracts to track, bill, and account for staffing agreements and general use contracts.

See Also

PeopleSoft Enterprise Pay/Bill Management PeopleBook
Chapter 4

Understanding PeopleSoft Contracts
Implementation Issues

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 PeopleSoft Contracts

The high-level steps involved in creating and administering a contract are:

• 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 add to 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 also 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 amount-based 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. 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 to manage your revenue 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 from PeopleSoft Project Costing. Rate-based products can be linked to multiple projects and activities; fixed-amount products can be linked to a single project and activity. For rate-based products, you can link the product to an existing standard rate set, standard rate plan, contract rate set, or contract rate plan on the Related Projects page in PeopleSoft Project Costing. When work begins on a project, time and expense information is collected in PeopleSoft Project Costing. PeopleSoft Contracts uses 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 amount and recurring product IDs linked to a project and activity, billing 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_ATTACHMENT 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 are critical. The system uses these to connect all users to the FTP attachment server.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer Developers Guide

Enterprise PeopleTools PeopleBook: System and Server Administration
Chapter 5

Understanding PeopleSoft Contracts Security

This chapter provides overviews of PeopleSoft Contracts security and ChartField security, and discusses how to:

• Set up row-level security.
• Set up contract status security.
• Set up milestone 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 Enterprise Application Fundamentals PeopleBook.

See Also

PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook, "Securing Your System"

Understanding ChartField Security

PeopleSoft ChartField security provides a flexible, rule-based approach to administer security at a data level. ChartField security is supported in PeopleSoft Contracts and across other PeopleSoft Financial and Supply Chain Management (FSCM) applications. The ChartField security feature prevents unauthorized employees and contractors from viewing and editing sensitive financial data by restricting access to data stored with specific ChartField values.

The primary features for ChartField security are:
• Enforce security rules by user, role, or permission list.
• Enable ChartField security for all products or selectively by product.
• Enable or disable ChartField security selectively by component.
• Define rules to accommodate end-user areas of responsibility.
• Refine access rules by product feature or component.
• Support super user access to minimize setup.
• Define components as exceptions to override security rules.

For more information, see the PeopleSoft Enterprise Application Fundamentals PeopleBook:


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 Enterprise 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 that you define on the Contracts Definition - BU Definition 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 that you defined on the Contract Status page.
See Also

Chapter 6, "Defining PeopleSoft Contracts Business Units," page 23

Chapter 7, "Structuring Contracts." Defining Contract Statuses, page 34


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 can manage a milestone. In addition, you may want to limit users who manage milestones to specific types or classifications of milestones. You enforce all milestone security 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 that you specified for the milestone's classification can manage the milestone.

See Also

Chapter 14, "Setting Up Milestones," page 203

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 who are 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 to which a user has access.

PeopleSoft Contracts includes sample definitions for the following roles:

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

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

<table>
<thead>
<tr>
<th>Permission List</th>
<th>Associated Permission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Contracts</td>
<td>Access to all pages to create and change a contract.</td>
</tr>
<tr>
<td>Contracts Accounting Distribution</td>
<td>Access to establish fixed-amount or rate-based accounting distributions.</td>
</tr>
<tr>
<td>Contracts Amount Allocation</td>
<td>Access to perform pricing allocation for the original contract and amendments.</td>
</tr>
<tr>
<td>Contracts Process Milestones</td>
<td>Access to update milestone status based on milestone conditions.</td>
</tr>
<tr>
<td>Contracts Renewals</td>
<td>Access to renewal functionality.</td>
</tr>
<tr>
<td>Contracts Prepaids</td>
<td>Access to prepaid functionality.</td>
</tr>
<tr>
<td>Contract Sales Order</td>
<td>Access to Create Sales Order page.</td>
</tr>
<tr>
<td>Contracts Notes</td>
<td>Access to add notes.</td>
</tr>
<tr>
<td>Contracts Milestone Reports</td>
<td>Access to milestone reports.</td>
</tr>
<tr>
<td>Contracts Financial Reports</td>
<td>Access to prepaids, limits, billing, revenue, and revenue forecasting reports.</td>
</tr>
<tr>
<td>Contracts Revenue</td>
<td>Access to define revenue plans, revenue forecasts, and run processes.</td>
</tr>
<tr>
<td>Permission List</td>
<td>Associated Permission</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Contracts Reverse Revenue</td>
<td>Access to reverse contract accounting, redistribute revenue, and use billing and revenue reconciliation.</td>
</tr>
<tr>
<td>Contracts Billing</td>
<td>Access to define billing plans and run processes.</td>
</tr>
<tr>
<td>Contracts Reverse Billing</td>
<td>Access to reverse contract billing and use billing and revenue reconciliation.</td>
</tr>
<tr>
<td>Contracts General Information</td>
<td>Access to view Contracts pages.</td>
</tr>
<tr>
<td>Contracts Project Information</td>
<td>Access to view Related Projects pages and project or activity pages.</td>
</tr>
<tr>
<td>Contracts Milestone Info</td>
<td>Access to update milestone condition status levels and view milestones.</td>
</tr>
<tr>
<td>Contract Limits</td>
<td>Access to limits functionality.</td>
</tr>
<tr>
<td>Define CA Business Units</td>
<td>Access to set up PeopleSoft Contracts business units.</td>
</tr>
</tbody>
</table>
Chapter 6

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 an organization that enables you to plan the organization's operations around the way that you really work.

Before you begin the day-to-day operation of the PeopleSoft Contracts system, you must create a PeopleSoft Contracts business unit—the backbone of the 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 the 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 PeopleSoft Billing business units before you establish the PeopleSoft Contracts business units.

See Also

PeopleSoft Enterprise General Ledger 9.1 PeopleBook, "Defining Your Operational Structure," Understanding General Ledger Business Units and Options

PeopleSoft Enterprise Billing 9.1 PeopleBook, "Establishing PeopleSoft Billing Business Units"


Enterprise PeopleTools PeopleBook: PeopleSoft Enterprise Application Designer Developers Guide, "Planning Records, Control Tables, and TableSets"
Prerequisites

Establish at least one PeopleSoft General Ledger business unit and one PeopleSoft Billing business unit.

Pages Used to Establish Contract Business Units

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts Definition - BU</td>
<td>BUS_UNIT_TBL_CA</td>
<td>Set Up Financials/Supply Chain, Business Unit</td>
<td>Create a new PeopleSoft Contracts business unit definition or manage an existing business unit.</td>
</tr>
<tr>
<td>Definition (contracts definition - business unit definition)</td>
<td></td>
<td>Related, Contracts, Contracts Definition, BU</td>
<td></td>
</tr>
<tr>
<td>Contracts Definition - Defaults</td>
<td>BUS_UNIT_TBL_CA1</td>
<td>Set Up Financials/Supply Chain, Business Unit</td>
<td>Specify field value defaults that the system uses to automatically populate fields on the contract that are used for contract processing and management.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Related, Contracts, Contracts Definition, Defaults</td>
<td></td>
</tr>
<tr>
<td>Contracts Definition - Processing Options</td>
<td>BUS_UNIT_TBL_CA2</td>
<td>Set Up Financials/Supply Chain, Business Unit</td>
<td>Define processing attributes to incorporate flexibility and automation in your PeopleSoft Contracts system when managing revenue, or performing billing and revenue credits and adjustments.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Related, Contracts, Contracts Definition, Processing Options</td>
<td></td>
</tr>
<tr>
<td>Contracts Definition - Fee Definition</td>
<td>CA_BU_FEE_DEF</td>
<td>Set Up Financials/Supply Chain, Business Unit</td>
<td>Used exclusively by contracts with a classification of Government for cost-plus contract lines to associate a fee type to the contract line to have cost-plus functionality. The system uses the Fee Type definition to calculate the appropriate fees for the contract line. See PeopleSoft Enterprise Contracts for Government Contracting 9.1 PeopleBook, &quot;Structuring PeopleSoft Contracts for Government Contracting,&quot; Defining Contracts Business Unit Fee Definitions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Related, Contracts, Contracts Definition, Fee Definition</td>
<td></td>
</tr>
</tbody>
</table>
Defining Contracts Business Units

Access the Contracts Definition - BU Definition page (Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, BU Definition).

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 is already 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.

**Integration**

**GL 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 interact with PeopleSoft General Ledger.

**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

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.

Currency

Currency Code

Select the currency code that will appear by default as the contract currency on contracts created using this business unit.

Rate Type

Select the group of exchange rates used to convert contract currency amounts to the base currency of the PeopleSoft General Ledger system. You set up rate types when defining your general options.

Security

Enforce Contract Status

Select to limit the list of users who can change the status of a contract to only those to whom 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.

Defining Contracts Business Unit Defaults

Access the Contracts Definition - Defaults page (Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Defaults).
### Contracts Definition - Defaults page (page 1 of 2)

![Contracts Definition - Defaults page](image)

### Contracts Definition - Defaults page (page 2 of 2)

<table>
<thead>
<tr>
<th><strong>Contract</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Admin</strong> (contract administrator)</td>
</tr>
<tr>
<td><strong>Contract Type</strong></td>
</tr>
<tr>
<td><strong>Dist Rule Code</strong> (distribution rule code)</td>
</tr>
</tbody>
</table>
### 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.

### Legal Entity
Select a legal entity for this business unit. While this legal entity is not directly linked 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, which is a default on the contract, can be overridden. This value automatically populates the appropriate field on the contract header.

### Billing Plan

**Bill Type**
Select a default bill type for contracts created under this PeopleSoft Contracts business unit. The bill type represents the category of activity being billed.

**Bill Source**
Select to enable PeopleSoft Billing to identify where the billing activity came from and then to associate default billing information with that billing activity.

### Taxes

**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 value-added tax.

### Prepaids
You can enter values at the business unit level to populate by default onto the Prepaid component for prepaid setup.

**Note.** Prepaid defaulting applies to new prepaid billing plans only. If you change these values at the business unit level, the system does not update existing billing plans to which the changed business unit applies. The new values apply only to new billing plans that are created on this business unit.

**Prepaid Tax Timing**
Select the timing of when prepaids are taxed. Select from *Tax on Initial Bill* or *Tax on Utilization*. This value appears by default on the prepaid setup for contracts created using this business unit. You can override this value on the prepaid setup pages.

**Billing Plan Template**
Select a billing plan template to associate with the prepaid contract line. The billing plan template automates the creation of the billing plan.
Bill Plan Detail Template
Select a billing plan detail template to associate with the prepaid contract line. Use the billing plan detail template to override the billing defaults that are defined for a contracts billing business unit and contract header.

**Note.** If you want to select a billing plan detail template, you must also select a value in the Billing Plan Template field.

Deferred Revenue
Select the deferred revenue distribution code to associate with the prepaid contract line. Booking to deferred revenue enables you to post to the general ledger revenue that you expect to realize in a future accounting period.

Utilize Against All Lines
Select this check box to apply the prepaid towards all contract lines.

**Note.** If you want to apply the prepaid against a specific contract line, you must enter the contract line manually in the Prepaid component.

**Progress Payment Rates**

**Progress Payment Rate**
Enter the progress payment rate percentage that you wish to use for your government contracts. This value appears by default on the Progress Payment Terms - General page and can be overridden.

**Liquidation Rate**
Enter the progress payment liquidation rate percentage that you wish to use for your government contracts. This value appears by default on the Progress Payment Terms - General page and can be overridden.

**Note.** The data in this group box only applies to contracts with a classification of Government.

Defining Contracts Business Unit Processing Options

Access the Contracts Definition - Processing Options page (Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Processing Options).
Contracts Definition - Processing Options page

Revenue Management Options

Deferred Revenue Override
Select to indicate whether a user can override the deferred revenue option on the contract line. At the product group level, you specify whether to use deferred revenue for a product group. The product group attributes for deferred revenue appear by default on the contract line. If you select this deferred revenue override option at the business unit level, you can override the deferred revenue option that automatically populates 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 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 is unavailable for the contract line, and the Deferred Revenue tab does not appear.

Booking to deferred revenue enables you to post to the 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 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.

Edit Combinations

Select the Edit Combinations check box if you want the Accounting Rules Process (PSA_ACCTGGL) to run the combination edit process for transactions processed by the PeopleSoft Transaction Billing Processor.

Note. The Edit Combinations feature is only used by the PeopleSoft Transaction Billing Processor.

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 the 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.

On Demand Options

Bill Plan Detail Template ID

Select a bill plan detail template ID to override the fields on the billing plan for on-demand contracts. If you select a template on this page, the billing plan detail template overrides the corresponding fields on the billing plan when a billing plan is created through Contract's integration with the PeopleSoft Transaction Billing Processor.

Note. This group box is for on-demand transactions only.
Renewal Options

Review Timing
Enter a value from 0–999 in days. The system uses this value to determine when you must begin reviewing renewable contract lines. You can override this value for each renewable contract line on the Review Renewals page using either the control or default settings that you select on this page.

Control
Select the Control option to enable users to override the Review Timing Days field on the Review Renewals page with a value that is greater than or equal to the value entered in the Review Timing field.

Default
Select the Default option to enable users to override the Review Timing Days field on the Review Renewals page with a value that is less than, greater than or equal to the value entered in the Review Timing field.

Line Amendment Default Options
Here are the Default Adjustment Options for Amending a line:

Change Billing Retroactively
Select this option to enable the system to adjust billing events retroactively when a contract line is cancelled or the contract line amount is modified during amendment processing. The option selected at the business unit level can be overridden at the contract line level.

If this option is not selected at the business unit or contract line level, the user can only adjust any remaining future events for the contract line.

Change Revenue Retroactively
Select this option to enable the system to adjust revenue events retroactively when a contract line is cancelled or the contract line amount is modified during amendment processing. The option selected at the business unit level can be overridden at the contract line level.

If this option is not selected at the business unit or contract line level, the user can only adjust any remaining future events for the contract line.
Chapter 7

Structuring Contracts

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

- Define contract statuses.
- Define contract types.
- Define revenue and billing plan templates.
- Define billing plan detail templates.
- Define billing summarization templates.
- Define renewal plan templates.
- Define hold reasons.
- Define tiered pricing templates.
- Define rate sets and rate plans.
- 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

The sections that follow provide details about the tables and setup parameters that are specific to structuring contracts in the PeopleSoft Contracts application. For setting up additional features in PeopleSoft Contracts that are shared by other applications, see PeopleSoft Enterprise Applications Fundamentals PeopleBook.
Note. For contracts with a classification type of Government, you must set up the PeopleSoft Contracts core structure before you set up the tables and structure for government contracts. Government contracts rely on this core structure to support the government contract features and functions: this combined setup enables you to use the additional features and functions of the government contracts system.


See Also

PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook, "Defining Financials and Supply Chain Management Common Definitions"

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**Defining Contract Statuses**

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

This section provides an overview of contract statuses and discusses how to define contract statuses.

**Understanding Contract Statuses**

The contract status provides a visual indicator of where your contract is in 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 the type of processing that can occur against a contract. When you set up your PeopleSoft Contracts system, you define a group of contract statuses that apply 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 that you define will appear on the pages throughout your PeopleSoft Contracts system.

**Processing Statuses**

The processing status is a system-defined value that controls the application processing that can occur against a contract. Every contract that you create in PeopleSoft Contracts is associated with a contract status that is mapped to a processing status of Pending, Active, or Closed. The processing statuses are described here:

**Pending**

This is the default processing status when you create a new contract. This status indicates that the contract was created and that some data was entered. Contracts in a status of Pending have these attributes:

- Data fields are available for entry.
- No downstream processing is allowed for the contract.
- Minimal system data validation was performed to validate the entered data.
**Active**

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

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

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

- Set the Allocation field to *Complete* on the Amount allocation page.
- Complete all required fields in the Contract General Information component (CA_HDR_PNL), which includes setting at least one contract line to Active status and setting up accounting distributions for all applicable contract lines.

You must complete additional activities based on price types and other contract conditions, such as discounts and deferred revenue.
Closed

Either the contract was terminated (the status changed from Pending to Closed or was cancelled after execution) or the contract was completed (all contractual obligations were fulfilled and all entitlements were received). Contracts in Closed status are removed from processing and views, but the historical contract data is still available for query. Closed contracts 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 was completed.

The system allows you to change the status of a contract from Pending to Closed. However, when you change the status from Pending to Closed or from Active to Closed, the system checks to determine whether any active projects are still associated with the contract. If active projects are associated with the contract, then the system asks whether you still want to close the contract. Before the processing status for a contract can be changed from Active to Closed, these conditions must be met:

- 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 verify that the status for all billing plans is Complete. You can close a contract that is assigned to billing plans with a status of Pending, Ready, or Reversed.

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

    Note. Unless you are closing a contract due to termination, you should verify that the status for all revenue plans is Completed or Cancelled. You can close a contract that is assigned to revenue plans with a status of Pending, Ready, or Reversed.

- No amendments are in Pending or Ready status; they must be in either Completed or Cancelled status.
- No prepayments are in Pending status. They must be in Completed status.
- No renewal plans are in Pending or Ready status. They must be in Cancelled status.

Status Flow

This diagram shows the flow between the contract header status values and the functionality for each header status value:
Status value flow of the contract header

Processing statuses can flow forwards only; 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.

**Company-Specific Contract Statuses**

You can define contract statuses that are applicable to your company's business environment. These contract statuses, which appear in the Status field of the Contract - General page, indicate where a contract is in 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.

You might want to define these contract status types:

**Proposed**

Contract is drafted and in the customer's hands.

**In Negotiation**

Contract was reviewed and returned by the customer; additional negotiations are in progress.

**Letter of Intent**

You and the customer 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 was finalized and signed by both parties.
Approved  Contract was 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 was revised or terms and contract lines were added.

Cancelled/Reversed  Signed contract was reversed as if it never existed.

Terminated  Signed contract was interrupted in the middle of the original obligations.

Superseded  Signed contract was replaced by another signed contract.

This table provides examples of how you might map the contract status types described previously to processing statuses:

<table>
<thead>
<tr>
<th>User-Defined Contract Status Type</th>
<th>Processing Status Example 1</th>
<th>Processing Status Example 2</th>
<th>Processing Status Example 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed</td>
<td>Active</td>
<td>Pending</td>
<td>Pending</td>
</tr>
<tr>
<td>In Negotiation</td>
<td>Active</td>
<td>Pending</td>
<td>Pending</td>
</tr>
<tr>
<td>Letter of Intent</td>
<td>Active</td>
<td>Active</td>
<td>Pending</td>
</tr>
<tr>
<td>Signed/Executed</td>
<td>Active</td>
<td>Active</td>
<td>Pending</td>
</tr>
<tr>
<td>Approved</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>Revised/Expanded</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
</tr>
<tr>
<td>Cancelled/Reversed</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Terminated</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Superseded</td>
<td>Closed</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

The system does not enforce a contract status hierarchy for contract statuses that are mapped to the same processing status. For example, in Processing Status Example 2 from the previous table, the system does 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 anytime 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

Optionally, you can enable status security for a PeopleSoft Contracts business unit by selecting the Enforce Contract Status Security check box on the Contracts Definition - BU Definition page. When status security is enabled, only those users to whom you assigned permission for a status can manage that contract status.
### Page Used to Define Contract Statuses

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

### Defining Contract Statuses

Access the Contract Status page (Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Contract Status).

**Contract Status page**

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

**Warning!** Once you define a contract status and use it on a contract, do not remap that contract status to a different processing status. Doing so will cause a change in processing status for any contracts that are 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* to be designated as the default status.

This field appears only when you create a new contract status.
Defining Contract Types

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

This section discusses how to define contract types.

Page Used to Define Contract Types

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

Defining Contract Types

Access the Contract Type page (Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Contract Type).

- **Description**: Enter a description for each contract type that you create.
- **Default Product Kit**: (Optional) Select a product kit for this contract type.

Defining Revenue and Billing Plan Templates

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

This section provides an overview of revenue and billing plan templates and discusses how to create revenue and billing plan templates.

Understanding Revenue and Billing Plan Templates

You can set up revenue and billing plan templates to automate the creation of revenue and billing plans. Optionally, you can also associate events with your revenue and billing plan templates, depending on your plan method. These events are automatically entered on your contract line when you associate the revenue or billing plan template with a contract.
Templates provide flexibility for automating your revenue and billing plan process. You can select template options that automatically set the bill plan and revenue plan to Ready status when you:

- **Activate a contract.**

  Check boxes on the revenue and billing plan pages indicate whether the system marks the plan as Ready when the contract is activated. The value in these check boxes on the revenue and billing plan pages is determined by the option defined on the Revenue/Billing Plan Template page. The default for this option on the template is to leave the plan in Pending status. Therefore, you must select this option on the template for automation to occur.

- **Process an amendment.**

  A check box on the Process Amendments page indicates whether the system marks the contract line as Ready when the amendment is processed. The value in this check box on the amendment page is determined by the option defined on the Revenue/Billing Plan Template page. The default for this option on the template is to leave the plan in Pending status. 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 Define Renewal Plan page indicates whether the system marks the renewal plan as Ready automatically upon approval of the renewal cycle. The default for this option is to leave the plan in Pending status. 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.

- **Ready a prepaid.**

  A check box on the associated billing plan template indicates whether the system marks the initial billing plan as Ready automatically when the prepaid status is changed to Ready. You must select this option on the template for automation to occur.

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

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

  **Note.** If your contract has a government classification, then the template for Immediate billing plans contains an additional check box for approving progress payment worksheets.

Page Used to Define Revenue and Billing Plan Templates

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue/Billing Plan Template</td>
<td>CA_PLAN_TMPL</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Revenue/Billing Plan Template</td>
<td>Create revenue and billing plan templates for use on your contract lines.</td>
</tr>
</tbody>
</table>

Creating Revenue and Billing Plan Templates

Access the Revenue/Billing Plan Template page (Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Revenue/Billing Plan Template).

Revenue/Billing Plan Template page

- **Plan Template ID**: Displays the unique template identifier that you entered for this template.
- **Plan Method**: 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.

**Ready Prepaid**
Select to have the system automatically set the initial billing plan to Ready when the associated prepaid status is changed to Ready.

**Approve Progress Payments**
Select to have the system automatically set this billing plan to Ready upon progress payment worksheet approval.

*Note.* This field applies to contracts with a classification of government only. This field appears only if the billing method is Immediate.

**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 an essential component for event dates on Milestone and As Incurred plans, and to determine the start date on Apportionment and Recurring plans.

**Basis Date Source**
Select Contract Sign Date, Current Date, or Contract Line Start Date as your basis date source. The system uses the basis date when entering events on the contract line. Contract Sign Date is the default value.

**Basis Date Option**
Select Use Basis Date, Last Day of Month, or Specify Day of Month for your basis date option. If you select the Specify Day of Month option, select a specific day, Day 01–Day 28 from the drop-down list box. Use Basis Date is the default value.

*Note.* If you select the Use Basis Date option, then the basis date will be the contract sign date, current date, or contract line start date, depending on the value that you selected in the Basis Date Source field.

If you select either the Last Day of Month or the Specify Day of Month option, then the basis date is changed according to your selection.
Note. The basis date cannot occur before the value selected for the Basis Date Source field. For example, if you select Specify Day of Month for the basis date option and select the fifteenth day of the month (15), then a contract sign date of August 20 results in a basis date of September 15.

**Event Detail**

These fields are available only for As Incurred and Milestone billing and revenue plan templates.

**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 the 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 valid only for events with a milestone origin of Contract.

Milestones that are created from billing and revenue plan templates that are associated with contract lines are created with a Ready status.

Note. Milestones are created with a Ready status only if they are created from milestone templates that have a condition type of Date, SQL, or User Initiated linked to revenue and billing plan templates. Milestone templates that have a condition type of Milestone are created with a status of Pending.

Even if a milestone is created with a Ready status from a milestone template, based on the milestone condition type, certain user-level inputs may be required for the system to process the milestone.

**Add to Basis**

Enter the time that the system will add to the basis date to determine the event date. The system adds the value in this field, combined with the value that you select for the UOM (unit of measure) field, 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 default value is Months, but you can select Days or Years.

Note. If you select a basis date option of Last Day of Month or Specify Day of Month, then you must select a UOM of Months. When selecting a basis date option of Last Day of Month and a UOM of Months, 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 added to the basis date. If the basis date is February 15, the add to basis amount is 1, and the UOM is Month (1 month), then the corresponding event date is March 15. However, if the basis date is Last Day of Month, the basis date is February 15, the add to basis amount is 1, and the UOM is Month (1 month), then the event date is March 31.

**Days Lag**

(Optional) Enter a default value for the system to pass 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_GBL).

This section provides an overview of billing plan detail templates and discusses how to create billing plan detail templates.

**Understanding 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 the Billing Plan Detail Template page, these values will override the billing defaults. If you do not want to override your billing defaults, do not enter any information on this page.

If you specify a billing plan template and do not specify a billing plan detail template, then the system creates the billing plan and populates the billing options on the billing plan with the 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.

**Page Used to Define Billing Plan Detail Templates**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Plan Detail Template</td>
<td>CA_BP_DTL_TMPL</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Bill Plan Detail Templates</td>
<td>Capture detailed information for overriding billing defaults on your billing plan.</td>
</tr>
</tbody>
</table>

**Creating Billing Plan Detail Templates**

Access the Billing Plan Detail Template page (Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Bill Plan Detail Templates).
Billing Plan Detail Template page

When you start to create a new billing plan detail template, all fields are blank. Use this page to override the billing defaults that you defined for this contract's business unit on the Contracts Definition - Defaults and the Contract General - Billing Options pages. If you specify values on this page, they will override the billing defaults. If you do not want to override your billing defaults, do not 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 will use the default value from the contract.

<table>
<thead>
<tr>
<th><strong>Bill Plan Detail</strong></th>
<th>Displays a unique identifier for the billing plan template.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Template ID</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Bill Currency</strong></th>
<th>Currency code of the invoices that are generated for this billing plan.</th>
</tr>
</thead>
</table>

**Customer Information**

<table>
<thead>
<tr>
<th><strong>BI Unit (PeopleSoft Billing business unit)</strong></th>
<th>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 PeopleSoft Contracts business unit.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Bill To Customer</strong></th>
<th>Select the customer to whom the invoice will be sent.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address Num</strong> (address sequence number)</td>
<td>Select the customer address to which the invoice will be sent.</td>
</tr>
<tr>
<td><strong>Bill To Contact</strong></td>
<td>Select the person to whose attention the invoice will be addressed.</td>
</tr>
</tbody>
</table>

**Billing Options**

| **Bill Type** | Select the bill type used by PeopleSoft Billing to categorize the activity being billed. |
| **Bill Source** | Select where the billing activity came from. The system associates default billing information with that billing activity. |

**Summarization Template ID**

Select the summarization template ID that will appear by default on the billing plan. When the billing plan is processed, PeopleSoft Contracts passes the template ID to PeopleSoft Billing using the Contracts/Billing Interface process. The summarization template defines the summarized format in which the bill lines will print on the invoice.

**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 run the invoice generation process within PeopleSoft Billing.

---

**Note.** If you select the Pre Approved check box and do not select the Direct Invoicing check box, the system bypasses the temporary invoice and creates a bill in *NEW* status based on the Bill By Identifier setup.

**Note.** If you do not select the Pre Approved check box, the system creates a temporary invoice. You must manually approve the bill in the billing worksheet before the system creates the invoice in *RDY* status.

**Direct Invoicing**

Select to have the Contracts to Billing interface run various PeopleSoft Billing processes to complete the invoice processing.

This check box is available if you selected the Pre Approval check box for this bill plan ID.


**Billing Default Overrides**

| **Invoice Form** | Specify the invoice format for the bills that you generate from this billing plan. |
| **Payment Method** | Select the type of payment method, such as *Check, Credit Card, Direct Debit, Draft*, or *Electronic Fund Transfer*. |
| **Payment Terms** | Enter the payment terms. These values are user-defined. |
**Billing Inquiry** (billing inquiry phone)  
Select a bill inquiry phone number. This number is established on the Bill Inquiry Phone page.

**Billing Specialist**  
Select a billing specialist from those that were established on the Billing Specialist page. An example of a billing specialist is a functional user whose daily job includes filling out billing plans.

**Billing Authority**  
Select a billing authority, which is a billing specialist who is responsible for approving invoices. This person might be a manager who is not necessarily the person responsible for entering bills daily. To indicate that a billing specialist is a billing authority, select the Billing Authority Flag option for the corresponding bill specialist on the Billing Specialist page.

The field appears for *As Incurred* billing plans only, such as those used in PeopleSoft Grants.

**Cycle ID** (billing cycle identifier)  
Select a value to associate a billing plan with a bill cycle that you defined on the Bill Cycle page. When you run the Contracts Billing Interface process, you can specify that only billing plans of a specific billing cycle type be processed.

**Bill By ID**  
Select a value to group bill lines on invoices.

---

**Bill Line Summarization**

**Summarization Group Type**  
Select a summarization group type to appear by default on the billing plan lines page for immediate, milestone, and percent complete billing plans. Summarization group types filter the summarization group identifiers that are available for selection.

---

**Important!** Summarization group types must be included as an attribute in the summarization template setup before PeopleSoft Billing can create summarized billing plan lines.

---

**Summarization Group ID**  
Select an identifier that is associated with the summarization group type selected to appear by default on the billing plan lines page for immediate, milestone, and percent complete billing plans. Billing plan lines assigned to the same summarization group ID attribute will be summarized by PeopleSoft Billing on the invoice.

---

**Important!** Summarization group IDs must be included as an attribute in the summarization template setup before PeopleSoft Billing can create summarized billing plan lines.

---

**Defining Billing Summarization Templates**

To define billing summarization groups, use the Billing Summarization Group (BI_SUM_GROUP_GBL) component.
To define billing summarization IDs, use the Billing Summarization ID (BI_SUMMARIZATION_GBL) component.

To define billing summarization templates, use the Billing Summarization Template (BI_SUM_TEMPLATE) component.

This section provides an overview of billing summarization templates and lists the pages used to define billing summarization templates.

**Understanding Billing Summarization Templates**

Summarization templates enable you to combine transactional bill line data into a single summarized bill line format for printing on an invoice. Summarization templates are assigned at the billing plan level for amount-based and rate-based contract lines. When the Contracts/Billing Interface process is run, the system passes the summarization template to PeopleSoft Billing to combine contract line transaction data for printing on the invoice. For immediate, milestone, and percent complete billing plans, you can specify additional criteria on the billing plan to print summarized billing plan lines, while leaving other billing plan lines at the detail level.

Before you can use billing summarization functionality, you must set up the billing summarization components in PeopleSoft Billing. To set up billing summarization criteria for PeopleSoft Contracts billing, complete these steps:

1. Define summarization group types.
2. Define summarization identifiers.
3. Define summarization templates.
4. Assign summarization templates to billing plans manually or using the Billing Plan Detail template.
5. Assign summarization group types to billing plan lines for immediate, milestone, and percent complete billing plans manually or using the Billing Plan Detail template.

**Note.** Summarization templates cannot be assigned to billing plans that use the Value-Based or Recurring billing method.

**Summarization Group Types**

Use summarization group types for immediate, milestone, and percent complete billing plans to enable you to select the contract lines associated with the billing plan to be summarized. When defining summarization group types, you must define a summarization group type ID and summarization group identifiers. When determining how contract bill lines will be summarized, you must associate a summarization group type and summarization group identifier with the contract billing plan line. Only summarization group identifiers associated with the summarization group type will be available for selection.

When the Contracts/Billing Interface process is run, the system sends the summarization group type and summarization group ID data assigned to the contract bill lines to PeopleSoft Billing. The Billing application groups all contract billing lines that are assigned to the same summarization group ID together onto one summarized bill line on the invoice.
**Summarization Identifiers**

Use the summarization identifier to select fields from the Billing Line (BI_LINE) table to use for summarizing your billing lines. The fields that you select for your Summarization ID setup will be the fields that you can select from when defining the summarization rules for your summarization template.

For contract billing, when defining the summarization ID, you must also include the summarization group type (SUM_GROUP_TYPE) and summarization group identifier (SUM_GROUP_ID) as summarization fields. These fields enable the system to successfully pass the summarization bill line data to PeopleSoft Billing. If these fields are not included on your summarization ID definition, then PeopleSoft Contracts issues a warning message when the billing plan is set to Ready status.

**Summarization Templates**

Summarization templates are configurable templates that enable you to define summarized text and grouping rules, as well as customized group header and detail data that appears on the invoice. Once defined and assigned to a contract billing plan, summarization templates enable the system to create summarized invoices for transaction billing data for amount-based and rate-based contract lines.

Summarization templates enable you to define the configuration that determines how bill lines will be summarized and printed on the invoice. Summarization templates consist of these pages:

- **Common Definitions**
  
  Identify the summarization ID, associated field names to use for summarization, and group header and detail rules. This setup defines the overall summarization rules.

- **Group Header**
  
  Define customized text and details that will print on the summarization invoice, as well as the order in which the fields designated as group header fields on the Common Definitions page should appear.

- **Group Detail**
  
  Define customized text and the sort order for the group detail lines for fields designated as group detail fields on the Common Definitions page.

**See Also**

*PeopleSoft Enterprise Billing PeopleBook*
## Pages Used to Define Billing Summarization Templates

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summarization Group</td>
<td>BI_SUM_GROUP</td>
<td>Set Up Financials/Supply Chain, Product Related, Billing, Summarization Template Config, Summarization Group</td>
<td>Define summarization group types and summarization groups to assign to contract billing plan lines that should be summarized onto one bill line on an invoice.</td>
</tr>
<tr>
<td>Summarization Configuration ID</td>
<td>BI_SUM_CFG_ID_FLDC</td>
<td>Set Up Financials/Supply Chain, Product Related, Billing, Summarization Template Config, Summarization Configuration ID</td>
<td>Configure and define a list of selected fields to be used as prompts on the Summarization Template page.</td>
</tr>
<tr>
<td>Summarization Template - General Definitions</td>
<td>BI_SUM_COMMON</td>
<td>Set Up Financials/Supply Chain, Product Related, Billing, Summarization Template Config, Summarization Template, General Definitions</td>
<td>Set up the overall summarization rules and formatting options for the fields selected on the summarization template.</td>
</tr>
<tr>
<td>Summarization Template - Group Header</td>
<td>BI_SUM_GROUP_HDR</td>
<td>Set Up Financials/Supply Chain, Product Related, Billing, Summarization Template Config, Summarization Template, Group Header</td>
<td>Define customized options for the group header display.</td>
</tr>
<tr>
<td>Summarization Template - Group Detail</td>
<td>BI_SUM_GROUP_DETL</td>
<td>Set Up Financials/Supply Chain, Product Related, Billing, Summarization Template Config, Summarization Template, Group Detail</td>
<td>Define customized options for the summarized lines.</td>
</tr>
</tbody>
</table>
| Summarization Template - Preview Template | BI_SUM_TMPL_PREVW | • Set Up Financials/Supply Chain, Product Related, Billing, Summarization Template Config, Summarization Template, Preview Template  
  • Click the Preview Summarization Template link on any page of the Summarization Template component | Preview the summarization display. |
Defining Renewal Plan Templates

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

This section provides an overview of renewal plan templates and discusses how to define renewal plan templates to use on your amount-based contract lines.

Understanding Renewal Plan Templates

You can set up renewal plan templates to automate the creation of renewal plans, automatically create billing and revenue plans, and set pricing and accounting distribution criteria for the renewed contract line. If you have revenue plans, billing plans, or both associated with your renewal template, use the Auto-ready options to enable the system to automatically set the revenue plans, billing plans, or both to Ready status upon approval of the renewal cycle.

See Also

Chapter 24, "Entering Renewals," Defining Renewable Products, Templates, and Contract Lines, page 482

Page Used to Define Renewal Plan Templates

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal Plan Template</td>
<td>CA_RNW_TEMPLATE</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Renewal Templates</td>
<td>Create renewal plan templates to use on your amount-based contract lines.</td>
</tr>
</tbody>
</table>

Creating Renewal Plan Templates

Access the Renewal Plan Template page (Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Renewal Templates).
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.

Create Target Lines

Select a value to indicate how the renewals process generates new contract lines. The system uses Individual as the default value for this field. You can override this option on the Define Renewal Cycle page. Values include:

- *Individual*: Select for the renewals process to generate a new contract line for each renewable contract line that is linked to the renewal cycle.

- *Consolidated*: Select for the renewals process to generate one new contract line for one or multiple renewable contract lines that are linked to the same renewal cycle.

**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 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.
**Other Options**

**Price Basis**
Select the amount that the system will pass to PeopleSoft Enterprise Pricer to calculate the renewal price. Possible values include *Contract Line Negotiated Amt*, *Contract Line List Price*, *Contract Line Net Amount*, *Then Current List Price*, and *User-entered Amount*. You can override this option on the Define Renewal Cycle page. The system uses *Contract Line Negotiated Amt* as the default value for this field.

**Accounting Distribution Option**
Select an accounting distribution option to determine whether to create the accounting distribution for the new contract line from the default or the source renewable contract line. You can override this option on the Define Renewal Cycle page. The system uses *Default* as the default value for this field. Values include:

- **Default**: Select to associate the accounting distribution for the new contract line with the default.
- **Inherit from Line**: Select to associate the accounting distribution for the new contract line with the source renewable contract line.

**See Also**
Chapter 24, "Entering Renewals," page 481

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**Defining Hold Reasons**

To define hold reasons, use the Hold Reason component (CA_HOLD_RSN_GBL).

This section discusses how to define renewal hold reasons for your renewal cycles.

**Page Used to Define Renewal Hold Reasons**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold Reason</td>
<td>CA_HOLD_RSN</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Hold Reason</td>
<td>Define hold reasons by setID to use when placing renewal cycles on hold.</td>
</tr>
</tbody>
</table>

**Defining Hold Reasons**

Access the Hold Reason page (Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Hold Reason).
Define a hold reason code and an associated description for the system to use when you place a renewal cycle on hold. The code for the hold reason that was entered when you created the hold reason appears at the top of the page.

Defining Tiered Pricing Templates

To define tiered pricing templates, use the Tiered Pricing component (PC_TIER_TEMPLATE_GBL).

This section provides an overview of tiered pricing templates and discusses how to create tiered pricing templates.

Understanding 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 can contain one or more tiers that can 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 13, "Working with PeopleSoft Project Costing," Tiered Pricing, page 187

Chapter 13, "Working with PeopleSoft Project Costing," Defining Tiered Pricing, page 196
Page Used to Define Tiered Pricing Templates

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiered Pricing Template</td>
<td>PC_TIER_TEMPLATE</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Tiered Pricing Templates</td>
<td>Create tier templates to facilitate data entry when defining tiered pricing for a rate-based contract line.</td>
</tr>
</tbody>
</table>

Creating Tiered Pricing Templates

Access the Tiered Pricing Template page (Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Tiered Pricing Templates).

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 plan or rate set-determined rate.

---

**Defining Rate Sets and Rate Plans**

Access the Rate Sets page.


---

**Defining Discounts and Surcharges**

This section discusses how to define fixed-amount discounts and surcharges. Rate-based discounts are described in the Working with PeopleSoft Project Costing chapter.


---

**Page Used to Define Fixed-Amount Discounts and Surcharges**

<table>
<thead>
<tr>
<th><strong>Page Name</strong></th>
<th><strong>Definition Name</strong></th>
<th><strong>Navigation</strong></th>
<th><strong>Usage</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount/Surcharge</td>
<td>BI_DISC_SUR</td>
<td>Set Up Financials/Supply Chain, Product Related, Billing, Setup, Discount &amp; Surcharge</td>
<td>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.</td>
</tr>
</tbody>
</table>
Defining Fixed-Amount Discounts and Surcharges

Access the Discount/Surcharge page (Set Up Financials/Supply Chain, Product Related, Billing, Setup, Discount & Surcharge).


Defining Document Sequencing Options

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

This section provides an overview of document sequencing options and discusses how to define contract document sequencing options.

Understanding Document Sequencing Options

Statutory legal requirements in some countries require that all financial transactions (documents) are classified into different transaction types and that, within each transaction type, all documents entered are 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. When you activate 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 redistribute revenue accounting entries in PeopleSoft Contracts, the Document Sequencing feature assigns new document sequencing numbers.

Note. For PeopleSoft Contracts, the Document Sequencing feature applies only to revenue accounting entries, because they are the only accounting entries generated within PeopleSoft Contracts. For all accounting entries that are sent to PeopleSoft Billing, Billing document sequencing options apply.

See Also

PeopleSoft Enterprise Global Options and Reports 9.1 PeopleBook, "Defining Document Sequencing"

Page Used to Define Contract Document Sequencing Options

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts GL Options (Contracts General Ledger Options)</td>
<td>CA_BUGL_OPT</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Contracts GL Options</td>
<td>Designate journal templates and document types for a business unit.</td>
</tr>
</tbody>
</table>

Defining Contract Document Sequencing Options

Access the Contracts GL Options page (Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Contracts GL Options).

Contracts GL Options page

GL Business Unit (PeopleSoft General Ledger business unit) Assign journal templates and document types at the PeopleSoft General Ledger business unit level. Any contracts that you have associated with this PeopleSoft General Ledger business unit use the journal templates and document types that you define on this page.

You must enter a document type if you are using the Document Sequencing feature for the PeopleSoft 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.

Each revenue transaction type has a document type group box: Deferred Revenue Doc Type, Fixed-Amount Revenue Doc Type, or 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 go 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_GBL).

This section provides an overview of legal entities and discusses how to define a legal entity.

Understanding 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 track of who signed the contract in case a reassignment is necessary, 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 divide your business into smaller or larger areas. The region code is also useful for operational purposes, such as sales and customer service.

These examples describe ways in which you can designate the legal entity on a contract.

Example 1

Two legal entities can sell products and services and assign those products and services to the same PeopleSoft Contracts business unit. For this example, the Legal Entity field enables you to specify 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:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts Business Unit</td>
<td>PSOFT</td>
</tr>
<tr>
<td>Sold to Customer ID</td>
<td>Cracker Barrel Restaurant</td>
</tr>
<tr>
<td>Legal Entity</td>
<td>PSUSA</td>
</tr>
</tbody>
</table>

The second sale to the same customer is by Vantive. The contract header details are:
### Example 2

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

PSLATIN sells products and services to Cracker Barrel Restaurant in Mexico. The contract header details are:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts Business Unit</td>
<td>PSOFT</td>
</tr>
<tr>
<td>Sold to Customer ID</td>
<td>Cracker Barrel Restaurant</td>
</tr>
<tr>
<td>Legal Entity</td>
<td>VANTIVE</td>
</tr>
</tbody>
</table>

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. The contract header details are:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts Business Unit</td>
<td>PSMEX</td>
</tr>
<tr>
<td>Sold to Customer ID</td>
<td>Cracker Barrel Restaurant</td>
</tr>
<tr>
<td>Legal Entity</td>
<td>PSLATIN</td>
</tr>
</tbody>
</table>

### Example 3

A contract is sold to a company that is acquired by another company. For this example, 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 then Intrepid was acquired by PeopleSoft. Upon data entry and conversion to the system, the contract is entered in the following way:
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. The contract header details are:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts Business Unit</td>
<td>PSOFT</td>
</tr>
<tr>
<td>Sold to Customer ID</td>
<td>Cracker Barrel Restaurant</td>
</tr>
<tr>
<td>Legal Entity</td>
<td>INTREPID</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts Business Unit</td>
<td>PSOFT</td>
</tr>
<tr>
<td>Sold to Customer ID</td>
<td>Cracker Barrel Restaurant</td>
</tr>
<tr>
<td>Legal Entity</td>
<td>PSUSA</td>
</tr>
</tbody>
</table>

**Page Used to Define Legal Entities**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Entity</td>
<td>CA_LEGAL_PNL</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Legal Entity</td>
<td>Define legal entities. You use legal entities on the Contract - General page to identify the legal entity within your company that owns (that is, signed) the contract.</td>
</tr>
</tbody>
</table>

**Defining a Legal Entity**

Access the Legal Entity page (Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Legal Entity).

Enter a description for each legal entity that you create.

**Note.** Legal entities in PeopleSoft Contracts are not directly linked to the legal entities in PeopleSoft General Ledger.
Defining Early-Out Options

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

This section discusses how to define early-out options.

Page Used to Define Early-Out Options

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Out Option</td>
<td>CA_EARLYOUT_PNL</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Early Out Option</td>
<td>Define early-out option reason codes. These codes are used on the Special Payment Terms page. A contract can contain multiple early-out options.</td>
</tr>
</tbody>
</table>

Defining Early-Out Options

Access the Early Out Option page (Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Early Out Option).

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_GBL).

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

This section provides an overview of milestone templates and discusses how to:

- Define milestone classifications.
- Define milestone templates.
- Define milestone condition templates.
- Define SQL statements for milestone conditions.
**Understanding Milestone Templates**

A milestone is a significant event in the life cycle of a contract. Milestone functionality in PeopleSoft Contracts enables you to associate activities, such as billing or revenue recognition, with 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 these milestone condition types: Date, User Init (user initiated), Milestone, and SQL.

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

Because 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 14, "Setting Up Milestones," page 203

**Pages Used to Define Milestones**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone Classification</td>
<td>CA_MS_CLASS_PNL</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Milestone Classification</td>
<td>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.</td>
</tr>
</tbody>
</table>
### Defining Milestone Classifications

Access the Milestone Classification page (Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Milestone Classification).

**Milestone Classification page**

- **Primary Permission List** Select the permission lists that will have access to manage milestones associated with the value in the Milestone Classification field.
Defining Milestone Templates

Access the Milestone Template page (Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Milestone Templates, Milestone Template).

**Milestone Template page**

**Milestone Classification** Select a value. These classifications, which were defined on the Milestone Classification page, are 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 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 (Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Milestone Templates, Milestone Conditions Template).

**Milestone Conditions Template page**
Milestone Conditions Definitions

Add the milestone conditions that apply to the milestone template selected. You can define multiple conditions for a milestone template. For example, billing can 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 whether one or all of the conditions must be met 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.

<table>
<thead>
<tr>
<th>Milestone Condition Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Select to create a date-driven milestone. When you use this milestone condition type on a contract, you associate it with a date that is specific to that contract. The milestone is triggered when the system date reaches the date that you specified for the condition.</td>
</tr>
<tr>
<td>Milestone</td>
<td>Select to link a milestone with another milestone. If this value is selected, you must enter values for the Milestone Source and Days Lag fields.</td>
</tr>
<tr>
<td>User Init</td>
<td>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 for which billing cannot occur until a signed work order is received from the customer.</td>
</tr>
<tr>
<td>SQL</td>
<td>Select to associate the milestone with a SQL statement that you wrote. SQL milestones enable you to create custom milestones that are specific to your business.</td>
</tr>
</tbody>
</table>

Milestone Source

Used with the Milestone condition type. Select 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 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 to enter your SQL statement.

Defining SQL Statements for Milestone Conditions

Access the SQL Statement page (click the SQL statement link on the Milestone Conditions Template page).

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

For example:

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

The SQL that is run for SQL conditions in the Milestone Application Engine follows. The first bind statement is the SQL statement that 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 Revenue Reconciliation Options**

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

This section discusses how to define reconciliation options.

**Page Used to Define Reconciliation Options**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconciliation Options by User</td>
<td>CA_RECON_DEFN</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Reconciliation Options by User</td>
<td>Specify the Review By and Break On parameters for reconciliation.</td>
</tr>
</tbody>
</table>

**Defining Reconciliation Options**

Access the Reconciliation Options by User page (Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Reconciliation Options by User).
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 can select all Review By check boxes. The check boxes that you select determine the parameters on which you can break.

**Break On**
Select the filtering values for reconciliation. These selections determine how your data appears on the reconciliation pages. The more fields that you break on, the more detail you will see when reconciling. If you did not select either the Contract Line or Activity check box as a Review By parameter, then you must select one of these two check boxes here. This selection 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 be 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**

To define email notifications, use the Support Teams by Contract Business Unit (CA_EMAIL_BU_PNG_GBL) and the Support Teams by Contract Type (CA_EMAIL_TYPE_PNG_GBL) components.

This section provides an overview of email notifications, lists prerequisites and common elements, and discusses how to:

- Define support teams by contract business unit.
- Define support teams by contract type.
Understanding 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 configure 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 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. If parameters are found for the contract number, then the system uses them. If they are not found, the system looks to the contract type, and so on.

Before you can establish email notification for support teams, you must first define 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


Prerequisites

Create your support team codes on the Support Team Members page.

Common Elements Used in This Section

<table>
<thead>
<tr>
<th>Component</th>
<th>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, or Revenue Recognition Plan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Support Team</td>
<td>Click to create a new support team.</td>
</tr>
<tr>
<td>Status</td>
<td>The prompt values for this field are based on the component that you selected. For each component, you can associate a support team with the change in all, or in 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.</td>
</tr>
<tr>
<td>Support Team</td>
<td>A support team code represents a list of support team members.</td>
</tr>
</tbody>
</table>
Description
Click 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:

*Email All*: All members within the selected support team code for whom you defined an email address on the Team Member Personal Data page.

*Email Manager Only*: Only the employee who was designated as the support team manager on the Support Team Mbrs Page.

*Do Not Send Email*: No members of this support team.

Interested Parties
Enter the email addresses of additional individuals to notify of a particular status change. Enter the individual’s complete email address, separating each address with a semicolon.

**Pages Used to Define Email Notifications**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Teams by Business Unit</td>
<td>CA_EMAIL_BU</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, Support Teams, Support Team by Business Unit</td>
<td>Define the support teams to be used for the workflow that you associate with the different activities within PeopleSoft Contracts.</td>
</tr>
<tr>
<td>Support Teams by Contract Type</td>
<td>CA_EMAIL_TYPE</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, Support Teams, Support Team by Contract Type</td>
<td>Define the support teams to be used for the workflow that you associate with the different contract types.</td>
</tr>
</tbody>
</table>

**Defining Support Teams by Contract Business Unit**

Access the Support Teams by Business Unit page (Set Up Financials/Supply Chain, Product Related, Contracts, Support Teams, Support Team by Business Unit).
Defining Support Teams by Contract Type

Access the Support Teams by Contract Type page (Set Up Financials/Supply Chain, Product Related, Contracts, Support Teams, Support Team by Contract Type).

Defining Amendments

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

This section provides an overview of amendments and discusses how to:

- Define amendment types.
- Define amendment reasons.
Understanding Amendments

PeopleSoft Contracts requires that any changes that you make to the products, terms, or conditions of an active contract 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. Together, amendment types and amendment reasons provide contract viewers with a quick explanation as to why an amendment is being made.

Pages Used to Define Amendments

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment Type</td>
<td>CA_CHG_TYPE_PNL</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, Amendments, Amendment Type</td>
<td>Define amendment types. The amendment type is informational only—it triggers no processing.</td>
</tr>
<tr>
<td>Amendment Reason</td>
<td>CA_CHG_RSN_PNL</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, Amendments, Amendment Reason</td>
<td>Define amendment reasons. The amendment reason is informational only—it triggers no processing.</td>
</tr>
</tbody>
</table>

Defining Amendment Types

Access the Amendment Type page (Set Up Financials/Supply Chain, Product Related, Contracts, Amendments, Amendment Type).
Assign a high-level classification to the amendment. Amendment types are dictated by your internal amendment policies. For example, amendment types might be *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.

Select an effective date for this amendment type.

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

**Defining Amendment Reasons**

Access the Amendment Reason page (Set Up Financials/Supply Chain, Product Related, Contracts, Amendments, Amendment Reason).

Enter a reason for initiating the amendment. The amendment reason should augment the amendment type, providing additional insight as to the reason for the amendment. For example, you can create an amendment reason of *Data Entry Error, Additional Purchase, or Scope Change*. 
Chapter 8

Setting Up Products

This chapter provides an overview of products and product groups and discusses how to set up products and product groups.

Understanding Products and Product Groups

Core contractual obligations are the products and services that an organization provides to its customers. In PeopleSoft Contracts, you define a standard set of products; associate them with a set of attributes that include 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 the product group.
3. Define the product.
4. Define the list price (optional).
5. Associate a product to a product group and type.
6. Define product rate defaults (optional).

**Note.** You can define a product without a product group. In that case, follow steps 3, 4, and 6 only.

This section describes:

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

A product group is a high-level grouping of products. Product groups enable you to categorize products based on a business model. When you define an individual product or a product kit, you can optionally associate a 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 accounts receivable (AR) distribution code on the Contract Product Group Options component. If you associate a product with a product group that you linked to an unbilled AR account, when that product is added to a contract line, that contract line inherits the product group's unbilled AR account information. When you 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 the PeopleSoft Contracts business unit on the contract header.

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

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

<table>
<thead>
<tr>
<th>Price Type</th>
<th>Revenue Recognition Method</th>
<th>Billing Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount or Percent</td>
<td>Milestone, Percent Complete, Apportionment, Billing Manages Revenue</td>
<td>Milestone, Percent Complete, Immediate</td>
</tr>
<tr>
<td>Rate</td>
<td>As-incurred</td>
<td>As-incurred, Value-based</td>
</tr>
<tr>
<td>Recurring</td>
<td>Billing Manages Revenue</td>
<td>Recurring</td>
</tr>
</tbody>
</table>

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

Defining Rate-Based Products

You can optionally set up product rate defaults, where you can associate multiple PeopleSoft Project Costing rate sets or rate plans 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 defaults on the Product Rate Defaults page by identifying a PeopleSoft Project Costing business unit with either a rate set ID or a rate plan ID. Once you make this association, the system uses this rate set or rate plan 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

A product kit is a collection of products. Products or services are often sold as part of a product kit. When you select a product kit for 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.


Ad Hoc Products

An ad hoc product is a product that you define during the contract entry process. 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.

Renewable Products

You can designate a fixed-amount product or service as renewable when defining a product by selecting the Renewable check box on the Product Definition - Contract Options page. In addition, you must select a default Renewal Action option to designate whether the renewable product is a manual or an automatic renewal. The renewable action appears by default with the product and is stored on the renewable contract line. This renewal action drives the behavior of the renewal plan associated with the contract line. With automatic renewals, the system processes the renewal when the specified criteria is met. The renewal action can be overridden when selecting the renewable product onto a contract line. Optionally, you can select a default renewal plan template for the renewable product.

See Also

Chapter 9, "Creating Contracts," page 87
Chapter 8, "Setting Up Products," page 77
Chapter 24, "Entering Renewals," page 481
Setting Up Products and Product Groups

To define product group options and product rate defaults, use the Product Group Options (CA_PROD_GROUP_GBL) and Product Rate Defaults (CA_PROD_RATES_GBL) 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:

- Define product groups.
- Define contract attributes for product groups.
- Define products.
- Define contract product group options.
- Define the unit of measure (optional).
- Define the list price (optional).
- Associate products to product groups.
- Define product rate defaults.
- Create products from ad hoc products.

Pages Used to Define Products and Product Groups

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product Group Table</td>
<td>PROD_GROUP_TBL</td>
<td>Set Up Financials/Supply Chain, Common Definitions, Products, Product Group Table</td>
<td>Define product group IDs and indicate product group types. Create product groups or make an existing product group available for contracts.</td>
</tr>
<tr>
<td>Product Group Options</td>
<td>CA_PROD_GROUP</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, Product Group Options</td>
<td>Assign contract attributes such as deferred revenue and unbilled AR options for product groups.</td>
</tr>
<tr>
<td>Product Definition</td>
<td>PROD_DEFN</td>
<td>Products, Identify Product Details, Definition</td>
<td>Make products available for use on contract lines.</td>
</tr>
<tr>
<td>Page Name</td>
<td>Definition Name</td>
<td>Navigation</td>
<td>Usage</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>-----------------</td>
<td>-------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Product Definition - Contracts Options</td>
<td>PROD_CONTRACTS</td>
<td>Products, Identify Product Details, Definition, Contracts Options</td>
<td>Define the products (products and services) to use on your contract lines. From this page, you can define the product's price type and revenue recognition method. You can select revenue plan, billing plan, billing plan detail and renewal templates to associate with the product. You can also designate products as renewable and select either manual or automatic renewal actions. See PeopleSoft Enterprise Order to Cash Common Information 9.1 PeopleBook, &quot;Setting Up Products,&quot; Establishing Product Contract Options.</td>
</tr>
<tr>
<td>Product Attributes by UOM</td>
<td>PROD_UOM</td>
<td>Product, Identify Product Details, Attributes by UOM</td>
<td>Identify the unit of measure (UOM) that is 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. See PeopleSoft Enterprise Order to Cash Common Information 9.1 PeopleBook, &quot;Setting Up Products,&quot; Establishing Product Attributes by Unit of Measure.</td>
</tr>
<tr>
<td>Product Price</td>
<td>PROD_PRICE</td>
<td>Product, Identify Product Details, Assign List Price</td>
<td>Defining a list price for your product is optional. 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. See PeopleSoft Enterprise Order to Cash Common Information 9.1 PeopleBook, &quot;Setting Up Products,&quot; Establishing Product Prices.</td>
</tr>
</tbody>
</table>
### Defining Contract Attributes for Product Groups

Access the Product Group Options page (Set Up Financials/Supply Chain, Product Related, Contracts, Contracts Product Options, Product Group Options).

![Product Group Options](image)

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 - Processing Options page, determine whether a contract line enables deferred revenue.

Here are the possible scenarios:

- If you select this check box, you enable deferred revenue for all products within this product group.
- If you do not select this check box, you can use deferred revenue on the contract line if you select the deferred revenue override option on the Contracts Definition - Processing 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 - Processing Options page, then no products in this product group can have deferred revenue.

Unbilled AR Distribution Code

Select a default unbilled 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 (Products, Identify Product Details, Definition).

Product Use

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

- **Contracts Only**: You can use this product only with PeopleSoft Contracts.
- **General Use Including Contract**: 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 PeopleSoft Order Management is not installed, the default value of this field is **Contract Only**.

See Also

*PeopleSoft Enterprise Order to Cash Common Information 9.1 PeopleBook*, "Setting Up Products," Establishing Product Definitions
Defining Product Rate Defaults

Access the Product Rate Defaults page (Set Up Financials/Supply Chain, Product Related, Contracts, Contracts Product Options, Product Rate Defaults).

**Product Rate Defaults**

<table>
<thead>
<tr>
<th>SetID:</th>
<th>SHARE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product ID:</td>
<td>CONS_GENERAL_01</td>
</tr>
<tr>
<td>Description:</td>
<td>Consulting Services</td>
</tr>
</tbody>
</table>

**Effective Date Options**

| Effective Date | 08/31/2009 |

**Sets/Plans by Unit**

<table>
<thead>
<tr>
<th>PC Business Unit</th>
<th>Rate Selection</th>
<th>Rate Set</th>
</tr>
</thead>
<tbody>
<tr>
<td>US001</td>
<td>Rate Set</td>
<td>ACT</td>
</tr>
</tbody>
</table>

- **Effective Date** Displays the current date.
- **Sets/Plans by Unit**
  - **PC Business Unit** Select a default PeopleSoft Project Costing business unit.
  - **Rate Selection** Select whether you want to associate a *Rate Set* or *Rate Plan* with the product. The value that you select here determines the additional field (either Rate Set or Rate Plan) that appears on the page.
  - **Rate Set** Select a default value for the rate set for the product. This field appears only if you selected *Rate Set* in the Rate Selection field.
  - **Rate Plan** Select a default value for the rate plan identifier for the product. This field appears only if you selected *Rate Plan* in the Rate Selection field.

Creating Products from Ad Hoc Products

Access the Create Products from Ad Hoc Products page (Set Up Financials/Supply Chain, Product Related, Contracts, Contracts Product Options, Create Product From Adhocs).
Create Products from Ad Hoc Products page

View all ad hoc products that you have defined, or view all ad hoc products that you defined for specific parameters such as contract number or sold-to customer. In the search criteria group box, specify your search parameters: Contract, Sold To Customer, Product Group, Contract Type, Contract Classification, Contract Status, or Line Status. The search returns all current ad hoc products for the specified search criteria. If you leave all fields blank, the search returns all ad hoc products that you have defined. In addition, select the check box next to a specific price type in the Price Type group box if you want to limit your search by price type.

**Note.** The search does not return any ad hoc products that you defined and subsequently turned into regular products.

**Note.** For contracts with a classification of *Government*, you can additionally select the check box next to a specific fee type in the Fee Type group box if you want to limit your search by fee type. This field appears only if you leave the Contract Classification field blank or you select a contract classification of *Government*. When the Contract Classification is blank and you are looking for matching criteria for a contract with a contract classification of something other than *Government*, select the None Fee Type option.

See *PeopleSoft Enterprise Contracts for Government Contracting PeopleBook*.

(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.
Creating Contracts

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

- Define general contract information.
- Define contract lines.
- Select products to add to a contract line.
- Define contract billing options.
- Add attachments.
- Create amendments.
- Create ad hoc product lines.
- 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 that is 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 in accordance with contract terms and conditions to contract lines. You can add multiple lines to each contract. You link contract lines to billing and revenue plans. Each contract line has its own status, which enables you to add all products associated with a contract during contract setup and then to manage each contract line as appropriate to the line in accordance with the terms and conditions of the contract.

This section lists prerequisites and discusses:

- Contract classifications.
- Contract headers.
- Contract lines.
- Contract line statuses.
- Products on contract lines.
**Prerequisites**

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

*See Also*

Chapter 7, *"Structuring Contracts,"* page 33

**Common Elements Used in This Chapter**

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendment Number</td>
<td>Displays the current amendment number and date of the amendment if the contract was amended through amendment processing.</td>
</tr>
<tr>
<td>Amend Contract</td>
<td>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.</td>
</tr>
<tr>
<td>View Current</td>
<td>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.</td>
</tr>
<tr>
<td>Contract Number</td>
<td>The contract number that you entered appears at the top of the page. If automatic numbering is enabled and you select a value of <em>NEXT</em>, the system generates a contract number. The contract number is a unique number used to identify a contract. The parameters that you establish for a contract number affect all components of the contract.</td>
</tr>
<tr>
<td>Contract Status</td>
<td>Displays a user-defined value that provides a visual indicator of where the contract is within the contract life cycle. This element also controls what processing can occur against the contract. When you define 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.</td>
</tr>
</tbody>
</table>
Go To

Click one of the links to navigate to key contract areas that you can assign before activating the contract:

Billing Plans: 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 the contract or to 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.

- Internal Notes: Click to add both standard and custom notes for the 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.

- Prepaids: Click to administer prepaid purchases.

- Revenue Forecast: Click to create a revenue forecast.

- Sales Order: Click to create sales order lines from the associated contract lines.

- Service Order: If you have installed PeopleSoft Enterprise 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.

**Contract Classifications**

Select a value for the contract classification when creating a new contract. The contract classification appears on the contract header and cannot be changed. The contract classification selection determines the way that fields and pages are displayed in the PeopleSoft Contracts application.

Contract classification values include:

- **Standard** The classification for a standard contract.
- **Internal** The classification for a contract that supports interunit billing. You can process interunit bills by selecting *Internal* in the Contract Classification field of the contract header. The following rules apply to internal contracts:
  - On the Billing Options page, you can select interunit Bill To Customers only.
  - For internal contracts, the sold to customer that you select must have an interunit bill to customer associated with it. Otherwise, the system displays an error message.
  - The system does not allow limits on internal contracts.
  - The system does not allow deferred revenue on internal contracts.
  - The system does not allow prepaids to be linked to internal contracts.
  - The system does not allow discounts or retainages on internal contracts.
  - *Billing Manages Revenue* is the revenue recognition method for internal contracts.

You can process interunit bills by selecting *Internal* in the Contract Classification field.
Government

The classification for a government contract. With a classification of Government, all of the features and fields that are specific to government contracts become active.

Using the core features of PeopleSoft Contracts in combination with the features of government contracts, you can perform the following functions:

- Generate bills.
- Recognize revenue.
- Associate projects and activities with contract lines.
- Associate rates sets and rate plans with contract lines.
- Associate withholding terms and limit amounts to contract lines.
- Set up and associate progress payment terms with contract lines.
- Associate cost-plus fees with contract lines.

See PeopleSoft Contracts for Government Contracting PeopleBook.

Federal Reimbursable Agreement

The classification for a reimbursable contract. This option appears only if you selected the Federal Reimbursable Agreement check box on the Contracts - Installation Options page. This option is designed for U.S. federal government customers.

Note. Once you specify a contract classification and create a new contract, you cannot change the contract classification value. Contract classification is not under amendment control. If you create a contract with the wrong classification, you must create a new one with the correct contract classification.

Contract Headers

The contract header serves two primary functions in the PeopleSoft Contracts application. 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 the contracts to match the business model. Based on the selections that you make at the header level, the PeopleSoft Contracts application 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 default 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 uses 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.
Note. Do not confuse contract class with contract classification. The contract classification selection, chosen when you create a new contract, determines the way that fields and pages appear in the PeopleSoft Contracts application.

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.

Master contracts can be used in conjunction with standard contracts to 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 the 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 are copied over to the standard contracts. If you license additional products or services to that customer, you can associate the new standard contract with an existing master. This setup enables you to easily query (by using PeopleSoft Query or a different query tool) the database to find all contracts that are 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 existing standard contracts in the 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 affect the agreement information that exists on the standard contract.

Note. You cannot link a standard contract to a master if the standard contract is already 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.

**Using 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.

These examples discuss how you might use parent-child relationships to structure a 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 issue subsequent standard contracts that focus on the specific products and services that you are licensing. After you set up the master contract, you can create standard contracts by copying from the master. After 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 create additional master contracts for each customer, wherein 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 assign the single master contract as the parent to each of the customer-specific masters. Then you issue an additional standard contract for a customer site with a standard contract 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 use the same set of standard information. One way to reduce the amount of data that you need to enter into the 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 no Application Engine processes 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 the contract, speeding up entry time and reducing keying errors.

Any existing contract, regardless of contract status and contract type, can be used as the basis of the 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. These items are not copied into the new contract:

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

After the contract information is copied to the new contract, you can add 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.

**Note.** If you copy from a contract with a classification of *government* or *internal*, the system copies eligible lines only.

## Contract Lines

After 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 details, such as applying specific discounts or surcharges. 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 rate set or plan.

For amount-based contract lines, 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 the contract lines equals the contract's negotiated amount, and that any contract discounts or surcharges have been fully allocated across the contract lines.

After you save 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 the contract 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 - Prepaids page.
• For all contract lines except those with a *Recurring* price type, the system populates the unbilled accounts receivable (AR) on the Accounting Distribution page with the unbilled AR account that was defined for the contract's product group.

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 revenue forecasting purposes. However, the actual 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.

• From the Contract - Lines page, you can navigate to other components to perform these activities:
  • For renewable products, create a renewal plan and cycle.
  • For rate-based contract lines, either link the product to existing PeopleSoft Project Costing projects and activities or create new 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 of the products onto contract lines, perform these activities on all contract lines with a line status of *Active*:

• Define the contract pricing by allocating 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.
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.
- The 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.

**Note.** If the contract with which this contract line is associated is in an Active status, some fields may be unavailable for entry until an amendment is created.

- Downstream processing is enabled for the contract line (but not until the contract processing status is also Active).
- The 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 is set to *ready*. After the status is set to *Renewed*, no data fields on the line are available for entry. Contract lines in *Renewed* status have these attributes:

- The line is associated with a renewal cycle 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. For amount-based contract lines, change the line status to *Cancelled*. This removes the line from processing. For rate-based contract lines that do not have any billing or revenue processed, before you can change the line status to *Cancelled*, you must unassign any billing plans or revenue plans that are associated with the line. Rate-based contract lines that have billing or revenue processed cannot be cancelled. If you need to cancel a line for which the status is *Renewed*, manage the cancellation on the renewal cycle itself instead of on the line.

You can cancel a contract line in a pending or active contract. However, if the contract is active, you must create an amendment to cancel the contract line. While in amendment mode on the Contract - Lines page, change the line status to *Cancelled*.

Contract lines that are in *Cancelled* status have these attributes:

- Data fields are not available for entry.
- No downstream processing is enabled for the contract line.
- For rate-based contract lines, 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 shows the flow between status values and functionality for each line status value:
Contract line processing statuses

**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 complete these activities:

- Complete all required fields for the contract line.
- Enter the start and end dates if the line is marked as renewable.
- If the contract line has discounts or surcharges associated with it, complete the distribution code information; ChartField combination edits validate the distribution codes.

*Note.* While not a prerequisite for contract activation, contract lines with a price type of *Rate* must have at least one project and activity associated with the line to price, bill, and recognize revenue for PeopleSoft Project Costing transactions.

**Moving the Line Status to Renewed**

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

**Moving the Line Status to Cancelled**

Before you can set the contract line status to *Cancelled*, no (additional) *Pending* or *Ready* amendments can be related to the line.

In addition, for rate-based contract lines, the following conditions must be met:
• No billing plan can be assigned to the line.

  If a 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.

• No revenue plan can be assigned to the line.

  If the line is assigned to a revenue plan, you must set the billing 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.

If you are cancelling an *Active* contract line that is associated with an active project and activity in PeopleSoft Project Costing, the system generates a warning. If you need to process additional transactions for any of the active projects and activities currently associated with the contract line that you are cancelling, you must remove those associated projects and activities from the contract line and associate them with another contract line. Otherwise, you can update the project status to *Closed* or the activity processing status to *Inactive* for the currently active projects and activities.

### Additional Rules for Contracts with Prepayments

Two additional conditions exist for rate-based lines on contracts containing prepayments for which 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

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.

Setting up product groups, defining attributes to contract product groups, defining products, defining the product's list price, and associating a product with a product group are discussed in the chapter about structuring contracts.


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.

**Service (Rate-Based) Products**

The integration of PeopleSoft Contracts and PeopleSoft Project Costing enables you to associate 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, rate, project ID, and activity ID on the Related Projects page. From this page, you first associate the contract line with a single PeopleSoft Project Costing business unit.

Next, specify a rate selection and rate for the contract line. PeopleSoft Contracts provides you with four rate selection options: *Rate Set, Contract Rate Set, Rate Plan,* and *Contract Rate Plan.* The available rate sets or rate plans depend on the rate selection option chosen.

**Note.** The *Rate Set* and *Rate Plan* selection options refer to rate sets and plans with a rate type of *Standard.*

The advantage of linking to a standard rate set in PeopleSoft Project Costing is that you can associate the contract line with the most current standard practice rates. You might select this option for a contract involving rate-based consulting services, for which the consulting rates that you charge are the standard practice rates at the time that work is performed.

The advantage of linking to a contract-specific rate set in PeopleSoft Project Costing is that you can create a consistent set of rates that will not change during the life of the contract unless you explicitly change them for that contract. You might select this option for a contract involving rate-based consulting services, for which the customer agrees to provide consulting services for a set amount that will not change during the life of the project.

The advantage of linking to a standard rate plan in PeopleSoft Project Costing is that you can associate the contract line with multiple current standard rates. Together, these rates can enable the full costing, billing, and revenue recognition of project transactions for such areas as indirect costs, overhead expenses, and general and administrative expenses.

The advantage of linking to a contract-specific rate plan in PeopleSoft Project Costing is that you can create a consistent combination of standard and contract rate sets. This combination of rate sets can represent the most current, standard practice rates. Or, they can represent rates that will not change during the life of the contract unless you explicitly change them for that contract line.

After you associate a rate with the contract line, you can link a contract line to one or more combinations of existing or new projects and activities. Contract lines that represent fixed-fee products can only be assigned to a single project and activity combination.


**Accounting Distributions**

Upon saving a contract line, the system creates the accounting distribution. Accounting distributions are discussed in the "Understanding Accounting Distributions" chapter.

See Chapter 10, "Understanding Accounting Distributions," page 133.
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. Three methods are available 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 the contract. When you activate the 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 Enterprise Order to Cash Common Information 9.1 PeopleBook,* "Maintaining General Customer Information," Sold To Customers

Pages Used to Define General Contract Information

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract - General</td>
<td>CA_HDR_PNL</td>
<td>Customer Contracts, Create and Amend, General Information, Contract - General</td>
<td>Set up and manage contract header information.</td>
</tr>
<tr>
<td>Page Name</td>
<td>Definition Name</td>
<td>Navigation</td>
<td>Usage</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Copy From Contract</td>
<td>CA_COPY1_PNL</td>
<td>Click the Copy From Contract button on the Contract - General page.</td>
<td>Select an existing contract to copy from as the basis of the 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 are supplied from the current product setup.</td>
</tr>
<tr>
<td>Sold To Address</td>
<td>CA_CONTACT_PNL</td>
<td>Click the Sold To Address link from the Go To dropdown list box on the Contract - General page.</td>
<td>View and optionally select a different address for a contract's sold to customer.</td>
</tr>
</tbody>
</table>

**Setting Up and Managing Contract Header Information**

Access the Contract - General page (Customer Contracts, Create and Amend, General Information, Contract - General).
Sold To Customer Displays the customer name. The dotted line below the name indicates that the field is active for a mouse-over pop-up page.

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 create a new contract.

Add to My Contracts  
Click to add the current contract to the My Contracts page. This button does not appear when you create a new contract.

Description  
Enter a description for the contract.

Contract Admin (contract administrator)  
Select an administrator for this contract.

Region Code  
Select a region code, which enables you to break your business out into smaller or larger areas for operational purposes.

Contract Type  
Used for reporting and for determining what milestones can be applied to a contract's revenue plans and billing plans.

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 Active processing status.

Processing Status  
Displays the processing status corresponding to the selected contract status.

Amendment Status  
Displays the current amendment status if you have amended this contract through amendment processing.

Business Unit  
Establishes defaults for billing and accounting data for a PeopleSoft Contracts business unit.

Contract Classification  
Select a value for the contract classification when creating a new contract. The contract classification appears on the contract header and cannot be changed. Values for the Contract Classification field include Standard, Internal, Government, and Federal Reimbursable Agreement.

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 pending.

Start Date  
Appears by default from the contract line if a start date was defined. The system retrieves the start date from the earliest start date of all the contract lines that were defined for the contract on the Contract - Lines page. 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
Appears by default from the contract line if an end date was defined. The system retrieves the end date from the latest end date of all the contract lines that were defined for the contract on the Contract - Lines page.

The system uses this date for processing of renewable products.

### 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.

### Other Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Template Contract</strong></td>
<td>Select to designate this contract as a template. You can then use this template when creating subsequent contracts. Only header-level information is associated with templates.</td>
</tr>
<tr>
<td><strong>Master Contract</strong></td>
<td>Select to designate this contract as a master. This check box is not available on active contracts.</td>
</tr>
<tr>
<td><strong>Legal Review Complete</strong></td>
<td>Select to indicate that the legal group has reviewed this contract. This check box is informational only.</td>
</tr>
<tr>
<td><strong>Credit Check Complete</strong></td>
<td>Select to indicate that a credit check was completed for this customer. This check box is informational only.</td>
</tr>
<tr>
<td><strong>Contains Cotermination Lines</strong></td>
<td>Select if this contract contains renewable contract lines that are to be renewed on a separate target contract.</td>
</tr>
<tr>
<td><strong>Parent Contract</strong></td>
<td>Select a parent contract to create a parent-child relationship with another contract.</td>
</tr>
<tr>
<td><strong>Master Contract</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Legal Entity</strong></td>
<td>Organizational or legal owner of the contract. The system populates this field with the value associated with the PeopleSoft Contracts business unit.</td>
</tr>
<tr>
<td><strong>Purchase Order</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Proposal ID</strong></td>
<td>Enter the proposal ID associated with this contract. This field is informational only.</td>
</tr>
</tbody>
</table>

If you have PeopleSoft Grants installed, these 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.

**Summary of 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 enter this value either 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 before amendment processing. If discounts or surcharges are changed during amendment processing, the system updates this total.

**Non-inclusive Prepaids**  
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 Prepaids fields.

**Estimated (less Prepaids)**  
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.

**See Also**

Chapter 9, "Creating Contracts," Contract Headers, page 91

*PeopleSoft Enterprise Grants PeopleBook*

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**Selecting an Existing Contract from Which to Copy**

Access the Copy From Contract page (click the Copy From Contract button on the Contract - General page).

**Contract**  
Select the contract number of the contract that you want to use as the basis for the contract that you create.
Copy Lines

Select this check box to copy the contract lines in addition to the contract header-level information.

Note. If you copy from a contract with a classification of government or internal, the system copies eligible lines only.

Defining the Sold To Address

Access the Sold To Address page (click the Sold To Address link from the Go To drop-down list box on the Contract - General page).

Contact

Displays the contact for the selected address sequence number. You can 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 product attributes to make the product 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 lists common elements and 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

<table>
<thead>
<tr>
<th>Product</th>
<th>Displays the product associated with the contract line.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line</td>
<td>Displays the contract line number.</td>
</tr>
</tbody>
</table>
Price Type
Displays the price type that was defined for the product on the Product Definition page.
Values include Amount, Percent, Rate, and Recurring.

Pages Used to Define Contract Lines

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract - Lines</td>
<td>CA_OBLIGATIONS</td>
<td>Customer Contracts, Create and Amend, General Information, Contract - Lines</td>
<td>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.</td>
</tr>
<tr>
<td>Header Details</td>
<td>CA_HDR_DTL2</td>
<td>Select on the Contract - Lines page.</td>
<td>View contract header details such as contract description, contract type, contract classification, and business unit.</td>
</tr>
<tr>
<td>Ship To Address</td>
<td>CA_SHIPADDR_PNL</td>
<td>Select Ship To Customer Name on the Contract - Lines page: Detail tab.</td>
<td>Update the ship to customer, ship to address, or ship to contact.</td>
</tr>
</tbody>
</table>

Adding General Contract Line Information

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 revenue and billing plans. In addition, multiple contract lines can share the same billing and revenue plans. Some restrictions apply.

**Add Contract Lines**
Click 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 after the contract is set to an *active* processing status. When the contract is active, you can add only new lines as part of an amendment.

**Add Default Kit**
Select to add a default product kit to the contract. You must have a default product kit defined for the contract’s contract type to use this default feature.
This button is unavailable for entry after the contract is set to an *active* processing status.

### Contract - Lines page: General Tab

**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.
The system displays the earliest start date from all contract lines that are defined for the contract on the Contract - General page.

**End Date**
Enter an end date for the contract line. The system uses this date for the processing of renewable products. This field is display-only.
The system displays the latest end date from all contract lines that are defined for the contract on the Contract - General page.

**Status**
Select a line status, which controls what processing can occur against a contract line. Values are *Pending, Active, Cancelled, and Renewed*. When in amendment mode, you can change a contract line's status to *Cancelled*.

### Adding Contract Line Details

Access the Contract - Lines page: Detail tab (select the Detail tab in the Contract Lines group box on the Contract - Lines page).
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.

**Contract Terms**
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 the accounting by amount, and the amount does not match the value on the contract line.
- You allocated the 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 the 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 15, "Setting Up Revenue Plans," page 227

Chapter 19, "Setting Up Billing Plans," page 329

Chapter 13, "Working with PeopleSoft Project Costing," page 185

Chapter 11, "Entering Accounting Distributions," page 155

**Reviewing the Ship To Address**

Access the Ship To Address page (select Ship To Customer Name on the Contract - Lines page: Detail tab).
Creating Contracts Chapter 9

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<table>
<thead>
<tr>
<th>Ship To Customer</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Sequence Number</td>
<td>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.</td>
</tr>
<tr>
<td>Contact</td>
<td>Displays the contact for the selected address sequence number. You can select a different contact.</td>
</tr>
</tbody>
</table>

**Reviewing Amount Details**

Access the Contract - Lines page: Amount Detail tab (select the Amount Detail tab in the Contract Lines group box on the Contract - Lines page).

![Contract - Lines page: Amount Detail tab](image)

**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**  
Displays the quantity for the product that you added to the contract line. This field is display-only.

If you want to change the quantity prior to contract activation, you can do so on the Amount Allocation page. After contract activation, you can change the quantity through an amendment on the Amendment Amount Allocation page.

**UOM (unit of measure)**  
For product IDs with a price type of *Percent, Amount, or Recurring*, the unit of measure appears by default for the contract line. If the product has multiple UOMs defined, the system retrieves the first one. If the product does not have a UOM associated with it, then this field remains blank.

You can accept the default UOM or change it here. Once you select a UOM, the system calculates the price and you can no longer change the UOM.

**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 12, "Pricing Contracts." page 165

### Defining Deferred Revenue

Access the Contract - Lines page: Deferred Revenue tab (select the Deferred Revenue tab in the Contract Lines group box on the Contract - Lines page).
**Deferred Revenue**
Select to enable deferred revenue for this contract line. Booking to deferred revenue enables you to post to the general ledger revenue that you expect to realize in a future accounting period. If the contract is in *Pending* status, you can enable deferred revenue by selecting this check box. If the 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 the contract product groups. You can override the deferred revenue option for the product group on the contract line if you selected the Deferred Revenue Override check box on the Contracts Definition - Processing Options page for the associated contracts business unit.

**Note.** If you did not select the Deferred Revenue Override check box on the Contracts Definition - Processing 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 does not process any contract line until you specify its deferred revenue accounting date. In addition, any related revenue processes do 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**
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.
A renewal plan can have multiple cycles.

**Target Renewal**
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.

See Also

Chapter 24, "Entering Renewals," page 481

Selecting Products to Add to a Contract Line

This section discusses how to:

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

See Also


Pages Used to Select Products to Add to a Contract Line

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Contract Lines</td>
<td>CA_OFFERING_SRCH</td>
<td>Customer Contracts, Create and Amend, General Information, Contract - Lines, and click the Add Contract Lines button on the Contract - Lines page.</td>
<td>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.</td>
</tr>
<tr>
<td>Price Product Kit</td>
<td>CA_PKG_PNL</td>
<td>Select a fixed-fee product kit template on the Add Contract Lines page and click Add Contract Lines.</td>
<td>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.</td>
</tr>
</tbody>
</table>

Selecting Products to Add to a Contract Line

Access the Add Contract Lines page (click the Add Contract Lines button on the Contract - Lines page).
Add Contract Lines page (1 of 2)

Add Contract Lines page (2 of 2)

**Search Products**

Use the Search Products group box to search for predefined contract products. Optionally, filter the search using this search criteria:

- **Product Group**: Select a product group. Product groups are optional; if they are set up, they provide 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 *Amount*, *Rate*, *Percent*, or *Recurring*.
- **Physical Nature**: Select *Goods* or *Services*.
- **Product Kits**: Select to search for product kits only.
- **Renewable**: Select to search for renewable products only.
- **Search**: Click to have the system carry out the search based on the search criteria that you entered, and populate the Products group box with all products meeting the criteria.
**Search Results**

In the Search Results group box, the system displays the products that meet the search criteria.

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

**Search Results: General tab**

Access the Add Contract Lines page: General tab.

**Product Kit**

A * in this column indicates that the product is a product kit. When you select a product kit and click Add Contract Lines, the system transfers you to the Price Product Kit page, where you can define the price for each product within a product kit.

**Fee Type**

Displays the fee type for contracts with a classification of *Government*. For contracts with a classification other than *Government*, the value of *None* appears in this field.


**Renewable**

A * in this column indicates that the product is renewable.

**Start Date**

Enter a start date for the contract line. The value that you enter appears on the Contract - Lines page. The system uses this start date to initiate billing for products with recurring price types. The system also uses this date to begin renewal processing for renewable products.

In addition, if this contract line is associated with a template with a basis date source option of *Contract Line Start Date*, the system uses this start date when supplying events onto the contract line.

**Note.** You must enter a value in the Contract Line Start Date field if a template with a basis date source option of *Contract Line Start Date* is associated with the product that you are adding to the contract.

**Note.** This field is not available for entry if you selected the Product Kits check box in the Search group box.

**End Date**

Enter an end date for the contract line. The value that you enter here appears on the Contract – Lines page.

The system displays the latest end date from all contract lines that are defined for the contract on the Contract – General page.

**Note.** This field is not available for entry if you selected the Product Kits check box in the Search group box. This field is also not available for entry if you selected *Recurring* in the Price Type field.
**Renewal Action**

Appears by default if a renewal action was defined for the product. Accept the default value or change it here. Values include *Automatic* and *Manual*. This field is available if you selected the Renewable check box in the Search Criteria section of this page.

**Quantity**

Displays the quantity for the product. The system populates this field with the minimum order quantity that was defined on the Product Attributes by UOM page. If no minimum order quantity was defined for the product, the value of 1 appears in this field. If you want to specify a different quantity, you can enter a new value here.

**UOM (unit of measure)**

For product IDs with a price type of *Percent, Amount, or Recurring*, the unit of measure appears by default for the contract line. If the product has multiple UOMs defined, the system retrieves the first one. If the product does not have a UOM associated with it, then this field remains blank.

You can accept the default UOM or change it here. Once you select a UOM, the system calculates the price and you can no longer change the UOM.

---

**Search Results: Templates Tab**

Access the Add Contract Lines page: Templates tab.

**Note.** The fields on this page are not available for entry if you selected the Product Kit check box in the Search group box on this page.

**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.

---

**Create Plans from Template**

**Billing Plans**

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

**Note.** No option is available to combine like renewal plans. If you want multiple contract lines that you are about to add to a contract to be assigned to the same renewal plan:

1. Deselect the Renewal Plans check box in the Create Plans from Template group box.
2. Add the contract lines that you require.
3. Save the contract.
4. Create a new renewal plan with the cycles that you need using the Define Renewal Plan component.
5. Assign all desired and already-created contract lines to the first cycle in that new renewal plan using the Assign Cycles component.

**Combine Like Templates**

If you choose to combine like templates and you select a revenue or billing plan template with a basis date source option of *Contract Line Start Date* for more than one product, only products with the same contract line start date are assigned to the same billing or revenue plan. If the start date is different for different products, the system assigns them to separate billing or revenue plans.

**Billing Plans**
Select 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, deselect this check box.

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

Contracts with a classification of *Government* containing cost-plus contract lines with a fee type other than *None* cannot share billing plans.


**Revenue Plans**
Select 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, deselect this check box.

**Note.** Contract lines must have the same price type to share revenue plans.

Contracts with a classification of *Government* containing cost-plus contract lines with a fee type other than *None* cannot share revenue plans.
Add Contract Lines  Click to add any currently selected products to the contract.

Create Adhoc Product  Click to access the Create Adhoc Product page, where you can create a custom product to use on this contract.

Return to Contract Lines  Click to return to the Contract - Lines page.

Reviewing Pricing and Components of Fixed-Fee Product Kits

Access the Price Product Kit page (select a fixed-fee product kit template on the Add Contract Lines page and click the Add Contract Lines button).

Price Product Kit page

**Product Kit Price**

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

**Product Kit Components**

**Product Component ID**  Displays the ID for each product component.

**Contract Price %**  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 product kit.
Defining Contract Billing Options

This section discusses how to:

- Enter billing options.
- Select a billing address.

Pages Used to Define Contract Billing Options

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Options</td>
<td>CA_HDR_BILLOPT</td>
<td>Select Billing Options in the Go To drop-down list box on any page in the contract component.</td>
<td>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.</td>
</tr>
<tr>
<td>Billing Address</td>
<td>CA_BILLADDR_PNL</td>
<td>Click the Bill To Address link on the Billing Options page.</td>
<td>Review and optionally select the default billing address to be used for a contract.</td>
</tr>
</tbody>
</table>

Entering Billing Options

Access the Billing Options page (select Billing Options in the Go To drop-down list box on any page in the contract component).
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 and where you specify 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 the 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.

The Contracts Billing Options page is a place to enter defaults that are copied to all new billing plans created for the contract. This enables you to avoid having to repeat the same entry of billing option default overrides on multiple billing plans for the same contract.

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

**Billing Options**

**Bill To Customer**

The default ID for the bill to customer appears by default in the customer field. You can select a different bill to customer ID.

*Note.* For contracts with a contract classification of *Internal*, you must select an interunit bill to customer for this field.

**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 can select a different PeopleSoft Billing business unit. Only PeopleSoft Billing business units pointing to the same PeopleSoft General Ledger business unit as the PeopleSoft 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 PeopleSoft 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.

Billing Default Overrides

Payment Method

Indicates the type of payment, including check, credit card, Direct Debit, Draft, and Electronic Fund Transfer. You can also define your own payment methods.

Payment Terms

Indicates the terms to which the customer should adhere when making a payment of invoices from PeopleSoft Billing.

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 the business with a customer or for a cross-section of the business across different customers. The values that you select for SubCustomer 1 and SubCustomer 2 cannot be overridden at the billing plan level.

Grants Information

This group box appears only if you have installed PeopleSoft Grants:

Cost Reimbursable

Select if you want cost reimbursable as the method of payment.

Letter of Credit

Select if you want letter of credit as the method of payment.

Letter of Credit ID

If the method of payment is letter of credit, enter a reference number for this contract.

Note. If you do not select Letter of Credit, this field does not appear on the page.

Cost Sharing Detail

Select to enable the system to generate a Cost Sharing Detail report for this contract bill when the bill is printed.

Salary Detail

Select to enable the system to generate a Salary Detail report for this contract bill when the bill is printed.

PVN Generation Level

This group box appears for a government contract only when the Enable Summary Limits option is selected on the Installation Options - Contracts page.

The PVN (public voucher number) generation level is used to assign a voucher number to billing invoices only for government contracts. The PVN generation level is used by PeopleSoft Billing, in conjunction with other bill-by-ID fields to combine similar lines on the invoice and to access prior invoices. The PVN is generated when an invoice is finalized and is stored on the CA_PVN table with the field values specified in the option selected.
When the system generates the PVN, the bill by ID that is selected on the Billing Plan General page must include specific fields to prevent an error during the Contracts Billing Interface (CA_BI_INTFC) process. The required Bill By ID fields vary depending on the PVN generation level selected on the Contract - Billing Options page. This table indicates the required fields on the bill by ID for the three PVN Generation Level options:

<table>
<thead>
<tr>
<th>Bill By ID fields Not all Bill By ID fields are listed.</th>
<th>Required Bill By ID fields if PVN generation level is Contract Number</th>
<th>Required Bill By ID fields if PVN generation level is Contract Number / Contract Line</th>
<th>Required Bill By ID fields if PVN generation level is Contract Number / Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>From Date</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>To Date</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>PVN Generation Level</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Contract Line Number</td>
<td>N</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Project Costing Business Unit</td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Project ID</td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Invoice Form ID See note following this table.</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Public Voucher Number See note following this table.</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

**Note.** The Invoice Form ID is required on the bill by ID if you want to override the invoice form specified on the Contracts - Billing Options page with the invoice form specified on the Billing Plan General page.

See "Structuring Bills," Setting Up Bill-By Identifiers for External Sources in the *PeopleSoft Enterprise Billing PeopleBook*

See "Processing the Contracts Billing Interface," Running the Contracts/Billing Interface Process For As-Incurred Billing in the *PeopleSoft Enterprise Contracts for Government Contracting PeopleBook*
PNV Generation Level
(public voucher number generation level)

Select an option that determines the PVN generation level. This field can be populated from the PVN Generation Level option on the Business Unit - Defaults page. Selecting an option at the contract header level overrides the option selected for the business unit.

If the PVN Generation Level is not specified, then a PVN is not generated. Values are:

- **Contract Number** for contract number.
- **Contract Number/Line** for contract number and contract line number.
- **Contract Number/Project ID** for contract number and project ID.

See Also

Chapter 19, "Setting Up Billing Plans," page 329

*PeopleSoft Enterprise Billing 9.1 PeopleBook*, "Preparing to Implement," Establishing Default Levels for PeopleSoft Billing Options

*PeopleSoft Enterprise Billing 9.1 PeopleBook*, "Structuring Bills," Defining Bill Types

*PeopleSoft Enterprise Order to Cash Common Information 9.1 PeopleBook*, "Maintaining General Customer Information," Bill To Customers

Selecting a Billing Address

Access the Billing Address page (click the Bill To Address link on the Billing Options page).

**Bill To Contact**

Displays the bill to contact for the selected address sequence number. You can select a different bill to contact.

Adding Attachments

This section discusses how to add attachments to contracts.

Page Used to Add Attachments

<table>
<thead>
<tr>
<th><strong>Page Name</strong></th>
<th><strong>Definition Name</strong></th>
<th><strong>Navigation</strong></th>
<th><strong>Usage</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachments</td>
<td>CA_ATTACHMENTS</td>
<td>Select Attachments in the Go To drop-down list box on any page in the contract component.</td>
<td>Attach to the contract document files such as letters, spreadsheets, or drawings, or view or delete already attached files.</td>
</tr>
</tbody>
</table>
Adding Attachments to Contracts

Access the Attachments page (click the Attachments link in the Go To drop-down list box on any page in the contract component).

**Amendment Date**
If this contract was amended, displays the last applied amendment number and date of the amendment.

**Document Attachments**

<table>
<thead>
<tr>
<th>Attached File</th>
<th>Enter the name of the attached file.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Enter a description for the attachment.</td>
</tr>
<tr>
<td>Line</td>
<td>Enter a contract line number to indicate that the attachment relates to a specific contract line.</td>
</tr>
</tbody>
</table>

Click to add an attachment. Then browse to the location of the wanted file, and click Upload. The file is copied to the server where the project information resides. You can 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 a File Transfer Protocol server set up to use the Document Attachment feature.
Creating Amendments

Creating Ad Hoc Product Lines

This section discusses how to create ad hoc product lines.

Page Used to Create Ad Hoc Products

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Adhoc Product</td>
<td>CA_PROD_ADHOC</td>
<td>Customer Contracts, Create and Amend, General Information, Contract - Lines, click the Add Contract Lines button on the Contract - Lines page, and then click Create Adhoc Product on the Add Contract Lines page.</td>
<td>Create ad hoc product lines for use on the contract.</td>
</tr>
</tbody>
</table>

Creating Ad Hoc Product Lines

Access the Create Adhoc Product page (Customer Contracts, Create and Amend, General Information, Contract - Lines, click the Add Contract Lines button on the Contract - Lines page, and then click Create Adhoc Product on the Add Contract Lines page.).

See Also


Create Adhoc Product page

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

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

**Price Type**
Select a price type for the ad hoc contract line. Values are *Amount*, *Percentage*, and *Rate*. You cannot create recurring ad hoc contract lines.

**Revenue Method**
Select a revenue method. Values are *Apportionment*, *As Incurred*, *Billing Manages Revenue*, *Milestone*, and *Percent Complete*.

**Percentage**
If the price type is *Percentage*, enter the default percentage for the contract line.

**Applies to**
If the price type is *Percentage*, select the parameter for the value that you entered in the Percentage field. Values include:

- **% of Contract 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.
- **% of Total Contract Amount**: 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 subtype.

Renewable  Select to create a renewable ad hoc product.

Renewal Action  Select a renewal action for the ad hoc product. This field appears on the page only if you select the Renewable check box. Values include:

- *Automatic:* The contract line can be automatically renewed from the Renewal batch process or the Renewal Management page.

- *Manual:* You must manually renew this contract line from the contract or the Renewal Management page. This line cannot be renewed from the Renewal batch process.

Third Party Product  Select this check box if you are using third-party software for the ad hoc line.

---

**Generating Order Lines**

This section provides an overview of sales order generation and discusses how to create sales orders.

**Understanding 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 enable you to pass the contract line into the sales order.

*Note.* Data cannot be synchronized 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 synchronize the contract and the order.

**See Also**

*PeopleSoft Enterprise Order to Cash Common Information PeopleBook*
Page Used to Generate Order Lines

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Order</td>
<td>CA_ORDER_LINES</td>
<td>• Customer Contracts, Create and Amend, Contract Sales Orders</td>
<td>Create sales order lines from the associated contract lines.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Select Sales Order in the Go To drop-down list box on any page in the contract component.</td>
<td></td>
</tr>
</tbody>
</table>

Creating Sales Orders

Access the Sales Order page (Select Sales Order in the Go To drop-down list box on any page in the contract component).

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 is 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** (PeopleSoft Order Management business unit)  Select a PeopleSoft Order Management business unit to apply to the 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 10

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:

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

<table>
<thead>
<tr>
<th>Product That Manages Revenue</th>
<th>Deferred Revenue Enabled</th>
<th>Contract Line Pricing Type</th>
<th>Required Distribution Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>PeopleSoft Billing</td>
<td>Yes</td>
<td>Recurring</td>
<td>Revenue, deferred revenue</td>
</tr>
</tbody>
</table>

**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 11, "Entering Accounting Distributions," page 155

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### 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. 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 plan or rate set. 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 PeopleSoft 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 distributions are 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 conversions depends upon whether you enabled the deferred revenue recognition option at the product group level. This exchange rate is used for converting the revenue amount when the contract currency is different from the PeopleSoft General Ledger base currency and for interunit transfers in which the base currency for the PeopleSoft General Ledger business unit to which you are transferring is different from the base currency of the PeopleSoft 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 convert 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 conversion 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 conversions from USD to the currency of the PeopleSoft 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 PeopleSoft 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.

---

**Note.** Note. If you use region codes, do not use the region code on the contract header, but instead specify the region code at the customer level.

---

**Default Distribution Association**

When defining a PeopleSoft Contracts business unit, you must identify a default distribution rule code to the business unit. This distribution rule code is the link between the PeopleSoft 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 Enterprise Application Fundamentals 9.1 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 fixed-amount 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 Enterprise Application Fundamentals 9.1 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 PeopleSoft General Ledger business unit associated with the PeopleSoft Contracts business unit of the contract. The PeopleSoft 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 combination of ChartFields that you specify are valid for the selected PeopleSoft General Ledger business unit.

When you save the Accounting Distribution page, the system performs combination editing to ensure that the combination of ChartFields that you specify are valid for the selected PeopleSoft 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.

**Warning!** If you use the PeopleSoft Enterprise Commitment Control option to update the revenue budgets in PeopleSoft Receivables, PeopleSoft recommends that you use the same revenue distribution lines for fixed-amount contracts throughout the life of the contract so that the collected revenue lines are updated correctly when payments are made in PeopleSoft Receivables.

---

**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-amount. 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.

**Warning!** If you use the PeopleSoft Enterprise Commitment Control option to update the revenue budgets in PeopleSoft Receivables, PeopleSoft recommends that you use the same revenue distribution lines for fixed-amount contracts throughout the life of the contract so that the collected revenue lines are updated correctly when payments are made in PeopleSoft Receivables.
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 fixed-amount 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 Chapter 16, "Processing Revenue Recognition," Processing Deferred Revenue (CA_LOAD_DEF), page 267.

**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 PeopleSoft 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 PeopleSoft General Ledger business unit associated with the PeopleSoft 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:

<table>
<thead>
<tr>
<th>Business Unit (BU)</th>
<th>Product Group (PC)</th>
<th>Unbilled AR Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>M04</td>
<td></td>
<td>129999</td>
</tr>
<tr>
<td>M02</td>
<td></td>
<td>128000</td>
</tr>
<tr>
<td></td>
<td>Services</td>
<td>120000</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Product Group</th>
<th>Unbilled AR Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>M02</td>
<td>Fee</td>
<td>128000</td>
</tr>
<tr>
<td>M02</td>
<td>Maintenance</td>
<td>128000</td>
</tr>
<tr>
<td>M02</td>
<td>Product</td>
<td>128000</td>
</tr>
<tr>
<td>M02</td>
<td>Service</td>
<td>120000</td>
</tr>
<tr>
<td>M04</td>
<td>Fee</td>
<td>129999</td>
</tr>
<tr>
<td>M04</td>
<td>Maintenance</td>
<td>129999</td>
</tr>
<tr>
<td>M04</td>
<td>Product</td>
<td>129999</td>
</tr>
</tbody>
</table>
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 PeopleSoft 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.

Note. For information on accounting distributions for discounts and surcharges on renewable contract lines, see the "Understanding Discounts and Surcharges for Renewable Contract Lines" section of the Entering Renewals chapter.

See Also

Chapter 11, "Entering Accounting Distributions," Reviewing and Updating Accounting Distributions for Discounts and Surcharges, page 161

Chapter 13, "Working with PeopleSoft Project Costing," page 185

Chapter 24, "Entering Renewals," Understanding Discounts and Surcharges for Renewable Contract Lines, page 509

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 PeopleSoft General Ledger business unit that you defined for that 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 PeopleSoft General Ledger business unit on an accounting distribution line to a PeopleSoft 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 PeopleSoft 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 PeopleSoft 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 PeopleSoft 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 PeopleSoft 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 PeopleSoft 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 PeopleSoft 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 conversions 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 Enterprise General Ledger 9.1 PeopleBook, "Using Inter/Intraunit Processing in 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 deferred revenue recognition at the either the contract line or product group level.

First, establish a new contract with these parameters:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number.</td>
<td>999999</td>
<td></td>
</tr>
</tbody>
</table>
null
3. Harmonize the unbilled AR in PeopleSoft General Ledger by using PeopleSoft 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 PeopleSoft 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.

This figure shows the interunit accounting distribution flow when deferred revenue is not enabled. The numbers in each box refer to the interunit accounting steps listed above.

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 deferred revenue recognition at the either the contract line or product group level.

First, establish a new contract with these parameters:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number.</td>
<td>99999999</td>
<td></td>
</tr>
<tr>
<td>Contracts business unit.</td>
<td>USA1</td>
<td></td>
</tr>
</tbody>
</table>
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 PeopleSoft 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 PeopleSoft 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 $9,901.80 * 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 PeopleSoft 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_ACCTTGL). 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 PeopleSoft Contracts business unit with a PeopleSoft General Ledger business unit is a required step in the PeopleSoft Contracts business unit setup. A contract derives its PeopleSoft General Ledger business unit from its PeopleSoft 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 PeopleSoft 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 PeopleSoft 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 PeopleSoft 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 PeopleSoft Billing business unit. PeopleSoft Billing then generates accounting entries based on the PeopleSoft General Ledger business unit that is mapped to the bill row's PeopleSoft Billing business unit. Because the system has enforced the rule that the PeopleSoft Billing business unit must share the PeopleSoft General Ledger business unit with the PeopleSoft Contracts business unit, the accounting entry that is made by PeopleSoft Billing for this bill row hits the same PeopleSoft 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 PeopleSoft Contracts activity. Thus, if a contract line is designated for PeopleSoft Billing to manage revenue, the PeopleSoft 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 fixed-amount and percent-based contract line:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unbilled AR Account</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>
Understanding Accounting Distributions

Chapter 10

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Revenue Account</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

**Note.** The Deferred Revenue process picks up all active fixed-amount 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:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Revenue Account</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Revenue Account</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

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. PeopleSoft Billing creates the following accounting entry, moving the USD 100 from Unbilled AR to Billed AR:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR Account</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Unbilled AR Account</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Account</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>AR Account</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unbilled AR Account</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Revenue Account</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>
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. PeopleSoft Billing creates the following accounting entry, moving the USD 100 from Unbilled AR to Billed AR:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR Account</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>Unbilled AR Account</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Account</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>AR Account</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

### Accounting Distributions When PeopleSoft Billing Manages Revenue

When PeopleSoft Billing manages revenue recognition for fixed-amount 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. PeopleSoft Billing creates the following accounting entry, booking revenue, and billed AR simultaneously:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR Account</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>Revenue Account</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

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 AR Account to Cash:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Account</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>AR Account</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>
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.

The bill for service is sent out during the month of August:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR Account</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Deferred Revenue Account</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

Revenue is recognized in September:

<table>
<thead>
<tr>
<th>Account</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Revenue Account</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Revenue Account</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

Accounting Distribution Source

When the system prepares billing activity for the PeopleSoft Billing Interface tables, the process needs to know what distribution entries need to be created for each bill line. In the case of fixed-amount 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:

<table>
<thead>
<tr>
<th>Source of Accounting Entries</th>
<th>Scenario #1: Deferred Revenue (revenue managed from Contracts)</th>
<th>Scenario #2: Unbilled AR Without Deferred Revenue (revenue managed from Contracts)</th>
<th>Scenario #3: Unbilled AR Without Deferred Revenue (revenue managed from Billing) Amount-based contract lines</th>
<th>Scenario #4: Deferred Revenue (revenue managed from Billing) Recurring contract lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entries created by deferred revenue process in PeopleSoft Contracts.</td>
<td>DB Unbilled AR CR Deferred Revenue</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Entries created by revenue management in PeopleSoft Contracts.</td>
<td>DB Deferred Revenue CR Revenue</td>
<td>DB Unbilled AR CR Revenue</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>
### Source of Accounting Entries

<table>
<thead>
<tr>
<th>Source of Accounting Entries</th>
<th>Scenario #1: Deferred Revenue (revenue managed from Contracts)</th>
<th>Scenario #2: Unbilled AR Without Deferred Revenue (revenue managed from Contracts)</th>
<th>Scenario #3: Unbilled AR Without Deferred Revenue (revenue managed from Billing) Amount-based contract lines</th>
<th>Scenario #4: Deferred Revenue (revenue managed from Billing) Recurring contract lines</th>
</tr>
</thead>
</table>
| 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-amount billing methods derive the unbilled AR account from the CADETAIL_UAR table. In addition, as-incurred contract lines with the value-based billing method derive the unbilled AR account from the CADETAIL_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-amount 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 CADETAIL_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 CADETAIL_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 11

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 amount-based 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 amount-based 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:

<table>
<thead>
<tr>
<th>Price Type</th>
<th>Revenue</th>
<th>Deferred Revenue</th>
<th>Unbilled AR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount, Percent</td>
<td>Required</td>
<td>Optional</td>
<td>Required</td>
</tr>
<tr>
<td>Rate</td>
<td>Optional</td>
<td>Not applicable (NA)</td>
<td>Required (for value-based billing)</td>
</tr>
<tr>
<td>Recurring</td>
<td>Required</td>
<td>Optional</td>
<td>NA</td>
</tr>
</tbody>
</table>

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 Enterprise Project Costing 9.1 PeopleBook, "Setting Up Accounting for Projects."

Recurring Contract Lines

Recurring contract products work similarly to amount-based 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 10, "Understanding Accounting Distributions," page 133

Common Elements Used in This Chapter

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Classifies the nature of a transaction. Use for corporate accounts.</td>
</tr>
<tr>
<td>Affiliate</td>
<td>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.</td>
</tr>
<tr>
<td>AltAcct (alternate account) or Alternate Account</td>
<td>Classifies the nature of a transaction for regulatory transactions. Use for statutory accounts.</td>
</tr>
<tr>
<td>Dept (department) or Department</td>
<td>Use to indicate who is responsible or affected by the transaction.</td>
</tr>
</tbody>
</table>
**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 PeopleSoft 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 PeopleSoft General Ledger business unit entered.

This field is unavailable for contract lines that have a revenue method of *Billing Manages Revenue* (such as recurring contract lines). For this billing method, revenue is booked to the same PeopleSoft General Ledger business unit as the one associated to the AR accounting through its PeopleSoft 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

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Distribution</td>
<td>CA_DETAIL_DST</td>
<td>Customer Contracts, Create and Amend, Fixed Fee Acctg Distribution, Accounting Distribution</td>
<td>Review and update accounting distributions.</td>
</tr>
<tr>
<td>Accounting Distribution - Discounts/Surcharges</td>
<td>CA_DETAIL_DST_RED</td>
<td>Customer Contracts, Create and Amend, Fixed Fee Disc/Surc Acctg Dist, Accounting Distribution - Discounts/Surcharges</td>
<td>Review and update the accounting distributions for discounts and surcharges that you have associated with a contract line.</td>
</tr>
</tbody>
</table>

Reviewing and Updating Accounting Distributions

Access the Accounting Distribution page (Customer Contracts, Create and Amend, Fixed Fee Acctg Distribution, Accounting Distribution).
Warning! If you use the Commitment Control option to update the revenue budgets in PeopleSoft Receivables, you should use the same revenue distribution lines for amount-based and recurring contracts throughout the life of the contract so that the collected revenue lines are updated correctly when payments are made in PeopleSoft Receivables.

**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 are distributing 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 are distributing 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 PeopleSoft General Ledger business unit to which the PeopleSoft Contracts business unit is linked. This field cannot be changed. The system does not book any balance sheet entries to a PeopleSoft 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 PeopleSoft 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 does 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 (Customer Contracts, Create and Amend, Fixed Fee Disc/Surc Acctg Dist, Accounting Distribution - Discounts/Surcharges).
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 Overall After Line check box on the Total Contracts Discounts and Surcharges page.

**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.

**Effective Date**  Date on which a table row becomes effective; the date that an action begins.

**Note.** When creating accounting distributions for discounts or surcharges on renewable contract lines, the system uses the start date of the renewal contract line as the effective date.

**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 are distributing discount revenue percent, enter the percent of the discount amount to apply to the accounting distributions specified for this row.

**Amount**
If you are distributing 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 12

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 allocating fixed amounts to amount-based contract lines and associating rates to rate-based contract lines. Before a contract can be activated, you must allocate any fixed amount defined for a contract across all amount-based contract lines. Before you can bill or recognize revenue for rate-based contract lines, you must first define your rate and fee structure and associate it to your rate-based contract lines to enable the system to generate appropriate billable and revenue amounts for processing.

In addition to allocating amounts and associating rates, pricing includes specifying discounts and surcharges when applicable.

This section discusses:

- Amount-based pricing.
- Rate-based pricing.
- Recurring pricing.
- Discounts and surcharges.
- Renewals.
- Special payment terms.
- Contract line changes on a pending contract.
- PeopleSoft Enterprise Pricer.
Amount-Based Pricing

After you define your contract and add the products that make up your contract, the next step is to allocate the contract’s fixed price amount across any eligible amount-based contract lines. In addition, you should allocate any discounts and surcharges to the contract lines. A contract cannot be set to an active processing status until the negotiated amount has been properly allocated to 100 percent across its contract lines and the allocation option on the Amount Allocation page has been set to Complete. The contract must have a processing status of Active to bill and recognize revenue for your contract lines.

To allocate your amount-based contract line amounts, use the Amount Allocation page. Amount-based, rate-based, and recurring contract lines appear on this page, but amount allocation only applies to amount-based contract lines. Rate-based and recurring contract lines appear as display only. If your contract contains rate-based or recurring contract lines only, amount allocation is not required, and you do not need to perform this step to activate your contract.

After you complete the amount allocation, set the allocation option to Complete, and save the Amount Allocation page; the system displays the summarized fixed price total on the Contracts-General page in the Negotiated Amount field. You can make changes to this fixed price amount only on the Amount Allocation page and only when the contract is in a pending processing status. Once the contract is in an active processing status, you must use amendment processing to make any changes to the fixed price amount.

For amount-based contract lines, use the Amount Allocation page to allocate amounts. This page works in conjunction with these 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 set the allocation option to Complete, and save the Amount Allocation page. Upon saving the page, the system performs edit checking to ensure that all amounts are fully allocated.

Pricing Hierarchy for Amount-Based Products

PeopleSoft Contracts has a pricing hierarchy for pricing amount-based products. Both the PeopleSoft Enterprise Pricer and Product Master are part of this hierarchy. When PeopleSoft Contracts prices an amount-based product, the system first looks to the PeopleSoft Enterprise Pricer to obtain the list price. If no matching data is found in the PeopleSoft Enterprise Pricer, PeopleSoft Contracts looks for matching data in the Product Master to use for the list price.
Rate-Based Pricing

You do not allocate amounts for rate-based contract lines. Rate-based contract lines are priced using PeopleSoft Project Costing rate sets and rate plans. Rate sets and rate plans can be defined for general use or for a specific contract. Once defined, you assign the rate set or rate plan to the rate-based contract using the Related Projects page. You can also use tiered pricing for rate-based contract lines. Tiered pricing is also defined on the Related Projects page. Use the Related Projects page to:

- Assign the rate set or rate plan to the rate-based contract.
- Apply discounts, retainages, and limits to rate-based contract lines.
- Define tiered pricing for a contract line.
- Define transaction limits for a contract line.

See Also

Chapter 13, "Working with PeopleSoft Project Costing," page 185

Recurring Pricing

Pricing for recurring products is similar to pricing for amount-based products. The system uses either the list price or PeopleSoft Enterprise Pricer to price products. For recurring products, the system does not store the price on the contract. Instead, the system dynamically generates the price when billing occurs, which enables the system to maintain a current recurring product price. The recurring price preview on the billing plan is also dynamically generated, which provides visibility for current and future billing periods.

Discounts and Surcharges

Discounts can be amount-based and rate-based. Surcharges are only allowed for amount-based contract lines. Discounts and surcharges are not allowed for recurring contract lines and for contracts with a contract classification of internal.

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 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. A header surcharge is any amount that is added to the original contract-negotiated amount. You can define only one header discount or header surcharge per contract. Header discounts or surcharges must be allocated down to individual contract lines.
A line discount or surcharge is associated with an individual line. You can apply multiple discounts or surcharges to a single contract line. If you assign a discount or surcharge amount to a contract 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, the activity, and the contract line. The system passes the discount ID to PeopleSoft Billing. Rate-based discounts are associated only with as-incurred billing plans.


**See Also**

Chapter 24, "Entering Renewals," Applying Discounts and Surcharges to Renewals, page 509

Chapter 10, "Understanding Accounting Distributions," Accounting Distributions for Discounts and Surcharges, page 142

Chapter 11, "Entering Accounting Distributions," Reviewing and Updating Accounting Distributions for Discounts and Surcharges, page 161

**Renewals**

For a discussion of renewal pricing and discounts and surcharges for renewals, see the *Entering Renewals* chapter.


**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 according to 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 on the company's performance or on the customers' actions. PeopleSoft Contracts defines this type of pricing information under the category of special payment terms. These special terms are categorized as early out options or as bonuses and penalties.

**Early Out Options**

Early out 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 expire.

The information that you capture for early out options on the Special Payment Terms page is informational only; no processing is keyed from this information.
**Bonus and Penalty Options**

Bonus and penalty options define the conditions for 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 at 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 from this information.

**Contract Line Changes on a Pending Contract**

Once you have created your contract, added your contract lines, and assigned rate sets or rate plans to your rate-based contract lines, or performed amount allocation across your amount-based contract lines, any changes that you need to make to the pricing structure is controlled by the processing status of the contract.

If the contract is in a *Pending* processing status, you can change your fixed amount contract totals, delete or add contract lines, and reallocate any amount changes across the amount-based contract lines. If different rate sets or rate plans are needed for your rate-based contract lines, you can update the Related Projects page with any changes that you need.

However, once the contract is in an *Active* processing status, any changes made to the pricing structure of an amount-based contract line must be made using amendment processing. If billing or revenue recognition has occurred against the contract lines impacted by the needed changes, then potentially, you may also need to cancel contract lines, or reverse billing or revenue before applying your pricing changes. You can make changes to the associated rate set or rate plan for a rate-based contract line without amendment processing.

---

**Note.** Even if the contract is in a *Pending* processing status, you must create an amendment to make changes to a contract line limit or to add a discount or retainage to a contract.

---

**See Also**

Chapter 25. "Amending Contracts," page 531

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**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, enable PeopleSoft Enterprise Pricer to populate prices in PeopleSoft Contracts. Without PeopleSoft Enterprise Pricer rules set up on your system, PeopleSoft Contracts retrieves the product prices from the list price defined during product setup multiplied by the quantity.

---

**Warning!** When setting up price rules for PeopleSoft Enterprise Pricer, select the *Line* option in the Rollup By field in the Rules Attributes section of the Formulas page. PeopleSoft Contracts supports this *Line* option only.

---

See *PeopleSoft Enterprise Pricer 9.1 PeopleBook*, "Creating Price Rules."

PeopleSoft Enterprise Pricer uses these price by fields:
When you set up the rules for PeopleSoft Enterprise Pricer, PeopleSoft Contracts requests pricing for these three processes:

- Adding a product to a contract.
- Renewing a line.
- Generating recurring bills.

**Note.** For information about using PeopleSoft Enterprise Pricer to price renewals, including the additional required setup in PeopleSoft Enterprise Pricer, see the "Entering Renewals" chapter.

**See Also**


---

**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

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Allocation</td>
<td>CA_PRICING_PNL</td>
<td>Customer Contracts, Determine Price and Terms, Amount Allocation</td>
<td>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.</td>
</tr>
<tr>
<td>Percent-Based Pricing</td>
<td>CA_DETAIL_PRCNG</td>
<td>• Click the button in the Contract Line Pricing section of the Amount Allocation page.</td>
<td>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.</td>
</tr>
<tr>
<td>Total Contract Discounts</td>
<td>CA_HDR_REDUCE_PNL</td>
<td>Click the value in the Discounts/Surcharge field in the header section of the Amount Allocation page.</td>
<td>Apply a header discount or surcharge to a contract. This page is not available for recurring contract lines.</td>
</tr>
<tr>
<td>and Surcharges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line Discounts and</td>
<td>CA_LN_REDUCE_PNL</td>
<td>Click the Discounts/Surcharges link in the Contract Line Pricing section of the Amount Allocation page.</td>
<td>Apply line discounts and surcharges by selecting discounts and surcharges that are associated with an individual line. This page is not available for recurring contract lines.</td>
</tr>
<tr>
<td>Surcharges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discounts/Surcharges Inquiry</td>
<td>CA_LN_DISC_PG</td>
<td>Click the Discounts/Surcharges Summary link on the Amount Detail tab of the Contract - Lines page.</td>
<td>View discounts and surcharges that are associated with an individual line. This page is not available for recurring contract lines.</td>
</tr>
</tbody>
</table>
### Discounts/Surcharges for Consolidated Target Line

**Definition Name:** CA_RNW_CYC_RED_SEC

**Navigation:** Click the Discounts/Surcharges link in the Target Line group box on the Define Renewal Cycle page.

**Usage:** Enter discounts and surcharges for the target line of pending cycles. The discounts that you enter on this page are copied onto the renewal contract line upon approval of the cycle.

**Note:** This page is available only if the Create Target Lines option is set to Consolidated.


### Discounts/Surcharges for Individual Target Line

**Definition Name:** CA_RNW_LN_RED_SEC

**Navigation:** Click the Discounts/Surcharges link in the Target Lines grid on the Define Renewal Cycle page.

**Usage:** Enter discounts and surcharges for the target lines of pending cycles. The discounts that you enter on this page are copied onto the corresponding renewal contract line upon approval of the cycle.

**Note:** This page is available only if the Create Target Lines option is set to Individual.


---

**Allocating Amounts**

Access the Amount Allocation page (Customer Contracts, Determine Price and Terms, Amount Allocation).
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 PeopleSoft Contracts components using these values. Clicking Save does not initiate edit checking; edit checking is initiated only when you set the status of the Allocation field to *Complete* and click Save.

For recurring contract lines and for contracts with a contract classification of *Internal*, fields that are related to discounts, surcharges, and prepaids do not apply.

**Negotiated Amount**

Displays the negotiated amount, which equals the gross amount of the contract. This field acts as a control total on this page. You cannot set the Allocation field to *Complete* 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.

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 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 link to access the Total Contract Discounts and Surcharges page to define an overall contract discount or surcharge.

Note. This link does not appear for contracts with a contract classification of Internal.

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.

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.

Unallocated Amount Displays the fixed amount that has yet to be allocated across eligible amount-based contract lines. This amount must equal zero before you can set the allocation option to Complete.

Inclusive Prepaids Inclusive prepaids are fixed amounts that are purchased at the time of contract signing, which are used 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.

Allocation Select the status of amount allocations. Values include:

- Incomplete: This value appears by default and indicates that amount allocation has not been completely performed for amount-based contract lines.

- Complete: Select this value once you have allocated any contract line amount changes across all eligible amount-based contract lines.

  Selecting this option initiates system edit checking to ensure that you fully allocate the amount and discount or surcharge to the active contract products.

Note. Contracts with amount-based contract lines must have the fixed amount for the contract completely allocated across any amount-based contract lines assigned to the contract, and have the Allocation option set to Complete before the contract can be activated. If you have a contract with only rate-based or recurring lines, it is not necessary to set the Allocation field to Complete.

If you allocate 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 set the Allocation field to Complete.
Recalculate

When you click this button, the system calculates the values on the page based on the information that you enter for percent and the value in the Negotiated Amount field, 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.

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.

Reprice

Select this check box to reprice the contract line. When you select this option and then click the Recalculate button, the system retrieves the list price from the PeopleSoft Enterprise Pricer or Product Master, multiplies it by the quantity, and updates the Extended Price, Negotiated Amount, Discounts/Surcharges, and Net Amount fields for the selected contract lines.

Line # (line number) Displays the contract line number assigned to the contract line when it was added to the contract.

Product Displays the product identifier associated with the product when it was defined on the Product Definition page.

Price Type Displays the price type associated with the product.

Line Status Displays the status of the contract line. Only active amount-based contract lines are included in the amount allocation.

Quantity Displays the quantity associated with the contract line. You can change this value at any time before contract activation. When you change the quantity, the system automatically updates the associated quantity on the Billing Plan Lines page.

Extended Price Displays the list price multiplied by quantity for amount-based contract lines.

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.
Click to access the Percent-Based Pricing page to manage the percentage and applies-to lines for the contract line. This button appears for contract lines with a price type of *percent*.

**Discounts/Surcharges**
For products with a price type of *amount* or *percent*, 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.

This field does not appear for contracts with a contract classification of *Internal*.

**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.

**Line Totals**

**Negotiated Amt**
(negotiated amount)
Displays the total allocated amount for all amount-based contract lines for the contract.

**Discounts/Surcharges**
Displays the total line level discounts and surcharges associated with the amount-based contract lines.

**Recalculate**
Click to have the system recalculate the unallocated amount, net amount, and line total negotiated and discount amounts. The system automatically updates the allocation status to *Complete* if the unallocated amount is 0.

If you selected the Reprice check box for any contract lines, when you click the Recalculate button, the system retrieves the list price from the PeopleSoft Enterprise Pricer or Product Master, multiplies it by the quantity and updates the Extended Price, Negotiated Amount, Discounts/Surcharges, and Net Amount fields for the selected contract lines.

**See Also**


Chapter 11, "Entering Accounting Distributions," page 155

**Selecting Percent-Based Contract Lines**
Access the Percent-Based Pricing page (click the % of Lines link on the Amount Detail tab on the Contract - Lines page).
### 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 before the contract is activated. |
| **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 for which the basis type is % of Total, the basis amount is equal to the negotiated amount of the total contract. |
**Applying Total Contract Discounts and Surcharges**

Access the Total Contract Discounts and Surcharges page (click the value in the Discounts/Surcharge field in the header section of the Amount Allocation page).

### 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.

  **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 (click the Discounts/Surcharges link in the Contract Line Pricing section of the Amount Allocation page).
### 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 amount 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 a value to apply a discount or surcharge to a contract line. The system populates the 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 defined 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.
Apply At Renewal

Select to make this discount or surcharge applicable for future renewals. When you select this check box, the system uses the discount or surcharge for the next renewal.

This field appears for renewable contract lines only. This option does not apply if the contract line has already been renewed. This field is not available for contracts with an Active status unless you are in Amendment mode.

**Note.** You cannot select this check box if the contract line to which the discounts or surcharges are applicable is already assigned to a renewal cycle with the Create Target Lines option set to Consolidated.

**Note.** If you select the Apply at Renewal option for at least one discount on a contract line, you can only assign the contract line to a renewal cycle that has the Create Target Lines option set to Individual.

---

### Viewing Contract Line Discounts and Surcharges

Access the Discounts/Surcharges Inquiry page (click the Discounts/Surcharges Summary link on the Amount Detail tab of the Contract - Lines page).

This version of the Line Discounts and Surcharges page is view-only; the fields are the same.

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### 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 13, "Working with PeopleSoft Project Costing," page 185

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### Using Special Payment Terms

This section discusses how to:

- Set up special payment terms.
- Amend special payment terms.
Page Used for Using Special Payment Terms

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Payment Terms</td>
<td>CA_TERMS_PNL</td>
<td>Customer Contracts, Create and Amend, Special Payment Terms</td>
<td>Set up special payment terms by adding optional payment term details, such as bonus or penalty amounts and early out options, to the contract.</td>
</tr>
</tbody>
</table>

Setting Up Special Payment Terms

Access the Special Payment Terms page (Customer Contracts, Create and Amend, Special Payment Terms).

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 before 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 before 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 Amount or Percent.

Penalty Percent
If you selected a penalty type of Percent, 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 Amount, this field is unavailable for entry.

Penalty Amount
If you selected a penalty type of Amount, you must enter a penalty amount. The penalty is the amount that you specify here. If you select a penalty type of Percent, this field is unavailable for entry.

Early Out Option Notes
Click to create an internal note about the early out options.

Bonus and Penalty Options

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 Active or Inactive.

Incentive Type
Select an incentive type. Values are:
- Bonus: Incentive rewards the customer with a credit amount.
- Penalty: Incentive punishes the customer with a fee.

Bonus Penalty Notes
Click to create an internal note about 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 make to the contract's special payment terms must be made as part of an amendment. Use the amendment processing functionality to amend special payment terms.

**See Also**

Chapter 25, "Amending Contracts," page 531
Chapter 13

Working with PeopleSoft Project Costing

This chapter provides an overview of the relationship between PeopleSoft Contracts and PeopleSoft Project Costing and discusses how to:

- 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 plan, 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 Enterprise Expenses and PeopleSoft Enterprise 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 in PeopleSoft Project Costing for organizational sharing (optional).

See PeopleSoft Enterprise Project Costing 9.1 PeopleBook, "Setting Up Accounting for Projects."
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 sets and rate plans in PeopleSoft Project Costing and then associating activities to those rate sets or rate plans, you can efficiently manage pricing across multiple project activities using a limited number of rate plans. Rate sets and rate plans 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 standard rates 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 plan or contract rates.

**Using the Rate Plan**

If the services provided to the customer under the contract line are provided at your standard rates, you should link the contract line to either a standard rate set or a standard rate plan in PeopleSoft Project Costing. Any subsequent changes to the standard rate set or standard rate plan 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 should select the *Contract Rate Set* or *Contract Rate Plan* option in the Rate Selection field. You define your contract rate sets on the same pages as the standard rate sets. Similarly, you define your contract rate plans on the same pages as the standard rate plans. 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 Rate Sets for Rate-Based Contract Lines**

Rate-based contract lines are priced using PeopleSoft Project Costing rate sets and rate plans. Rate sets and rate plans can be defined for general use or for a specific contract. Once defined, you assign the standard or contract rate set or rate plan to the rate-based contract using the Related Projects page.
Only one rate set or rate plan can be assigned to a single rate-based contract line at any particular point in time. Rate sets enable you to define how specific contract line-related transactions are priced for costing, billing, and revenue recognition. Rate plans enable you to combine multiple rate sets together to perform more complex pricing scenarios.

When defining a rate set, you assign a rate definition type. This determines the type of pricing that is performed for the contract line transactions.

After you define the rate set, you assign the rate set to the contract line on the Related Projects page. After the contract is active and transactions are priced for this contract line, the system will create billable rows based on the criteria defined in the rate set.

The billable rows are stored in PeopleSoft Project Costing, and passed to PeopleSoft Billing by PeopleSoft Contracts when the Billing/Contracts Interface (CA_BI_INTFC) process is run. Once finalized, the billed data is passed back to PeopleSoft Contracts and PeopleSoft Project Costing. These same transaction rows are also used for revenue recognition when the As-Incurred revenue process is run.

You cannot attach rate sets or plans to amount-based or recurring contract lines.

See Also

*PeopleSoft Enterprise Project Costing 9.1 PeopleBook, "Pricing Project Costs," Rate Sets
*PeopleSoft Enterprise Project Costing 9.1 PeopleBook, "Pricing Project Costs," Rate Plans
*PeopleSoft Enterprise Project Costing 9.1 PeopleBook, "Pricing Project Costs," Defining Rate Sets and Plans

**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 set or rate plan 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 set or rate plan.

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 set or rate plan. Then, the system applies the adjustment percentage to the billable transaction row's amount. If you do not define a rate set or rate plan, 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. (Optional) Create tier templates on the Tiered Pricing Template page to facilitate data entry.
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 set or rate plan and contract specific rates. These options are AMT, EBI, ECO, JBI, 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.

If you have attached a rate plan to your contract line, the system applies tiered pricing to the output of the first rate set in the rate plan only. Additionally, since tiered pricing is applicable for transactions that generate billable rows only (rows in the analysis group, PSWKS), the first rate set in the plan must be a billing rate set.

**See Also**

*PeopleSoft Enterprise Project Costing 9.1 PeopleBook, "Pricing Project Costs," Tiered Pricing*

*PeopleSoft Enterprise Project Costing 9.1 PeopleBook, "Pricing Project Costs," Defining Tiered Pricing*

Chapter 7, "Structuring Contracts," Defining Tiered Pricing Templates, page 57

Chapter 13, "Working with PeopleSoft Project Costing," Defining Tiered Pricing, page 196

**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 Enterprise Project Costing 9.1 PeopleBook, "Setting Up PeopleSoft Project Costing Control Data"
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 sets or plans to determine what billing rows (BIL) are created.

When using tiered pricing, if you defined a rate set or plan, the system generates BIL rows based on the rate set or plan. 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 (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 Enterprise Project Costing 9.1 PeopleBook, "Pricing Project Costs," The Pricing Process

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 16, "Processing Revenue Recognition," The Project Progress Process, page 265

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 PSWKS 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 20, "Processing Contracts Billing," page 383

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 16, "Processing Revenue Recognition," The Rate-based Revenue (Accounting Rules Engine) Process (PSA_ACCTGGL), page 264

PeopleSoft Enterprise Project Costing 9.1 PeopleBook, "Setting Up Accounting for Projects," Processing Transactions Using Accounting Rules
Assigning Projects and Activities to Contracts

This section discusses how to assign projects and activities to contract lines.

**Note.** For contracts with a classification type of *Government*, see the *Contracts for Government Contracting PeopleBook* for additional information regarding this page.

**See Also**


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### Page Used to Assign Projects and Activities to Contracts

<table>
<thead>
<tr>
<th><strong>Page Name</strong></th>
<th><strong>Definition Name</strong></th>
<th><strong>Navigation</strong></th>
<th><strong>Usage</strong></th>
</tr>
</thead>
</table>
| Related Projects    | CA_DETAIL_PROJ      | • Customer Contracts, Determine Price and Terms, Contract Terms, Related Projects  
                      |                     | • Click the Contract Terms 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 and limit amounts. |

---

### Assigning Projects and Activities to Contracts

Access the Related Projects page (Customer Contracts, Determine Price and Terms, Contract Terms, Related Projects).
Related Projects page

**Note.** You can associate only one project with contract lines with a price type of *Amount, Percent, or Recurring.*

- **Click** to review details of the contract header.
- **Amendment Number** If the contract has been amended through amendment processing, the current amendment number appears.
- **Amend Contract** Create an amendment or edit an existing pending amendment for an active contract by clicking this button on any page within the various Contract Entry components, such as the Related Projects page. Click this button to add a limit to a contract that has already been activated. This button enables you to create a new contract line and add the limit to that new contract line through amendment functionality.
- **Product** The ID defined for this contract line appears.
- **Price Type** Displays the price type for the contract line. Values include *Amount, Percent, Rate,* and *Recurring.* The fields appearing on this page vary based upon the price type. For contract lines with a price type of *Amount, Percent, and Recurring,* 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** 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 sets or rate plans that you can associate with this contract.
### Transaction Limits
Click to access the Transaction Limits page. Transaction level limits are assigned to a contract line. Transaction level limits consist of a transaction identifier, a description, limit amount, and use sequence. These are used to specify limits for a set of project transactions, defined by a grouping of valid project ChartFields.

This link is available for rate-based contract lines only.

**Note.** You must have specified a PeopleSoft Project Costing business unit before accessing the Transaction Limits page.

### Review Limits
Click to access the Review Limits page. This page enables you to search for and review limits that have been exceeded, limits that have some amount remaining, or all limits.

This link is available for rate-based contract lines only.


### Billing Limit
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.

**Note.** This field is available only if this contract has not been set to an active status or the contract line is being amended. If this contract has been activated, select the Amend Contract button to change the limit through amendment functionality.

This field is not available for contracts with a classification of Government.

### Perform Limit Checking
Starts the Limits process (CA_LMT) with the contract number and contract line number as parameters.

This button is available for rate-based contract lines only.

### 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. This check box is available for rate-based contract lines only.

### 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. This link is available for rate-based contract lines only.

### Associated Rates
This group box is available for rate-based contract lines only.
Effective Date
Enter the effective date for the rate set or rate plan. The contract signed date appears in this field by default, but can be overridden. Only transactions that occur against the contract line on or after the effective date will be picked up and priced by the Pricing process.

Status
Specify whether the associated rates for the contract line are active or inactive.

Rate Selection
Select a rate structure for this contract line for the system to use to price transactions associated with this contract line. If you have associated a rate structure with the product, then that value will appear by default, but can be overridden. Values include:

- **Rate Set**: Select this option to assign an existing, standard rate set to the contract line.
- **Rate Plan**: Select this option to assign an existing, standard rate plan to the contract line.
- **Contract Rate Set**: Select this option to assign an existing, contract specific rate set to the contract line.
- **Contract Rate Plan**: Select this option to assign an existing contract specific rate plan to the contract line.

**Note.** You must define your rate sets and rate plans prior to assigning them to a contract line.

Rate Set or Rate Plan
Select the predefined rate set or rate plan to use for transaction pricing for the contract line. Depending on whether you select Rate Set, Contract Rate Set, Rate Plan, or Contract Rate Plan for the Rate Selection option, the field label appears, and the rate sets or rate plans that are available for selection.

Rate Set or Rate Plan
Click the link to view the rate set or rate plan details selected for the contract line or to add a new rate set or rate plan if a rate set or rate plan is not selected for the contract line.

**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 Projects & Activities group box.
### Project
Select a project to associate with the contract line. For rate-based contract lines, you must associate at least one project and one activity with price transactions for the contract line, as well as, bill or recognize revenue for those transactions.

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.

<table>
<thead>
<tr>
<th>Description (project)</th>
<th>Click to review and manage the details of this project.</th>
</tr>
</thead>
</table>

### Activity
Select an activity ID to associate your contract line with a PeopleSoft Project Costing activity ID. Activities are the individual tasks or events making up a project. An activity can only be linked to one rate set or rate plan as of an effective date. If an activity is associated with a rate set directly on the activity in PeopleSoft Project Costing, it is not available here. If an activity is associated with a rate plan directly on the activity in PeopleSoft Project Costing, it is available provided that you have specified the contract specific rate set option 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.

<table>
<thead>
<tr>
<th>Description (activity)</th>
<th>Click to review and manage the details of this activity.</th>
</tr>
</thead>
</table>

### 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.

<table>
<thead>
<tr>
<th>Category</th>
<th>For amount-based and recurring contract lines, enter a category type.</th>
</tr>
</thead>
</table>

**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.

<table>
<thead>
<tr>
<th>SubCategory</th>
<th>For amount-based and recurring contract lines, enter a subcategory type.</th>
</tr>
</thead>
</table>

**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.

<table>
<thead>
<tr>
<th>Create Project</th>
<th>Click to create a new PeopleSoft Project Costing project.</th>
</tr>
</thead>
</table>
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.

See Also

PeopleSoft Enterprise Project Costing 9.1 PeopleBook, "Pricing Project Costs," Understanding Pricing Project Costs

PeopleSoft Enterprise Project Costing 9.1 PeopleBook, "Creating and Maintaining Projects"

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**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**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Identifiers</td>
<td>PC_TRANS_IDENTIFY</td>
<td>Set Up Financials/Supply Chain, Product Related, Project Costing, Transaction Options, Transaction Identifiers</td>
<td>Create transaction identifiers for use on tiered pricing templates and definitions.</td>
</tr>
<tr>
<td>Tiered Pricing Template</td>
<td>PC_TIER_TEMPLATE</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Tiered Pricing Templates</td>
<td>Create tier templates to facilitate data entry when defining tiered pricing for a rate-based contract line.</td>
</tr>
<tr>
<td>Tiered Pricing Definition</td>
<td>PC_TIER_DEFN</td>
<td>Click the Tiered Pricing link on the Related Projects page.</td>
<td>Specify a tiered pricing structure for a contract line.</td>
</tr>
<tr>
<td>Pricing</td>
<td>PC_PRICING</td>
<td>Project Costing, Utilities, Pricing</td>
<td>Reprice contract lines with tiered pricing structures.</td>
</tr>
</tbody>
</table>
Setting Up Transaction Identifiers


Creating Tier Templates


Defining Tiered Pricing for a Contract Line

Access the Tiered Pricing Definition page (click the Tiered Pricing link on the Related Projects page).

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 (unit of measure)  
Select a unit of measure for the quantities in the Price Breaks 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 999999999999.99

Adjustment Percent  
Displays the increase or decrease to apply to the rate plan or contract-specific determined rate.

Running the Pricing Engine

Access the Pricing run control page (Project Costing, Utilities, Pricing).

Run the Pricing process to reprice contract lines with tiered pricing structures. You run the Pricing Application Engine from PeopleSoft Project Costing.

Recalculate Tiered Pricing  
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 Enterprise Project Costing 9.1 PeopleBook, "Pricing Project Costs," The Pricing Process

PeopleSoft Enterprise Project Costing 9.1 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 15, "Setting Up Revenue Plans," page 227
Chapter 19, "Setting Up Billing Plans," page 329

Pages Used to Process Project Progress

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Project Progress</td>
<td>RUN_CA_PCT_UPD</td>
<td>Customer Contracts, Update Contract Progress, Process Project Progress</td>
<td>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.</td>
</tr>
<tr>
<td>Revenue Options</td>
<td>CA_REV_OPT_SEC</td>
<td>Click the Revenue Options link on the Process Project Process page.</td>
<td>Specify revenue filters for the Project Process process.</td>
</tr>
</tbody>
</table>
Running the Percent Complete Update Process

Access the Process Project Progress page (Customer Contracts, Update Contract Progress, Process Project Progress).

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, contract classification, 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 (click the Revenue Options link on the Process Project Process 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 (click the Billing Options link on the Process Project Process 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 25, "Amending Contracts," page 531
- Chapter 21, "Creating and Managing Limits," page 407
Chapter 14

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 associate billing and revenue recognition with reaching a milestone; upon reaching that milestone, Application Engine processing is triggered. You can use both PeopleSoft Contracts milestones and PeopleSoft Project Costing milestones. For PeopleSoft Contracts milestones, you set up generic milestone templates when structuring the PeopleSoft Contracts system. At the individual contract level, you create specific milestones for specific contracts.

This section discusses:

• Milestone conditions.
• Milestone statuses.
• Milestone methods.

See Also

Chapter 7, "Structuring Contracts," Defining Milestones, page 65

PeopleSoft Enterprise Project Costing 9.1 PeopleBook, "Creating and Maintaining Activities"

Prerequisite

Before setting up milestones for a contract, you must define generic milestone templates as part of the 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 recognizing 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:

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone</td>
<td>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.</td>
</tr>
<tr>
<td>Date</td>
<td>Triggered when the system date reaches the date that you specified for this condition type.</td>
</tr>
<tr>
<td>User Initiated</td>
<td>Satisfied by a user manually updating the condition status from Ready to Completed.</td>
</tr>
<tr>
<td>SQL (Structured Query Language)</td>
<td>Associate the milestone with a SQL statement (WHERE clause) that you wrote. SQL milestones enable you to create custom milestones specific to a business.</td>
</tr>
</tbody>
</table>

**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 the 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 the PeopleSoft Contracts system and set up events so that when these conditions are met, the bills are sent out and the revenue is recognized.

When setting up the 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 the contract. After you create contract milestones, you can reference them on milestone-based billing and revenue plans. You can also reference the contract milestones on the events on those plans.

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 associate the 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 different structure and do not use conditions.

**Milestone Statuses**

A status is associated with PeopleSoft Contracts milestones and with milestone conditions. 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.
- Auto-readying milestones.
- Milestone status example.
- Relationship to other statuses.

**Milestone Status Types**

Milestone status types include:

**Milestone Status**

You must set the Milestone Status field to *Ready* before the system can perform any processing against it. After the system processes a *Ready* milestone and confirms that the required conditions are met, the system changes the milestone status from *Ready* to *Completed* and no longer enables changes.

When you enter a milestone, the milestone status is *Pending* by default.

**Note.** The system automatically readies the milestone for certain milestone condition types when the milestone is created from a billing/revenue plan template. The system creates milestones with a ready status if the milestones are created from milestone templates that have a condition type of *Date*, *SQL*, or *User Initiated* linked to revenue/billing plan templates.

However, depending on the milestone condition type, additional user level inputs may be required for these milestones to be processed by the system (CA_MS_PRCS), even if they are created with a ready status. You must assign a completion date for *Date* milestone condition types and you must manually select the Mark Complete button for *User Initiated* milestone condition types.

**Milestone Condition Status**

The Milestone Condition Status field is set by the system, except for user-initiated conditions. The system uses true or false criteria to set this condition. The criteria varies by condition type.

When you create a milestone condition, its status is *Ready* 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 *Pending* only.

- **Ready**: Milestones are processed by the Milestone Processing Application Engine. When you change the milestone status to *Ready*, 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.

  After you set the milestone status to *Ready*, the system does not enable 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*.

  **Note**: If you created the milestone from a billing/revenue plan template, the system automatically sets the milestone status to ready if the milestone was associated with a milestone condition type of *Date*, *SQL*, or *User Initiated* and all required fields are complete.

- **Completed**: The Milestone Processing Application Engine updates the milestone status to *Completed* after its conditions are met.

  After the system marks a milestone as *Completed*, the system does not enable 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 enable further adds, changes, or deletions. A *Cancelled* milestone cannot have its status changed back to *Pending*.

This diagram shows the milestone status and milestone condition status, and the relationships between the two:
The relationships between milestone status and milestone condition status

### Auto-reading Milestones

When creating a milestone from a billing/revenue plan template, the system may automatically ready the milestone depending on the milestone condition type. This enables you to process the milestones that are created from billing/revenue plan templates without having to change the milestone status from pending to ready after activating the contract.

The system creates milestones with a ready status if the milestones are created from milestone templates that have a condition type of *Date*, *SQL*, or *User Initiated* linked to revenue/billing plan templates. The system creates milestones with a pending status if the milestone templates have a condition type of *Milestone*.

Even if milestones are created with a ready status, additional user-level inputs may be required in order for the milestones to be processed by the system (CA_MS_PRCS):

- For milestones with a *Date* milestone condition type, you must assign a completion date after creating the milestone in order for the system to process the milestone.
- For *User Initiated* milestones, you must select the Mark Complete button on the Milestones Conditions page to set the condition to a status of completed in order for the system to process the milestone.
- For *SQL* milestones, the system picks up the milestone for processing based on the SQL that was predefined on the template. You can override the SQL on the Milestone Condition page before processing the milestone. No additional user inputs are required prior to processing.

**Note.** The auto-reading of milestone applies to PeopleSoft Contracts-based milestones only. This feature does not apply to Project-based milestones since they cannot be linked to revenue/billing plan templates.
**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 that the milestone is referenced in a contract.

**Milestone Methods**

A billing or revenue recognition event can be triggered in multiple ways. Sometimes, one way of triggering an event has advantages over another way. For example, when creating an event on a milestone billing plan or milestone revenue plan, you can use event type to designate that the event be triggered by either a *Date* or *Milestone*. 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

<table>
<thead>
<tr>
<th>Common Element</th>
<th>Description</th>
</tr>
</thead>
</table>
| **# of Req'd Conditions**      | Displays the number of conditions that must be met for the system to mark this milestone complete. Values are:  
                                                                                   - *One:* Any of the milestone's conditions have been met.  
                                                                                   - *All:* All of the milestone's conditions have been met.  |
| **Activity Status**            | Select for the milestone to which you will link. 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.  |
| **Business Unit**              | Displays the PeopleSoft Contracts business unit.                                                                                             |
| **Contract Classification**    | Select a contract classification when creating a new contract. This value cannot be changed on the contract. Values include: Standard, Internal, Government, and Federal Reimbursable Agreement.  |
| **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 for a specific number of days after the event occurs. 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 occurs.  |
| **Milestone Condition Status** | Indicates if a milestone condition was met. When you create a milestone condition, Ready appears by default as the condition status. Once the milestone condition is 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 is 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, after 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.
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 milestones.

See Also

Chapter 7, "Structuring Contracts," Defining Milestones, page 65
## Pages Used to Set Up Milestones

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone Classification</td>
<td>CA_MS_CLASS_PNL</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Milestone Classification</td>
<td>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.</td>
</tr>
<tr>
<td>Milestone Template</td>
<td>CA_MS_DEFN_PNL</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Milestone Templates, Milestone Template</td>
<td>Set up generic milestone templates. When you set up a contract, you can add contract-specific data to these generic milestone templates.</td>
</tr>
<tr>
<td>Milestone Conditions Template</td>
<td>CA_MS_COND_DEFN</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Milestone Templates, Milestone Conditions Template</td>
<td>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.</td>
</tr>
<tr>
<td>Create Milestones</td>
<td>CA_MS_ENTRY</td>
<td>Customer Contracts, Create and Amend, Create Milestones, Create Milestones</td>
<td>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 the contract-specific milestone. Edit existing conditions and define new contract-specific milestone conditions. Changes do not affect the generic milestone template.</td>
</tr>
<tr>
<td>Add Milestones</td>
<td>CA_MS_ENTRY_ADD_MS</td>
<td><img src="image" alt="Click the Add Milestone button on the Milestone page." /></td>
<td>Select a milestone template.</td>
</tr>
</tbody>
</table>
### Defining Milestone Classifications

Access the Milestone Classification page (Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Milestone Classification).


### Setting Up Generic Milestone Templates

Access the Milestone Template page (Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Milestone Templates, Milestone Template).


### Setting Up Generic Milestone Conditions Templates

Access the Milestone Conditions Template page (Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Milestone Templates, Milestone Conditions Template).


### Setting Up Contract Milestones and Establishing Contract-Specific Conditions

Access the Create Milestones page (Customer Contracts, Create and Amend, Create Milestones, Milestone).
Create Milestones page

If milestones are already associated with the contract, when you access this page, the milestone tree and Milestones group box appear. If milestones are not associated with the 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 the contract. You can change the values, conditions, and the 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:

Create Milestones 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 a milestone has no contract types, then it is applicable for all types by default.

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 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 are not 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 after 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 Reqd 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 takes into account any value in the Days Lag field.

### Completion Date

The Milestone Process Application Engine (CA_MS_PRCS) updates this field with the milestone completion date. This field is display-only.

**Note.** This field is populated by the Milestone Process when it updates the status of the milestone to complete.

### Milestone Conditions Group Box

The fields that appear in this group box depend on the milestone condition type:
Create Milestones page: Milestone Conditions group box

<table>
<thead>
<tr>
<th>Description</th>
<th>Condition description of the milestone template. Accept the default description or enter a contract-specific description.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Select a milestone condition type of <em>Date</em>, <em>Milestone</em>, <em>SQL</em>, or <em>User Initiated</em>.</td>
</tr>
</tbody>
</table>
| Completion Date | For *Date* milestone condition types, enter the completion date. The milestone condition is complete when the system date reaches the completion date.  
For *User Initiated* milestone condition types, the completion date is an optional field. The milestone condition is complete when you click the Mark Complete button. If you do not specify a completion date prior to selecting the Mark Complete button, when you select Mark Complete, the system records the completion date as the current date. |
| Estimated Completion Date | (Optional) Enter an estimated completion date. This date has no effect on milestone processing. The field is available for milestones with *User Initiated* and *SQL* milestone condition types. |
| Mark Complete | Click to manually set the status of a *User Initiated* milestone condition type to *Completed*. This field is available only for *User Initiated* milestone condition types. |

**Note.** When you click the Mark Complete button, the system changes the Milestone Condition Status to *Completed* and the value in the Completion Date field is set to any date specified by you prior to clicking the Mark Complete button. If you did not specify a completion date prior to selecting the Mark Complete button, the system records the current date.

<table>
<thead>
<tr>
<th>Milestone Source</th>
<th>Select the milestone source for milestones with a condition type of <em>Milestone</em>. Values include:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts</td>
<td>Milestone condition is associated with a milestone that you defined in PeopleSoft Contracts. When selecting <em>Contracts</em>, you must complete the Prerequisite Milestone and Days Lag fields.</td>
</tr>
<tr>
<td>Projects</td>
<td>Milestone condition is associated with a milestone that you defined in PeopleSoft Project Costing. When you select <em>Projects</em>, you must complete the Days Lag, PC Business Unit, Project ID, Activity ID, and Activity Status fields.</td>
</tr>
</tbody>
</table>
**Prerequisite 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 are attached to this contract.

This field is available for milestones with a Milestone condition type and a milestone source of Contracts.

**Note.** The milestone number, also known as the sequence number, does not affect the order in which milestones or milestone conditions are processed. It's 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 SQL, 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 65

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**Referencing the Milestones**


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**Maintaining Milestones**

This section discusses how to:

- Maintain milestones.
- Update milestones.
## Pages Used to Maintain Milestones

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Milestone</td>
<td>CA_MS_MANAGE_COND</td>
<td>Customer Contracts, Update Contract Progress, Update Milestone Cond. Status</td>
<td>Manage and maintain user-initiated milestone conditions. The Milestone Application Engine processes the other milestone condition types <em>(Date, Milestone, and SQL)</em>. You can manage only those milestones for which you have security access based on the milestone's classification.</td>
</tr>
<tr>
<td>Condition Status</td>
<td>CA_MS_MNG_CND_SEC</td>
<td>Click the Conditions link on the Update Milestones Condition Status page.</td>
<td>Review and update the milestone conditions established for the user-initiated milestones.</td>
</tr>
</tbody>
</table>

## Maintaining Milestones

Access the Update Milestone Condition Status page *(Customer Contracts, Update Contract Progress, Update Milestone Cond. Status)*.
Update Milestone Condition Status 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 the search include only those milestones that you have the security to manage.

---

**Milestones**
The milestones matching the 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 Reqd 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. You can manually update the condition status of user-initiated milestones 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 (click the Conditions link on the Update Milestones Condition Status 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 *User Initiated* milestone condition. After you change the milestone condition to complete, this field displays the actual completion date. If you do not specify a date, the system records the current date as the 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 defined in PeopleSoft Contracts.
- **Projects**: The milestone condition is associated with a milestone that you defined in PeopleSoft Project Costing.

**Prerequisite 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 does not affect the order in which the system processes milestones or milestone conditions.

---

**Processing Milestones**

The Milestone Processing Application Engine process (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 Update Milestones Condition Status 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 process so that the system sets the milestone status to **Completed**.

It is recommended that you run the Milestone Processing Application Engine process 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 for which 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 Milestone Processing 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 Milestone Processing 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**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Milestones</td>
<td>RUN_CA_MSTONE</td>
<td>Customer Contracts, Update</td>
<td>Update milestone condition statuses from <em>Ready</em> to <em>Completed</em> for <em>Milestone</em>, <em>Date</em>, and <em>SQL</em> type conditions meeting the parameter criteria that you specify. This process also updates milestone statuses based on their conditions.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contract Progress, Process</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Milestones</td>
<td></td>
</tr>
</tbody>
</table>

**Processing Milestones**

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, contract classification, 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

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Milestones</td>
<td>CA_PROJ_MLS</td>
<td>Project Costing, Project Definitions, Project Milestones</td>
<td>Search and view project milestones with an activity status of <em>Milestone</em> meeting selected search criteria. From this page you can navigate to details of contracts tied to the project milestone.</td>
</tr>
</tbody>
</table>
### Page Name | Definition Name | Navigation | Usage
---|---|---|---
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 Costing, Project Definitions, Project Milestones).

![Project Milestones page](image)

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 the 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 associated with any contract lines. Values include: *Yes* or *No*. When the project milestone is referenced in any contracts 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 (click *Yes* on the Project Milestones 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 project 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 15

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 (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 9, "Creating Contracts," page 87

Chapter 11, "Entering Accounting Distributions," page 155

Chapter 12, "Pricing Contracts," page 165

Chapter 16, "Processing Revenue Recognition," page 261
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 7, "Structuring Contracts," Defining Revenue and Billing Plan Templates, page 41
**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:

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Event Type Definition</th>
<th>Associated Fields for the Event Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milestone (Contracts)</td>
<td>Select an event type of <strong>Milestone</strong> and a milestone origin of <strong>Contracts</strong> (PeopleSoft Contracts) to associate the revenue recognition event with a milestone that you have defined in PeopleSoft Contracts.</td>
<td>Event Status MS Orig (milestone origin, also referred to as milestone source), Milestone Nbr (milestone number), Milestone Status, Description, Notes, Percentage Amount</td>
</tr>
<tr>
<td>Milestone (Project Costing)</td>
<td>Select an event type of <strong>Milestone</strong> and a milestone origin of <strong>Projects</strong> (PeopleSoft Project Costing), to associate the revenue recognition event with a milestone that you have defined in PeopleSoft Project Costing.</td>
<td>Event Status, MS Orig (milestone origin, also referred to as milestone source), Notes, Project, Percentage, Amount</td>
</tr>
<tr>
<td>Date</td>
<td>Select an event type of <strong>Date</strong> to associate the revenue recognition event with a specific calendar date.</td>
<td>Event Status, Date, Notes, Percentage, Amount</td>
</tr>
</tbody>
</table>

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.

To determine the accounting date and amount or percent of each event created, the Apportionment method also uses the system wide parameters of future period accounting date and proration method respectively; these are defined on the Contracts Definition - Processing 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 events can be picked up in the next run of the process.

**Note.** Use a schedule with a Day of the Month equal to the day of the start date that you define for your apportionment events if you want your events and schedules to be completely in sync. If the schedule’s Day of the Month does not equal the day of the start date, the system will prorate the first event so that the From Date is the start date and the To Date is the day before the Day of the Month of the schedule. The system also prorates the last event, assuming you have selected an appropriate number of periods, so that the From Date is the Day of the Month of the schedule and the To Date is the end date.


**Percent 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 or project and activity combination. 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 Percent 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 Percent 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 amount-based 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.

Note. For contracts with a contract classification of Internal, the system uses Billing Manages Revenue for the revenue recognition method.

This table discusses each available revenue recognition method:

<table>
<thead>
<tr>
<th>Basis (how to recognize revenue)</th>
<th>As Incurred</th>
<th>Percentage of Completion</th>
<th>Milestone</th>
<th>Apportionment</th>
</tr>
</thead>
<tbody>
<tr>
<td>As-needed (can be scheduled).</td>
<td>As-needed (can be scheduled).</td>
<td>Event-based (percent revised over time).</td>
<td>Event-based (percent or amount defined for each event).</td>
<td>Schedule-based (start and end dates known).</td>
</tr>
<tr>
<td>Rate-based (amount is based on transactions).</td>
<td>Rate-based (amount is based on transactions).</td>
<td>Fixed (amount defined in contract).</td>
<td>Fixed (amount defined in contract).</td>
<td>Fixed (amount defined in contract).</td>
</tr>
</tbody>
</table>

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:
<table>
<thead>
<tr>
<th>Price Type</th>
<th>Description</th>
<th>Available Revenue Recognition Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Used for products that have a fixed price.</td>
<td>Apportionment, Percent Complete, Milestone, Billing Manages Revenue</td>
</tr>
<tr>
<td>Percentage</td>
<td>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.</td>
<td>Apportionment, Percent Complete, Milestone, Billing Manages Revenue</td>
</tr>
<tr>
<td>Rate</td>
<td>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.</td>
<td>As Incurred</td>
</tr>
<tr>
<td>Recurring</td>
<td>Used for products that have a recurring pricing structure where a start date and schedule are defined.</td>
<td>Billing Manages Revenue</td>
</tr>
</tbody>
</table>

**Changing Revenue Recognition Methods**

If, on the Contracts Definition - Processing 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 Revenue 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 Revenue Plan page. Then, you can change the revenue recognition method when reassigning the line 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.

• You cannot change the Billing Manages Revenue revenue recognition method for a contract line with an Internal contract classification, because Billing Manages Revenue is the only valid revenue recognition method for this price type.

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 revenue plan status to *In Progress* instead of *Action Required*.

**Note.** In the scenario where the contract line amount associated with the revenue plan is amended, and the new amount equals the total recognized amount for the revenue plan and all revenue events are in *Completed* status, when you click *Reviewed*, the system changes the revenue plan status from *Action Required* to *Completed*. This applies to Milestone, Apportionment, and Percent Complete revenue plans with events.

**Cancelled**
Revenue plans may be cancelled from a status of *Pending* or *Reversed*. 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 *Completed* (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 *Completed* 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 *Completed* status.

**Reversal In Progress**
When you initiate the reversal of a revenue plan, the system changes the status of the revenue plan to *Reversal In Progress*.

**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 *Reversal in Progress*. When all events have been reversed, the system updates the plan status to *Reversed*. You cannot reopen reversed plans.

**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*. 

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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*, *Action Required*, or *Reversal In Progress*, 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 sets 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 *Completed*, the system sets the revenue plan status to *In Progress* instead of *Action Required*.

**Note.** In the scenario where the contract line amount associated with the revenue plan is amended, and the new amount equals the total recognized amount for the revenue plan and all revenue events are in *Completed* status, when you click Reviewed, the system changes the revenue plan status from *Action Required* to *Completed*. This applies to Milestone, Apportionment, and Percent Complete revenue plans with events.

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 revenue plan status values:
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 Ready makes it available for processing. The system sets apportionment and percent complete events to a status of Ready 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 In Progress 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 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 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 Pending or Ready). 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 revenue event status values:

![Revenue event status flow diagram](image-url)
Revenue Plan Assignment Rules

You assign contract lines to revenue plans on the Assign Revenue 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 Billing manages revenue, cannot be assigned to a 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 - Processing Options 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. Recurring contract lines use the Billing Manages Revenue method.

Note. If you want to assign a revenue plan template with a basis date source option of Contract Line Start Date to a contract line, you must have already defined the start date for the contract line on the Contract – Lines page.

If you select multiple contract lines and select a revenue plan template with the basis date source option of Contract Line Start Date, the system assigns the same revenue plan only if the start dates for all the selected contract lines are identical. If you want to assign separate revenue plans to the contract lines using a revenue plan template with a basis date source option of Contract Line Start Date, then assign a revenue plan template separately for the individual contract lines.

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*.

**Note.** If you wish to delete a contract line that is associated with a revenue plan with a basis date source of *Contract Line Start Date*, you cannot delete the contract line until you unassign the associated revenue plan.

---

**See Also**


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**Revenue Preview**

Preview Revenue is a read-only page that provides a view of amount-based 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 15, "Setting Up Revenue Plans," Previewing Revenue, page 258

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**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**

<table>
<thead>
<tr>
<th><strong>Accounting Date</strong></th>
<th>Displays the date on which you recognize revenue for an event.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract</strong></td>
<td>Displays the contract number for the revenue plans. If you created the revenue plan from the Assign Revenue Plan page, the system assigns the revenue plan to the assigned contract line’s contract number.</td>
</tr>
</tbody>
</table>
**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**
*Pending, Ready, and Cancelled* 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 *Completed* 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

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Plan</td>
<td>CA_ACCTPLAN</td>
<td>Customer Contracts, Schedule and Process Revenue, Define Revenue Plan, Revenue Plan</td>
<td>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 a revenue method of Billing Manages Revenue.</td>
</tr>
<tr>
<td>Revenue Plan Event Note</td>
<td>CA_AP_EVENTS_NOTE</td>
<td>Click Event Note on the Revenue Plan page.</td>
<td>Create internal notes that you can associate with a revenue plan event.</td>
</tr>
<tr>
<td>Project Information for Event</td>
<td>CA_AP_PROJ_SP</td>
<td>Click Project Info on the Revenue Plan page.</td>
<td>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 <em>Projects</em>.</td>
</tr>
</tbody>
</table>
Defining Revenue Plans

Access the Revenue Plan page (Customer Contracts, Schedule and Process Revenue, Define Revenue Plan, Revenue Plan).

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 PeopleSoft 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: Pending, Ready, and Cancelled.
**Reviewed**

This button appears on the page when your revenue plan status is *Action Required*. 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 *Pending* events. Clicking this button enables the system to continue processing your revenue plan and the system sets your revenue plan status back to *In Progress* to make it available for continued processing.

**Note.** In the scenario where the contract line amount associated with the revenue plan is amended, and the new amount equals the total recognized amount for the revenue plan and all revenue events are in *Completed* status, when you click Reviewed, the system changes the revenue plan status from *Action Required* to *Completed*. This applies to Milestone, Apportionment, and Percent Complete revenue plans with events.

**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 *Pending* 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 *Milestone* and *Apportionment* revenue plans only.

**Amount**

Select to define events by a specific amount. This field is available for *Milestone* and *Apportionment* revenue plans only.

**Calculate Amounts**

If *Percent* is selected, click this button to populate the Amount field in the Event Detail group box. This field is available for *Milestone* and *Apportionment* revenue plans.
Percent Source

Select a value of Project, Project/Activity, or Specify Percent. Upon selection of Project/Activity or Project, 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 Specify Percent option, you must enter a specific percentage for building your event.

This field is available for Percent Complete 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 Percent Complete 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 Milestone and As Incurred revenue plans only.

Preview Revenue

Click to preview revenue recognition for amount-based plans. This field is not available for As-incurred 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.
Setting Up Revenue Plans

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 date and to date for each event, with the Schedule's day of the month as each event's from date.

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 determines the accounting date and calculates the amounts for each event using the future period accounting date and revenue proration options that you selected on the Contract Definition - Processing Options page.

Build Event Example 1 – If you want 12 monthly events to be created with From Dates on the first of the month, To Dates on the last of the month, and Accounting Dates on the last of the month:

1. Set the Future Period Accounting Date option on the Contracts Definition – Processing Options page to Last Day in Accounting Period.

2. Use a schedule with the Day of the Month set to 1 and the Last Day of the Month option cleared.

3. Enter a Start Date of the first day of the month and year desired.

4. Enter an End Date of the last day of the month and year desired.
5. Enter 12 as the number of periods.

6. Click Build Event.

Build Event Example 2 – If you want 11 monthly events to be created with From Dates on the first of the month, To Dates on the last of the month, 2 partial events to be created to complete the year, and all Accounting Dates on the first day of the month:

1. Set the Future Period Accounting Date option on the Contracts Definition – Processing Options page to First Day in Accounting Period.

2. Use a schedule with the Day of the Month set to 1 and the Last Day of the Month option cleared.

3. Enter the desired Start Date, which will be something other than the first day of the month.

4. Enter the desired End Date, which will be something other than the last day of the month.

5. Enter 13 as the number of periods.

6. Click Build Event.

**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 Milestone and As-incurred revenue plans, select an event type of either Date or Milestone. For Percent Complete revenue plans, the system populates this field with a value of Date 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: Pending and Ready.

**Source** Specifies whether you added the percentage through PeopleSoft Contracts or PeopleSoft Project Costing. Values include: Manual and Auto. When building your event, if you selected Specify Percent in the Define Events By group box, Manual appears. If you selected Project or Project/Activity, Auto appears. This field appears for Percent Complete revenue plans only.
**Accounting Date**
Displays the date on which this event is valid for booking. For *Date* event types, this date determines when revenue can be recognized. For *Milestone* 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.

**Note.** If you select the Use Milestone for Acctg Date check box for an event, you must still enter an estimated accounting date in the Accounting Date field. The system uses the value in this field for estimation purposes only. For example, the system uses the accounting date to apply the appropriate accounting distribution for previewing and forecasting revenue.

The Use Milestone for Acctg Date check box applies to revenue plans with a milestone revenue method and a *Milestone* event type only. When selected, the system uses the milestone completion date instead of the accounting date for processing amount-based revenue (CA_LOAD_GL1).

Once the system processes the revenue for an event successfully, this field becomes display-only.

**Note.** This field does not appear on the page for *As-incurred* revenue plans with *Milestone* event types.

**Use Milestone for Acctg Date**
Select this check box to use the milestone completion date as the accounting date for the milestone type event. When this check box is selected, the system overrides the manually entered accounting date with the value in the Milestone Completion Date field plus the value in the Days Lag field.

This check box is available for edit for milestone events with *New* or *Ready* statuses only.

The system selects this check box by default when a new milestone event is entered onto a milestone revenue plan. This applies to milestone revenue plans that are created with or without revenue plan templates. The Use Milestone for Acctg Date field appears on the page if you have a milestone revenue method and you have selected a *Milestone* event type.

**Milestone Origin**
Select from the following values:
- *Contracts:* Ties the revenue recognition event to a milestone that was defined in PeopleSoft Contracts.
- *Projects:* Ties the revenue recognition event to a milestone that was defined in PeopleSoft Project Costing.

**Milestone Number**
If you have a *Milestone* event type with an origin of *Contracts*, select a milestone number from the drop-down list box of all milestones that you have defined for this contract.

**Contract Milestone Status**
Displays the contract milestone status of the selected milestone. Values are: *Pending, Ready, Completed,* and *Cancelled.*
Project Info
If you have a Milestone event type with an origin of Projects, click to select the project and activity and activity status containing the milestone to which you want to link this revenue event.

Days Lag
For Milestone 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 Completion Date
Displays the milestone completion date for milestone and as incurred revenue methods. The source of the milestone completion date differs for contract and project milestones:

- **Contract:** The system uses the milestone completion date of the milestone. The milestone completion date displays regardless of the contract milestone status.

  **Note.** You can enter the milestone completion date manually on a contract milestone before processing the milestone.

- **Project:** The system uses the earliest effective date of the project/activity status.

  **Note.** For a project/activity combination, the same status can occur more than once with a different effective date. When this happens, the system uses the earliest effective date as the accounting date for the event using the activity status as a milestone. If you are using a milestone revenue method and you do not want to use this date, deselect the Use Milestone for Accounting Date check box and specify the accounting date manually.

  The Use Milestone for Acctg Date check box does not apply to as incurred revenue methods and the value in the Milestone Completion Date field is informational-only for these types of revenue plans.

This field is display-only and appears on the page if you have selected a Milestone event type.

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 *Percent*, 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 *Amount*, 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 *Pending* or *Ready*, you can edit this value.

### Amount

If you chose to define events by amount, enter the specific amount for this event.

- For milestone revenue plans, if you chose to define events by amount, enter the specific amount for this event.
- 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 *Percent Complete* revenue plans only.

### From Date

Displays the start date of the proration period for this event. This field is for *Apportionment* revenue plans only.
**To Date**
Displays the end date of the proration period for this event. This field is for *Apportionment* revenue plans only.

**See Also**

**Using PeopleSoft Project Costing Milestones as Revenue Plan Events**

Access the Project Information for Events page.

**See Also**

**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**

<table>
<thead>
<tr>
<th><strong>Page Name</strong></th>
<th><strong>Definition Name</strong></th>
<th><strong>Navigation</strong></th>
<th><strong>Usage</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign Revenue Plan</td>
<td>CA_AP_LINK</td>
<td>Customer Contracts, Schedule and Process Revenue, Assign Revenue Plan</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Assigning Contract Lines to Revenue Plans**

Access the Assign Revenue Plan page (Customer Contracts, Schedule and Process Revenue, Assign 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.

**Price Type**
Displays the price type for the contract line. Values include: Amount, Percent, Rate, and Recurring.

**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.

**Revenue Method**
Displays the revenue recognition method for each line. Values are: % Complete, Apportionment, As Incurred, and Milestone.

**Status**
Displays the status of the revenue plan. You can only add contract lines to revenue plans that are in *Pending* status.

_(select all)_ Click to select all products.
(clear all) Click to deselect all products.

**Revenue Plan Assign/Unassign**

**Revenue Plan**
You can either assign contract lines to an existing revenue plan with a status of *Pending*, or you can select *NEXT* to assign the selected lines to a 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: *% Complete*, *Apportionment*, *As Incurred*, and *Milestone*.

*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 - Processing Options page. You can change the associated revenue recognition method when assigning the product to a revenue plan on the Assign Revenue Plan page. The default revenue recognition method appears on the Assign Revenue Plan page, but you can change it here before creating the revenue plan.

You can never change the revenue recognition method for a recurring product regardless of whether or not you selected the *Revenue recognition method override* option on the Contracts Definition - Processing 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.

*Note.* If you want to assign a revenue plan template with a basis date source of *Contract Line Start Date* to the selected contract line, you must have already defined the start date for the contract line on the Contract – Lines page.

If you select multiple contract lines and select a revenue plan template with the basis date source option of *Contract Line Start Date*, the system assigns the same revenue plan only if the start dates for all the selected contract lines are identical. If you want to assign separate revenue plans to the contract lines using a revenue plan template with a basis date source option of *Contract Line Start Date*, then assign a revenue plan template separately for the individual contract lines.

**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*. 
Previewing Revenue

This section discusses how to preview revenue plans.

Page Used to Preview Revenue

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preview Revenue</td>
<td>CA_PREVIEW_REVENUE</td>
<td>• Customer Contracts, Schedule and Process Revenue, Preview Revenue</td>
<td>Preview revenue recognition amounts for amount-based plans before revenue is processed. This page is display-only.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Click Preview Revenue on the Revenue Plan page.</td>
<td></td>
</tr>
</tbody>
</table>

Previewing Revenue Plans

Access the Preview Revenue page (Customer Contracts, Schedule and Process Revenue, Preview Revenue).

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 page: Distribution tab (1 of 2)](image-url)
Preview Revenue page: Distribution tab (2 of 2)

View accounting distribution details for events on this revenue plan.

See Also

Chapter 15, "Setting Up Revenue Plans," Revenue Preview, page 244
Chapter 16

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:

<table>
<thead>
<tr>
<th>Price Type</th>
<th>Revenue Method</th>
<th>Revenue Application Engine Process</th>
<th>Revenue Source System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Percent Complete Apportionment Milestone</td>
<td>CA_LOAD_GL1 (Amount-based Revenue process)</td>
<td>PeopleSoft Contracts for amount-based revenue.</td>
</tr>
<tr>
<td>Percent</td>
<td>Percent Complete Apportionment Milestone</td>
<td>CA_LOAD_GL1 (Amount-based Revenue process)</td>
<td>PeopleSoft Contracts for amount-based revenue.</td>
</tr>
<tr>
<td>Rate</td>
<td>As-Incurred</td>
<td>PSA_ACCTGGL (Accounting Rules Engine - rate-based revenue process)</td>
<td>PeopleSoft Project Costing for rate-based revenue.</td>
</tr>
</tbody>
</table>
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.

### The Deferred Revenue Process (CA_LOAD_DEF)

If you select the deferred revenue option for any amount-based 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 Percent Complete, Milestone, and Apportionment revenue plans. The process marks the revenue entries with a 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 - Processing 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 PeopleSoft 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 PeopleSoft 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, using either the accounting date or the transaction date as the currency effective date, based on the Currency Conversion Date option on the Installation Options - Contracts page, and populates the Foreign Amount, Foreign Currency, Base Amount, Base Currency, and Exchange Rate fields.

**Note.** The GL_DISTRIB_STATUS on the CA_ACCTG_LINE and CA_ACCTG_LN_PC tables are initially populated by G when the revenue is in process. When the revenue is final and posted in GL, the GL_DISTRIB_STATUS in both tables is populated by D (distributed).

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 Enterprise Project Costing 9.1 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.

Note. You must have already linked your amount-based contract lines to a project or project and activity combination in order to have the project progress options available to you on the Revenue Plan page.

See Also

Chapter 13, "Working with PeopleSoft Project Costing," Project Progress, page 189

Chapter 13, "Working with PeopleSoft Project Costing," Processing Project Progress, page 199

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.

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 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 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 Contracts fixed-amount revenue.
- CA_PC for 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.
Note. When running the General Ledger Journal Generator process, you may run into performance degradation over time. Depending on the database platform, volume, and distribution of data, the correct index can speed processing greatly. You may want to create new indexes within the PeopleSoft General Ledger or PeopleSoft Contracts products to increase performance. In regards to the PeopleSoft Contracts product, the PS_CA_ACCTG_LN_PC table should be looked at for additional indexes. For further information on performance tuning the Journal Generator process, please see the Optimizing General Ledger Performance section in the PeopleSoft Enterprise General Ledger PeopleBook.

See PeopleSoft Enterprise General Ledger 9.1 PeopleBook, "Optimizing General Ledger Performance."

Contracts Journal Generator Update Process

The 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.

Note. The CA_LOAD_UPD process updates the GL distribution status to D (distributed) for the PROJ_RESOURCE rows associated with PeopleSoft Contracts revenue (CA_ACCTG_LN_PC table).

See Also

PeopleSoft Enterprise Application Fundamentals 9.1 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 *Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler.*

---

**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.

---

**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**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Deferred Revenue</td>
<td>RUN_CA_LOAD_DFR</td>
<td>Customer Contracts, Schedule and Process Revenue, Process Deferred Revenue</td>
<td>Run this process to book deferred revenue for amount-based 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.</td>
</tr>
</tbody>
</table>
Processing Deferred Revenue


The tables updated by this process include: CA_AP_DFR, CA_AP_UAR, and CA_ACCTG_LINE.

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, contract classification, 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

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Fixed Fee Revenue</td>
<td>RUN_CA_LOADGL</td>
<td>Customer Contracts, Schedule and Process Revenue, Process Fixed Fee Revenue</td>
<td>Run this process to write contracts revenue to CA_ACCTG_LINE for events marked Ready. This process picks up amount- and percent-based contract lines that are assigned to percent complete, milestone, and apportionment revenue plans. The system sets the GL_DISTRIBUT_STATUS for lines that it writes to the CA_ACCTG_LINE table to G (generated).</td>
</tr>
</tbody>
</table>

Running the Amount-based Revenue Process

Access the Process Fixed Fee Revenue page (Customer Contracts, Schedule and Process Revenue, Process Fixed Fee Revenue).

The tables updated by this process include: CA_AP_DST, CA_AP_DFR, CA_AP_UAR, CA_ACCTG_LINE, and CA_AP_EVENT.
Processing Revenue Recognition

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, contract classification, 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 Ready 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 Retrieve GL Updates 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

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Project Accounting</td>
<td>RUN_PSA_ACCTGGL</td>
<td>Customer Contracts, Schedule and Process Revenue, Process As Incurred Revenue</td>
<td>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 D (distributed).</td>
</tr>
</tbody>
</table>

Running the Rate-based Revenue Process

Access the Process Project Accounting page (Customer Contracts, Schedule and Process Revenue, Process As Incurred Revenue).


Updating Revenue Recognition Statuses

This section discusses how to update the GL.

Page Used to Update Revenue Recognition Statuses

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retrieve GL Updates</td>
<td>RUN_CA_LOAD_UPD</td>
<td>Customer Contracts, Schedule and Process Revenue, Retrieve GL Updates</td>
<td>Update the general ledger.</td>
</tr>
</tbody>
</table>

Updating the GL

Access the Retrieve GL Updates page (Customer Contracts, Schedule and Process Revenue, Retrieve GL Updates).
Run this process after you have run Journal Generator. When Journal Generator completes, it sets the GL_DISTRIB_STATUS in CA_ACCTG_LINE and CA_ACCTG_LN_PC from $G$ (generated) to $D$ (distributed). The Journal Generator Update process then updates the status of your revenue plan events to Completed and updates the GL_DISTRIB_STATUS of the applicable revenue transactions in PeopleSoft Project Costing PROJRESOURCE to $D$. This process also updates Reversal In Progress events to Reversed.
Chapter 17

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.

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.

This section discusses:

• Managing accounting for revenue plans.
• Managing the revenue process in PeopleSoft Contracts.
• Placing a revenue plan on hold.
• Managing revenue plan event statuses.
• Changing accounting distributions for amount-based contract lines.
• Changing accounting distributions for rate-based contract lines.
• Adjusting amounts and cancelling contract lines.
• Changing revenue plan information.

Note.

For contracts with a classification of Government, you can find additional revenue information in the Contracts for Government Contracting PeopleBook.

See Also


Chapter 10. "Understanding Accounting Distributions," page 133

Chapter 11. "Entering Accounting Distributions," page 155

Chapter 15. "Setting Up Revenue Plans," page 227

PeopleSoft Enterprise Project Costing 9.1 PeopleBook, "Setting Up Accounting for Projects"

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.

Managing Accounting for Revenue Plans

Several revenue inquiry and management pages 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 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.
Detailed management pages enable you to query 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 already 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 (Redistribute Fixed Fee page) or for a project/activity (Redistribute As Incurred 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. This table lists the actions you might perform when managing revenue and the pages on which you perform each action:

<table>
<thead>
<tr>
<th>Revenue Management Action</th>
<th>Revenue Recognition Method</th>
<th>Page Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Put the entire revenue plan on hold to freeze revenue recognition for all events within that revenue plan.</td>
<td>All</td>
<td>Revenue Plan</td>
</tr>
<tr>
<td>Change a revenue plan event status to <em>Ready</em> to enable revenue recognition for that event.</td>
<td>All</td>
<td>Review Revenue - Events</td>
</tr>
<tr>
<td>Change the accounting distribution of an amount-based contract line for future revenue entries.</td>
<td>Apportionment, Milestone, Percent Complete</td>
<td>Accounting Distribution</td>
</tr>
<tr>
<td>Change the accounting distribution of a rate-based contract line for future revenue entries.</td>
<td>As-Incurred</td>
<td>Accounting Rules</td>
</tr>
<tr>
<td>Reverse revenue already recognized for a revenue plan.</td>
<td>Apportionment, Milestone, Percent Complete</td>
<td>Review Revenue - Plans</td>
</tr>
<tr>
<td>Revenue Management Action</td>
<td>Revenue Recognition Method</td>
<td>Page Name</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------------------</td>
<td>-----------</td>
</tr>
</tbody>
</table>
| Reverse 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 |
| Reverse amount-based revenue already recognized for an entire contract. | Apportionment
Milestone
Percent Complete | Contract Reversal |
| Change the accounting distribution for amount-based revenue already recognized (redistribute revenue). | Apportionment
Milestone
Percent Complete | Redistribute Fixed Fee |
| Change the accounting distribution for rate-based revenue already recognized (redistribute revenue). | As-Incurred | Redistribute As Incurred |
| Define or change event conditions, schedule, or amounts to be recognized for a specific event. | All | Revenue Plan |
| Reassign contract lines from one revenue plan to 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. |
| Cancel 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 the accounting distribution of a contract line 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 before the event accounting date being processed to create revenue entries. Thus, if the effective-dated accounting distributions are 01-01-01 and 03-01-01, and the revenue plan event has an accounting date of 02-15-01, then 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 after 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 affect 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 after you begin processing transactions.

Note. You can set up additional rules 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.
Adjusting Amounts and Cancelling Contract Lines

You can increase or decrease contract line amounts, as well as cancel contract lines, as part of the amendment process. When increasing or decreasing contract line amounts, you must choose whether to adjust revenue and billing retroactively or to adjust revenue and billing for future events only. The adjust revenue and billing choices are independent of each other and can be selected on the Amendment Amount Allocation page. When cancelling the contract line, you can select the Reverse Amounts option from the Amendment Amount Allocation page. This option applies to both billing and revenue. If you select the Reverse Amounts option, then you are indicating that you want to adjust revenue and billing retroactively for the cancelled contract lines. If you do not select the Reverse Amounts option, then for cancelled contract lines, the system adjusts revenue and billing for future events only.

See Also

Chapter 25, "Amending Contracts," Working with Amendments, page 538

Changing Revenue Plan Information

The system stores all accounting information (events, schedules, and percentages to be recognized per event) in the revenue plan. You can change the revenue plan only on the Revenue Plan page. This table lists the changes that you can make, which depend on the status of the revenue plan:

<table>
<thead>
<tr>
<th>Revenue Plan Status</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>The first stage for the revenue plan. You can make any changes.</td>
</tr>
<tr>
<td>Ready</td>
<td>The system has validated all components of the plan, and most fields are unavailable for entry. However, you can reset the status to Pending and make changes.</td>
</tr>
<tr>
<td>In progress</td>
<td>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 In Progress or Completed. You can modify Pending, and Ready events, and you can add events.</td>
</tr>
<tr>
<td>Completed</td>
<td>All events, if they exist, have been completed (all revenue has been recognized). You cannot make any changes. You can only reverse the revenue of the plan, which sets the status to Reversed.</td>
</tr>
</tbody>
</table>
Revenue Plan Status | Changes
--- | ---
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.
Action Required | A contract line amendment has been processed or an event reversed. The system set the revenue plan status to Action Required. You can edit all Pending and Ready 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 In Progress.
Reversal In Progress | When you initiate the reversal of a revenue plan, the system changes the status of the revenue plan to Reversal In Progress.
Reversed | This status indicates that you have reversed the revenue plan and that all processing has occurred.

---

**Reviewing Revenue**

This section provides an overview of reviewing revenue, 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 15, "Setting Up Revenue Plans," page 227
Understanding 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 Project Costing, 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 you define a rate plan or rate set 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 are priced.

   As work is performed, the system creates (billable) BIL rows in the PROJ_RESOURCE table. BIL is a PeopleSoft Project Costing analysis type.

3. When the Contracts to 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_DISTRIBUT_STATUS of C (contracts) from the PROJ_RESOURCE table, and it creates accounting entries 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 Billing to Project Costing interface process picks up adjustment rows that were written to the PROJ_RES_TMP_BI table, and it places them in the PROJ_RESOURCE table.

Note. The accounting for the adjustment rows in PROJ_RESOURCE comes from the Accounting Rules page setup for the analysis type of the adjustment row, for example, BAJ. You should 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_DISTRIBUT_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, PeopleSoft Receivables writes adjustment rows to a temporary 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 Receivable Adjustment analysis type is specified on the Installation Options - Project Costing page. After you select an analysis type for receivable 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.


**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.
**Contract Classification**  
You can search for revenue plans attached to contracts with a specific contract classification. You select a value for the contract classification when creating a new contract. The contract classification selection determines how the system displays fields and pages in the PeopleSoft Contracts application. Additional functionality is accessible depending on the classification type. Values for the Contract Classification field include: **Standard, Internal, Government, and Federal Reimbursable Agreement.**

**Customer ID or Cust ID**  
(customer ID)  
Sold to customer ID.

**GL Business Unit**  
PeopleSoft General Ledger business unit.

**PC Business Unit**  
PeopleSoft Project Costing business unit.

**Processed On**  
Last date upon which the system recognized revenue for this revenue plan or event.

### Pages Used to Review Revenue

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Revenue - Plans</td>
<td>CA_AP_MANAGE1</td>
<td>Customer Contracts, Review Revenue, Plans</td>
<td>View revenue plan activity, both pending and recognized amounts, for any cross-section of the PeopleSoft Contracts system. Update revenue plan status to Pending, Ready, or Reversal in Progress.</td>
</tr>
<tr>
<td>Review Revenue - Events</td>
<td>CA_AP_MGMT_EVENTS</td>
<td>Customer Contracts, Review Revenue, Events</td>
<td>By event, view amounts 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.</td>
</tr>
</tbody>
</table>
| 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. |


<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Fee Revenue History</td>
<td>CA_AP_EVENT_DTL</td>
<td>Customer Contracts, Review Revenue, History</td>
<td>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.</td>
</tr>
<tr>
<td>Fixed Fee Journal Accounting Lines</td>
<td>CA_ACCT_LINE_JRNL</td>
<td>Customer Contracts, Review Revenue, Fixed Fee Jrnl Acctg Lines</td>
<td>Inquire about the details of each journal entry after you have run the Contracts Fixed Amounts Revenue process and your accounting entries have gone through the Journal Generator process and have posted to the GL.</td>
</tr>
<tr>
<td>Acct Rate Jrl</td>
<td>CA_ACCT_RATE_JRNL</td>
<td>Customer Contracts, Review Revenue, As Incurred Jrnl Acctg Lines</td>
<td>Inquire about the accounting entries after you have 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.</td>
</tr>
</tbody>
</table>

**Reviewing Revenue Plans**

Access the Review Revenue - Plans page (Customer Contracts, Review Revenue, Plans).
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 it 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 deselected, the system returns all revenue plans matching the rest of your search criteria. Values include: *Milestone*, *Percent Complete*, *Apportionment*, and *As Incurred*.

**Fee Type**

To view revenue plans, you must select a value of *None* in the Fee Type group box. For contracts with a classification of *Government*, you can select other values in this field.
**Plans: General Tab**

(checkbox) Select 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.

**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 *Apportionment*, *Milestone*, and *% Complete*, 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 *As Incurred*, 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 *As Incurred*.

**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 *Ready* event to *Pending*.

**Ready** Select to update the status of the selected *Pending* event to *Ready*.

**Reversal in Progress** Select to reverse a revenue plan. You can reverse plans in a status of *In Progress* or *Completed* 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.

**Redistribute (redistribute revenue)**

Click this link to redistribute revenue for this revenue plan to a different set of PeopleSoft General Ledger ChartFields.

**Review Billing - Plans**

Click the Review Billing - Plans link to access the Review Billing - Plans page.

**Reviewing Revenue Plan Events**

Access the Review Revenue - Events page (Customer Contracts, Review Revenue, Events).
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 deselected, the system returns all revenue plans matching the rest of your search criteria. Values include: *Milestone, Percent Complete, Apportionment, As Incurred.*

**Fee Type**

To view revenue plan events, you must select a value of *None* in the Fee Type group box. For contracts with a classification of *Government*, you can select other values in this field.

**Events**

(checkbox) Select 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: Pending, Ready, In Progress, Completed, and Reversed. Pending and Ready 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 Ready event to Pending.

#### Ready
Select to update the status of the selected Pending event to Ready.

#### Reversal Initiated
Select to reverse events. You can reverse events in a status of In Progress or Completed 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 (Customer Contracts, Review Revenue, As Incurred).

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.

**Fee Type**

To view as incurred revenue, you must select a value of None in the Fee Type group box. For contracts with a classification of Government, you can select other values in this field.

**Detail: General Tab**

- **(check box)** 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 (Customer Contracts, Review Revenue, History).
## Fixed Fee Revenue History page

**Note.** The Fixed Fee Revenue History page displays accounting entries for amount-based contract lines only.

<table>
<thead>
<tr>
<th><strong>Currency</strong></th>
<th>Displays the currency code for the contract.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GL Business Unit</strong></td>
<td>Displays the PeopleSoft General Ledger business unit established for the PeopleSoft Contracts business unit.</td>
</tr>
<tr>
<td><strong>Revenue Plan</strong></td>
<td>Displays the revenue plan ID number. Each contract can contain multiple revenue plans.</td>
</tr>
<tr>
<td><strong>GL Currency</strong></td>
<td>Displays the currency code for the PeopleSoft General Ledger business unit that is associated with the PeopleSoft Contracts business unit.</td>
</tr>
</tbody>
</table>

### Revenue Plan History

<table>
<thead>
<tr>
<th><strong>Dist Seq #</strong> (distribution sequence number)</th>
<th>Each accounting distribution entry is identified by a unique distribution sequence number.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GL Unit</strong></td>
<td>Displays the PeopleSoft General Ledger business unit where accounting was booked.</td>
</tr>
<tr>
<td><strong>Discount ID</strong></td>
<td>Displays the discount ID, if this row is associated with a discount ID.</td>
</tr>
<tr>
<td><strong>Amount</strong></td>
<td>Displays in the contract currency the amount of revenue that was recognized for this row.</td>
</tr>
</tbody>
</table>
**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 Fixed Fee Journal Accounting Lines page (Customer Contracts, Review Revenue, Fixed Fee Jrn1 Acctg Lines).

<table>
<thead>
<tr>
<th>Fixed Fee Journal Accounting Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Journal ID</strong></td>
</tr>
<tr>
<td>Unit</td>
</tr>
<tr>
<td>US001</td>
</tr>
</tbody>
</table>

**Fixed Fee Journal Accounting Lines page**

Your contracts accounting entries must have posted successfully to the GL by the Journal Generator process in order to view them on this 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.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statistic Amount</td>
<td>Displays the statistical amount and statistical code if you created statistical entries for the line.</td>
</tr>
<tr>
<td>Base Amount</td>
<td>Displays the amount of the line in the base currency of the PeopleSoft General Ledger business unit unless you display debits and credits separately.</td>
</tr>
<tr>
<td>Base Amount DR</td>
<td>If you display debits and credits separately, these fields display the amounts in the base currency of the business unit.</td>
</tr>
<tr>
<td>Base Amount CR</td>
<td></td>
</tr>
<tr>
<td>Item Amount</td>
<td>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.</td>
</tr>
<tr>
<td>Amount</td>
<td>Displays the monetary amount of the line in the base currency (Currency Code), if you are not displaying the debits and credits separately.</td>
</tr>
<tr>
<td>Transaction Amount DR</td>
<td>Displays the amounts in the base currency of the business unit, if you are displaying the debits and credits separately.</td>
</tr>
<tr>
<td>Transaction Amount CR</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td>Displays the foreign amount in the amount of the transaction in the entry currency (Foreign Currency Code) 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 Debit Amount or the Credit Amount and currency appear for each accounting line.</td>
</tr>
</tbody>
</table>

**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 (Customer Contracts, Review Revenue, As Incurred Jrl Acctg Lines).

**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 provides an overview of revenue reversal and discusses how to:

- Reverse accounting entries for amount-based contracts.
• Reverse deferred revenue accounting entries.

Understanding 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 no events have a status of 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 it 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 must journal-generate the original accounting entries.

Note. If you want to create reversing entries for deferred revenue, you must run the LOAD_DEF process in addition to running the LOAD_GL1 process.

This table lists the events that may trigger a contract revenue reversal:

<table>
<thead>
<tr>
<th>Reason</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change in revenue recognition method.</td>
<td>Revenue plan needs to be reversed.</td>
</tr>
<tr>
<td>Change in revenue plan event status.</td>
<td>Revenue plan event needs to be reversed.</td>
</tr>
<tr>
<td>Change in revenue plan schedule for previously booked events.</td>
<td>Revenue plan events need to be reversed.</td>
</tr>
<tr>
<td>Whole contract negated.</td>
<td>All accounting associated with the contract needs to be reversed.</td>
</tr>
</tbody>
</table>

This table provides more details about 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:
<table>
<thead>
<tr>
<th>Reason</th>
<th>Action and Field Level</th>
<th>Initiated From</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change in revenue recognition method.</td>
<td>Revenue plan needs to be reversed.</td>
<td>Review Revenue - Plans page</td>
</tr>
<tr>
<td>Revenue plan event was incorrectly set to Ready and booked.</td>
<td>The revenue plan event needs to be reversed.</td>
<td>Review Revenue - Events page</td>
</tr>
<tr>
<td>Change accounting distribution for future bookings of a contract line.</td>
<td>The accounting distributions for the contract line must be updated. You must add a new effective-dated row.</td>
<td>Accounting Distribution page Accounting Rules page</td>
</tr>
<tr>
<td>Change start date, end date, or schedule on a revenue plan.</td>
<td>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.</td>
<td>Review Revenue - Plans page</td>
</tr>
<tr>
<td>Reverse contract (negate contract completely).</td>
<td>Entire contract needs to be reversed.</td>
<td>Contract Reverse Header page</td>
</tr>
</tbody>
</table>

**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.

**Warning!** If you use the PeopleSoft Enterprise Commitment Control option in PeopleSoft Receivables and you change the revenue distribution after payments have been posted in PeopleSoft Receivables, you must create manual journal entries for the budget in order to keep the collected revenue in sync.

### Pages Used to Reverse Revenue

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Reversal</td>
<td>CA_REVERSE_HDR</td>
<td>Customer Contracts, Adjust Revenue and Billing, Reverse Contract, Contract Reversal</td>
<td>Reverse all accounting entries created for a specific amount-based (price type of amount or percent) contract. You can also reverse billing for an entire contract.</td>
</tr>
</tbody>
</table>
Rerouting Accounting Entries for Amount-Based Contracts


**Contract Reversal**

- **Contract**: CON000000000032  Sample Amount Based
- **Sold To Customer**: Apex Systems

**Contract Reversal Detail**

<table>
<thead>
<tr>
<th>Revenue Plans</th>
<th>Select this check box if you want to reverse revenue for all amount-based revenue plans associated with this contract.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Date</td>
<td>Displays the date on which reversal entries are booked.</td>
</tr>
<tr>
<td>Reverse Deferred Revenue</td>
<td>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.</td>
</tr>
<tr>
<td>Billing Plans</td>
<td>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 <em>Percent Complete</em>, <em>Milestone</em>, and <em>Immediate</em>.</td>
</tr>
<tr>
<td>Reverse</td>
<td>Click this button to enable the system to reverse revenue plans in a status of <em>In Progress</em> or <em>Complete</em>.</td>
</tr>
</tbody>
</table>
Reversing Deferred Revenue Accounting Entries

Access the Deferred Revenue Reversal page (Customer Contracts, Adjust Revenue and Billing, Reverse Contract, Deferred Revenue Reversal).

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 that the system has begun processing revenue, you cannot reverse the deferred revenue unless you also reverse the revenue.
Redistributing Revenue

This section provides an overview of revenue redistribution, lists common elements, and discusses how to:

- Redistribute amount-based revenue.
- Redistribute rate-based (as-incurred) revenue.

Understanding Revenue Redistribution

This section discusses redistributing amount-based or as-incurred revenue.

**Warning!** If you have PeopleSoft Enterprise Commitment Control installed, do not redistribute revenue after the system updates the collected revenue amount in Commitment Control. If you do redistribute revenue after the collected revenue is updated, your recognized revenue and collected revenue amounts are out of sync.

If you use the Commitment Control option in PeopleSoft Receivables and you change the revenue distribution after payments have been posted in PeopleSoft Receivables, you must create manual journal entries for the budget in order to keep the collected revenue in sync.

**Redistributing Amount-Based Revenue**

If the specific accounting distribution of a contract line 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 recognize again 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 before the entry was 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 for which 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 Redistribute Fixed Fee page, 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 Redistribute As Incurred 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.
Note. If you selected the Project Organization option in Project Costing for a contract line, you cannot redistribute your as-incurred revenue. When selecting this Project Organization option, you must be careful about any changes that you make here in the PeopleSoft Contracts application so that you can reconcile your changes with the entries that are posted to PeopleSoft General Ledger.

See Also

Chapter 17, "Managing Revenue Recognition," Redistributing Revenue, page 300

Chapter 11, "Entering Accounting Distributions," page 155

**Common Elements Used in This Section**

| **Discount ID** | Displays the discount ID, if a row is for a discount. |
| **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. |
| **GL Business 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. |
| **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. |
| **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. |
| **Revenue Plan** | Revenue plan number for which you redistribute revenue. |
| **Reversing Entry** | This field indicates if this entry was the result of a reversal. |
Pages Used to Redistribute Revenue

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redistribute Fixed Fee</td>
<td>CA_AP_SUMMARY</td>
<td>• Customer Contracts, Adjust Revenue and Billing, Redistribute Fixed Fee</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Click the Redistrib link on the Review Revenue - Plans page.</td>
<td></td>
</tr>
<tr>
<td>Redistribute As Incurred</td>
<td>CA_AP_PC_SUMMARY</td>
<td>Customer Contracts, Adjust Revenue and Billing, Redistribute As Incurred</td>
<td>Redistribute revenue accounting lines that the system has generated for an as-incurred revenue plan. The system limits redistribution of revenue to departments only.</td>
</tr>
</tbody>
</table>

Redistributing Amount-Based Revenue

Access the Redistribute Fixed Fee page (Customer Contracts, Adjust Revenue and Billing, Redistribute Fixed Fee).

**Redistribute Fixed Fee page**

**Redistribute Fixed Fee 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 General Ledger business unit.

**Redistribute Fixed Fee 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 Redistribute As Incurred page (Customer Contracts, Adjust Revenue and Billing, Redistribute As Incurred).

![Redistribute As Incurred page](image1.png)

Redistribute As Incurred page

**Redistribute As Incurred 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 PeopleSoft Project Costing 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 base currency, that was booked for this row.

*Redistribute As Incurred Page: Chartfields Tab*

Select the Chartfields tab.

---

**Reconciling Billing and Revenue**

This section provides an overview of reconciliation and discusses how to:

- Define reconciliation options.
- Select criteria to reconcile.
- Redistribute revenue to an alternate account and offset the unbilled AR distribution.
- Summarize your reconciliations.
- View the reconciliation summary results.

**Understanding 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.
- 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 PeopleSoft 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.

**Note.** Although you can reconcile rate-based contract lines with either value-based or as-incurred revenue plans, the Reconciliation page is used primarily for contract lines with the value-based billing method.

**See Also**

*PeopleSoft Enterprise General Ledger 9.1 PeopleBook, "Using Inter/Intraunit Processing in General Ledger"

### Pages Used to Reconcile Billing and Revenue

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconciliation Options by User</td>
<td>CA_RECON_DEFN</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Reconciliation Options by User</td>
<td>Specify your Review By and Break On parameters for reconciliation.</td>
</tr>
<tr>
<td>Page Name</td>
<td>Definition Name</td>
<td>Navigation</td>
<td>Usage</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Reconciliation Search</td>
<td>CA_RECON_SEARCH</td>
<td>Customer Contracts, Adjust Revenue and Billing, Reconcile Revenue to Billing</td>
<td>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 (value-based or as-incurred billing plans; as-incurred revenue recognition method).</td>
</tr>
<tr>
<td>Reconciliation Entry</td>
<td>CA_RECON_ENTRY</td>
<td>Click from the Reconciliation Search page.</td>
<td>Redistribute revenue to an alternate account and offset your unbilled AR distribution. You can book only to GL ChartFields that are included in the break on on the Contracts Reconciliation Definition page. ChartFields that you do not break on do not appear on this page.</td>
</tr>
<tr>
<td>Create Reconciliation Summary</td>
<td>RUN_CA_RECON_SUM</td>
<td>Customer Contracts, Adjust Revenue and Billing, Create Reconciliation Summary</td>
<td>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.</td>
</tr>
<tr>
<td>Reconciliation Summary</td>
<td>CA_RECON_SUM</td>
<td>Click the Reconciliation Summary link from the Reconciliation Search page.</td>
<td>View the reconciliation summary results.</td>
</tr>
</tbody>
</table>

### Defining Reconciliation Options

Selecting Criteria to Reconcile

Access the Reconciliation Search page (Customer Contracts, Adjust Revenue and Billing, Reconcile Revenue to Billing).

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 are 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.

**Reconciliation Summary**

Click to access the Reconciliation Summary page.
Review Fixed Amount Billing
Click to access the Review Billing - Plans page.

Review Fixed Amount Revenue
Click to access the Review Revenue - Plans page.

Search Results
The fields that appear depend on the criteria specified in the Search Criteria group box.

Click to run the Reconciliation Summary process for this particular contract, contract line, project, activity, or project and activity. You can also run the process from the Create 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.

Access the Reconciliation Entry page (click the Reconcile button on the Reconciliation Search page).

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.

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.

**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:

- *REV*: Revenue
- *IUR*: Interunit receivable
- *IUP*: 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 *break on* in the reconciliation page. ChartFields that you do not *break on* 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 Create Reconciliation Summary page (Customer Contracts, Adjust Revenue and Billing, Create Reconciliation Summary).

Create Reconciliation Summary page

When the Reconciliation Summary (CA_RECON_SUM) process completes, it updates the CA_RECON_REV, CA_RECON_BI, and CA_RECON_SUM tables.

**Program Name**

- **Process Frequency**: Specifies how often the Reconciliation Summary process runs. Values are:
  - *Always*: Processes reconciliation every time the Reconciliation Summary process runs.
  - *Don't*: Will not initiate the program, even if you click the Run button.
  - *Once*: Runs reconciliation once; *Don't* 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.
**Accounting Date Options**

Use the fields in the Accounting Date Options group box to retrieve and reconcile transactions that fall between the specified dates. Select *Acct Dt* (accounting date), *All*, or *Trans Dt* (transaction date) in the Date Option 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.

**Viewing the Reconciliation Summary Results**

Access the Reconciliation Summary page (Customer Contracts, Adjust Revenue and Billing, Reconcile Revenue to Billing and click the Reconciliation Summary link).

Reconciliation Summary page

Use this page to view the results from the Reconciliation Summary (CA_RECON_SUM) process. This page provides the difference between billing and revenue at the detail level. Based on the information provided on this page, you can decide where to go to complete the remaining process or to make an adjustment.

**Additional Search Criteria**

Select one of these options to reduce the search results:

- *Billed Amount <> Cost*: Select to view rows where the billed amount is not equal to the cost.
- *Billed Amount > Revenue Amount*: Select to view rows where the billed amount is greater than the revenue amount.
- *Cost > Revenue Amount*: Select to view rows where the cost is greater than the revenue amount.
**Summary Tab**

**Billed Amount**
This field is calculated as the sum of (billed (BLD), billing adjustment (BAJ), retainage release (RRT), withholding release (WRL) and withholding release adjustment (WRJ)) rows minus the sum of (retainage (BRT), withholding (WTH) and withholding adjustment (WAJ)) rows.

The FEE rows are excluded when calculating the billed amount.

**Revenue Amount**
This field is calculated as the sum of all rows from the CA_RECON_REV table.

**Variance Amount**
This field is calculated as the sum of Revenue Amount plus Billed Amount.

**Total Cost**
This field is calculated as the sum of all cost rows where the analysis type is in the PSCST analysis group. For example, analysis types ACT, CST, MMC, and so on.

**Billing Tab**

**Prepaid Amount**
Click to access the Prepaids page, where you can access information on the prepaid purchased amount, utilized amount, and remaining amount for the contract.

**Billed Amount**
This field is calculated as the sum of (billed (BLD), billing adjustment (BAJ), retainage release (RRT), withholding release (WRL) and withholding release adjustment (WRJ)) rows minus the sum of (retainage (BRT), withholding (WTH) and withholding adjustment (WAJ)) rows.

The FEE rows are excluded when calculating the billed amount.

**Unbilled Billable Amount**
This field is calculated as the sum of the billable (BIL) rows.

The FEE rows are excluded while calculating the billable amount.

**Billing Adjustment Amount**
This field is calculated as the sum of the billing adjustment (BAJ) rows.

**Billing Deferred Amount**
This field is calculated as the sum of the deferred billing (DEF) rows.

**Billing Limit Amount**
Click to access the Review Limits page, where you can access information about the limit amount that is assigned to the contract and contract line.

**Billing Over the Limit Amount**
This field is calculated as the sum of the over the limit (OLT) rows.

**Total Billable Amount**
This field is calculated as the sum of the billable amount, billing deferred amount, retained amount, and withholding amount from the CA_RECON_SUM table.
Revenue Tab

Revenue Amount
This field is calculated as the sum of all rows from the CA_RECON_REV table.

Unrecognized Revenue Amount
This field is calculated as the sum of the billable (BIL), billed (BLD) and billing adjustment (BAJ) rows.

However, if the Separate Billing and Revenue option is selected at the installation level, the contract is a government contract, and the contract line is a cost plus line, then the revenue (REV) rows are summed instead of the BIL, BLD, and BAJ analysis types.

Revenue Limit Amount
Click to access the Review Limits page, where you can access information about the limit amount that is assigned to the contract and contract line.

Revenue Over the Limit Amount
This field is calculated as the sum of the revenue over the limit (ROL) rows.

Retainage Tab

Retainage Amount
This field is calculated as the sum of the retainage (BRT) rows.

Retainage Release Amount
This field is calculated as the sum of the retainage release (RRT) rows.

Retainage Written Off Amount
This field is calculated as the sum of the retainage written off (WTO) rows.

Withholding Tab

Withholding Amount
This field is calculated as the sum of the withholding (WTH) rows.

Withholding Release Amount
This field is calculated as the sum of the withholding release (WRL) rows.

Withholding Written Off Amount
This field is calculated as the sum of the withholding written off (WWO) rows.

Fee Tab

Billing Fee Amount
This field is calculated as the sum of the billed (BLD) rows, where the CA_FEE_STATUS is Billing Actual Fee or Billing Additional Award Fee.

Billing Fee Accrued Amount
This field is calculated as the sum of the billable (BIL) rows, where the CA_FEE_STATUS is Billing Actual Fee or Billing Additional Award Fee.

Billing Fee Limit Amount
Click to access the Contract Terms page, where you can access information about the fee limit amount that is assigned to the contract and contract line.
<table>
<thead>
<tr>
<th><strong>Revenue Fee Amount</strong></th>
<th>This field is calculated as the sum of the revenue (REV) rows, where the CA_FEE_STATUS is <em>Revenue Actual Fee</em> or <em>Revenue Additional Award Fee</em> and the GL_DISTIB_STATUS is <em>Distributed</em> or <em>Generated</em>.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue Fee Accrued Amount</strong></td>
<td>This field is calculated as the sum of the revenue (REV) rows, where the CA_FEE_STATUS is <em>Revenue Actual Fee</em> or <em>Revenue Additional Award Fee</em> and the GL_DISTIB_STATUS is <em>Available to Contracts</em>.</td>
</tr>
<tr>
<td><strong>Revenue Fee Limit Amount</strong></td>
<td>Click to access the Contract Terms page, where you can access information about the fee limit amount that is assigned to the contract and contract line.</td>
</tr>
</tbody>
</table>
Chapter 18

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 Enterprise Analytic Calculation Engine functionality, you can analyze the information in many different ways with interactive reports. In addition, you can save Analytic Calculation Engine view data into Microsoft Excel spreadsheets.

This section discusses:

• Revenue forecasting functionality.
• Revenue forecasting parameters.
• Revenue forecasting calculations.
• Interactive reports.
• Analytic Calculation Engine configuration.

Revenue Forecasting Functionality

The PeopleSoft Contracts 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 contracts with pending and active processing statuses.
• 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.


Revenue Forecasting Parameters

PeopleSoft Contracts provides a workspace 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. The 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 contract 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 less the amount recognized to date.

  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 Analytic Calculation Engine. 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 by Product.
• Contract Summary Revenue by Product.
• GL Detail Revenue by Product.
• GL Summary Revenue 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 by Contract.
• Contract Summary Revenue by Contract.
• GL Detail Revenue by Contract.
• GL Summary Revenue by Contract.

• 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 by Account.
• GL Summary Revenue by Account.

• 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 by Customer.
• Contract Summary Revenue 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 by Organization.
- Contract Summary Revenue by Organization.
- GL Detail Revenue by Organization.
- GL Summary Revenue 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.

**Analytic Calculation Engine Configuration**

Analytic Calculation Engine enables you to view transactional data in multidimensional online reports and categorize information in several ways. You must first configure your Analytic Calculation Engine 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 *Enterprise PeopleTools PeopleBook: Analytic Calculation Engine*

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**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 Analytic Calculation Engine 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 Review Contract Summary page for each contract forecasted.
Pages Used to Forecast Revenue

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation Options - Contracts</td>
<td>INSTALLATION_CA</td>
<td>Set up Financials/Supply Chain, Install, Installation Options, Contracts</td>
<td>Set up the detail and summary calendars for revenue forecasting.</td>
</tr>
<tr>
<td>Create Forecast</td>
<td>CA_FC_CREATE</td>
<td>• Customer Contracts, Forecast Revenue, Create Forecast</td>
<td>Review and establish forecasting parameters. You can build a revenue forecast for specific contract lines from this page.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Click the Revenue Forecast link on any page in the Contract Entry component.</td>
<td></td>
</tr>
<tr>
<td>Process Forecast</td>
<td>RUN_CA_FC</td>
<td>Customer Contracts, Forecast Revenue, Process Forecast</td>
<td>Run the revenue forecast process for all contract lines or for a subset of lines based on criteria defined on the page.</td>
</tr>
<tr>
<td>Forecast Interactive Reports</td>
<td>CA_FC_BAM</td>
<td>Customer Contracts, Forecast Revenue, Forecast Interactive Reports</td>
<td>Select or create run controls for the process that launches Interactive Reports.</td>
</tr>
</tbody>
</table>

Setting Up Calendars for Revenue Forecasts


Creating Revenue Forecasts

Access the Create Forecast page (Customer Contracts, Forecast Revenue, 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.

**Note.** To view forecast results, you must select a value of *None* in the Fee Type group box. For contracts with a classification of *Government*, you can select other values in this field.


**Create Forecast page: Fixed Fee tab**

(select) The system selects the contract line. Deselect 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.
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.

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.

Displays the net amount for your amount-based contract lines.

Displays the last date on which a forecast was run for this contract line.

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.

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.

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.

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.

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 Process Forecast page, but only for the contract lines selected on this page.

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.

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 Process Forecast run control page (Customer Contracts, Forecast Revenue, Process Forecast).

Process 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.

Forecasting Interactive Reports

Access the Forecast Interactive Reports run control page (Customer Contracts, Forecast Revenue, Forecast Interactive Reports).
Forecast Interactive Reports 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 Analytic Calculation Engine 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 Analytic Calculation Engine processing. Forecast data is transferred to Analytic Calculation Engine per your selection criteria. When Analytic Calculation Engine has processed the data, your views appear in a browser window.

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**Analyzing Interactive Reports**

Access the FMS Interactive Reports - Contracts page (Customer Contracts, Forecast Revenue, Forecast 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.
Chapter 19

Setting Up Billing Plans

This chapter provides an overview of billing in Contracts and discusses how to:

• Define billing plans.
• Assign contract lines to billing plans.

Understanding Billing in 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, PeopleSoft 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 Contracts Billing Interface 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 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 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*).

In addition, the contract lines must be put on different billing plans if any of the following apply:

• Billing the lines in association with a different set of milestones.
• Billing by amount versus percent.
• Billing a different percent for some lines than for others.
• Having a *recurring* price type.

Recurring contract lines, even though they have the same price type, cannot share billing plans.
**Billing Plan Templates**

Two types of billing templates are available:

- 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.


**Discounts**

See these chapters for information about discounts: Pricing Contracts, Understanding Accounting Distributions, and Entering Accounting Distributions.


**Retainages**

A retainage is any amount that is not to be billed unless and until you release it. Retainages, always defined as percentages, can be specified on rate-based contract lines to apply to all billable project transactions that are tied to the contract line and passed to PeopleSoft Billing. Contract lines containing retainages can only be assigned to 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 in which billing is triggered by an event—such as a date, a milestone, or a user-initiated action—that is 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 in which 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.

You bill based on a manually entered percentage of completion or a system updated percentage of completion based on your associated project or project and activity combination.

**Immediate**
No events are defined for billing plans with a billing method of *Immediate*. Billing is eligible to be triggered as soon as the billing plan is marked *Ready*. You associate amount-based contract lines with the *Immediate* billing method.

**As-In incurred**
For billing plans in which 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 *As-In incurred* 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 *As-In incurred* billing plans, which 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 *As-In incurred* billing method.

**Value Based**
For billing plans in which 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 use 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 administrator enters the start date and schedule, and you can preview the recurring fees before 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 Billing Manages Revenue 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

These four areas are related to billing and have status fields:

• Billing plans.
• Billing plan events.
• Prepaids.
• 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. A billing plan has nine status values:
### 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 Contracts Billing Interface 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.

**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 Contracts Billing Interface process (CA_BI_INTFC) 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 *Completed*, the system sets the billing plan status to *In Progress* instead of *Action Required*.

**Note.** In the scenario where the contract line amount associated with the billing plan is amended, and the new amount equals the total billed amount for the billing plan, when you click Reviewed, the system changes the billing plan status from *Action Required* to *Completed*. This note applies to Milestone and Percent Complete billing plans with events.
Billing plans may be cancelled from any status value. Cancellation may occur if the entire contract is terminated or superseded, if a contract line is 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.

For fixed-amount billing methods containing events, once all billing plan events are complete, the system updates the billing plan to Completed. This status 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 when the Projects/Contracts Interface process 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.

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.

When you initiate the reversal of a billing plan, the system changes the status of the billing plan to Reversal In Progress.

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 Readying 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 status 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-inurred 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 no processing is pending.

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.
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*.

**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.

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 running the Projects/Contracts Interface process (BIPCC000).

**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 *Completed*, the system sets the billing plan status to *In Progress* instead of *Action Required*.

**Note.** In the scenario where the contract line amount associated with the billing plan is amended and the new amount equals the total billed amount for the billing plan, when you click Reviewed, the system changes the billing plan status from *Action Required* to *Completed*. This note applies to Milestone and Percent Complete billing plans with events.

**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 shows the flow between the billing plan status values:
### 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 show 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. These eight billing plan event statuses are available:

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Default status when you define most billing plan events. Billing plan events in <em>Pending</em> status are not subject to system edit checking. Note. The system inserts <em>Percent Complete</em> billing plan events in <em>Ready</em> status.</td>
</tr>
<tr>
<td>Ready</td>
<td>You can use two methods to set the billing plan event status to <em>Ready</em>. First, you can set the billing plan event status to <em>Ready</em> 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 <em>Ready</em> 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 <em>Pending</em> 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 <em>Pending</em> status. Then, when the milestone is reached, you can update the billing plan event status to <em>Ready</em> 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 <em>Ready</em>, the system performs edit checks to ensure that all required event fields have been defined (Milestone ID, Milestone Number, and Percentage).</td>
</tr>
<tr>
<td>In Progress</td>
<td>Once the billing plan event has been processed by the system and the associated activity sent to PeopleSoft Billing, the Contracts Billing Interface process (CA_BI_INTFC) updates the event to <em>In Progress</em>. Once an event is marked with <em>In Progress</em> status, that event is overlooked by future billing processes.</td>
</tr>
<tr>
<td>Recycled</td>
<td>The <em>Recycled</em> 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 <em>Recycled</em> 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 <em>Deleted</em> Billing Cross-Reference History status.)</td>
</tr>
<tr>
<td>Completed</td>
<td>Once all bill lines associated with a billing plan event are marked <em>Finalized</em> in the Billing Cross-Reference History table, the Projects/Contracts Interface process (BIPCC000) updates the billing plan event status to <em>Completed</em>.</td>
</tr>
</tbody>
</table>
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 setting 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. The system controls all other changes to the billing plan event statuses.

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 illustrates the 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.

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. Six billing cross-reference history status values exist. The following statuses apply only to fixed-amount billing plans (milestone, % complete, immediate, and value-based).

**New**
When you run the Contracts Billing Interface process, a billing cross-reference row with the status of New is created for each billing plan event that is on a billing plan with a status of Ready or In Progress and that has a billing plan event status of Ready or Recycled (with deleted cross-reference rows).

**Received**
When the Billing Interface process (BIIF0001) is run in PeopleSoft Billing, the billing cross-reference status is updated to Received for rows that successfully complete the Billing Interface process; the status is not updated for records that appear as errors in the interface. The Billing Interface process loads the Billing Worksheet with PeopleSoft Contracts and PeopleSoft Project Costing billing activity. For billing activity coming from billing plans for which you selected Direct Invoicing and Pre-Approved, the billing activity skips the Billing Worksheet process. This situation is the only one for which the status moves directly from Received to Finalized.

**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 Accepted.

**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 Deleted.

**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 Finalized 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 Finalized 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) that 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.
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 billing status values change based on the following application engines:

<table>
<thead>
<tr>
<th>Billing Cross-Reference History Status</th>
<th>After Running the Contracts to Billing Engine</th>
<th>After Running the BI Interface/Load Billing Worksheet</th>
<th>After Approving or Denying on the Billing Worksheet</th>
<th>Bill Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td></td>
<td>Accepted</td>
<td>for Pre-Approved</td>
<td>Finalized</td>
</tr>
<tr>
<td>Reversed</td>
<td></td>
<td>Received</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deleted</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

System billing status changes affected by application engine processes

**See Also**

Chapter 22, "Managing Contracts Billing," Reviewing the Cross-Reference Table, page 426

### Billing Plan Assigning Rules

You assign contract lines to billing plans on the Assign Billing Plan page. From this page, you can either assign contract lines to existing billing plans for that contract or you can create a billing plan and assign contract lines at the same time.

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 action 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 through 5 as needed.
6. Activate the contract.
   It is possible to activate the contract before 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.

---

**Unassigning Billing Plans from Contract Lines**

For a contract line to be unassigned from a billing plan, its associated billing plan status must be *Pending, Reversed, or Cancelled* to ensure that no processing has occurred. The billing plan cannot have a status of *Ready* or *In Progress*.

**Note.** If you want to delete a contract line that is associated with a billing plan with a basis date source option of *Contract Line Start Date*, you cannot delete the contract line until you unassign the associated billing plan.

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**Assignment and Unassigning Billing Plans - Prepaids**

The following rules apply to assigning and unassigning initial billing plans to prepaids on the Assign Billing Plan page:

- If a prepaid sequence exists for a contract, the Prepaids to be Assigned/Unassigned group box appears on the page.
- You can assign a combination of both contract lines and prepaids to a single billing plan.
- You can use the same billing plan template to assign both contract lines and prepaids to a billing plan.
- You can select both contract lines and prepaids for unassignment at the same time.
- You can assign or unassign a prepaid only when the prepaid status is *Pending*. 
• If you use a billing plan template to create the initial billing plan and a prepaid is associated with the template, the system evaluates the Ready Prepaid option on the template.

If the Ready Prepaid option is selected, when the prepaid is set to a status of Ready the system changes the status of the initial billing plan to Ready.

This action occurs whether a combination of prepaids and contract lines is assigned to the billing plan or only prepaids are assigned to the billing plan. If multiple prepaid sequences are assigned to the billing plan, the system does not change the billing plan status to Ready until all prepaid sequences that are associated with the billing plan have Ready statuses.

• You can assign prepaids to Milestone, Percent Complete, and Immediate billing methods.

• If you associate both contract lines and prepaids with a billing plan template with a basis date source option of Contract Line Start Date, the system uses the contract line start date to build events for the billing plan.

However, if you associate only prepaids with a billing plan template with a basis date source option of Contract Line Start Date, the system uses the current date to build the events for the billing plan.


Billing Summarization

Billing summarization allows you to summarize bill lines downstream in PeopleSoft Billing for printing on the invoice. Summarization templates are assigned at the billing plan level for amount-based and rate-based contract lines. You can associate a billing summarization template on the billing plan detail template or directly on the billing plan. When the Contracts/Billing Interface process is run, the system passes the summarization template to PeopleSoft Billing to combine contract line transaction data and create the summarized invoice. For immediate, milestone, and percent complete billing plans, you can specify additional criteria on the billing plan to print summarized billing plan lines, while leaving other billing plan lines at the detail level. You can select one billing summarization template per billing plan.

Before you can use the billing summarization functionality, you must set up the billing summarization components in PeopleSoft Billing. To set up billing summarization criteria for PeopleSoft Contracts billing, complete the following steps:

1. Define summarization group types.
2. Define summarization identifiers.
3. Define summarization templates.
4. Assign summarization templates to billing plans manually or using the Billing Plan Detail template.
5. Assign summarization group types to billing plan lines for immediate, milestone, and percent complete billing plans manually or using the Billing Plan Detail template.

Note. Summarization templates cannot be assigned to billing plans that use the Value-Based or Recurring billing method.
**Important!** Summarization group types and summarization group ID's must be included as attributes in the summarization template setup before PeopleSoft Billing can create summarized billing plan lines.


**Billing Notes**

Attach notes to your billing plans to appear on the invoice. Billing notes can be attached at three different levels:

- **Billing Header Notes**
  Attach a note to a billing plan header on the Billing Plan General page. This note flows to billing as a header note and appears on the header of any bill associated with this billing plan.

- **Billing Line Notes**
  Attach one or more notes to a billing plan line on the Bill Plan Line Note page. Bill line notes are notes associated with a particular line. **Note.** For recurring billing plans, the note is passed to PeopleSoft Billing and is printed on every line of the billing invoice.

- **Billing Event Notes**
  Attach a note to a billing plan event on the Bill Plan Event Note page. Select the Print Note on Invoice Line check box if you want the note to appear on the billing invoice line. Otherwise, the note will appear on the billing invoice header.

**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 a prerequisite 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**

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Amount that appears on the invoice for this bill event. The amount equals the percent changed multiplied by the negotiated amount.</td>
</tr>
<tr>
<td>Billing Currency</td>
<td>Currency code of the invoices that are generated for this billing plan.</td>
</tr>
<tr>
<td>Billing Line Note</td>
<td>Click this link to add notes to appear on the bill lines of the invoice.</td>
</tr>
<tr>
<td>Billing Plan</td>
<td>Unique identifier for each billing plan.</td>
</tr>
<tr>
<td>Bill To Customer</td>
<td>Customer receiving the invoice.</td>
</tr>
<tr>
<td>BI Unit</td>
<td>PeopleSoft Billing business unit.</td>
</tr>
<tr>
<td>BP Line or Bill Plan Line Number</td>
<td>The system assigns each billing plan line that you create a sequential billing plan line number.</td>
</tr>
<tr>
<td>Contract Line</td>
<td>The system displays the contract line number for each contract line that you have associated with this billing plan.</td>
</tr>
<tr>
<td>Cross Reference Sequence No. (cross-reference sequence number)</td>
<td>The system generates a number for each row that is added to the Billing Plan - History page.</td>
</tr>
</tbody>
</table>

**Note.** For contracts with a contract classification of *Internal*, you must select an interunit Bill To Customer for this field.
Cross Reference Status  The system updates this field to identify where each row of data is within the process:

New: Billing line has been created in the Billing Interface staging record by the Contracts Billing Interface process (CA.BL_INTFC), but has not been picked up by the Billing Interface process.

Received: Billing Interface process (BIIF0001) has run, sending this bill plan line to the Billing Interface table. The bill plan line is now available to the billing administrator to work on in the billing worksheet.

Accepted: 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.

Deleted: 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.

Finalized: PeopleSoft Billing has generated an invoice for this bill plan.

Reversed: The billing plan has been reversed and CA.BL_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: Pending, Ready, In Progress, Recycled, Completed, Reversal Initiated, Reversal in Progress, and Reversed.

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:

Milestone: 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 Ready status.
• The occurrence has an event status of Ready.
• 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 Contracts Billing Interface process.
• You have defined a percentage or amount for the date occurrence.
<table>
<thead>
<tr>
<th><strong>Exemption Certificate</strong></th>
<th>An exemption certificate must be entered for any contract line that you have designated as tax exempt.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Negotiated Amount or Negotiated Amt</strong></td>
<td>Equal to the sum of the assigned line’s negotiated amounts. This field does not appear for billing plans with rate-based contract lines.</td>
</tr>
<tr>
<td><strong>Percent Total</strong></td>
<td>Sum of the percents of each event occurrence that you have defined for this billing plan ID.</td>
</tr>
<tr>
<td><strong>Physical Nature</strong></td>
<td>Select <em>Goods</em> or <em>Services</em>.</td>
</tr>
<tr>
<td><strong>Product ID</strong></td>
<td>PeopleSoft Billing uses the product ID on the Billing Plan - Tax Parameters page for value-added tax processing.</td>
</tr>
<tr>
<td><strong>Product Tax Group</strong></td>
<td>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 products support: Taxware or Vertex. Tax Group is not required.</td>
</tr>
</tbody>
</table>

**Note.** Tax groups are not used if you install the delivered PeopleSoft Billing tax solution.

<table>
<thead>
<tr>
<th><strong>Ship To Customer</strong></th>
<th>Location where products are delivered or services are received.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ship From Location</strong></td>
<td>Location from which the product is shipped.</td>
</tr>
<tr>
<td><strong>Tax Code</strong></td>
<td>Tax codes are applied and calculated at the bill line level so that each bill line can be taxed at a different rate.</td>
</tr>
<tr>
<td><strong>Tax Exempt Flag</strong></td>
<td>This check box is selected for products that you designated as tax exempt. If a contract line is incorrectly designated as tax exempt, deselect 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.</td>
</tr>
<tr>
<td><strong>Transaction Sub Type</strong></td>
<td>(Optional) If you have Vertex installed, select a transaction sub type.</td>
</tr>
<tr>
<td><strong>Transaction Type</strong></td>
<td>(Optional) If you have Taxware or Vertex installed, select a transaction type.</td>
</tr>
</tbody>
</table>
## Pages Used to Define Billing Plans

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Plan - Billing Plan General</td>
<td>CA_BP_GEN_INFO</td>
<td>Customer Contracts, Schedule and Process Billing, Define Billing Plan, Billing Plan General</td>
<td>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.</td>
</tr>
<tr>
<td>Bill To Customer Address</td>
<td>CABP_ADDR_INQ</td>
<td>Click the Go To Address button on the Billing Plan - Billing Plan General page.</td>
<td>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.</td>
</tr>
<tr>
<td>Billing Plan Header Note</td>
<td>CA_BP_NOTE</td>
<td>Click Billing Header Note on the Billing Plan - Billing Plan General page.</td>
<td>Attach a note to a billing plan header. This note flows to PeopleSoft Billing as a header note and appears on the header of any bill associated with this billing plan.</td>
</tr>
<tr>
<td>Project Information for Event</td>
<td>CA_BP_PROJ_SP</td>
<td>Click the Project Info link on the Billing Plan - Events page.</td>
<td>Link a billing event occurrence to a Projects milestone, and designate when the billing event should consider that milestone achieved.</td>
</tr>
</tbody>
</table>
## Setting Up Billing Plans

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
</table>
| 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 *In Progress*. Once the billing plan is marked *In Progress*, the system allows no changes to the bill plan lines. For billing plans with a billing method of *Value-based*, 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. |
<p>| 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. |</p>
<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
</table>
| 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. Select the Print Note on Invoice Line check box if you want to display the note on the billing invoice line. Otherwise, the note appears on the billing invoice header. |}
| 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 `Value-based`. 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 | Before running the billing process, preview recurring fees that will bill in the future. Update schedule changes for future billing.                                                                                                                          |
| Recurring Bill Plan Line Note | CA_BP_RECURLN_NOTE | Click the Billing Line Note link on the Billing Plan - Recurring Details page. | Attach a note to a recurring billing plan line. The note is passed to PeopleSoft Billing and is printed on every line of the billing invoice.                                                                                                                        |
| 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. |
Defining High-Level Billing Plan Information

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.

**Note.** In the scenario where the contract line amount associated with the billing plan is amended, and the new amount equals the total billed amount for the billing plan, when you click Reviewed, the system changes the billing plan status from *Action Required* to *Completed*. This applies to Milestone and Percent Complete billing plans with events.

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 PeopleSoft Billing business unit, bill type, and bill source that you defined for this contract's PeopleSoft 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 PeopleSoft 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.

Summarization Template ID Select a summarization template ID. If one was specified on the billing plan detail template or on the Billing Options page of the contract entry component, that value displays in this field. When the billing plan is processed, PeopleSoft Contracts passes the template ID to PeopleSoft Billing using the Contracts/Billing Interface process. The summarization template defines how bill lines should be summarized and printed on the invoice.

This field does not appear for Value-based and Recurring billing plans.

Purchase Order For As-incurred and Recurring billing plans, enter a PO number to associate with your billing plan. This field is not available for Percent Complete, Milestone, Immediate, and Value-based 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.

Preview Summarization Template Click this link to see an intuitive view of how the bill line summarization will appear on the invoice.

This field does not appear for Value-based and Recurring billing plans.

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 within PeopleSoft Billing's default hierarchy.
<table>
<thead>
<tr>
<th><strong>Invoice Form</strong></th>
<th>Specifies the invoice format for the bills that you generate from this billing plan. Accept the default value, or select a new invoice format.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cycle ID</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Note.</strong> If you enter a cycle ID, you must also specify a value for the Bill By ID field.</td>
<td></td>
</tr>
<tr>
<td><strong>Bill By ID</strong></td>
<td>Allows you to group bill lines on invoices.</td>
</tr>
<tr>
<td><strong>Note.</strong> 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.</td>
<td></td>
</tr>
<tr>
<td><strong>Payment Method</strong></td>
<td>Indicates the type of payment method such as check or credit card. Enter a value in this field only if you wish to override the default in PeopleSoft Billing’s default hierarchy. This makes your payment method specific to the billing plan instead of specific to the customer or PeopleSoft Billing business unit.</td>
</tr>
<tr>
<td><strong>Note.</strong> If you created this billing plan through a billing plan template, the value that you specified for the payment method on the billing plan detail template populates this field here. Similarly, this field can also be pre-populated from the equivalent field on the Billing Options page within the contract entry component.</td>
<td></td>
</tr>
<tr>
<td><strong>Payment Terms</strong></td>
<td>Indicates the payment terms. Enter a value in this field only if you wish to override the default in PeopleSoft Billing’s default hierarchy. This makes your payment terms specific to the billing plan instead of specific to the customer or PeopleSoft Billing business unit.</td>
</tr>
<tr>
<td><strong>Note.</strong> If you created this billing plan through a billing plan template, the value that you specified for the payment method on the billing plan detail template populates this field here. Similarly, this field can also be pre-populated from the equivalent field on the Billing Options page within the contract entry component.</td>
<td></td>
</tr>
<tr>
<td><strong>View Customer Defaults</strong></td>
<td>Click this link to review a customer's name and level information. You can also assign associated roles.</td>
</tr>
<tr>
<td><strong>Billing Inquiry</strong></td>
<td>Select a billing inquiry phone number to associate with this billing plan. Bill inquiry phone numbers are established on the Bill Inquiry Phone page.</td>
</tr>
<tr>
<td><strong>Billing Specialist</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
Billing Authority

A billing specialist who is responsible for approving invoices. An approver might be a manager who is not necessarily the person responsible for entering bills daily. To indicate that a billing specialist is a billing authority, select the Bill Approver option for the corresponding bill specialist on the Billing Specialist page.

The field appears for As-Incurred billing plans only.

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 Value-based and As-incurred billing plans.

Total Billing History

Displays the sum of the amounts appearing in the Billing Cross Reference table. This field does not appear for Value-based and As-incurred billing plans.

Events Billed to Date

This field does not appear for Recurring, Value-based, Immediate, and As-incurred 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:

Contract Currency: Select if you want the invoices created from this billing plan to be billed in the contract currency.

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.

Note. For contracts with a classification of government, the value in the Bill Currency field must be Contract Currency.

Retainage 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. Select an option for your items previously held as retainages:
**Bill**
Release the retainage (amounts previously retained) and bill it.

**Write-off**
Release the retainage as a write-off bill line.

**Hold**
Don't release 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 Enterprise Billing 9.1 PeopleBook*, "Structuring Bills"

*PeopleSoft Enterprise Billing 9.1 PeopleBook*, "Preparing to Implement," Establishing Default Levels for PeopleSoft Billing Options

**Creating Billing Events**

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. This field appears on the page only if amendment processing has occurred for billing plan events on this billing plan.

**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 *Percent* is selected, click this button to populate the Amount field in the Event Detail group box for *Milestone* billing plans. This field is available for *Milestone* 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 Milestone, Value-Based, and As-incurred billing plans only.

Percent Type
Select a value of Project, Project/Activity, or Specify Percent. Upon selection of Project, 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 Project/Activity, the system pulls the percentage from the activity. If you select the Specify Percent option, you must enter a specific percentage for building your event.

This field is available for Percent Complete billing 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 billing plan event. This field is available for Percent Complete billing plans only.

Limit Amount Detail
This group box is available for Value-based 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 Milestone and Percent Complete billing plans only.

Total Amount
Displays the total negotiated amount of all contract lines assigned to this billing plan. This field is available for Milestone and Percent Complete 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 Percent Complete 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 Percent Complete 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 **Milestone**, **Value-based**, and **As-incurred** billing plans, select an event type of either **Date** or **Milestone**. For **Percent Complete** billing plans, the system populates this field with a value of **Date**, because you cannot create any other type of event. Additional fields appear on the page based on your event type selection.

**Event Status**

Select **Pending** or **Ready**.

*Note.* As-incurred billing plans cannot contain more than one Ready event.

**Event Date**

For **Date** 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 **Ready**. Billing is contingent upon the following criteria being met:

- Billing plan has a Ready status.
- Billing plan event has a Ready status.
- System date is equal to or greater than the event date.

*Note.* This field does not appear on the page for As-incurred billing plans with Milestone event types.

**Percent Source**

Specifies whether you added the percentage through PeopleSoft Contracts or PeopleSoft Project Costing. Values include: **Manual** and **Auto**. If you select **Specify Percent** in the Define Events group box, **Manual** appears. If you select **Project** or **Project/Activity**, **Auto** appears. This field appears for **Percent Complete** billing plans only.

**Milestone Origin**

For **Milestone** event types, select the milestone origin:

- **Contracts**: Ties the billing event to a milestone that you defined in PeopleSoft Contracts.

- **Projects**: Ties the billing event occurrence to an activity's status change in PeopleSoft Project Costing.

**Milestone Number**

When you select a milestone origin of **Contracts**, you must associate this billing event with a PeopleSoft 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.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(milestone ID)</td>
<td>After selecting a milestone number, the system populates this field with a link to the corresponding milestone.</td>
</tr>
<tr>
<td>Contract Milestone Status</td>
<td>Displays the contract milestone status, which corresponds to the status of the selected milestone. Values are: Pending, Ready, Complete, and Cancelled. This field appears on the page if you have selected a Milestone event type.</td>
</tr>
<tr>
<td>Project Info</td>
<td>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 Milestone event types with an origin of Projects.</td>
</tr>
<tr>
<td>Days Lag</td>
<td>For Milestone 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.</td>
</tr>
<tr>
<td>Milestone Completion Date</td>
<td>Displays the milestone completion date for milestone and as incurred billing methods. The source of the milestone completion date differs for contract and project milestones. For contract milestones, the system uses the milestone completion date of the milestone. For project milestones, the system uses the earliest effective date of the project/activity status. This field is display-only and appears on the page if you have selected a Milestone event type.</td>
</tr>
<tr>
<td>Event Note</td>
<td>Click this link to enter billing event notes on the Billing Plan Event Note page. Event notes flow to PeopleSoft Billing as a header or line note and appear on the header or line of any bill associated with this billing plan event. Once on the Billing Plan Event Note page, select the Print Note on Invoice Line check box if you want to display the note on the billing invoice line. Otherwise, the note displays on the billing invoice header.</td>
</tr>
<tr>
<td>Percentage</td>
<td>For Milestone 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 Milestone billing plans only.</td>
</tr>
<tr>
<td>Amount</td>
<td>If you chose to define events by amount, enter the specific amount for this event. For Milestone 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 Milestone and Percent Complete billing plans only.</td>
</tr>
<tr>
<td>Amendment Amt (amendment amount)</td>
<td>Displays the amount of the amended event. This field is available for Milestone, Value-based, and As-incurred billing plans only.</td>
</tr>
<tr>
<td>Define Lines</td>
<td>Click to access the Billing Plans - Value Based Lines page for the associated event. This field is available for Value-based billing plans only.</td>
</tr>
<tr>
<td>Event Total</td>
<td>Displays the sum of all value-based billing plan lines that are associated with the event. This field is available for Value-based billing plans only.</td>
</tr>
<tr>
<td>Percent Complete</td>
<td>Displays the sum of the percentages of any prior events that you created. This field is available for Percent Complete billing plans only.</td>
</tr>
</tbody>
</table>
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 Percent Complete billing plans only.

See Also

Chapter 14, "Setting Up Milestones," page 203

Assigning Billing Events to Projects Milestones

Access the Project Information for Event page (click the Project Info link on the Billing Plan - Events page).

![Project Information for Event](image)

Project Information for Event page

**PC 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


Billing Plan - Billing Plan Lines page

You must have a billing plan with at least one contract line assigned to it.

Contract Billing Plan Lines

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.

Quantity  
Displays the quantity associated with the contract line. This field is display-only. If the value in the Quantity field on the Amount Allocation page or Amendment Amount Allocation page changes, the system updates the quantity on this page accordingly.

When in Amendment mode, the system updates this value when you click the Process Amendment button on the Amendment Detail page.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UOM (unit of measure)</td>
<td>Displays the unit of measure associated with the contract line. This field is display-only.</td>
</tr>
<tr>
<td>Purchase Order</td>
<td>Enter a PO number to associate with the billing plan line.</td>
</tr>
<tr>
<td>Summarization Group Type</td>
<td>Select a summarization group type for immediate, milestone, and percent complete billing plans. If one was specified on the billing plan detail template, that value appears in this field. Summarization group types filter the Summarization Group Identifiers that can be selected. This field does not appear for Value-based, Recurring, and As-Incurred billing plans.</td>
</tr>
<tr>
<td>Important!</td>
<td>Summarization Group types must be included as an attribute in the summarization template setup before PeopleSoft Billing can create summarized billing plan lines.</td>
</tr>
<tr>
<td>Summarization Group ID</td>
<td>Select a Summarization Group Identifier associated with the Summarization Group Type for immediate, milestone, and percent complete billing plans. If one was specified on the billing plan detail template, that value appears in this field. Billing plan lines assigned to the same Summarization Group Identifier attribute will be summarized in PeopleSoft Billing on the invoice. This field does not appear for Value-based, Recurring, and As-Incurred billing plans.</td>
</tr>
<tr>
<td>Important!</td>
<td>Summarization Group ID’s must be included as an attribute in the summarization template setup before PeopleSoft Billing can create summarized billing plan lines.</td>
</tr>
<tr>
<td>View Details</td>
<td>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.</td>
</tr>
<tr>
<td>Billing Line Note</td>
<td>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.</td>
</tr>
</tbody>
</table>

**See Also**

Chapter 13, "Working with PeopleSoft Project Costing," page 185

**Viewing Billing Plan Line Details**

Access the Billing Plan Line Details page (click the View Details link on the Billing Plan - Billing Plan Lines page).
Billing Plan Line Details page

**Related Contract Lines/Prepaids**

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 (click the Define Lines link on the Billing Plan - Events page for a value-based billing 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 and activity, you must provide this information here to enable your projects or projects and 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 PeopleSoft 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 PeopleSoft 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 PeopleSoft 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 PeopleSoft 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 PeopleSoft 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 21, "Creating and Managing Limits," page 407

Chapter 17, "Managing Revenue Recognition," Reconciling Billing and Revenue, page 305

Defining Recurring Billing Plan Schedules

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 value is the frequency of the bill. The values that you have to select from, such as *Monthly* and *Weekly*, come from the Schedule component.

*Note.* Use a schedule with a start date equal to the start date that you define for your recurring period if you want your schedules to be in sync.


**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 PeopleSoft 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.

- **Billing Line Note**: Click to create a recurring billing plan line note to associate with this billing plan line. The note is passed to PeopleSoft Billing and is printed on every line of the billing invoice associated with this billing plan line.

**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**

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**


**Viewing Billing History**

**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 *CBI* and *PBI*. *CBI* lines originate in PeopleSoft Contracts. *PBI* lines originate in PeopleSoft Project Costing. The system inserts *CBI* and *PBI* rows into the CA_BI_XREF table, and then provides updates to these rows as the invoice is processed in PeopleSoft Billing. Rows with *CBI* or *PBI* system source are not editable.

You can manually insert rows into this grid for bills that were 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 Contracts Billing Interface process 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 Contracts Billing Interface process; the net amount is not set for transactions with a billing method of *As-incurred* 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 Contracts Billing Interface process; the gross amount is not relevant for transactions with a billing method of *As-incurred* 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 PeopleSoft 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 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 Click to access PeopleSoft Receivables, where you can review any outstanding amounts.

(PeopleSoft Receivables item information)
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 PeopleSoft 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 - 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 Contracts Billing Interface process; 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 Contracts Billing Interface process; 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 As-incurred, 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 Contracts Billing Interface process; 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 Contracts Billing Interface process; the gross amount is not relevant for transactions with a billing method of As-incurred or for transactions originating in PeopleSoft Billing.

See Also

Chapter 22, "Managing Contracts Billing,” Reviewing the Cross-Reference Table, page 426

Assigning Contract Lines to Billing Plans

This section lists a prerequisite 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

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign Billing Plan</td>
<td>CA_BP_LINK</td>
<td>Customer Contracts, Schedule and Process Billing, Assign Billing Plan</td>
<td>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.</td>
</tr>
</tbody>
</table>

Assigning Contract Products to Billing Plans


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 *Pending* 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 *Pending* or *Cancelled* status. Any contract lines that have already been assigned to a billing plan with a status of *Ready, In Progress,* or *Complete* are unavailable for selection.

---

**Note.** You can only assign *Value-based* billing plans to one contract line.

(Clear All)
Click to deselect all products in the grid.

---

**Prepaids to be Assigned/Unassigned**

The Prepaids to be Assigned/Unassigned grid appears on the page only if prepaids exist for the contract.

(select)
Select the check box next to the prepaid sequences that you want to assign to a contract. You can only select prepaids if they are compatible with the billing method that you selected. When you click the Assign button, the prepaid is assigned to the contract. Also use this field to select prepaids that you want to unassign from a contract. Select the check boxes next to the individual prepaid sequences that you want to unassign, and then click the Unassign button.

**Sequence**
Displays the prepaid utilization sequence number.

**Purchased Amount**
Displays the purchased amount of the for the appropriate Prepaid Sequence Number.

**Prepaid Status**
Displays the status of the prepaid. A prepaid cannot be unassigned from a billing plan unless the prepaid has a status of *Pending.*

**Plan**
Displays the billing plan IDs for prepaid 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 prepaid is assigned.
Setting Up Billing Plans Chapter 19

Billing Plan 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 Pending status.

(Select All) Click to select all the prepaids in the grid.

(Clear All) Click to deselect all the prepaids 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 Pending or select NEXT to assign the selected lines to a new billing plan. 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: As-incurred, Value-based, Milestone, Percent Complete, Immediate, and Recurring.

Note. If you are assigning prepaids to a billing plan, the prepaid can only be assigned to Milestone, Percent Complete, and Immediate billing methods.

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.

Note. If you want to assign a billing plan template with a basis date source option of Contract Line Start Date to the selected contract lines, you must have already defined the start date for the contract lines on the Contract - Lines page.

If you select multiple contract lines with the same start date and select a billing plan template with the basis date source option of Contract Line Start Date, the system assigns the contract lines to the same billing plan. If you have multiple contract lines with different start dates and you want to use a billing plan template with the basis date source option of Contract Line Start Date, you must assign separate billing plan templates to the individual contract lines.

Bill Plan Detail Template ID
To use a billing plan detail template, select a contract line from the Contract Lines to be Assigned/Unassigned group box, select a billing plan template, and select a billing plan 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 Value-based 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 Value-based 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 20

Processing Contracts Billing

This chapter provides an overview of the PeopleSoft Contracts billing process and discusses how to run the Contracts PeopleSoft Billing Interface process (CA_BI_INTFC).

Understanding the 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.
- Discounts, surcharges, and retainages.
- Fixed-fee recycled billing.
- Prepaid amounts.
- Interunit billing.

Note. For contracts with a classification of Government, you can find additional billing process information in the Contracts for Government Contracting PeopleBook.

See Also

PeopleSoft Enterprise Contracts for Government Contracting 9.1 PeopleBook, "Processing the Contracts Billing Interface"
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 sends 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 as-incurred billing methods) that have been marked in PeopleSoft Contracts as ready to bill, and it creates bill lines in the Billing interface tables. For rate-based billing methods, the Contracts Billing Interface process selects PeopleSoft Project Costing transaction rows that have analysis types in the PSWKS analysis group and have been priced. 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: 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 deselecting 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).

**Warning!** It is not recommended for you to make any billing adjustments to the contract lines outside the PeopleSoft Contracts system (for example, in PeopleSoft Billing or PeopleSoft Project Costing), as these changes will not flow back into PeopleSoft Contracts.

Here is the billing flowchart:
The billing process consists of these steps:

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 and updates the billing plan event statuses to event billed.

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.

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**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.


**Updates in PeopleSoft Contracts**

Fixed-fee, value-based, and recurring bill rows are inserted into the Contract Billing cross-reference table as soon as the Contracts Billing Interface process is run; the status is then updated throughout the other processes: the Billing Interface process, Accept Worksheet process, Delete Worksheet process, and Projects/Contracts Interface process. Rate-based bill rows are inserted into the cross-reference table upon the running of the Projects/Contracts Interface process. 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 Enterprise Billing 9.1 PeopleBook*, "Understanding the Billing Interface Structure"


*PeopleSoft Enterprise Billing 9.1 PeopleBook*, "Generating Invoices," Running the Pro Forma, Finalization, Print, and Reprint Processes

The Contracts Billing Interface Process (CA_BL_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.

The Contracts Billing Interface passes the contract line start and end dates to the interface staging table in PeopleSoft Billing. You enter these values on the Contract Lines page – General tab. The contract line start and end dates do not appear on the delivered PeopleSoft Billing Invoice SQR. However, the data is available to add to your SQR if desired. There are no edits or restrictions on these fields.
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.


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 once the necessary streamline billing parameters have been defined in your system.

**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 user ID that you specify on the Billing User Preferences page to determine which group of billing jobs will run, Load or No Load.

- Specify a server on the Billing User Preferences page during setup.

**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 process consists of one of two PeopleSoft Contracts jobs, CABIDIR1 or CABIDIR2, to run all PeopleSoft Contracts, Billing and Project Costing processes to get transactions billed and PeopleSoft Contracts and PeopleSoft Project Costing updated. 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. The Projects/Contracts Interface updates status in PeopleSoft Contracts. 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 Enterprise 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 Enterprise Billing 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 Enterprise Project Costing 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 Enterprise Process Scheduler to personalize and streamline batch processing, see the Enterprise 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:

<table>
<thead>
<tr>
<th>Direct Invoicing Flag</th>
<th>Preapproval Flag</th>
<th>Resulting Functionality</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>N</td>
<td>Temporary bills are created. Users need to approve the temporary bills in the billing worksheet to make them real bills.</td>
</tr>
<tr>
<td>N</td>
<td>Y</td>
<td>Real bills are created. Bills created in <em>Pending</em> status aren’t picked up for invoicing until the bill status is changed to <em>Ready</em>. This method bypasses the billing worksheet.</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>Not allowed.</td>
</tr>
</tbody>
</table>
| Y                     | Y                | Real bills are created. Bills are created in *RDY* status. This method bypasses the billing worksheet.  
**Note.** This is streamlined billing. |

See Enterprise PeopleTools PeopleBook: Crystal Reports for PeopleSoft.

See Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler.

**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.
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.

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 PeopleSoft 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 PeopleSoft 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 Interface process, which creates the billing interface activity.
- The Billing Interface process, which creates the bills.
- The 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.

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.DISC_SUR_ID to INTFC_BI_AEDS.DISC_SUR_ID.
- The system maps CA_LN_REDUCTS.DESCR to INTFC_BI_AEDS.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_REDUCT. 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.
Note. You can establish discounts and surcharges at the header level. Header discounts or surcharges must be allocated down to individual contract lines.


**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.

  The accounting distribution for discounts and retainages for rate-based rows comes from the accounting rules. The system uses the same accounting rule that was selected for the billable (BIL) row to apply as the accounting rule for the discount and retainage row.

- 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.


**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 Contracts Billing Interface process 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 Contracts Billing Interface process.

**CA_BP_EVENTS table:**

<table>
<thead>
<tr>
<th>Contract</th>
<th>Billing Plan</th>
<th>Occurrence</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>BP001</td>
<td>1</td>
<td>DON</td>
</tr>
<tr>
<td>1000</td>
<td>BP001</td>
<td>2</td>
<td>RDY</td>
</tr>
</tbody>
</table>

**CA_BP_LINES table:**

<table>
<thead>
<tr>
<th>Contract</th>
<th>Billing Plan</th>
<th>Line</th>
<th>Amount (USD)</th>
<th>(Project)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>BP001</td>
<td>1</td>
<td>100</td>
<td>ABC</td>
</tr>
<tr>
<td>1000</td>
<td>BP001</td>
<td>2</td>
<td>500</td>
<td>ABC</td>
</tr>
<tr>
<td>1000</td>
<td>BP001</td>
<td>3</td>
<td>700</td>
<td>DEF</td>
</tr>
</tbody>
</table>

2. The Contracts Billing Interface process and the Billing 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:**

<table>
<thead>
<tr>
<th>Contract</th>
<th>Billing Plan</th>
<th>Occurrence</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>BP001</td>
<td>2</td>
<td>RCL (recycled)</td>
</tr>
</tbody>
</table>

**CA_BP_XREF table:**

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Contract</th>
<th>Billing Plan</th>
<th>Line</th>
<th>Occurrence</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1000</td>
<td>BP001</td>
<td>1</td>
<td>2</td>
<td>100</td>
<td>RCV (received)</td>
</tr>
<tr>
<td>2</td>
<td>1000</td>
<td>BP001</td>
<td>2</td>
<td>2</td>
<td>500</td>
<td>RCV</td>
</tr>
<tr>
<td>3</td>
<td>1000</td>
<td>BP001</td>
<td>3</td>
<td>2</td>
<td>700</td>
<td>DEL (deleted)</td>
</tr>
</tbody>
</table>
4. After the Projects/Contracts Interface runs, the following updates occur:

CA_BP_EVENTS table:

<table>
<thead>
<tr>
<th>Contract</th>
<th>Billing Plan</th>
<th>Occurrence</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>BP001</td>
<td>2</td>
<td>PRG (in progress)</td>
</tr>
</tbody>
</table>

CA_BP_XREF table:

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Contract</th>
<th>Billing Plan</th>
<th>Line</th>
<th>Occurrence</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1000</td>
<td>BP001</td>
<td>1</td>
<td>2</td>
<td>100</td>
<td>RCV</td>
</tr>
<tr>
<td>2</td>
<td>1000</td>
<td>BP001</td>
<td>2</td>
<td>2</td>
<td>500</td>
<td>RCV</td>
</tr>
<tr>
<td>3</td>
<td>1000</td>
<td>BP001</td>
<td>3</td>
<td>2</td>
<td>700</td>
<td>DEL</td>
</tr>
<tr>
<td>4</td>
<td>1000</td>
<td>BP001</td>
<td>3</td>
<td>2</td>
<td>700</td>
<td>NEW</td>
</tr>
</tbody>
</table>

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:**

<table>
<thead>
<tr>
<th>Contract</th>
<th>Billing Plan</th>
<th>Occurrence</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>BP001</td>
<td>2</td>
<td>RCL</td>
</tr>
</tbody>
</table>

**CA_BP_XREF table:**

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Contract</th>
<th>Billing Plan</th>
<th>Line</th>
<th>Occurrence</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1000</td>
<td>BP001</td>
<td>1</td>
<td>2</td>
<td>100</td>
<td>DEL</td>
</tr>
<tr>
<td>2</td>
<td>1000</td>
<td>BP001</td>
<td>2</td>
<td>2</td>
<td>500</td>
<td>DEL</td>
</tr>
<tr>
<td>3</td>
<td>1000</td>
<td>BP001</td>
<td>3</td>
<td>2</td>
<td>700</td>
<td>DEL</td>
</tr>
<tr>
<td>4</td>
<td>1000</td>
<td>BP001</td>
<td>3</td>
<td>2</td>
<td>700</td>
<td>NEW</td>
</tr>
</tbody>
</table>
6. When the Projects/Contracts Interface process runs, it only picks up lines one and two, not three, because it already has a new row. The results are:

<table>
<thead>
<tr>
<th>Contract</th>
<th>Billing Plan</th>
<th>Occurrence</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>BP001</td>
<td>2</td>
<td>PRG</td>
</tr>
</tbody>
</table>

CA_BP_XREF table:

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Contract</th>
<th>Billing Plan</th>
<th>Line</th>
<th>Occurrence</th>
<th>Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1000</td>
<td>BP001</td>
<td>1</td>
<td>2</td>
<td>100</td>
<td>DEL</td>
</tr>
<tr>
<td>2</td>
<td>1000</td>
<td>BP001</td>
<td>2</td>
<td>2</td>
<td>500</td>
<td>DEL</td>
</tr>
<tr>
<td>3</td>
<td>1000</td>
<td>BP001</td>
<td>3</td>
<td>2</td>
<td>700</td>
<td>DEL</td>
</tr>
<tr>
<td>4</td>
<td>1000</td>
<td>BP001</td>
<td>3</td>
<td>2</td>
<td>700</td>
<td>NEW</td>
</tr>
<tr>
<td>5</td>
<td>1000</td>
<td>BP001</td>
<td>1</td>
<td>2</td>
<td>100</td>
<td>NEW</td>
</tr>
<tr>
<td>6</td>
<td>1000</td>
<td>BP001</td>
<td>2</td>
<td>2</td>
<td>500</td>
<td>NEW</td>
</tr>
</tbody>
</table>

**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 23, "Establishing Prepaid Amounts," page 455
Interunit Billing

Contracts with a classification type of Internal support interunit billing. You have the ability to process interunit bills by selecting Internal in the Contract Classification field when creating a contract. You can process interunit bills only by selecting Internal in the Contract Classification field on the Process Billing run control page.

**Note.** For as incurred processing, the Contracts Billing Interface passes a revenue row instead of an unbilled AR row to PeopleSoft Billing.

You cannot set up more than one revenue row in the accounting rules for as-incurred billing. If more than one revenue row is set up, the billable rows are not sent to PeopleSoft Billing and the Rate-based Accounting process (PSA_ACCTGGL) does not pass any rows back to the Contracts Billing Interface.

**See Also**

Chapter 9, "Creating Contracts," Contract Classifications, page 90

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**

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Displays CA_BI_INTFC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Plan</td>
<td>Select a billing plan ID to run the Contracts Billing Interface process for a specific billing plan.</td>
</tr>
<tr>
<td>Billing Method</td>
<td>For As-Incurred and Recurring billing processing, displays the appropriate billing method. You cannot override the billing method. For All Other Methods of billing processing, select a billing method of Immediate, Milestone, Percentcmp (percent complete), or Value Base (value-based).</td>
</tr>
<tr>
<td>Billing Business Unit</td>
<td>Select a PeopleSoft Billing business unit to run the Contracts Billing Interface process for a specific billing business unit.</td>
</tr>
</tbody>
</table>
**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 *Recurring* and *All Other Methods* 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 *Recurring* and *All Other Methods*. 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 *As Incurred* and *All Other Methods*. This field does not appear for *Recurring* billing.

**Pages Used to Run the Contracts Billing Interface Process**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process As Incurred Billing</td>
<td>RUN_CA_BI</td>
<td>Customer Contracts, Schedule and Process Billing, Process As Incurred Billing</td>
<td>Run this process to load As-Incurred billing information from PeopleSoft Contracts and PeopleSoft Project Costing into PeopleSoft Billing to create bills.</td>
</tr>
<tr>
<td>Process Recurring Billing</td>
<td>RUN_CA_RB</td>
<td>Customer Contracts, Schedule and Process Billing, Process Recurring Billing</td>
<td>Run this process to load Recurring billing information from PeopleSoft Contracts and PeopleSoft Project Costing to PeopleSoft Billing to create bills.</td>
</tr>
<tr>
<td>Process Other Billing Methods</td>
<td>RUN_CA_FF</td>
<td>Customer Contracts, Schedule and Process Billing, Process All Other Billing Methods</td>
<td>Run this process to load amount-based and value-based billing information from PeopleSoft Contracts into PeopleSoft Billing to create bills.</td>
</tr>
</tbody>
</table>
Running the Contracts Billing Interface Process for As-Incurred Billing


**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, contract classification, 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**

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.

**Bill To**

Select to filter your processing parameters by the customer receiving the invoice.

**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.
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:

*Acct Date* (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.

*Trans Date* (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.

*All*: 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.

*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.
Running the Contracts Billing Interface Process for Recurring Billing


**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, contract classification, sold to customer, or contract number. If you leave all fields blank, the process picks up all available billing activity in PeopleSoft Contracts.

**Note.** If you select a Contract Classification of *Internal* on the run control page, only internal contracts are sent to PeopleSoft Billing. In order to process more than one classification type at a time from one run control page, you must insert a second run control sequence.

**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


**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, contract classification, sold to customer, or contract number. If you leave all fields blank, the process picks up all available billing activity in PeopleSoft Contracts.

**Note.** If you select a Contract Classification of *Internal* on the run control page, only internal contracts are sent to PeopleSoft Billing. In order to process more than one classification type at a time from one run control page, you must insert a second run control sequence.

**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 21

Creating and Managing Limits

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

- Set up limits.
- Set up transaction limits.
- Process limits.
- Review and release limits.

Understanding Limits

PeopleSoft Contracts enables you to enter line-level and transaction-level billing limits. The billing limit amount defined for a contract line represents the maximum amount that can be billed. Limit processing is associated with this amount, which represent the "limit ceiling" for the contract line. However, within the overall billing limit, you may have sublimits on certain transactions such as travel, labor, or materials. PeopleSoft Contracts enables you to set up transaction level billing limits, in addition to overall billing limits, for your contract lines. Transaction limits enable you to apply multiple limit amounts to multiple transactions for a specific contract line.

You associate both types of limits to a contract line. You can view billing limits on the Review Contract Summary page as well as at the contract line level. Transaction limits are only visible and must be managed at the contract line level. Once you define your limits and the contract is active, any limit changes must be performed using amendment processing.

This section discusses:

- Line limits.
- Transaction limits.
- Limit processing.

Limits work differently for contracts with a classification of Government.

See PeopleSoft Enterprise Contracts for Government Contracting 9.1 PeopleBook, "Creating and Managing Limits."
Line Limits

For as-incurred and value-based billing methods on rate-based contract lines, PeopleSoft Contracts enable you to set a maximum amount that can be billed; this is referred to as a limit. You establish a line limit on the Related Projects page.

Line limit amounts are visible on the contract summary and line, and can also be viewed and managed using the Limits Review online inquiry page. Any changes made to the limits over the life of the contract must be performed at the contract line level.

Transaction Limits

Transaction limits enable you to apply multiple limit amounts to multiple transactions for a specific contract line. Transaction limits are only visible and must be managed at the contract line level.

Transaction limits consist of the following main elements:

• Transaction identifiers.
• Transaction limit amounts and sequence numbers.

Transaction Identifiers

Transaction identifiers are configuration elements that enable you to set up limits on specific transactions. You define the transaction identifier using a combination of PeopleSoft Project Costing ChartField values (source type, category, and subcategory).

The transaction identifier is associated with a transaction limit, which is subsequently associated with a contract line. Transaction identifiers enable you to apply specific limits to transactions with PeopleSoft Project Costing ChartField values matching the contents of the transaction identifier for a specific contract line. Transactions matching the contents of a transaction identifier for a transaction limit for a contract line must first pass the transaction limit before they can be checked against the contract line billing limit. Transactions that do not match the contents of a transaction limit transaction identifier are only applied to the contract line limit that you define on the Related Projects page.

Warning! Once a transaction identifier is defined and associated with a transaction limit, it should not be modified, as data conflicts may occur for any transactions already processed using the transaction identifier.

Note. You must select a transaction identifier before the system enables you to enter a transaction limit amount.

Transaction Limit Amounts and Sequence Numbers

After you have defined transaction identifiers, you assign them to the transaction limit. A contract line can have multiple transaction limits, each with its own associated transaction identifier and limit to enable you to stack limit processing and perform more complex limit processing scenarios.
If assigning multiple transaction limits to one contract line, the system utilizes sequence numbers that you assign to the transaction identifier and limit amount row to determine the order in which a limit amount is applied to a transaction. This enables you to accommodate overlapping limit scenarios by identifying which transaction limit should be drawn against first. Multiple transaction limits need not be overlapping, however, depending on the specific contents of the transaction identifiers used. The sequence numbers must be unique.

Limits (CA_LIMIT) processing always considers transaction level limits first, and then contract line level limits, when determining if a transaction can pass limit checking. Only transactions passing transaction limits or transactions for which transaction limits are not applicable are checked against overall billing limits for the contract line. Depending on your limit setup, when a transaction is processed, a portion of the transaction could be determined to be over-the-limit for the transaction level limit, even though it might have been within the available overall billing limit for the contract line.

**Note.** In multi-limit scenarios, the sequencing setup that you define controls how the limit process applies transactions against the transaction limit amounts. Because the over-the-limit transactions that can result from overlapping transaction limits can vary based on the order in which the limits are applied, it is important that you carefully consider your setup and any potential negative results if defining overlapping limits.

### Limit Processing

The Limits (CA_LIMIT) Application Engine process enables you to apply the transaction and overall limits that you define for your rate-based contract lines to transactions. The Limits process can be run using the following options:

- **Manually run the Limits process, or schedule it to run automatically, as a standalone process.**
  
  When you run the Limits process as a standalone process, you can select specific run control criteria to apply limits for specific business units, contracts, or other criteria to billing transactions or recalculate limit amounts when totals are changed.

- **Manually run the Limits process for a specific contract line.**
  
  When you are managing limits for a specific contract line, you can manually run the limit process by clicking the Perform Limit Checking button on the Related Projects or Transaction Limits pages when limits have been changed in amendment mode and the amendment has been processed.

- **Automatically run the Limits process when performing pricing or repricing.**
  
  When the Pricing (PC_PRICING) process is run using the Pricing run control page, the Limits (CA_LIMIT) process is automatically called.

- **Automatically run the Limits process when processing transactions from feeder systems.**
  
  Cost transactions for your contract lines will generally originate from within other PeopleSoft Enterprise applications, such as PeopleSoft Expenses or PeopleSoft Payables. When transactions are sent from these feeder systems to PeopleSoft Project Costing, the Pricing (PC_PRICING) engine is automatically called, which also automatically calls the Limits (CA_LIMIT) process.

- **Automatically run the Limits process when processing billing.**
  
  When the Contracts Billing Interface (CA_BI_INTFC) process is run, the Limits (CA_LIMIT) process is automatically called.
No matter from where the Limits (CA_LIMITS) process is run, once initiated, the system evaluates any transaction-level limits first, then line-level limits, using the criteria that you have defined for limit processing.

Limit processing examines each PROJ_RESOURCE row that represents a contract line for which you have specified billing 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, the row is marked OLT (over-the-limit).

The OLT transaction rows will not be billed nor recognized as revenue. The over-the-limit rows are excluded from billing and revenue processing until you release the OLT transaction or increase the limit and rerun the Limits process. Once you release the OLT transaction on the Limit Details page, the system converts the OLT row back to a BIL so it can be sent to billing and booked to revenue the next time that the billing and revenue processes are run.

**Note.** If you rerun the Limits process prior to billing the released OLT row (now BIL row), the row reverts back to an OLT row because the system limit checks it again and the row is still over the limit.

If a discount is specified for a rate-based contract line, the amount on the BIL resource row is decreased by the discount amount prior to comparing it against the limit. In addition, you can choose to retain a portion of the billable amount as a retainage. If so, the amount on the BIL resource row is decreased by an estimate of the retainage amount prior to comparing it against the limit, if the Reduce by retainage first option in the Limit Processing Management Options group box on the Installation Options - Contracts page is selected.

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.

If additional funding is received later in the contract life cycle, you can use amendment processing to increase the limit amount and process the appropriate over-the-limit rows through to PeopleSoft Billing and PeopleSoft General Ledger.

**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.

For contracts with a classification of Government, additional parameters apply to Limit Processing such as separating billing and revenue limits.

See *PeopleSoft Enterprise Contracts for Government Contracting 9.1 PeopleBook*, "Creating and Managing Limits."

**Splitting Over-the-Limit Rows**

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 transactions is configurable on the Installation Options - Contracts page by selecting the Split to Match Limit Exactly option. When this option is selected, the system splits a BIL row into one BIL row and one OLT row. This enables you to reach the limit amount exactly with the BIL line, and the system places the remaining transaction amount onto an OLT line.

**Note.** With retainages, the Contracts Billing Interface optionally checks for limits when retainages are released, depending on the value of the Apply retainage upon release Contracts Installation option. If the row is over-the-limit, it is returned to PeopleSoft Project Costing as OLT rather than RRT. With the Split to Match Limit Exactly option selected, the RRT is split into an RRT and an OLT, if there is some available limit left, but not enough for the release to fully pass limit checking.
When splitting OLT rows, the system prorates the quantity across the two new transactions. For example, if a 100.00 USD BIL, with a quantity of 10.00, was split into a 60.00 USD BIL and a 40.00 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.

---

**Setting Up Limits**

This section discusses how to set up limits.

**Page Used to Define Limits**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
</table>
| Related Projects | CA_DETAIL_PROJ  | • Customer Contracts, Determine Price and Terms, Contract Terms, Related Projects  
                     • Click the Contract Terms link on the Detail tab of the Contract - Lines page. | Enter limit amounts for contract line-level limits or transaction limits.  
  
  **Note.** For contracts with a classification of Government, you do not enter limits on the Related Projects page. See the Contracts for Government Contracting PeopleBook.  
  
**Entering Limits**

Access the Related Projects page (Customer Contracts, Determine Price and Terms, Contract Terms, Related Projects).


**Note.** For limits, all PeopleSoft Project Costing transactions are matched to contract lines using the contract number and contract line number on the Project Transaction record (PROJ.Resource) to the contract number and contract line number on the Contract Line record (CA_DETAIL). This is done instead of using the project ID and activity ID on the Project Transaction record to the project ID and activity ID on the Contract Line Related Project record (CA_DETAIL_PROJ). This matching may result in billed project transactions that predate the removal of a related project and activity from a contract line and its addition to another contract line, being included in the processed amount of the original contract number and line. In addition, billed or billable project transactions that occur after the removal of a related project and activity from a contract line and its addition to another contract line, may be included in the processed or to-be-limit-checked amounts of the new contract number and line.

---

**Setting Up Transaction Limits**

This section discusses how to define and modify transaction limits.

**Pages Used to Define Transaction Limits**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
</table>
| Transaction Identifiers | PC_TRANS_IDENTIFY | • Set Up Financials/Supply Chain, Product Related, Project Costing, Transaction Options, Transaction Identifiers  
• Click the Transaction Identifiers link on the Transaction Limits page. | View details for existing transaction identifiers or create new transaction identifiers. A transaction identifier consists of one or more combinations of PeopleSoft Project Costing ChartField values. You must select a transaction identifier before you can enter a limit amount on the Transaction Limits page.  
### Entering and Modifying Transaction Limits

Access the Transaction Limits page (Customer Contracts, Determine Price and Terms, Transaction Limits).

#### Transaction Limits page

**Note.** For contracts with a classification of *Government*, you can access this page from the Contracts Amounts page instead of the Related Projects page.


**Amend Contract**

Click this button to add a new, or increase an existing, transaction limit for a contract that has already been activated.

**Transaction Identifier**

Enter the predefined transaction identifier to identify the transactions to which the limit will apply. The transaction identifier is a configuration element that defines a set of transactions. Each transaction identifier may contain multiple transaction ChartField criteria and each contract line may be associated with multiple transaction identifiers.

**Description**

Displays the description entered for the transaction identifier. You can accept the default description or enter a new description.
Limit Amount
Enter the limit amount that should be applied to the transactions associated with the transaction identifier.

Use Sequence
Enter the use sequence number to indicate which limit the system should draw down first in the case of overlapping limits. Sequence numbers must be unique.

This field enables overlapping limits. For example, let's say that the limit on Airfare is a subset of a limit on Total Travel. Then, the limit on Direct Travel Costs may partially overlap a limit on Airfare. These types of limits are overlapping limits. However, by processing transaction limits in order of a use sequence number, the system enables you to indicate which limit it should use first.

Transaction Identifiers
Click to access the Transaction Identifiers page where you can view details for existing transaction identifiers or create a new one.

Perform Limit Checking
Click to launch limit processing for the contract line after limit changes are made during amendment processing.

---

Processing Limits
This section discusses how to process limits.

Page Used to Process Limits

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Limits</td>
<td>RUN_CA_LMT</td>
<td>Customer Contracts, Update Contract Progress, Process Limits</td>
<td>Run the Limits Process as a standalone process for a specific parameters such as business unit, contract, contract line, or contract type. Optionally, run this process to recalculate totals only.</td>
</tr>
</tbody>
</table>

Running the Limits Process
Access the Process Limits run control page (Customer Contracts, Update Contract Progress, Process Limits).
Process Limits

**Process Options**

**Recalculate Totals Only** Select to recalculate totals only and not run the limit checking part of the Limits process. Selecting this option allows recalculation of the inception-to-date processed and excess amounts stored on the limits-related records. The totals may need updating if bills were manually adjusted in PeopleSoft Billing.

**Process Revenue** Select to run the Limit process for revenue limits.

*Note.* The field is for contracts with a contract classification of *Government* only.


**Process Billing** Select to run the Limit process for funding and billing limits. Funding limits apply to contracts with a classification of *Government* only. Billing limits apply to all other contracts.

*Note.* Either the Process Revenue option, Process Billing option, or both options must be selected before this page can be saved and the process run.
**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, contract classification, sold to customer, contract line, or contract administrator. If you leave all fields blank, the process picks up all available billing activity in PeopleSoft Contracts.

---

**Reviewing and Releasing Limits**

This section provides an overview of reviewing and releasing limits and discusses how to:

- Review limits.
- Review limit details and release limits.

---

**Understanding Reviewing and Releasing Limits**

Throughout the life of your contract, you may need visibility to the limit amounts for your contract lines, including the amount of the limits that have been used to date, the amounts remaining, and any amounts that have exceeded your limits. PeopleSoft Contracts delivers an online inquiry page that provides both a summarized and detail view of this information, with filtering capabilities, that enables you to view only the information that you need to effectively manage the limits that you have defined for your contract lines.

Use the Limit Details page when a limit has been breached to select the desired OLT transactions and release them to be billed and booked for revenue. Only rows with the OLT analysis type are visible on this page. To release OLT transactions, manually select the desired OLT transactions and click the Release button. This converts the OLT transactions into BIL transactions that are available for billing or revenue processing and launches the Limits process for the specific contract number and contract line number. The process runs with the Recalculate Totals Only option selected on the Limits Process run control which updates the Processed Amount and Excess Amount values for both the line level (CA_LMT_FEE_DTL) and transaction level limit (CA_LMT_TXN) records.

**Note.** If you want to bill or book for revenue the manually released transactions, you must run the Contracts Billing Interface (CA_BI_INTFC) with the streamlining options selected. Or, you must also run all the PeopleSoft Billing processes prior to rerunning the Limits process with the Recalculate Totals Option deselected. If you rerun the Limits process with the Recalculate Totals Only option deselected, prior to running the Contracts Billing Interface with the streamlining options selected, or prior to all the PeopleSoft Billing processes, then the manually released transaction becomes an excess transaction once again.

---

**Common Elements Used in This Section**

<table>
<thead>
<tr>
<th>Contract</th>
<th>Displays the contract number.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line</td>
<td>Displays the contract line number.</td>
</tr>
</tbody>
</table>
Transaction Identifier Displays the transaction limit's associated transaction identifier. A blank transaction identifier indicates that the limit is at the contract line level. A nonblank transaction identifier indicates that the limit is a transaction limit.

Pages Used to Review and Release Limits

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Limits</td>
<td>CA_LMT_REVIEW</td>
<td>• Customer Contracts, Adjust Revenue and Billing, Review and Manage Limits</td>
<td>Displays limit and transaction limit information for rate-based contract lines.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Click the Review Limits link on the Related Projects page.</td>
<td></td>
</tr>
<tr>
<td>Limit Details</td>
<td>CA_LMT_DETAIL</td>
<td>Click the value in the Excess Amounts column of the Review Limits page.</td>
<td>Displays the details of over-the-limit transactions. Use this page to release excess transactions to be billed or booked for revenue.</td>
</tr>
</tbody>
</table>

Reviewing Limits

Access the Review Limits page (Customer Contracts, Adjust Revenue and Billing, Review and Manage Limits).
Review Limits page: Remaining tab

**Search Criteria**

Use the fields in the Search Criteria group box to filter search results by entering specific values in these fields. Values in the Business Unit, Limit Type, Sold To Customer, and Review By fields are required search criteria. Search results appear in the Limits scroll area. Amounts appear in the contract currency.

**Limit Type**

Select a limit type to have the system retrieve all limits with the specified limit type. Limit type values include: Funding and Billing and Revenue. With the Funding and Billing limit type option, funding limits apply to contracts with a classification of Government only and billing limits apply to all other contracts.

*Note.* The Revenue limit type applies to contracts with a contract classification of Government only.

**Sold To Customer**

Select a sold to customer to have the system retrieve all limits with the specified sold to customer. This field is required for the search.

**Review By**

Select the Review By criteria that the system will use to display your results. The options are:

- **All:** Select this option to view all limit amounts including any remaining amounts and amounts that have exceeded the limits for contract lines meeting your selection criteria.

- **Excess:** Select this option to view only those amounts that have exceeded the limit amount for contract lines meeting your selection criteria. If you select this option, only the Excess and Date tabs of the Limits grid display.

- **Remaining:** Select this option to see the remaining available limit amounts for contract lines meeting your selection criteria. If you select this option, only the Remaining and Dates tabs of the Limits grid display.
Max Remaining %
(maximum remaining percentage)

Enter a maximum remaining percentage if you selected Remaining in the Review By field. Enter a maximum remaining amount percentage to restrict the results to only those contract lines with that limit amount percentage or less remaining.

**Review Limits: Remaining Tab**

**Limit Amount**
Displays the line and transaction limit amounts for this contract line.

**Processed Amount**
Displays the processed amounts for the contract line and transaction limits. These amounts include the totals of all billable and billed transactions.

**Note.** This field is updated during the Limits process from the previous balance to a new balance. This field is impacted by any manual adjustments of bills within PeopleSoft Billing, but it may not be in sync with the manual adjustments unless the totals are recalculated.

**Remaining Amount**
Displays the remaining amounts for the contract line and transaction limits. These are the calculated totals of the limit amount less the processed amount. If this difference is a negative amount, the value that displays in the field is zero.

**Review Limits: Excess Tab**

Select the Excess tab.

![Review Limits page: Excess tab](image)

**Limit Amount**
Displays the contract line and transaction limit amounts for this contract line.
**Processed Amount**  
Displays the processed amounts for the contract line and transaction limits. These amounts include the totals of all billable and billed transactions.

*Note.* This field is updated during the Limits process from the previous balance to a new balance. This field is impacted by any manual adjustments of bills within PeopleSoft Billing, but it may not be in sync with the manual adjustments unless the totals are recalculated.

**Excess Amount**  
Displays the excess amounts for the contract line and transaction limits. These amounts indicate all over-the-limit transactions. Click the value in this field to access the Limit Details page where you can view details for the OLT transactions and release these transactions to be billed or booked for revenue.

**Review Limits: Dates Tab**

Select the Dates tab.

![Review Limits page: Dates tab](image)

**Currency**  
Displays the contract currency. If a transaction is processed in a different currency from the contract currency, the transaction is converted to the contract currency by the Pricing Engine and then applied to the limit in the contract currency.

**Last Transaction Date**  
Displays the date of the last transaction.

**Last Processing Date**  
Displays the date that the Limit Processing Application Engine was last run for this contract line.

**Limit Reached Date**  
Displays the date that the limit amount was reached. If limits are increased using amendment processing so that all over-the-limit transactions pass limit checking, this field clears the next time that the Limits process is run with the Recalculate Total Only check box deselected.
Reviewing Limit Details and Releasing Limits

Access the Limit Details page (click the value in the Excess Amounts column of the Review Limits page).

Limit Details page

This page displays the limit type, transaction identifier, limit amount, processed amount, remaining amount, and excess amount for the specific limit.

Use the following fields to further filter search results by entering specific values in these fields. If you leave all fields blank, the search returns all over-the-limit transactions for the selected Excess Amount within your system.

**Date Type**

Select a date type to have the system retrieve all OLT transactions within the specified date range for the specified date type. If you leave this field blank, the system retrieves OLT transactions. Date type values include:

- *Trans Date* (transaction date): Select to display all over-the-limit transactions by transaction date using the date range specified.
- *Acctg Date* (accounting date): Select to display all over-the-limit transactions by transaction accounting date using the date range specified.

**From Date** and **Through Date**

Select specific from and through dates to have the system retrieve all OLT transactions within the specified date range. If you leave this field blank, the system retrieves all OLT transactions.
Search

Click to carry out a search based on the search criteria that you entered. Search results appear in the Excess Transactions group box.

Note. The Excess Transactions grid does not appear until you click Search.

Limit Details: Amounts Tab

The page displays the transaction date, accounting date, foreign amount, and Projects business unit amount for each OLT transaction.

(select) Select this check box if you want to release the over-the-limit transaction to be billed and booked as revenue.

Transaction Date Displays the transaction date of the original cost transaction from the feeder subsystem.

Accounting Date Displays the accounting date of the original cost transaction from the feeder subsystem.

Foreign Amount Displays the transaction OLT amount in the original cost transaction currency.

Projects Business Unit Amount Displays the transaction OLT amount in the PeopleSoft Project Costing business unit base currency.

Release Click this button to release the selected over-the-limit transactions. Clicking this button converts the over-the-limit transactions into billing transactions that are available for billing and revenue processing. In addition, the system runs the Limits process with the Recalculate Totals Only option selected to update the processed, remaining, and excess amounts on the Review Limits page to which you are returned.

Note. To bill or book for revenue the manually released transactions, you must run the billing processes before running the Limits Process with the Recalculate Totals Only check box deselected again.

Note. This button is not available for contracts with a classification of Government.

Limit Details: ChartFields Tab

Select the ChartFields tab.

The page displays the PeopleSoft Project Costing business unit, project, activity, source type, category, subcategory, and description for each OLT transaction. The description comes from the Target row defined for the transaction analysis type on the rate set or rate plan associated with the contract line.

Limit Details: Transaction IDs Tab

Select the Transaction IDs tab.
**Transaction ID** Displays the identifier of the OLT transaction.

**Original Transaction ID** Displays the identifier of the original cost transaction.
Chapter 22

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.

**Note.** For contracts with a classification of *Government*, you can find additional billing information in the *Contracts for Government Contracting PeopleBook*.

**See Also**

*PeopleSoft Enterprise Contracts for Government Contracting 9.1 PeopleBook*, "Managing Revenue and Billing for Government Contracts"

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.
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 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.

**Warning!** You should not make any billing adjustments to the contract lines outside the PeopleSoft Contracts system (for example, in PeopleSoft Billing or PeopleSoft Project Costing), as these changes will not flow back into PeopleSoft Contracts.

**Adjusting Amounts and Cancelling Contract Lines**

You can increase or decrease amount-based contract line amounts, as well as cancel contract lines as part of the amendment process. When increasing or decreasing contract line amounts, you must choose whether to adjust billing and revenue retroactively or to adjust billing and revenue for future events only. The adjust billing and revenue choices are independent of each other and are can be selected on the Amendment Amount Allocation page. When cancelling an amount-based contract line, you can select the Reverse Amounts option from the Amendment Amount Allocation page. This option applies to both billing and revenue. If you select the Reverse Amounts option, then you are indicating that you want to adjust billing and revenue retroactively for the cancelled contract lines. If you do not select the Reverse Amounts option, then for cancelled contract lines, the system adjusts billing and revenue for future events only.

**See Also**

- Chapter 25, "Amending Contracts," Working with Amendments, page 538

**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 view all billing activity that relates to contracts, including 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 is finalized. Billing plans with a billing method of milestone, percent complete, immediate, and value-based are included.

• Rate-based bill lines (with a system source of PBI) are inserted by the Update Contract/Projects Data process (BIPCC000) in PeopleSoft Billing after the invoice is 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 is finalized.

For billing activity originating in PeopleSoft Billing, if the bill line specifies a valid contract number and billing plan, then the row is inserted by the update Contract/Projects Data process (BIPCC000) in PeopleSoft Billing after the invoice is finalized.

\textbf{Note.} If you reverse a billing plan that includes a prepaid amount, utilization does not occur against the prepaid amount until you enter and finalize the new initial billing plan.

This table describes the use of the fields in CA_BP_XREF:

<table>
<thead>
<tr>
<th>Field</th>
<th>Key</th>
<th>Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT_NUM</td>
<td>Key</td>
<td>Yes</td>
<td>Contract number.</td>
</tr>
<tr>
<td>BILL_PLAN_ID</td>
<td>Key</td>
<td>Yes</td>
<td>Billing plan ID.</td>
</tr>
<tr>
<td>XREF_SEQ_NUM</td>
<td>Key</td>
<td>Yes</td>
<td>Sequential number. Assigned by CONTRACT_NUM, BILL_PLAN_ID.</td>
</tr>
<tr>
<td>Field</td>
<td>Key</td>
<td>Required</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>----------</td>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>XREF_STATUS</td>
<td></td>
<td>Yes</td>
<td>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).</td>
</tr>
<tr>
<td>SYSTEM_SOURCE</td>
<td></td>
<td>Yes</td>
<td>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).</td>
</tr>
<tr>
<td>EVENT_OCCURRENCE</td>
<td>Altern</td>
<td>No</td>
<td>One of the keys from CA_BP_EVENTS. May not be set for as-incurred billing.</td>
</tr>
<tr>
<td>BPLAN_LN_NBR</td>
<td>Altern</td>
<td>No</td>
<td>One of the keys from CA_BP_LINES. Not set for as-incurred billing.</td>
</tr>
<tr>
<td>CONTRACT_LINE_NUM</td>
<td>Altern</td>
<td>No</td>
<td>Contract line number.</td>
</tr>
<tr>
<td>NET_AMOUNT</td>
<td></td>
<td>No</td>
<td>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.</td>
</tr>
<tr>
<td>Field</td>
<td>Key</td>
<td>Required</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>--------</td>
<td>----------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>GROSS_AMOUNT</td>
<td></td>
<td>No</td>
<td>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.</td>
</tr>
<tr>
<td>BI_CURRENCY_CD</td>
<td></td>
<td>Yes</td>
<td>Currency code of the invoice.</td>
</tr>
<tr>
<td>BUSINESS_UNIT_BI</td>
<td></td>
<td>Yes</td>
<td>PeopleSoft Billing business unit.</td>
</tr>
<tr>
<td>PROCESS_INSTANCE</td>
<td></td>
<td>No</td>
<td>The process instance for the Contracts Billing Interface process run that inserted the row. Populated only for CBI rows.</td>
</tr>
<tr>
<td>TEMP_INVOICE</td>
<td></td>
<td>No</td>
<td>Invoice number for the temporary invoice. Populated only for CBI rows. Set when the Billing Interface is run, then cleared out when the worksheet is accepted and an invoice is assigned.</td>
</tr>
<tr>
<td>INVOICE</td>
<td></td>
<td>No</td>
<td>Invoice number for the actual invoice.</td>
</tr>
<tr>
<td>INVOICE_TYPE</td>
<td></td>
<td>No</td>
<td>Values are: REG, ACR, ARB, ADJ, and RAD. Set after finalization.</td>
</tr>
<tr>
<td>INVOICE_DT</td>
<td></td>
<td>No</td>
<td>The date of the invoice. Set after finalization.</td>
</tr>
<tr>
<td>Field</td>
<td>Key</td>
<td>Required</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----</td>
<td>----------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>NET_EXTENDED_AMT</td>
<td></td>
<td>No</td>
<td>Net amount actually on the bill. No tax or freight included. Set after finalization in PeopleSoft Billing.</td>
</tr>
<tr>
<td>GROSS_EXTENDED_AMT</td>
<td></td>
<td>No</td>
<td>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.</td>
</tr>
<tr>
<td>CONTRACT_PPD_SEQ</td>
<td></td>
<td>No</td>
<td>The prepaid sequence number. Set here if the CA_BP_LINES has it set.</td>
</tr>
<tr>
<td>BUSINESS_UNIT_PC</td>
<td></td>
<td>No</td>
<td>Project business unit.</td>
</tr>
<tr>
<td>PROJECT</td>
<td></td>
<td>No</td>
<td>Project.</td>
</tr>
<tr>
<td>LASTUPDDTTM</td>
<td></td>
<td>Yes</td>
<td>Date and time last updated. Reset every time the record is updated.</td>
</tr>
<tr>
<td>LASTUPDOPRID</td>
<td></td>
<td>Yes</td>
<td>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.</td>
</tr>
<tr>
<td>CHG_ID</td>
<td></td>
<td>No</td>
<td>Passed for amended lines or events.</td>
</tr>
</tbody>
</table>
### Field Key Required Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Key</th>
<th>Required</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO_REF</td>
<td></td>
<td>No</td>
<td>Purchase order (PO) reference number. For fixed-fee contracts if a PO number is associated with the billing plan line.</td>
</tr>
</tbody>
</table>

### Setting Fields in the Cross-Reference Table

When running the Contracts Billing Interface (CBI) 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, during the Update Contract/Projects Data process (BIPCC000).

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:

<table>
<thead>
<tr>
<th>Field</th>
<th>NEW</th>
<th>RCV</th>
<th>ACP</th>
<th>DEL</th>
<th>FIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT_NUM</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BILL_PLAN_ID</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XREF_SEQ_NUM</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XREF_STATUS</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>SYSTEM_SOURCE</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EVENT_OCCURRENCE</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>NEW</td>
<td>RCV</td>
<td>ACP</td>
<td>DEL</td>
<td>FIN</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>BPLAN_LN_NBR</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTRACT_LINE_NUM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NET_AMOUNT</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GROSS_AMOUNT</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BI_CURRENCY_CD</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSINESS_UNIT_BI</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROCESS_INSTANCE</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEMP_INVOICE</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INVOICE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>INVOICE_TYPE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>INVOICE_DT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>NET_EXTENDED_AMT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>GROSS_EXTENDED_AMT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>CONTRACT_PPD_SEQ</td>
<td>Maybe</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSINESS_UNIT_PC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROJECT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LASTUPDDTTM</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Field</th>
<th>NEW</th>
<th>RCV</th>
<th>ACP</th>
<th>DEL</th>
<th>FIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT_NUM</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>BILL_PLAN_ID</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>XREF_SEQ_NUM</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>XREF_STATUS</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>SYSTEM_SOURCE</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>EVENT_OCCURRENCE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Maybe</td>
</tr>
<tr>
<td>BPLAN_LN_NBR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTRACT_LINE_NUM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>NET_AMOUNT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GROSS_AMOUNT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>NEW</th>
<th>RCV</th>
<th>ACP</th>
<th>DEL</th>
<th>FIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI_CURRENCY_CD</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>BUSINESS_UNIT_BI</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>PROCESS_INSTANCE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEMP_INVOICE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INVOICE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>INVOICE_TYPE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>INVOICE_DT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>NET_EXTENDED_AMT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>GROSS_EXTENDED_AMT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>CONTRACT_PPD_SEQ</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSINESS_UNIT_PC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>PROJECT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>LASTUPDDTTM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>LASTUPDOPRID</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
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 and update of Contract/Projects data. 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:**

<table>
<thead>
<tr>
<th>CONTRACT_NUM</th>
<th>BILL_PLAN_ID</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA1</td>
<td>BP1</td>
<td>1000</td>
</tr>
</tbody>
</table>

**CA_BP_LINES:**

<table>
<thead>
<tr>
<th>CONTRACT_NUM</th>
<th>BILL_PLAN_ID</th>
<th>BPLAN_LN_NBR</th>
<th>GROSS_AMT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA1</td>
<td>BP1</td>
<td>1</td>
<td>400</td>
</tr>
<tr>
<td>CA1</td>
<td>BP1</td>
<td>2</td>
<td>600</td>
</tr>
</tbody>
</table>

**CA_BP_EVENTS:**

<table>
<thead>
<tr>
<th>CONTRACT_NUM</th>
<th>BILL_PLAN_ID</th>
<th>EVENT_OCCURRENCE</th>
<th>EVENT_DATE</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA1</td>
<td>BP1</td>
<td>1</td>
<td>1/1/99</td>
<td>50</td>
</tr>
<tr>
<td>CA1</td>
<td>BP1</td>
<td>2</td>
<td>10/31/99</td>
<td>50</td>
</tr>
</tbody>
</table>

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:
<table>
<thead>
<tr>
<th>Field</th>
<th>Row 1</th>
<th>Row 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT_NUM</td>
<td>CA1</td>
<td>CA1</td>
</tr>
<tr>
<td>BILL_PLAN_ID</td>
<td>BP1</td>
<td>BP1</td>
</tr>
<tr>
<td>XREF_SEQ_NUM</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>XREF_STATUS</td>
<td>NEW</td>
<td>NEW</td>
</tr>
<tr>
<td>SYSTEM_SOURCE</td>
<td>CBI</td>
<td>CBI</td>
</tr>
<tr>
<td>EVENT_OCCURRENCE</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>BPLAN_LN_NBR</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>CONTRACT_LINE_NUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NET_AMOUNT</td>
<td>200</td>
<td>300</td>
</tr>
<tr>
<td>GROSS_AMOUNT</td>
<td>200</td>
<td>300</td>
</tr>
<tr>
<td>BI_CURRENCY_CD</td>
<td>USD</td>
<td>USD</td>
</tr>
<tr>
<td>BUSINESS_UNIT_BI</td>
<td>EAST</td>
<td>EAST</td>
</tr>
<tr>
<td>PROCESS_INSTANCE</td>
<td>123123</td>
<td>123123</td>
</tr>
<tr>
<td>TEMP_INVOICE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INVOICE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INVOICE_TYPE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INVOICE_DT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NET_EXTENDED_AMT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Row 1</td>
<td>Row 2</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td>GROSS_EXTENDED_AMT</td>
<td>200</td>
<td>300</td>
</tr>
<tr>
<td>CONTRACT_PPD_SEQ</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSINESS_UNIT_PC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROJECT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LASTUPDOPRID</td>
<td>OPRID that ran the Contracts Billing Interface process</td>
<td>OPRID that ran the Contracts Billing Interface process</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Row 1</th>
<th>Row 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT_NUM</td>
<td>CA1</td>
<td>CA1</td>
</tr>
<tr>
<td>BILL_PLAN_ID</td>
<td>BP1</td>
<td>BP1</td>
</tr>
<tr>
<td>XREF_SEQ_NUM</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>XREF_STATUS</td>
<td>RCV</td>
<td>RCV</td>
</tr>
<tr>
<td>SYSTEM_SOURCE</td>
<td>CBI</td>
<td>CBI</td>
</tr>
<tr>
<td>EVENT_OCCURRENCE</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>BPLAN_LN_NBR</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>CONTRACT_LINE_NUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NET_AMOUNT</td>
<td>200</td>
<td>300</td>
</tr>
<tr>
<td>GROSS_AMOUNT</td>
<td>200</td>
<td>300</td>
</tr>
</tbody>
</table>
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:
<table>
<thead>
<tr>
<th>Field</th>
<th>Row 1</th>
<th>Row 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BILL_PLAN_ID</td>
<td>BP1</td>
<td>BP1</td>
</tr>
<tr>
<td>XREF_SEQ_NUM</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>XREF_STATUS</td>
<td>ACP</td>
<td>ACP</td>
</tr>
<tr>
<td>SYSTEM_SOURCE</td>
<td>CBI</td>
<td>CBI</td>
</tr>
<tr>
<td>EVENT_OCCURRENCE</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>BPLAN_LN_NBR</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>CONTRACT_LINE_NUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NET_AMOUNT</td>
<td>200</td>
<td>300</td>
</tr>
<tr>
<td>GROSS_AMOUNT</td>
<td>200</td>
<td>300</td>
</tr>
<tr>
<td>BI_CURRENCY_CD</td>
<td>USD</td>
<td>USD</td>
</tr>
<tr>
<td>BUSINESS_UNIT_BI</td>
<td>EAST</td>
<td>EAST</td>
</tr>
<tr>
<td>PROCESS_INSTANCE</td>
<td>123123</td>
<td>123123</td>
</tr>
<tr>
<td>TEMP_INVOICE</td>
<td>TMP-000234</td>
<td>TMP-000234</td>
</tr>
<tr>
<td>INVOICE</td>
<td>112233</td>
<td>112233</td>
</tr>
<tr>
<td>INVOICE_TYPE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INVOICE_DT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NET_EXTENDED_AMT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GROSS_EXTENDED_AMT</td>
<td>200</td>
<td>300</td>
</tr>
</tbody>
</table>
After the billing administrator has finalized the invoice in PeopleSoft Billing, the last update to the CA_BP_XREF table occurs when the Update Contract/Projects Data process (BIPCC000) in PeopleSoft Billing is run. 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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Row 1</th>
<th>Row 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT_PPD_SEQ</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSINESS_UNIT_PC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROJECT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LASTUPDOPRID</td>
<td>OPRID that accepted the worksheet</td>
<td>OPRID that accepted the worksheet</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Row 1</th>
<th>Row 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT_NUM</td>
<td>CA1</td>
<td>CA1</td>
</tr>
<tr>
<td>BILL_PLAN_ID</td>
<td>BP1</td>
<td>BP1</td>
</tr>
<tr>
<td>XREF_SEQ_NUM</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>XREF_STATUS</td>
<td>FIN</td>
<td>FIN</td>
</tr>
<tr>
<td>SYSTEM_SOURCE</td>
<td>CBI</td>
<td>CBI</td>
</tr>
<tr>
<td>EVENT_OCCURRENCE</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>BPLAN_LN_NBR</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>CONTRACT_LINE_NUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NET_AMOUNT</td>
<td>200</td>
<td>300</td>
</tr>
<tr>
<td>GROSS_AMOUNT</td>
<td>200</td>
<td>300</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Field</th>
<th>Row 1</th>
<th>Row 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI_CURRENCY_CD</td>
<td>USD</td>
<td>USD</td>
</tr>
<tr>
<td>BUSINESS_UNIT_BI</td>
<td>EAST</td>
<td>EAST</td>
</tr>
<tr>
<td>PROCESS_INSTANCE</td>
<td>123123</td>
<td>123123</td>
</tr>
<tr>
<td>TEMP_INVOICE</td>
<td>TMP-000234</td>
<td>TMP-000234</td>
</tr>
<tr>
<td>INVOICE</td>
<td>112233</td>
<td>112233</td>
</tr>
<tr>
<td>INVOICE_TYPE</td>
<td>REG</td>
<td>REG</td>
</tr>
<tr>
<td>NET_EXTENDED_AMT</td>
<td>200</td>
<td>300</td>
</tr>
<tr>
<td>GROSS_EXTENDED_AMT</td>
<td>200</td>
<td>300</td>
</tr>
<tr>
<td>CONTRACT_PPD_SEQ</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSINESS_UNIT_PC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PROJECT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LASTUPDDTMM</td>
<td>5-DEC-1998 10:08:02</td>
<td>5-DEC-1998 10:08:02</td>
</tr>
<tr>
<td>LASTUPDOPRID</td>
<td>OPRID that finalized the invoice</td>
<td>OPRID that finalized the invoice</td>
</tr>
</tbody>
</table>

**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 and the Update Contract/Projects Data process is run.
<table>
<thead>
<tr>
<th>Field</th>
<th>Row 3</th>
<th>Row 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT_NUM</td>
<td>CA1</td>
<td>CA1</td>
</tr>
<tr>
<td>BILL_PLAN_ID</td>
<td>BP1</td>
<td>BP1</td>
</tr>
<tr>
<td>XREF_SEQ_NUM</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>XREF_STATUS</td>
<td>FIN</td>
<td>FIN</td>
</tr>
<tr>
<td>SYSTEM_SOURCE</td>
<td>FBI</td>
<td>FBI</td>
</tr>
<tr>
<td>EVENT_OCCURRENCE</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>BPLAN_LN_NBR</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>CONTRACT_LINE_NUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NET_AMOUNT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GROSS_AMOUNT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BI_CURRENCY_CD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSINESS_UNIT_BI</td>
<td>EAST</td>
<td>EAST</td>
</tr>
<tr>
<td>PROCESS_INSTANCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEMP_INVOICE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INVOICE</td>
<td>112234</td>
<td>112234</td>
</tr>
<tr>
<td>INVOICE_TYPE</td>
<td>RAD</td>
<td>RAD</td>
</tr>
<tr>
<td>INVOICE_DT</td>
<td>10-JAN-1999</td>
<td>10-JAN-1999</td>
</tr>
<tr>
<td>NET_EXTENDED_AMT</td>
<td>300</td>
<td>300</td>
</tr>
</tbody>
</table>
Note that the amount here does not show any change. This is because the tax amount is handled in PeopleSoft Billing only.

**As-incurred Billing Example**

Define two rate-based contract lines.

**CA_DETAIL:**

<table>
<thead>
<tr>
<th>CONTRACT_NUM</th>
<th>CONTRACT_LINE_NUM</th>
<th>DESCR</th>
<th>OTHER FIELDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA2</td>
<td>1</td>
<td>Consulting Services</td>
<td>…</td>
</tr>
<tr>
<td>CA2</td>
<td>2</td>
<td>Consulting Services</td>
<td>…</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>CONTRACT_NUM</th>
<th>BILL_PLAN_ID</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA2</td>
<td>BP1</td>
<td></td>
</tr>
</tbody>
</table>
### 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:

<table>
<thead>
<tr>
<th>CONTRACT_NUM</th>
<th>CONTRACT_LINE_NUM</th>
<th>BUSINESS_UNIT_PC</th>
<th>PROJECT_ID</th>
<th>ACTIVITY_ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA2</td>
<td>1</td>
<td>PCBU</td>
<td>PC1</td>
<td>A1</td>
</tr>
<tr>
<td>CA2</td>
<td>1</td>
<td>PCBU</td>
<td>PC2</td>
<td>A1</td>
</tr>
<tr>
<td>CA2</td>
<td>2</td>
<td>PCBU</td>
<td>PC1</td>
<td>A2</td>
</tr>
</tbody>
</table>

### 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 and the Update Contract/Projects Data process is run:

<table>
<thead>
<tr>
<th>Field</th>
<th>Row 1</th>
<th>Row 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT_NUM</td>
<td>CA2</td>
<td>CA2</td>
</tr>
<tr>
<td>BILL_PLAN_ID</td>
<td>BP1</td>
<td>BP1</td>
</tr>
<tr>
<td>XREF_SEQ_NUM</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>XREF_STATUS</td>
<td>FIN</td>
<td>FIN</td>
</tr>
<tr>
<td>SYSTEM_SOURCE</td>
<td>PBI</td>
<td>PBI</td>
</tr>
<tr>
<td>EVENT_OCCURRENCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Field</strong></td>
<td><strong>Row 1</strong></td>
<td><strong>Row 2</strong></td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>BPLAN_LN_NBR</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>CONTRACT_LINE_NUM</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>NET_AMOUNT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GROSS_AMOUNT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BI_CURRENCY_CD</td>
<td>USD</td>
<td>USD</td>
</tr>
<tr>
<td>BUSINESS_UNIT_BI</td>
<td>EAST</td>
<td>EAST</td>
</tr>
<tr>
<td>PROCESS_INSTANCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEMP_INVOICE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INVOICE</td>
<td>112236</td>
<td>112236</td>
</tr>
<tr>
<td>INVOICE_TYPE</td>
<td>REG</td>
<td>REG</td>
</tr>
<tr>
<td>INVOICE_DT</td>
<td>31-OCT-1999</td>
<td>31-OCT-1999</td>
</tr>
<tr>
<td>NET_EXTENDED_AMT</td>
<td>400</td>
<td>200</td>
</tr>
<tr>
<td>GROSS_EXTENDED_AMT</td>
<td>400</td>
<td>200</td>
</tr>
<tr>
<td>CONTRACT_PPD_SEQ</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSINESS_UNIT_PC</td>
<td>PCBU</td>
<td>PCBU</td>
</tr>
<tr>
<td>PROJECT</td>
<td>PC1</td>
<td>PC2</td>
</tr>
<tr>
<td>LASTUPDOPRID</td>
<td>OPRID that finalized the invoice</td>
<td>OPRID that finalized the invoice</td>
</tr>
</tbody>
</table>
Reviewing and Reversing Billing Activity

This section lists a prerequisite 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


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

<table>
<thead>
<tr>
<th>Billing Business Unit</th>
<th>PeopleSoft Billing business unit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Plan ID</td>
<td>Each contract can contain multiple billing plans. You must select a contract number before you can search by billing plan ID.</td>
</tr>
<tr>
<td>Billing Plan Status</td>
<td>You can search for billing plans with a specific billing plan status.</td>
</tr>
<tr>
<td>Bill To Customer</td>
<td>Customer receiving the invoice.</td>
</tr>
<tr>
<td>Business Unit</td>
<td>PeopleSoft Contracts business unit.</td>
</tr>
<tr>
<td>Contract Classification</td>
<td>You can search for billing plans attached to contracts with a specific contract classification. You select a value for the contract classification when creating a new contract. The contract classification selection determines the way that fields and pages are displayed in the PeopleSoft Contracts application. Values for the Contract Classification field include: Standard, Internal, Government, and Federal Reimbursable Agreement.</td>
</tr>
<tr>
<td>Detail</td>
<td>Click this link to view pending and billed amounts, events, or milestones associated with a billing plan.</td>
</tr>
<tr>
<td>History</td>
<td>Click to view the billing history for events or projects associated with this billing plan.</td>
</tr>
</tbody>
</table>
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 *Ready*. 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

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Billing - Plans</td>
<td>CA_BI_MGMT_INQ_PNL</td>
<td>Customer Contracts, Review Billing, Plans</td>
<td>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 <em>Pending</em> or <em>Ready</em>. Reverse billing for <em>Milestone, Percent Complete</em>, <em>Value-Based</em>, and <em>Immediate</em> billing plans.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Note.</strong> To reverse billing for an entire contract, access the Contract Reversal page.</td>
</tr>
<tr>
<td>Review Billing - Events</td>
<td>CA_BI_MGMT_EVENTS</td>
<td>Customer Contracts, Review Billing, Events</td>
<td>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.</td>
</tr>
<tr>
<td>Review Billing - As Incurred</td>
<td>CA_BI_MGMT_AI_PNL</td>
<td>Customer Contracts, Review Billing, As Incurred</td>
<td>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.</td>
</tr>
</tbody>
</table>
Reviewing or Reversing Billing Activity for Billing Plans


**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.

**Fee Type**

To view billing plans, you must select a value of None in the Fee Type group box. For contracts with a classification of Government, you can select other values in this field.
**Review Billing - Plans Page: Contract Billing Information Tab**

(check box) Select 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 *Pending*.

Ready Select to update the status of the selected event to *Ready*.

Reversal in Progress Select to reverse all or a portion of the billing that has been billed for the selected billing plan. Click the Update Plan Status button to reverse the billing. If the billing plan status is *Completed*, and all billing plan lines have been successfully reversed, the next time that you run CA_BI_INTFC, the system updates the plan status to *Reversed*.

*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 Revenue - Plans**

Click the Review Revenue - Plans link to access the Review Revenue - Plans page.

**Review Billing - Plans Page: Billing Financial Information Tab**

Select the Billing Financial Information tab.
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 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**
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.

**Fee Type**

To view billing events, you must select a value of None in the Fee Type group box. For contracts with a classification of Government, you can select other values in this field.

**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 *Completed* 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 *Reversal In Progress*. This reversal is then available to be picked up by the billing process. After 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 *Reversed*. After all events for a billing plan are in a status of *Reversed*, the CA_BI_INTFC process sets the status of the billing plan to *Reversed*.

**Note.** This selection does not apply to *Percent Complete* events.

**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 value 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 PeopleSoft 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 Contracts billing cross-reference table.
Reviewing Statuses for As-Incurred Billing Plans


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.

Fee Type

To view as incurred billing, you must select a value of None in the Fee Type group box. For contracts with a classification of Government, you can select other values in this field.

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 23

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 can be applied to one or more rate-based contract lines. In addition, the amount can be used against all or a portion of the billing activity for the applicable contract lines.

Note. You cannot have prepaid amounts on internal contracts.

This section discusses:

- Prepaid balance types.
- Prepaid statuses.
- Prepaid amounts: billing and utilization.
- Prepaid accounting.
- Billing plan assignment.
- Prepaid streamlining.
- Prepaid balance processing.
- Prepaid amounts: tracking.
- Prepaid amendments.
- Example of a prepaid.

Prerequisite

Before you can set up prepaid amounts for a contract, you must first set up a contract.
Prepaid Balance Types

These are the prepaid balance types:

**Inclusive**
Prepaid amount that is included in the negotiated amount of other goods or services. Inclusive prepaid amounts (also known as inclusive prepaids) are deducted from the amount to allocate on the Negotiated Amount Allocation page. You can 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

These are the prepaid status values:

**Pending**
When you first create 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 amount to *Ready* after you have captured all information that is associated with the prepaid and assigned it to a billing plan. After you update a status to *Ready*, the system performs edit checks and the prepaid amount is eligible for initial billing and utilization.

After changing the prepaid status to *Ready*, the user can modify the Deferred Revenue Distribution fields. If utilization has begun or if initial billing has been processed, the purchased amount of the prepaid can be modified using the amendment mode.

---

**Note.** Inclusive prepaids are included in the negotiated amount allocation when 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*. When the prepaid balance is complete, you cannot update the status. You must change billing and utilization directly in PeopleSoft Billing.
Prepaids can be cancelled from any status value. You can manually change the status of a prepaid to **Cancelled** if the following conditions are met:

- The remaining prepaid balance equals the original prepaid balance.
  
  This condition implies that no utilization has been finalized in PeopleSoft Billing.

- The committed prepaid balance equals zero.
  
  This condition 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 condition implies that the initial bill was either credited or cancelled in PeopleSoft Billing.

When cancelled, a prepaid cannot be reopened.

This table shows the relationship between billing plan status and prepaid status:

<table>
<thead>
<tr>
<th>Billing Plan Status</th>
<th>Prepaid Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>You can change prepaid status to any status except <em>Completed</em>. If you no longer want the prepaid, set it to a status of <em>Cancelled</em>.</td>
</tr>
<tr>
<td>Ready</td>
<td>You can change prepaid status to <em>Cancelled</em> only.</td>
</tr>
<tr>
<td>In Progress</td>
<td>Prepaid status is <em>Ready</em> and cannot be changed.</td>
</tr>
<tr>
<td>Action Required</td>
<td>Prepaid status is <em>Ready</em> and cannot be changed.</td>
</tr>
<tr>
<td>Cancelled</td>
<td>You can set prepaid status to <em>Cancelled</em>. However, if utilization has occurred, all amounts must first be backed out.</td>
</tr>
<tr>
<td>Completed</td>
<td>You can set prepaid status to <em>Completed</em>. However, the prepaid must first be fully depleted.</td>
</tr>
<tr>
<td>Recycled</td>
<td>Prepaid status is <em>Ready</em> and cannot be changed.</td>
</tr>
<tr>
<td>Reversal In Progress</td>
<td>Prepaid status is <em>Ready</em> and cannot be changed.</td>
</tr>
<tr>
<td>Reversed</td>
<td>Prepaid status is <em>Ready</em> and cannot be changed.</td>
</tr>
</tbody>
</table>
Establishing Prepaid Amounts Chapter 23

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 that is associated with fixed-amount 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 from that of the prepaid. The billing plan that is linked to the prepaid is used for the initial billing of the prepaid amount. The billing plan that is 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 can choose to use the prepaid balance against any of these activities:

- All billing activity for all (or some) rate-based contract lines that are contained in the contract.
- All billing activity for one rate-based contract line that is contained in the contract.
- All billing activity for a particular project or activity that is associated with a rate-based contract line that is 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 preceding.

When PeopleSoft Contracts sends rate-based billing activity to PeopleSoft Billing, PeopleSoft Contracts creates additional utilization rows and sends those to PeopleSoft Billing to net out billable amounts. As these rows are sent to PeopleSoft Billing, the prepaid committed amount is increased. After billing is finalized by the PeopleSoft 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 enables users to define and bill independent amounts other than the actual rate-based transactions that are 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 that is associated with 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.
Chapter 23 Establishing Prepaid Amounts

**Note.** The accounting that is specified in the prepaid table does not depend upon your selection of the deferred revenue option on the contract line.

**Note.** Deferred revenue can be modified after the prepaid status is set to **Ready**. However, modifications to the deferred revenue distribution fields are not tracked with Amendments. Any modifications made to these fields are only applicable to processing performed after the modification is saved.

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 that are sent to PeopleSoft Billing is the same unbilled AR distribution that is found on the corresponding billing row. When 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, this 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.

### Billing Plan Assignment

You can assign prepaids to billing plans using one of two methods:

- **Billing plan template**

  Use billing plan templates to streamline the billing plan creation process. You can set up billing plan template defaults at the PeopleSoft Contracts business unit level. The values that you enter at the business unit level appear by default on the prepaid. Select a billing plan template or accept the default billing plan template on the Initial Billing tab of the Prepaids page.

  If you use a billing plan template to create the initial billing plan for the prepaid, the system creates the billing plan when the prepaid status is changed to **Ready**. In addition, if the option to automatically ready the billing plan was selected on the billing plan template, the system sets the billing plan status to **Ready**.

- **Assign Billing Plan page**

  If you do not select a billing plan template when creating your prepaid, you must use the Assign Billing Plan page to assign a billing plan manually for the prepaid sequence. Use the Billing Plans link in the Go To field on the Prepaid component to reach the Assign Billing Plan page.
PeopleSoft Contracts enables you to unlink an initial billing plan after it has been created or assigned. You can unlink the billing plan and relink the prepaid to another plan, or create a new billing plan. You perform these tasks on the Assign Billing Plan page in the Prepaids to be Assigned/Unassigned group box.

See Also


Prepaid Streamlining

PeopleSoft Contracts streamlines the prepaid process by enabling the system to set the initial billing plan to a Ready status automatically if you selected the Ready option on the billing plan template. In addition, PeopleSoft Contracts streamlines the prepaid process by supplying default values from the business unit level onto the prepaid component. Follow these rules for readying the billing plan automatically:

- If you use a billing plan template to create the initial billing plan, a check box on the billing plan template indicates whether the system should mark the initial billing plan Ready automatically when the prepaid status changes to Ready. You must select this option on the billing plan template for automation to occur.
- If any contract lines, in addition to prepaids, are assigned to the billing plan, the system cannot change the billing plan status to Ready until the contract has an Active status.
- If contract lines, in addition to prepaids, are assigned to the billing plan, and the contract has an Active status, when you change the prepaid status to Ready, the system changes the billing plan to Ready.
- If multiple prepaid sequences are assigned to the billing plan, the system does not change the billing plan status to Ready until all of the prepaid sequences that are associated with the billing plan have Ready statuses.

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 very similar to a fixed-amount contract line. The timing and percentage to be billed depends on the status and events of the billing plan that is 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 (BIIF0001).
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 that is 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 an available balance exists, 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 that is committed to be utilized. When the process finishes, 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, in which 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.

**Note.** If you selected the *Tax on Utilization* option for prepaid tax timing, utilization occurs prior to the initial billing plan being sent to PeopleSoft Billing and finalized. The utilization occurs after the bill plan has been created, and it does not have to have been processed.

The initial billing plan must still have been created before you set the prepaid status to *Ready*. In addition, before you allow the prepaid status to become complete, the initial billing plan must be processed and finalized.

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).

Prepaid Amounts: Tracking

When adding a prepaid amount to a contract, the system tracks three amounts that are associated with that prepaid balance: purchased 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.

<table>
<thead>
<tr>
<th>Purchased Amount</th>
<th>Remaining Amount</th>
<th>Committed Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>100,000.00 USD</td>
<td>100,000.00 USD</td>
<td>0</td>
</tr>
</tbody>
</table>

2. A utilization of 25,000 USD is sent to PeopleSoft Billing through the Contracts Billing Interface process.

<table>
<thead>
<tr>
<th>Purchase Amount</th>
<th>Remaining Amount</th>
<th>Committed Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>100,000.00 USD</td>
<td>100,000.00 USD</td>
<td>25,000.00 USD</td>
</tr>
</tbody>
</table>

3. A utilization of 25,000 USD is finalized in PeopleSoft Billing.

<table>
<thead>
<tr>
<th>Purchase Amount</th>
<th>Remaining Amount</th>
<th>Committed Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>100,000.00 USD</td>
<td>75,000.00 USD</td>
<td>0</td>
</tr>
</tbody>
</table>

Prepaid Amendments

Changes are allowed on the Prepaids page when the prepaid status is Ready. A user can reduce the prepaid amount up to the unused prepaid amount. No limit exists if the user increases the prepaid amount.

Once the prepaid Purchased Amount is modified and the amendment is processed, the initial billing has to be processed for the modified difference amount. The user should review the bill plan if the status of the bill plan is set to Action Required.

If the modified prepaid is inclusive, then it must be included in the negotiated amount of a contract by allocating the difference on the Amendment Amount Allocation page. Before changing the amendment status to Ready, the modified inclusive prepaid should be allocated on the Amendment Amount Allocation page and the allocation should be set to Complete.

If the prepaid that is modified in amendment mode is inclusive, then the change in the purchased amount should be included in the negotiated amount of the contract by allocating the difference in the prepaid amount on the Amendment Amount Allocation page. This must be performed in for Amount Allocation to be set to Complete.

The Deferred Revenue Distribution ChartFields remain open until the prepaid is closed. Any changes made to the deferred revenue distribution fields are applicable to processing performed after the change is saved.

Example of a Prepaid

This example shows the accounting implications of a 100,000.00 USD prepaid and the utilization against it. Column headings are abbreviated. Full spellings are billed accounts receivable (Billed AR), deferred revenue (Deferred Rev), and unbilled accounts receivable (UAR).

<table>
<thead>
<tr>
<th>Steps</th>
<th>Billed AR</th>
<th>Deferred Rev</th>
<th>UAR</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial prepayment is billed. PeopleSoft Billing creates the entries in the columns to the right:</td>
<td>100,000.00</td>
<td>(100,000.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20,000.00 USD of billable transactions sent to PeopleSoft Billing. PeopleSoft Billing creates the entries in the columns to the right:</td>
<td>20,000</td>
<td></td>
<td>(20,000.00)</td>
<td></td>
</tr>
<tr>
<td>20,000.00 USD of billable transactions are utilized. PeopleSoft Billing creates the entries in the columns to the right:</td>
<td>(20,000.00)</td>
<td></td>
<td>20,000.00</td>
<td></td>
</tr>
<tr>
<td>The Contract-to-GL process sends billable transactions to PeopleSoft General Ledger. PeopleSoft Contracts creates the entries in the columns to the right:</td>
<td>20,000.00</td>
<td></td>
<td></td>
<td>(20,000.00)</td>
</tr>
<tr>
<td>Steps</td>
<td>Billed AR</td>
<td>Deferred Rev</td>
<td>UAR</td>
<td>Revenue</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-----------</td>
<td>--------------</td>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>The Contract-to-GL process sends utilization rows to PeopleSoft General Ledger. PeopleSoft Contracts creates the entries in the columns to the right:</td>
<td></td>
<td>20,000.00</td>
<td>(20,000.00)</td>
<td></td>
</tr>
<tr>
<td>81,000.00 USD of billable transactions are sent to PeopleSoft Billing. PeopleSoft Billing creates the entries in the columns to the right:</td>
<td>81,000.00</td>
<td>(81,000.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>80,000.00 USD of billable transactions are utilized. (1,000.00 USD cannot be utilized because prepaid balance is fully decremented.) PeopleSoft Billing creates the entries in the columns to the right:</td>
<td>(80,000.00)</td>
<td>80,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Contract-to-GL process sends billable transactions to PeopleSoft General Ledger. PeopleSoft Contracts creates the entries in the columns to the right:</td>
<td></td>
<td>81,000.00</td>
<td>(81,000.00)</td>
<td></td>
</tr>
</tbody>
</table>
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 discusses how to:

- Define prepaid amounts.
- Associate prepaids with contract lines.
- Set up initial billing.
- Set up deferred revenue distribution.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Billed AR</th>
<th>Deferred Rev</th>
<th>UAR</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Contract-to-GL process sends utilization rows to PeopleSoft General Ledger. PeopleSoft Contracts creates the entries in the columns to the right:</td>
<td></td>
<td>80,000.00</td>
<td>(80,000.00)</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>101,000.00 awaiting cash collection</td>
<td>0</td>
<td>0</td>
<td>(101,000.00)</td>
</tr>
</tbody>
</table>

Common Elements Used in This Chapter

- Click to access the Header Details page, where you can view contract header information such as the contract administrator, contract type, and contract classification.

Billing Plans

Select the Billing Plans link to access the Assign Billing Plan page, where you can unlink the billing plan from the prepaid, relink the prepaid to another billing plan, or create a new billing plan for the prepaid.
Page Used to Establish Prepaid Amounts

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
</table>
| Prepaids  | CA_PPD_CONTRACT | • Customer Contracts, Determine Price and Terms, Prepaid Balances, Prepaids  
• Click the Prepaids link in the Go To drop-down list box on any page of the Contract component. | Establish prepaid balance amounts. |

Defining Prepaid Amounts

Access the Prepaids page (Customer Contracts, Determine Price and Terms, Prepaid Balances, Prepaids).

Prepaids page: General tab

Prepaids Header

Amendment Number Displays the current amendment number if the contract was amended through amendment processing. This field is visible after the contract is activated.
Chapter 23 Establishing Prepaid Amounts

**Contract Prepaid Totals**

**Purchased Amount** Displays the sum of the purchased amounts for all prepaid sequences in the Prepaids for this Contract grid on the General tab of the Prepaids page. Prepaids with a *Cancelled* status are not included in this total.

**Remaining Amount** Displays the sum of the remaining amounts for all prepaid sequences in the Prepaids for this Contract grid on the General tab of the Prepaids page. Prepaids with a *Cancelled* status are not included in this total.

**Committed Amount** Displays the sum of the committed amounts for all prepaid sequences in the Prepaids for this Contract grid on the General tab of the Prepaids page. Prepaids with a *Cancelled* status are not included in this total.

**Amend Contract** Click this button to access the Amendments page. This field is available when a contract is activated.

If no pending amendment has been created, then clicking this button takes the user to the Amendments page, where the user can enter the amendment type and reason. If the contract has a pending amendment, then that amendment becomes active and all fields that are enabled for amending are enabled.


Once this button is clicked, any modifications that were previously made to the prepaids appear on the page, and the user can change the values. If no modifications were previously made, then the original values appear and the user can modify the values from their original value.

The View Current button becomes visible once the Amend Contract button is clicked.

Any changes made to the purchased amount of any of the prepaids is captured and saved to the CA_CHG_DTL table.

**View Current** This button becomes visible when the contract is active and the Amend Contract button is clicked. Click this button to hide any changes made to the Prepaids page and display all original values.

---

**Prepaids for this Contract**

**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.

If in amendment mode, the purchased amount can be increased without any restrictions. However, if the amount is being reduced, the user cannot reduce the prepaid amount to any value less than the unused amount. In other words, the purchased amount cannot be reduced to a value below the value of this formula: remaining amount of prepaid - committed amount of prepaid.

If the Amend Contract button was not clicked or if the View Current button was clicked, then the original prepaid amount appears. This value comes from CA_PREPAID_TBL.

If an amount was previously entered in amendment mode, then that new value appears.

When a user changes this field and saves the page, the old value and the new value of the purchased amount are recorded in the Amendment detail table (CA_CHG_DTL), which is visible on the Amendment Detail page.

---

**Note.** If a prepaid amount has not been used and its bill plan has not been processed, then the user cannot modify the prepaid amount in amendment mode. The user must manually change the bill plan status to *Pending* and then the prepaid status to *Pending*. When the prepaid status is changed to *Pending*, the amount of the prepaid can be modified to any amount without it being tracked in amendment mode.

**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. Deselect 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 use is the remaining amount less the committed amount.

**Depleted Date**

Displays the system date on which the remaining amount of the prepaid became zero.

**Billing Plans**

Click to access the Assign Billing Plan page, where you can unlink the billing plan from the prepaid, relink the prepaid to another billing plan, or create a new billing plan for the prepaid.
Associating Prepaids with Contract Lines

Access the Prepaids page (Customer Contracts, Determine Price and Terms, Prepaid Balances, Prepaids, select the Utilization tab).

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 make up the unique key of the prepaid sequence table.

Click to increase the Use Sequence number of a prepaid. The prepaid must be in a Ready status for it to be moved.

Click to decrease the Use Sequence number of a prepaid. The prepaid must be in a Ready status for it to be moved.

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.

Select if this prepaid amount should be applied against all rate-based lines on this contract.

Note. If you have value-based billing or recurring plans assigned to this contract, the prepaid is not applied to the contract lines that are associated with any value-based billing plans. The system applies prepaids to rate-based contract lines that are 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.

**Note.** If you want to assign more than one contract line to the prepaid, leave this field blank. You can then assign multiple contract lines to a prepaid on the Utilization Criteria page.

**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 that is 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

Access the Prepaids page (Customer Contracts, Determine Price and Terms, Prepaid Balances, Prepaids, select the Initial Billing tab).

![Prepaids page: Initial Billing tab](image-url)
### Billing Plan
Displays the associated billing plan for the prepaid amount. Prepaid amounts can be associated with billing plans with a method of *Milestone, Percent Complete, or Immediate.*

**Note.** This field does not appear on the page until a billing plan has been associated with the prepaid sequence.

### Billing Plan Status
Displays the status of the associated billing plan. Click this link to access the billing plan component, where you can manage the billing plan.

**Note.** This field does not appear on the page until a billing plan has been associated with the prepaid sequence.

### Billing Plan Template
Select a billing plan template to associate with the prepaid contract line. The billing plan template automates the creation of the billing plan.

If a default billing plan template was defined at the business unit level for prepaids, this value appears by default in this field.

**Note.** If you do not want to use a billing plan template to create a billing plan for the prepaid, you must select the *Billing Plan* link in the Go To field to access the Assign Billing Plan page, where you can manually assign a billing plan for the prepaid sequence.

**Note.** If you associate both contract lines and prepaids with a billing plan template that has a basis date source option of *Contract Line Start Date,* the system uses the contract line start date to build events for the billing plan. However, if you associate only prepaids with a billing plan template that has a basis date source option of *Contract Line Start Date,* the system uses the current date to build the events for the billing plan.

### Bill Plan Detail Template ID
Select a billing plan detail template to associate with the prepaid contract line. Use the billing plan detail template to override the billing defaults that are defined for a contracts billing business unit and contract header.

If a default billing plan detail template ID was defined at the business unit level for prepaids, this value appears by default in this field.

**Note.** If you want to select a bill plan detail template, you must also select a value in the Billing Plan Template field.

### 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 used, the BIL row is taxed but no backing out of taxes occurs on the UTL row.

**Note.** If tax exempt, select *Tax on Utilization.*

If a default prepaid tax timing was defined at the business unit level, this value appears by default in this field. To view or edit tax information, access the billing plan.

**Note.** If you select *Tax on Initial Bill* and the tax parameters that you enter 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

Access the Prepaids page (Customer Contracts, Determine Price and Terms, Prepaid Balances, Prepaids, select the Deferred Revenue Distribution tab).
Note. The system books the prepaid to deferred revenue as specified here, regardless of whether 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 that is useful for profitability and cash flow analysis, for example.

**Project**
- Captures additional information that is useful for project accounting. When the deferred revenue accounting entry is made, the Project field is populated from the project that is 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 for you 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 that are 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 can 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 to expenses.

This section discusses how to:

- Define utilization criteria.
- View utilization history.

Pages Used to Define and View Utilization of Prepaid Amounts

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
</table>
| Utilization Criteria | CA_PPD_UTL_PNL  | • Customer Contracts, Determine Price and Terms, Prepaid Utilization Rules, Utilization Criteria  
|                   |                 | • Click the Utilization Criteria link on the Utilization tab of the Prepaids 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 and Terms, Prepaid Utilization Rules, Utilization History  
|                   |                 | • Click the Utilization Criteria link on the Utilization tab of the Prepaids 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 (Customer Contracts, Determine Price and Terms, Prepaid Utilization Rules, Utilization Criteria).
Utilization Criteria page

The utilization description for billing, prepaid use sequence number, expiration date, purchased amount, remaining amount, and committed amount that you defined for this prepaid amount on the Prepaids page appear.

The system displays whether you designated this prepaid amount *Use for all Contract Lines* or whether 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 that are associated with the contract line numbers that you specify. Alternatively, you can select specific values for these fields.

**Line Num** (line number) If you specified use for a specific line number, that line number appears. Otherwise, you can select as many active rate-based lines on the contract as required.

**Note.** If you chose to apply utilization against all contract lines in the contract, this field does not appear on the page.
PC Bus Unit (PeopleSoft Project Costing business unit)

Select a PeopleSoft Project Costing business unit for this contract line. The list of PeopleSoft Project Costing business units consists of those that share the same general ledger business unit as the Contract business unit for the contract. 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

To associate your contract line with a PeopleSoft Project Costing activity identifier, select an activity ID. The list contains all activities that are defined for the project that you selected. Activities are the individual tasks or events that make up 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 13, "Working with PeopleSoft Project Costing," page 185

Viewing Utilization History.

Access the Utilization History page (Customer Contracts, Determine Price and Terms, Prepaid Utilization Rules, Utilization History)
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 used 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

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepaid Balances - Audit History</td>
<td>CA_PPD_HISTORY</td>
<td>Customer Contracts, Determine Price and Terms, Prepaid Balances, Audit History</td>
<td>Monitor prepaid activity, such as changes in prepaid status that have occurred for each contract prepaid amount.</td>
</tr>
</tbody>
</table>
Monitoring Prepaid Activity

Access the Prepaid Balances - Audit History page (Customer Contracts, Determine Price and Terms, Prepaid Balances, Audit History).

**Prepaid Balances - Audit History page**

**Contract Prepaid Totals**

**Purchased Amount** Displays the sum of the purchased amounts for all prepaid sequences in the Prepaids for this Contract grid on the General tab of the Prepaids page. Prepaids with a *Cancelled* status are not included in this total.

**Remaining Amount** Displays the sum of the remaining amounts for all prepaid sequences in the Prepaids for this Contract grid on the General tab of the Prepaids page. Prepaids with a *Cancelled* status are not included in this total.

**Committed Amount** Displays the sum of the committed amounts for all prepaid sequences in the Prepaids for this Contract grid on the General tab of the Prepaids page. Prepaids with a *Cancelled* status are not included in this total.

**Prepaid Audit History**

**Purchased Amount** Displays the full amount of the specific prepaid sequence 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.
<table>
<thead>
<tr>
<th>Action Type</th>
<th>Displays a description of the change that was made.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Displays the prepaid amount status after the change has been made.</td>
</tr>
<tr>
<td>Remaining Amount</td>
<td>Displays the prepaid amount that has not yet been utilized.</td>
</tr>
</tbody>
</table>
Chapter 24

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.
- Price renewals plans.
- Apply discounts and surcharges to renewals.
- Review renewals.
- Process renewals.

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, for which 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, select the renewal action (manual versus automated renewal), 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. If you select a renewal plan template for a product, the system creates a renewal plan upon your saving of the contract line.

This flowchart illustrates the renewals process flow:
Defining Renewable Products, Templates, and Contract Lines

This section provides an overview of renewal actions, renewal plan templates, and renewable contract lines and lists the pages used to define renewable products, templates, and contract lines.
Understanding Renewal Actions, Renewal Plan Templates, and Renewable Contract Lines

You must designate a product as renewable when defining the product on a contract line to associate the product with a renewal plan. At that time, you select the renewal action (manual versus automated), and you can optionally select a renewal plan template. You can designate only fixed amount products (those with amount or percent price types) as renewable.

This section discusses:

- Renewal actions.
- Renewal plan templates.
- Renewable contract lines.

Renewal Actions

When defining a fixed amount product, you designate the product as renewable and select a renewal action of Manual or Automatic. You designate the renewal action on the Product Definition - Contracts Options page; however, you can override the renewal action when adding the product to a contract line on the Add Contract Lines page.

**Manual**

A manual renewal requires you to confirm with the customer before converting the renewal to a new sale. To process a renewal manually, click the Approve button on the Define Renewal Cycle page. Before processing renewals, you may want to click the Reprice button to ensure that the price is correct.

**Automatic**

Automatic renewals enable you to take a previously successful sale of a renewal and convert it to a new sale without the need for customer confirmation. To have the system process a renewal automatically, click the Process Renewals button on the Review Renewals page or use the Process Renewals run control page.

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 contract line. All renewed products are assigned to the next cycle upon approval of the previous cycles.

Create renewal plan templates on the Renewal Plan Template page.

**Note.** You can assign renewal templates to fixed-amount products only.

With renewal templates, you can:

- Choose a default renewal template when setting up a renewable product.
- Specify whether or not to ready the billing and revenue plans upon renewal processing.
- Create a renewal plan manually by clicking the Create Plan button.
Select an accounting distribution option to determine whether to create the accounting distribution for the new contract line from the default or the source renewable contract line.

Select the amount for the system to pass to PeopleSoft Enterprise Pricer to calculate the renewal price.

The rules for renewal templates are:

- Templates are for fixed-fee renewals only.
- You can set up renewal templates before defining the renewal product.
- 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.

**Renewable Contract Lines**

Select a renewable product for a contract line on the Add Contract Lines page. The setup steps for the contract line are the same as those for nonrenewable contract lines, with two exceptions:

- For renewable contract lines, you must enter a start date and an end date for the renewable contract line.
- For renewable contract lines, you cannot combine like renewal templates. If you want multiple contract lines that you are about to add to a contract to be assigned to the same renewal plan, you must:
  1. Manually create a new renewal plan with the cycles you need using the Define Renewal Plan component.
  2. Manually assign all desired and already created contract lines to the first cycle in that new renewal plan using the Assign Cycles component.

**See Also**


### Pages Used to Define Renewable Products, Templates, and Contract Lines

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product Definition - Contracts Options</td>
<td>PROD_CONTRACTS</td>
<td>Products, Identify Product Details, Definition, Contracts Options</td>
<td>Define a product or service as renewable for use on your contract lines. You can optionally select a renewal plan template on this page. See PeopleSoft Enterprise Order to Cash Common Information 9.1 PeopleBook, &quot;Setting Up Products,&quot; Establishing Product Contract Options.</td>
</tr>
<tr>
<td>Hold Reason</td>
<td>CA_HOLD_RSN</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Hold Reason</td>
<td>Define hold reasons by setID to use when placing renewal cycles on hold.</td>
</tr>
</tbody>
</table>

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### Defining Renewal Plans and Renewal Cycles

This section provides an overview of renewal plans, renewal cycles, and renewal statuses, lists prerequisites and common elements, and discusses how to:

1. Create renewal plans.
2. Define renewal cycle parameters.
3. View renewable contract line details.
Understanding Renewal Plans, Renewal Cycles, and Renewal Statuses

This section discusses:

- Renewal plans and renewal cycles.
- Renewal statuses.

**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:

- A single contract line.
- A group of contract lines on the same contract.
- A group of contract lines spanning two or more contracts.

You can generate one or multiple contract lines from a single renewal plan. You can also assign multiple contract lines to one renewal cycle. If you do so, 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 (PeopleSoft Payables upgrade and PeopleSoft General Ledger upgrade) and you want to renew both lines but finish this task with only one new contract line named *Financials Upgrade*, assign both contract lines to the same renewal cycle and select *Consolidated* for the Create Target Lines option to obtain a consolidated contract line. If, instead, you choose to keep the contract lines separated, either assign each contract line to a separate renewal cycle or assign both contract lines to the same renewal cycle and select *Individual* for the Create Target Lines option 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 Define Renewal Plan page. However, you can only approve a renewal cycle on the Define Renewal Cycle page.

View-only values about renewal lines also appear on these PeopleSoft Contracts pages:

- 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.
Once you assign a contract line to a renewal 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 shows the flow between the status values and the functionality related to the renewal plan cycle status:

### Renewal Plan
- **Pending**: When you create a renewal plan, the system sets the status to *Pending*. The system does not edit-check Pending renewal plans when they are 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
- **Pending**: Data fields not enterable. No edits performed.
- **In Progress**: Data fields enterable. Edits performed validating that required data fields are complete.
- **Ready**: New contract lines created. Line status changed to Renewed for all lines linked to the renewal cycle.
- **Done**: If 1st cycle, renewal plan status set to In Progress. Current cycle set to next number.

Renewal plan and cycle status flows

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 they are 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 status values are:
**Pending**

When you create a renewal plan, the system generates a renewal cycle for that renewal plan. The default status is *Pending*. 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.

*Note.* The Approve button is available only for renewals with a renewal action of *Manual*.

**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.

### Prerequisite

Select a renewable product for a contract line with an *Active*, *Pending*, or *Cancelled* 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 Define Renewal Plan page. 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 a renewal cycle and what processing can occur against that renewal cycle. *Pending* appears by default as the cycle status when a new cycle is created. Only pending cycles can be assigned. After assigning a renewal cycle to the renewal plan, you can update the status to *Ready*.

  When you save a renewal cycle to a cycle status of *Ready*, the system displays the Approve button.

  *Note.* The Approve button is available only for renewals with a renewal action of *Manual*.

- **End Date** (source 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 Amount.

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 (source 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

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define Renewal Plan</td>
<td>CA_RNW_PKG_PNL</td>
<td>• Customer Contracts, Define Renewals, Plan, Define Renewal Plan</td>
<td>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 Pending).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Click the Create Plan button on the Renewals tab of the Contract - Lines page.</td>
<td></td>
</tr>
<tr>
<td>Define Renewal Cycle</td>
<td>CA_RNW_CYCLE2_PNL</td>
<td>Customer Contracts, Define Renewals, Cycle, Define Renewal Cycle</td>
<td>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.</td>
</tr>
</tbody>
</table>
### Creating Renewal Plans


#### Define Renewal Plan page

<table>
<thead>
<tr>
<th>Unit</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select the PeopleSoft Contracts business unit to which this renewal plan applies.</strong></td>
<td><strong>Displays the plan status, which controls the updates that can be made to a renewal plan and the processing that can occur against a renewal plan.</strong></td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal Terms Notes</td>
<td>CA_RNW_TERMS_NOTES</td>
<td>Click the Terms and Conditions link on the Define Renewal Cycle page.</td>
<td>Enter internal contract notes for your renewal plan.</td>
</tr>
<tr>
<td>Renewable Line Detail</td>
<td>CA_RNW_LINE</td>
<td>Customer Contracts, Define Renewals, Contract Lines</td>
<td>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.</td>
</tr>
</tbody>
</table>
Revenue Plan Template  Select a revenue plan template to associate with this renewal plan. If you previously selected a revenue plan template on the associated renewal plan template, that revenue plan template appears. This field is optional.

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

This field displays the value that was entered as a default on the renewal plan template for automatic creation of the renewal plan and renewal cycle. You can override the default value here. If you select this check box, the system automatically sets the status of the associated revenue plan to *Ready* upon renewal cycle approval. If you do not select this check box, the system creates the revenue plan in *Pending* status.

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

Bill Plan Template  Select a bill plan template to associate with this renewal plan. If you previously selected a bill plan template on the associated renewal plan template, that revenue plan template appears. This field is optional.

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

This field displays the value that was entered as a default on the renewal plan template for automatic creation of the renewal plan and renewal cycle. You can override the default value here. If you select this check box, the system automatically sets the status of the associated billing plan to *Ready* upon renewal cycle approval. If you do not select this check box, the system creates the billing plan in *Pending* status.

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

Detail Template  Select a billing plan detail template to associate with this renewal plan. If you previously selected a billing plan detail template on the associated renewal plan template, that revenue plan template appears. This field is optional.

Renewal Cycles

In the Renewal Cycles grid, define the products and product attributes specific to this renewal plan.

**Cycle**  Displays the system-generated 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.

**Quantity**  Displays the quantity for the product on the contract line assigned to this renewal cycle if the associated renewal cycle status is *Done*. If the renewal cycle status is *Pending* or *Ready*, the target contract line does not yet exist and this field is available for entry.
UOM (unit of measure) Displays the unit of measure for the product on the contract line assigned to this renewal cycle if the associated renewal cycle status is Done. If the renewal cycle status is Pending or Ready, the target contract line does not yet exist and this field is available for entry.

Negotiated Amount Enter a negotiated amount for the renewal cycle if the associated price basis is User-entered Amount and the option to Create Target Lines was set to Consolidated for the cycle. The value in this field becomes the negotiated amount on the new contract line generated by the renewals process.

Note. This field is blank and not available for entry if the option to Create Target lines was set to Individual for the cycle. If the Create Target Lines option was set to Consolidated, then this field will not be available for entry if the price basis is any value other than User-entered Amount.

Assign Renewable Lines Click to assign renewable lines to renewal plans.

Defining Renewal Cycle Parameters

Access the Define Renewal Cycle page (Customer Contracts, Define Renewals, Cycle, Define Renewal Cycle).
Define Renewal Cycle page

**Note.** The Target Lines section of this page appears differently depending on whether you selected *Individual* or *Consolidated* for the Create Target Lines option.

**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.

**Renewal Action**  
Appears by default from the value specified on the associated contract line for automatic creation of renewal plans and cycles. For renewal plans and cycles not yet assigned to a contract line, *Automatic* appears by default in this field. Possible values include *Automatic* and *Manual*.

The renewal action drives the behavior of the renewal plan tied to the contract line. With automatic renewals, the system processes the renewal when the specified criteria is met.

**Note.** If you change the value in this field, the system updates the renewal action of the cycle and all renewable contract lines that are linked to the renewal cycle with the new renewal action that you selected.
**Price Basis**

Appears by default from the value specified on the associated renewal plan template for automatic creation of renewal plans and cycles. For manual creation of renewal plans and cycles, *Contract Line Negotiated Amt* appears by default in this field. The renewals process and reprice functionality use the value in this field to determine the amount to pass to PeopleSoft Enterprise Pricer as the base price to calculate the renewal price for the new contract line. You can accept or override the default value. Possible values include:

- **Contract Line Negotiated Amt:** The system passes the contract line negotiated amount for each renewable contract line to PeopleSoft Enterprise Pricer.

- **Contract Line List Price:** The system passes the contract line list price for each renewable contract line to PeopleSoft Enterprise Pricer.

- **Contract Line Net Amount:** The system passes the contract line net amount for each renewable contract line to PeopleSoft Enterprise Pricer.

- **Then Current List Price:** The system does not pass any amount to PeopleSoft Enterprise Pricer.

  The system uses the list price in PeopleSoft Enterprise Pricer or the product’s list price based on the start date of the cycle.

- **User-entered Amount:** The system passes the negotiated amount that you entered in the Target Line group box to PeopleSoft Enterprise Pricer if you selected *Consolidated* for the Create Target Lines option.

  However, if you selected *Individual* for the Create Target Lines option, the system passes the negotiated amount that you entered for each line in the Target Lines grid to PeopleSoft Enterprise Pricer.

**Hold**

**Hold Cycle**

Select to place the renewal cycle on hold. Selecting this check box enables you to enter a hold reason in the Reason field. The system populates the Date Held field with the current date.

**Reason**

Select a hold reason code for putting the renewal cycle on hold. This field is accessible only if you selected the Hold Cycle check box.

**Date Held**

Displays the date that the renewal cycle was put on hold. A value appears in this field only if you selected the Hold Cycle check box.

**Source 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 contract line number assigned to this renewal cycle.

Contract Status Displays the contract status.

Line Status Displays the contract line status.

Product 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.

Quantity Displays the quantity for the product on the contract line assigned to this renewal cycle.

UOM (unit of measure) Displays the unit of measure for the product on the contract line assigned to this renewal cycle.

Negotiated Amount Displays the contract line negotiated amount. You can compare the original contract line negotiated amount to the negotiated amount specified for the renewal cycle.

Create Target Lines

Select a value to indicate how the renewals process generates new contract lines. Values include:

Individual Select for the renewals process to generate a new contract line for each renewable contract line that is linked to the renewal cycle.

Consolidated Select for the renewals process to generate one new contract line for one or multiple renewable contract lines that are linked to the same renewal cycle.

Note. You cannot select the Consolidated value for the Create Target Lines option if any of the renewable lines assigned to the renewal cycle have discounts or surcharges with the Apply at Renewal option selected.

Price Rules Maintenance Select to access the Price Rules Maintenance page in PeopleSoft Enterprise Pricer, where you can enter the percent increase or decrease for the renewal cycle.

Terms and Conditions Select to access the Renewal Terms Notes page where you can enter internal contract notes for your renewal plan.
Approve

Click to initiate the manual Renewals process. The system calls the Renewals process to create the data for the new contract line. The renewal process initiated from this page processes Manual renewals only. This button appears on the page only if the Renewal Action is Manual and the Cycle Status is Ready.

When you click the Approve button, the system validates all discounts and surcharges. If any discounts or surcharges are in error, Invalid will appear in the Status column on the Discounts/Surcharges for Individual Target Line page or the Discounts/Surcharges for Consolidated Target Line page. Access those pages to view invalid discounts and drill down further into the discount or surcharge to correct any errors.

**Note.** You must first click the Reprice button to price the renewable contract lines before running the manual Renewals process.

Reprice

Click to reprice the cycle. When clicking this button, the system passes all price-by fields to PeopleSoft Enterprise Pricer to retrieve the current price. The amount passed to PeopleSoft Enterprise Pricer varies based on the price basis option for the associated renewal cycle. PeopleSoft Enterprise Pricer uses the amount passed from PeopleSoft Contracts to calculate the new price.

**Note.** At least one renewable contract line must be linked a renewal cycle in order to use the reprice functionality.

Target Lines

The Target Lines section of the page appears differently depending on whether you have selected Individual or Consolidated for the Create Target Lines option.

**Note.** When you select Consolidated for the Create Target Lines option, this section of the page is titled Target Line instead of Target Lines.

Product ID

Appears by default from the value in the Product ID field in the Source Lines grid if Individual was selected for the Create Target Lines option for the cycle. If Consolidated was selected for the Create Target Lines option, then the value for this field populates with the product ID of the first source line linked to this cycle. The value in this field becomes the product ID on the new contract line generated by the renewals process.

If you change the associated product and the new product has a unit of measure (UOM) default associated with it, the system populates the Unit of Measure field in the grid with this value. If you change the product ID and the product does not have a UOM associated with it, no value appears in the Unit of Measure field in the grid.

Quantity

Displays the quantity for the Product ID of the target line.

**Note.** If you change the value in this field, click the Reprice button for the system to update the value in the Negotiated Amount field.
UOM (unit of measure) Displays the unit of measure for the Product ID of the target line.

Accounting Distribution Option Select the accounting distribution option for the renewals process to use to determine whether the accounting distribution for the target line and its discounts and surcharges comes from the default or the source renewable contract line. Values include:

- Default: Select to associate the accounting distribution for the target line and its discounts and surcharges with the default.
- Inherit from Line: Select to associate the accounting distribution for the target line and its discounts and surcharges with the source renewable contract line.

Note. For discounts and surcharges, if you select the Inherit from Line accounting distribution option and the same discount or surcharge has been specified for both the target line and the source renewable line, then the system uses the accounting distribution specified for the discount or surcharge of the source renewable line to create the accounting distribution for the discount or surcharge of the renewal line. In all other cases, the system uses the default accounting distribution.

Note. If you want to use the discount accounting distribution specified for the source renewable line, you must specify a valid accounting distribution for the discount of the source renewable line. Otherwise, the system cannot approve the cycle.

Note. This field is available for entry if Individual was selected for the Create Target Lines option for the cycle. If Consolidated was selected for the Create Target Lines option, this field is available for entry only if there is one source renewable line linked to the cycle. If there are multiple source renewable lines linked to the cycle, then Default appears in this field and this value cannot be changed.

Negotiated Amount Displays the negotiated amount of the target line.

Note. This field is available for entry only if the price basis is User-entered Amount.

Discounts/Surcharges Displays the sum of the discounts and surcharges for the target renewal line. Click this link to access either the Discounts/Surcharges for Individual Target Line page or the Discounts/Surcharges for Consolidated Target Line page, where you can enter discounts or surcharges for cycles with a pending status. If the renewal cycle has a ready or done status, the system opens the Discounts/Surcharges for Individual Target Line page or the Discounts/Surcharges for Consolidated Target Line page in display-only mode.

Net Amount Displays the net amount of the new contract line. This field is display-only. The system calculates the net amount by applying the discounts and surcharges to the value in the Negotiated Amount field.
Viewing Renewable Contract Line Details

Access the Renewable Line Detail page (Customer Contracts, Define Renewals, Contract Lines).

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 9, "Creating Contracts." Defining Contract Lines, page 107
Assigning Renewable Contract Lines to Renewal Plans

Access the Assign Cycles page (Customer Contracts, Define Renewals, Assign Cycles).

Assign Cycles page

When assigning renewable contract lines to a renewal plan, you can assign one or multiple renewal contract lines 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 - Lines, or Define Renewal Plan 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 deselected, the search retrieves all active, pending, and cancelled 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:

*Both Assigned and Not Assigned*: Search results include renewable lines not assigned to a renewal cycle and renewable lines assigned to a renewal cycle that is in *Pending* or *Ready* status.

*Note*. You can reassign only contract lines that are currently assigned to a cycle in *Pending* status.

*Assigned*: Search results include only renewable contract lines that have been assigned to a renewal cycle, and the cycle status is *Pending* or *Ready.*

*Not Assigned*: 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 - General Tab**

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 contract line 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.

**Renewal Action**

Displays the renewal action of the renewable contract line. Values include *Manual* and *Automatic*. This field is display-only.

**Select Lines to Assign to Renewal Plan - Additional Info Tab**

Select the Additional Info tab.

**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 Plan 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 NEXT 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 Date
Displays the start date for the cycle of the renewal plan that you are assigning, if you are assigning an existing renewal plan.

Renewal Action
Displays the renewal action of the renewal cycle. Values include Manual and Automatic. This field is display-only.

Business 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.

Create Target Lines
Select a value to indicate how the renewals process generates new contract lines. The system uses Individual as the default value for this field. The system copies the value that you select here onto all of the cycles of the renewal plan that is created from this page. Values include:

- Individual: Select for the renewals process to generate a new contract line for each renewable contract line that is linked to the renewal cycle.

- Consolidated: Select for the renewals process to generate one new contract line for one or multiple renewable contract lines that are linked to the same renewal cycle.

Note. You cannot select the Consolidated value for the Create Target Lines option if any of the contract lines being assigned to the renewal plan have discounts or surcharges with the Apply at Renewal option selected.

Note. This option is available for entry only if the Renewal Plan field has a value of NEXT. This option is not available when assigning contract lines to an existing renewal plan.
Assign

Click to assign contract lines to the selected renewal plan. The system assigns the renewable contract line to the current cycle of a new renewal plan or to the current cycle of an existing renewal plan.

Note. If the renewal action of the selected renewable contract line is different from the renewal action of the renewal cycle, the system warns you that the renewal action of the renewable contract line will be changed to the renewal action of the renewal cycle.

Unassign

Click to remove contract lines from a renewal plan to which they were previously assigned.

Pricing Renewal Plans

This section provides an overview of renewal pricing and lists the pages used to price renewal plans. Here are the steps required to set up PeopleSoft Enterprise Pricer for renewals pricing:

1. Set up price list (optional).
2. Set up price rules.
3. Set up arbitration plan.
4. Select price basis option.

Understanding Renewal Pricing

PeopleSoft Contracts uses the PeopleSoft Enterprise Pricer to price renewals. The system uses the price returned from the PeopleSoft Enterprise Pricer multiplied by the quantity as the renewal amount for the new contract line.

You have ability to set up additional PeopleSoft Enterprise Pricer rules for your system. These rules provide you with greater pricing flexibility for calculating the renewal amount. With the additional rules set up for PeopleSoft Enterprise Pricer, you can specify the percent increase or decrease for the renewal cycle in addition to the price basis and quantity. You specify the price basis on the Define Renewal Cycle page. A link on the Define Renewals Cycle page takes you to the Price Rules Maintenance page in PeopleSoft Enterprise Pricer, where you can enter the percent increase or decrease. The Renewals process uses the price returned from the PeopleSoft Enterprise Pricer multiplied by the quantity as the renewal amount for the new contract line.

The renewal price can be based on one of the following price bases:

- A renewal amount itself (you cannot increase or decrease this renewal amount).
• Percent increase or decrease of:
  • Contract Line Negotiated Amt
  • Contract Line List Price
  • Contract Line Net Amount
  • Then Current List Price
  • User-entered Amount

For pricing renewals, additional PeopleSoft Enterprise Pricer setup may be required. If you want to use the price increase or decrease option, you must set up the Price Rule and Arbitration Plan in PeopleSoft Enterprise Pricer for pricing to function correctly. If you select Then Current List Price for the price basis on the Define Renewal Cycle page, you have the option to set up the Price List in PeopleSoft Enterprise Pricer. If you do not set up the Price List in PeopleSoft Enterprise Pricer, the PeopleSoft Enterprise Pricer returns the PeopleSoft Order Management product's list price. PeopleSoft Contracts uses the price returned from the PeopleSoft Enterprise Pricer multiplied by the quantity for the renewal line amount. Whether or not you set up additional PeopleSoft Enterprise Pricer rules, the system uses the price returned from the PeopleSoft Enterprise Pricer multiplied by the quantity as the renewal amount for the new contract line.

When pricing manual renewals by clicking the Reprice button on the Define Renewal Cycle page, PeopleSoft Contracts passes the renewal plan, cycle number, product, and renewal start date to PeopleSoft Enterprise Pricer. The amount passed to PeopleSoft Enterprise Pricer differs for the various price basis options:

• If you select Individual for the Create Target Lines option, the system overwrites the value in the Negotiated Amount field in the Target Lines grid on the Define Renewal Cycle page with the price returned from PeopleSoft Enterprise Pricer.

• If you select Consolidated for the Create Target Lines option and the price basis is Contract Line Negotiated Amt, Contract Line List Price, or Contract Line Net Amount, the system overwrites the value in the Negotiated Amount field of the target line with the sum of the returned price of the renewable contract lines.

• If you select Consolidated for the Create Target Lines option and the price basis is Then Current List Price or User-entered Amount, the system overwrites the value in the Negotiated Amount field of the target line with the price returned from PeopleSoft Enterprise Pricer.

Note. You must click the Reprice button on the Define Renewal Cycle page to price the renewable contract lines before running the manual Renewals process (click the Approve button on the Define Renewal Cycle page).

The automatic renewals process passes the same parameters when calling PeopleSoft Enterprise Pricer as the manual process described previously.

Enterprise Pricer Pricing Elements

PeopleSoft Enterprise Pricer consists of pricing elements that you use to create your pricing structure:
**Price Lists**

These enable you to select products and conditions where the price list applies to a transaction. During a transaction, the system either determines the product price based on your predefined search hierarchy for the transaction or 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 Rules**

These define the conditions that must be met for the adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

**Warning!** When setting up price rules for PeopleSoft Enterprise Pricer, select the *Line* option in the Rollup By field in the Rules Attributes section of the Formulas page. PeopleSoft Contracts supports this *Line* option only.

**Arbitration Plans**

These define how the price rules are to be applied to the base price when the transaction is priced.


See *PeopleSoft Enterprise Pricer 9.1 PeopleBook*, "Understanding Enterprise Pricer."

**Price Basis for PeopleSoft Enterprise Pricer**

PeopleSoft Contracts price-by fields include: business unit, contract number, contract type, region code, sold to customer ID, address sequence number, product group, renewal plan, renewal plan cycle, ship to customer ID, and contract sign date. In addition, PeopleSoft Contracts also passes the product ID of the target line as part of the price-by fields.

The following table shows the information that passes back and forth between PeopleSoft Contracts and PeopleSoft Enterprise Pricer based on the price basis:
<table>
<thead>
<tr>
<th>Price Basis</th>
<th>Information Flow Between Contracts and Enterprise Pricer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Line Negotiated Amt</td>
<td>1. PeopleSoft Contracts passes all Contracts price-by fields, renewal cycle start date, previous contract line start date, quantity, and contract line negotiated amount for each renewable contract line to PeopleSoft Enterprise Pricer.</td>
</tr>
<tr>
<td></td>
<td>2. PeopleSoft Enterprise Pricer uses the contract line negotiated amount as the base price. PeopleSoft Enterprise Pricer uses the base price, price rule, and arbitration plan to calculate the price for the renewal amount for the new contract line.</td>
</tr>
<tr>
<td></td>
<td>3. PeopleSoft Enterprise Pricer returns the calculated price for each renewable contract line to PeopleSoft Contracts.</td>
</tr>
<tr>
<td></td>
<td>• If you selected <em>Individual</em> for the Create Target Lines option, on the Define Renewal Cycle page, the system overwrites the Target Negotiated Amount on the grid with the calculated price. The calculated price becomes the renewal amount of the new contract line. The Target Negotiated Amount field on the grid is no longer accessible.</td>
</tr>
<tr>
<td></td>
<td>• If you selected <em>Consolidated</em> for the Create Target Lines option on the Define Renewal Cycle page, the system overwrites the Negotiated Amount on the grid with the sum of the calculated price. The calculated price becomes the renewal amount of the new contract line. The Negotiated Amount field is no longer accessible.</td>
</tr>
<tr>
<td></td>
<td>• If you are renewing multiple contract lines together to create a single contract and the start and end dates for the contract lines that are being renewed are different, the PeopleSoft Enterprise Pricer returns the same amount that PeopleSoft Contracts passed to the PeopleSoft Enterprise Pricer back to PeopleSoft Contracts.</td>
</tr>
<tr>
<td>Contract Line Net Amount</td>
<td>1. PeopleSoft Contracts passes all Contracts price-by fields, renewal cycle start date, previous contract line start date, quantity, and contract line net amount for each renewable contract line to PeopleSoft Enterprise Pricer.</td>
</tr>
<tr>
<td></td>
<td>2. PeopleSoft Enterprise Pricer uses the contract line net amount as the base price. PeopleSoft Enterprise Pricer uses the base price, price rule, and arbitration plan to calculate the price for the renewal amount for the new contract line.</td>
</tr>
<tr>
<td></td>
<td>3. Same as Step 3 for <em>Contract Line Negotiated Amt</em>.</td>
</tr>
<tr>
<td>Contract Line List Price</td>
<td>1. PeopleSoft Contracts passes all Contracts price-by fields, renewal cycle start date, previous contract line start date, quantity, and contract line list price for each renewable contract line to PeopleSoft Enterprise Pricer.</td>
</tr>
<tr>
<td></td>
<td>2. PeopleSoft Enterprise Pricer uses the contract line list price as the base price. PeopleSoft Enterprise Pricer uses the base price, price rule, and arbitration plan to calculate the price for the renewal amount for the new contract line.</td>
</tr>
<tr>
<td></td>
<td>3. Same as Step 3 for <em>Contract Line Negotiated Amt</em>.</td>
</tr>
<tr>
<td>Price Basis</td>
<td>Information Flow Between Contracts and Enterprise Pricer</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td><em>Then Current List Price</em></td>
<td>1. PeopleSoft Contracts passes all Contracts price-by fields, renewal cycle start date, quantity, and previous contract line start date for each renewable contract line to PeopleSoft Enterprise Pricer.</td>
</tr>
<tr>
<td></td>
<td>2. If you defined the list price for the product in PeopleSoft Enterprise Pricer, PeopleSoft Enterprise Pricer uses the PeopleSoft Enterprise Pricer list price based on the start date of the cycle as the base price. If you did not define the list price in PeopleSoft Enterprise Pricer, the system uses the product's list price based on the start date of the cycle as the base price. PeopleSoft Enterprise Pricer uses the base price, price rule, and arbitration plan to calculate the price for the renewal amount for the new contract line.</td>
</tr>
<tr>
<td></td>
<td>3. Same as Step 3 for <em>Contract Line Negotiated Amt.</em></td>
</tr>
</tbody>
</table>
### Price Basis

<table>
<thead>
<tr>
<th>User-entered Amount</th>
</tr>
</thead>
</table>

#### Information Flow Between Contracts and Enterprise Pricer

1. **If you selected Consolidated for the Create Target Lines option on the Define Renewal Cycle page:**
   - PeopleSoft Contracts passes all Contracts price-by fields, renewal cycle start date, previous contract line start date, quantity, and user-entered amount for each renewable contract line to PeopleSoft Enterprise Pricer.
   - PeopleSoft Enterprise Pricer uses the user-entered negotiated amount as the base price. PeopleSoft Enterprise Pricer uses the base price, price rule, and arbitration plan to calculate the price for the renewal amount for the new contract line.
   - PeopleSoft Enterprise Pricer returns the calculated price for each renewable contract line to contracts.
   - The system overwrites the Negotiated Amount with the calculated price. The calculated price becomes the renewal amount of the new contract line. The Negotiated Amount field is accessible.
   - If you are renewing multiple contract lines together to create a single contract and the start and end dates for the contract lines that are being renewed are different, the PeopleSoft Enterprise Pricer returns the same amount that PeopleSoft Contracts passed to the PeopleSoft Enterprise Pricer back to PeopleSoft Contracts.

2. **If you selected Individual for the Create Target Lines option on the Define Renewal Cycle page:**
   - PeopleSoft Contracts passes all Contracts price-by fields, renewal cycle start date, Previous Contract Line Start Date, and the Target Negotiated Amount in the grid on the Define Renewal Cycle page for each renewable contract line to PeopleSoft Enterprise Pricer.
   - PeopleSoft Enterprise Pricer uses the Target Negotiated Amount as the base price. PeopleSoft Enterprise Pricer uses the base price, price rule, and arbitration plan to calculate the price for the renewal amount for the new contract line.
   - PeopleSoft Enterprise Pricer returns the calculated price for each renewable contract line to contracts.
   - The system overwrites the Target Negotiated Amount in the grid with the calculated price. The calculated price becomes the renewal amount of the new contract line. The Target Negotiated Amount field in the grid is accessible.

**Note.** If you do not set up the price rule and arbitration plan in PeopleSoft Enterprise Pricer, Step 2 in the preceding table does not occur. Instead, PeopleSoft Enterprise Pricer returns the same amount for each renewable contract line that PeopleSoft Contracts passed to PeopleSoft Enterprise Pricer back to PeopleSoft Contracts.
# Pages Used to Price Renewal Plans

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price List</td>
<td>EOEP_PRICE_LIST</td>
<td>Pricing Configuration, Create Pricing Information, Price List Maintenance</td>
<td>Define a price list. You can set up price lists in multiple currencies and create start and end dates for each product's price. Set up this page if you want to use the list price in PeopleSoft Enterprise Pricer instead of the product's list price. See PeopleSoft Enterprise Pricer 9.1 PeopleBook, &quot;Creating Price Lists,&quot; Setting Up Price Lists.</td>
</tr>
</tbody>
</table>
Applying Discounts and Surcharges to Renewals

This section provides an overview of renewal discounts and surcharges and discusses how to apply discounts and surcharges to renewal lines.

Understanding Discounts and Surcharges for Renewable Contract Lines

You can specify discounts and surcharges for renewable contract lines that are created by renewals. In addition, you can specify whether the discount or surcharge should be applied at the next renewal.

This section discusses:

- Specifying target line discounts and surcharges.
- Apply at renewal.
- Discount accounting distributions.

Specifying Target Line Discounts and Surcharges

From the Define Renewal Cycle page, you can enter discounts and surcharges for the new contract lines that will be created as a result of approving the renewal cycle. You can also specify if a discount or surcharge must be applied at future renewals.

You specify discounts and surcharges for the target line on different pages in the application depending on the value selected for the Create Target Lines option on the Define Renewal Cycle page:

- Discounts/Surcharges for consolidated target line.

If the Create Target Lines option on the Define Renewal Cycle page is Consolidated, discounts and surcharges can be entered for the target line on the Discounts/Surcharges for Consolidated Target Line page. Access this page by clicking the Discounts/Surcharges link in the Target Line group box on the Define Renewal Cycle page. When you approve the associated renewal cycle on the Define Renewal Cycle page, the system uses the data from the Discounts/Surcharges for Consolidated Target Line page to create the line discounts and surcharges for the renewal contract line.
• Discounts/Surcharges for individual target lines.

If the Create Target Lines option on the Define Renewal Cycle page is *Individual*, discounts can be entered for the target line on the Discounts/Surcharges for Individual Target Line page. Access this page by clicking the Discounts/Surcharges link in the Target Lines grid on the Define Renewal Cycle page. When you approve the associated renewal cycle on the Define Renewal Cycle page, the system uses the data from the Discounts/Surcharges for Individual Target Line page to create the line discounts and surcharges for the renewal contract lines.

For manual renewals, the system ensures that you have set up all needed *Apply at Renewal* discounts and surcharges. For automatic renewals, the system creates any needed *Apply at Renewal* discounts and surcharges during the automatic renewal process.

**Apply at Renewal**

In addition to specifying discounts and surcharges, you have the choice to apply the discount or surcharge at the next renewal. If the Apply at Renewal check box is selected for the discounts or surcharges of the source renewable contract line, the system ensures that the discount or surcharge is applied when the contract line is renewed. A contract line that has a discount or surcharge with the Apply at Renewal check box selected can only be renewed using a renewal cycle that has the Create Target Lines option set to *Individual*.

If the Apply at Renewal check box is selected for the discounts and surcharges of the target line, the system ensures that on cycle approval, the Apply at Renewal flag is selected for the discount or surcharge created for the new contract line.

In the case of manual renewals, if the next cycle of the renewal plan has the Create Target Lines option set to *Consolidated* and the Apply at Renewal check box selected for any of the target line discounts or surcharges, then the system displays a warning. If you click OK, the system approves the current cycle but does not assign the renewal lines to the next cycle. If you click Cancel, the system does not approve the cycle and you can make the necessary changes and approve the cycle at a later time. You can either modify the next cycle so that the Create Target Lines option is set to *Individual* or deselect the Apply at Renewal check box for all discounts that have been entered for the target line.

In the case of automatic renewals, if the next cycle of the renewal plan has the Create Target Lines option set to *Consolidated* and the Apply at Renewal check box selected for any of the renewal cycle level discounts or target line level discounts, the system approves the cycle but does not assign the renewal line to the next cycle.

**Discount Accounting Distributions**

You select the discount accounting distribution option for the Renewals process on the Define Renewal Cycle page. Choose whether the discount accounting distribution for the new contract line comes from the default or the source renewable contract line:

• *Default*: Associates the discount accounting distribution for the new contract line with the default distribution code specified for the discount or surcharge in the Billing Discount/Surcharge setup.

• *Inherit from Line*: Associates the discount accounting distribution for the new contract line with the source renewable contract line.
**Note.** For discounts and surcharges, if you select the *Inherit from Line* accounting distribution option and a discount or surcharge is specified for both the target renewal line and the source renewable line, then the system uses the discount accounting distribution specified for the source contract line to create the accounting distribution for the discounts or surcharges of the new contract line. In all other cases, the system uses the default accounting distribution.

**Note.** If you selected *Inherit From Line* as the Accounting Distribution option and the discount or surcharge has been specified for both the target line and the source renewable line, you must ensure that a valid accounting distribution exists for the discounts or surcharges of the source renewable line. Otherwise, the system cannot approve the cycle.

If you want to use the default accounting distribution of a discount or a surcharge, you must have specified a default distribution code for the discount or surcharge in the Billing Discount/Surcharge setup. Otherwise, the system cannot approve the cycle.


---

**Pages Used to Apply Discounts and Surcharges to Renewals**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discounts/Surcharges for Consolidated Target Line</td>
<td>CA_RNW_CYC_RED_SEC</td>
<td>Click the Discounts/Surcharges link in the Target Line group box on the Define Renewal Cycle page.</td>
<td>Enter discounts and surcharges that will be copied onto the new contract line created upon the approval of the cycle. <strong>Note.</strong> This page is available only if the Create Target Lines option is set to <em>Consolidated.</em></td>
</tr>
<tr>
<td>Discounts/Surcharges for Individual Target Line</td>
<td>CA_RNW_LN_RED_SEC</td>
<td>Click the Discounts/Surcharges link in the Target Lines grid on the Define Renewal Cycle page.</td>
<td>Enter discounts and surcharges that will be copied onto the corresponding new contract line created upon the approval of the cycle. <strong>Note.</strong> This page is available only if the Create Target Lines option is set to <em>Individual.</em></td>
</tr>
</tbody>
</table>
### Applying Renewable Discounts and Surcharges for Consolidated Target Lines

Access the Discounts/Surcharges for Consolidated Target Line page (click the Discounts/Surcharges link in the Target Line group box on the Define Renewal Cycle page).

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invalid Discounts/Surcharges Detail</td>
<td>CA_RNW_RED_ERR_SEC</td>
<td>Click the button that appears next to the Status column for invalid discounts on the Discounts/Surcharges for Individual Target Line page.</td>
<td>View the error message for an invalid discount or surcharge. From this page you can access the Discount/Surchage page where you can make changes to the original discount.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Click the button that appears next to the Status column for invalid discounts on the Discounts/Surcharges for Consolidated Target Line page.</td>
<td></td>
</tr>
</tbody>
</table>
Discounts/Surcharges for Consolidated Target Line page

**Renewal plan**
Displays the renewal plan number for the applicable discounts and surcharges.

**Renewal Plan Cycle**
Displays the renewal plan cycle number for the applicable discounts and surcharges.

**Negotiated Amount**
Displays the negotiated amount of the target line.

**Discounts/Surcharges**
Displays the sum of the discounts and surcharges that are listed in the grid.

**Net Amount**
Displays the net amount of the target line which is calculated as the negotiated amount minus discounts and surcharges.

**Validate Discounts**
Click to have the system verify that all discounts and surcharges are valid. Once you click this button, the system adds the Status column to the Discounts/Surcharges for the New Renewable Contract Line grid. In the Status column, the system displays the value of either **Valid** or **Invalid**.

If a discount or surcharge is invalid, click the button next to the **Invalid** text to access the Invalid Discounts/Surcharges Details page where you can view details about the discount or surcharge error.
### Discounts and Surcharges for the New Renewable Contract Line

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifier</td>
<td>Select an identifier to apply a discount or surcharge to the renewal cycle. The system determines which fields are available for entry based on the value that you define for the identifier. For example, if the discount or surcharge is amount-based, then the system makes the Amount field available for entry and the Percent field becomes display-only.</td>
</tr>
<tr>
<td>Description</td>
<td>Displays the description for the value in the Identifier field.</td>
</tr>
<tr>
<td>Discount/Surcharge</td>
<td>Indicates whether the identifier is a discount or surcharge.</td>
</tr>
<tr>
<td>Percent</td>
<td>If you defined 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 discount amount.</td>
</tr>
</tbody>
</table>

**Note.** Discounts and surcharges are defined by either amount or percent. You can edit this field only if you chose to define the discount or surcharge by percent.

**Note.** The system does not accept a 0 or negative percent.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Note.** Discounts and surcharges are defined by either amount or percent. You can edit this field only if you chose to define the discount or surcharge by amount.

**Note.** The system does not accept a 0 or negative amount.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply at Renewal</td>
<td>Select to make this discount or surcharge applicable for future renewals after the discount gets created for the new renewal line. When you select this check box, the system uses the discount or surcharge for the next renewal.</td>
</tr>
<tr>
<td>Status</td>
<td>Displays the status of the discount or surcharge. Values include Valid and Invalid. A status of Invalid indicates that there is an error with the discount or surcharge.</td>
</tr>
</tbody>
</table>

Click the button next to the Invalid text to access the Invalid Discounts/Surcharges Details page where you can view details about the discount or surcharge error.

**Note.** This field appears on the page only after you select the Validate Discounts button.

This field also appears on the page if you selected the Approve button on the Define Renewal Cycle page and discounts or surcharges that are in error exist for the target line.
Applying Renewable Discounts and Surcharges for Individual Target Lines

Access the Discounts/Surcharges for Individual Target Line page (click the Discounts/Surcharges link in the Target Lines grid on the Define Renewal Cycle page).

Discounts/Surcharges for Individual Target Line page

- **Renewal Plan**: Displays the renewal plan number for the applicable discounts and surcharges.
- **Renewal Cycle**: Displays the renewal plan cycle number for the applicable discounts and surcharges.
- **Contract**: Displays the contract number of the source contract line.
- **Line Number**: Displays the source contract line number corresponding to the target line.
- **Target Negotiated Amount**: Displays the negotiated amount of the target line.
- **Discounts/Surcharges**: Displays the sum of the discounts and surcharges that are listed in the grid.
- **Target Net Amount**: Displays the net amount of the target line which is calculated as the negotiated amount minus discounts and surcharges.
Validate Discounts
Click to have the system verify that all discounts and surcharges are valid. Once you click this button, the system adds the Status column to the Discounts/Surcharges for the New Renewable Contract Line grid. In the Status column, the system displays the value of either Valid or Invalid.

If a discount or surcharge is invalid, click the button next to the Invalid text to access the Invalid Discounts/Surcharges Details page where you can view details about the discount or surcharge error.

Copy From Contract Line
Click this button to copy all discounts and surcharges that are applicable to the source contract line onto the target renewal line. If similar discounts exist for both the source contract line and the target renewal line, then the system overrides the values in all fields for the target renewal line with the values from the source contract line.

**Note.** It is recommended that you click this button if there are discounts or surcharges with the Apply at Renewal check box selected on the source contract line that do not match with the target line discounts.

**Note.** Copied discounts or surcharges that have the Apply at Renewal check box selected for the source contract line are not available for edit on this page.

**Discounts and Surcharges for the New Renewable Contract Line**

**Identifier**
Select an identifier to apply a discount or surcharge to the renewal cycle. The system determines which fields are available for entry based on the value that you define for the identifier. For example, if the discount or surcharge is amount-based, then the system makes the Amount field available for entry and the Percent field becomes display-only.

**Note.** If the selected discount or surcharge has the Apply at Renewal check box selected on the source contract line, then the details of the discount are not available for edit.

**Description**
Displays the description for the value in the Identifier field.

**Discount/Surcharge**
Indicates whether the identifier is a discount or surcharge.

**Percent**
If you defined 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 discount amount.

**Note.** Discounts and surcharges are defined by either amount or percent. You can edit this field only if you chose to define the discount or surcharge by percent.

**Note.** The system does not accept a 0 or negative percent.
### 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 only if you chose to define the discount or surcharge by amount.

**Note.** The system does not accept a 0 or negative amount.

### Apply at Renewal
Select to make this discount or surcharge applicable for future renewals after the discount gets created for the new renewal line. When you select this check box, the system uses the discount or surcharge for the next renewal.

### Status
Displays the status of the discount or surcharge. Values include Valid and Invalid. A status of Invalid indicates that there is an error with the discount or surcharge.

Click the button next to the Invalid text to access the Invalid Discounts/Surcharges Details page where you can view details about the discount or surcharge error.

**Note.** This field appears on the page only after you select the Validate Discounts button.

This field also appears on the page if you selected the Approve button on the Define Renewal Cycle page and discounts or surcharges that are in error exist for the target line.

---

### Viewing Invalid Discount/Surcharge Details
Access the Invalid Discounts/Surcharges Detail page (click the button that appears next to the Status column for invalid discounts on the Discounts/Surcharges for Individual Target Line page or the Discounts/Surcharges for Consolidated Target Line page).
Reviewing Renewals

This section provides an overview of renewal management and discusses how to review renewal plans.

Understanding Renewal Management

You can display and modify all renewable contract lines within PeopleSoft Contracts by navigating to the Review Renewals page. This page displays all renewable contract lines from active contracts where the renewable contract lines end dates are equal to or before the timing defined. This page does not include any contract lines that have already been renewed.

Actions that you can perform on the Review Renewals page include:

- Navigating to the renewal plan/renewal cycle already assigned to the line through the Renewal Plan/Cycle link for each renewable contract line.
- Changing the renewal action.
- Marking a renewal Not To Be Renewed.
• Changing the review timing for visibility of the renewals depending upon the setup configuration.

  If review timing is set up as a control, then timing can only be increased. If review timing is set up as a default, then the timing can be increased or decreased for a line.

• Changing the start and end dates of the upcoming renewal period.

• Initiating the process for auto-renewals.

  Click the Process Renewals button on the Review Renewals page.

• Placing a renewal on hold, specify the date placed on hold, and select a hold reason code.

  Click the Renewal Plan/Cycle link to access the Define Renewal Cycle page to select the Hold Cycle check box and enter the hold reason code.

• Selecting or clearing all renewable contract lines in the list.

Page Used to Review Renewals

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Renewals</td>
<td>CA_REVIEW_RENEWALS</td>
<td>Customer Contracts, Define Renewals, Review Renewals</td>
<td>View and modify renewable contract lines from active contracts for which the end dates of the renewable contract lines are equal to or prior to the timing that you define. You can change the renewal action, change start and end dates of upcoming renewal periods, initiate the processing for automatic renewals, and place renewals on hold from this page.</td>
</tr>
</tbody>
</table>

**Reviewing Renewal Plans**

Access the Review Renewals page (Customer Contracts, Define Renewals, Review Renewals).
Review Renewals 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 renewable contract lines from active contracts within your system. Results appear in the Renewable Lines scroll area.

You can view and modify all renewable contract lines from active contracts for which the end dates of the renewable contract lines are equal to or prior to the timing that you define. The page does not display any contract lines that have already been renewed.

**Days Before End Date**

Enter a value to have the system retrieve all renewable contract lines with an end date less than or equal to the current date plus the number of days that you enter here. If you leave this field blank, the system retrieves all renewable contract lines with an end date less than or equal to the current date.

**Contract Line Status**

Select a contract line status of *Active, Cancelled, Pending, or All* to filter your search results. If you leave this field blank, the system retrieves all renewable contract from active contracts.

**Renewal Action**

Select a renewal action of *Manual, Automatic, or All* to filter your search results. If you leave this field blank, the system retrieves all renewable contract lines with all renewal actions from active contracts.

**Renewal Option**

Select a renewal option of *Renew, Not to be renewed, or All* to filter your search results. If you leave this field blank, the system retrieves all renewable contract lines with all renewal options from active contracts.

**Hold Cycle Status**

Select a hold cycle status of *Hold, Not on hold, or All* to filter your search results. If you leave this field blank, the system retrieves all renewable contract lines with all hold cycle statuses from active contracts. If you select *Hold*, the system retrieves all renewable contract lines linked to the renewal cycle that was placed on hold.
### Renewable Lines

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(select)</td>
<td>Select the check box next to a renewable contract line to signify that you want to include this contract line in renewal processing. Processing occurs when you click the Process Renewals button.</td>
</tr>
<tr>
<td>Contract</td>
<td>Displays the contract number. This field is display-only.</td>
</tr>
<tr>
<td>Line</td>
<td>Displays the contract line number. This field is display-only.</td>
</tr>
<tr>
<td>Line Status</td>
<td>Displays the contract line status. This field is display-only.</td>
</tr>
<tr>
<td>Product</td>
<td>Displays the product ID of the renewable contract line. This field is display-only.</td>
</tr>
<tr>
<td>Negotiated Amount</td>
<td>Displays the negotiated amount of the renewable contract line. This field is display-only.</td>
</tr>
<tr>
<td>Start Date</td>
<td>Displays the start date of the renewable contract line. You can change the start date if the system date is not within the start and end dates of the renewable contract line. However, if the system date is within the start and end dates of the renewable contract line, you cannot change this date.</td>
</tr>
<tr>
<td>End Date</td>
<td>Displays the end date of the renewable contract line. You can change the end date if the system date is not within the start and end dates of the renewable contract line. However, if the system date is within the start and end dates of the renewable contract line, you cannot change this date.</td>
</tr>
<tr>
<td>Not to be Renewed</td>
<td>Select this check box to indicate that the renewable contract line is not to be renewed. If you select this check box and the contract line is already linked to a renewal cycle, the system unassigns the line from the cycle. The Renewals process does not process any contract lines for which this check box selected.</td>
</tr>
<tr>
<td>Renewal Action</td>
<td>Select a renewal action or accept the default value. Possible values include: Automatic and Manual. If you change the value in this field for a renewable contract line that is linked to a renewal cycle with a different renewal action, the system cancels the assignment of the renewable contract line from the renewal cycle.</td>
</tr>
<tr>
<td>Review Timing Days</td>
<td>Enter a value for the review timing. The number of days that you can enter in this field depends on the option that you specified for the Review Timing field on the Contracts Definition - Processing Options page. If you selected Control on the Contracts Definition - Processing Options page, you cannot enter a value here that is less than the review timing specified for the PeopleSoft Contracts business unit. If you selected Default on the Contracts Definition - Processing Options page, you can enter any value in this field.</td>
</tr>
<tr>
<td>Renewal Plan/Cycle</td>
<td>Click to access the Define Renewal Cycle page for the renewable contract line.</td>
</tr>
<tr>
<td>Hold Cycle</td>
<td>Indicates whether or not the renewal cycle is on hold. This field is display-only.</td>
</tr>
<tr>
<td>Hold Reason</td>
<td>Displays the reason that the cycle was placed on hold. This field is display-only.</td>
</tr>
</tbody>
</table>
**Process Renewals**

Click to initiate the Renewals process for renewals with an *Automatic* renewal action.

*Note.* If multiple renewable contract lines are linked to the renewal cycle, you must select all lines linked to that cycle for renewal processing. In addition, you cannot select any renewable contract lines that are not linked to a renewal cycle, that are marked *Not to be Renewed* or that have a renewal action of *Manual*.

---

**Processing Renewals**

This section provides an overview of renewal processing and discusses how to run the Renewals process.

**Understanding Renewal Processing**

The Renewals Application Engine (CA_RNW_PRCS) process creates the new renewable contract line, accounting distributions for the new contract line, billing plan, and revenue plan for the new contract line. After the system renews all contract lines and if at least one billing plan with a *Ready* status is associated to the new contract line, the Renewals process schedules the Contracts Billing Interface (CA_BI_INTFC) process. After the Renewals process completes successfully, the system changes the renewal cycle status to *Done* on the Define Renewal Cycle page.

You can process renewals manually or have the system process them automatically. You can initiate the Renewals process from three locations:

- **Process Renewals run control page.**
  
  Initiate the Renewals process from this page. The program selects all renewal cycles and associated renewable contract lines to be processed that meet the selection criteria on the run control, have a renewal action of the renewal cycle that is *Automatic*, have a contract line status of *Active*, *Pending*, or *Cancelled*, have a renewal cycle that is not on hold, and have all renewable contract lines linked to the cycle selected.

  *Note.* The renewal process initiated from this page processes *Automatic* renewals only.

- **Review Renewals page.**
  
  Initiate the Renewals process by clicking the Process Renewals button on this page. The application engine processes the renewable contract lines that were selected on the Review Renewals page.

  *Note.* The renewal process initiated from this page processes *Automatic* renewals only.

- **Define Renewal Cycle page.**
  
  Initiate the Renewals process by clicking the Approve button on this page. The system calls the Renewals process to create the data for the new contract line.

  *Note.* The renewal process initiated from this page processes *Manual* renewals only.
**Renewals Process Flow**

The system performs these steps when processing renewals:

1. Retrieves all eligible renewable contract lines:
   - For automatic renewal processing, the system retrieves eligible renewable contract lines based on selection criteria or selected lines for automatic renewal processing.
   - For manual renewal processing, the system processes the selected renewal cycle and associated renewable contract lines.

2. Updates the cycle status for all the renewal cycles to which the renewable contract lines are attached.
   
   If the cycle status is *Pending*, the system sets the cycle status to *Ready*.

   **Note.** This step applies to *Automatic* renewals only.

3. Updates the status of all the renewal plans to which the cycle is attached to *In Progress*.

4. Calls the PeopleSoft Enterprise Pricer to obtain the price for the new contract line.
   
   The system passes all PeopleSoft Contracts price-by fields as well as the renewal cycle start date to PeopleSoft Enterprise Pricer. The amount passed to PeopleSoft Enterprise Pricer differs based on the price basis options.

   **Note.** This step applies to *Automatic* renewals only.

5. Creates new renewable contract lines:
   - If one or multiple renewable contract lines are linked to the same cycle and *Individual* was selected for the Create Target Lines option for the renewal cycle, the system creates a new contract line for each renewable contract line.
   - If one or multiple renewable contract lines are linked to the same cycle and *Consolidated* was selected for the Create Target Lines option, the system creates one new contract line.

6. Creates the renewal line discounts and surcharges.

7. Updates the source renewable contract line status to *Renewed*.

8. Assigns the next cycle to the new contract line that the system created.
   
   This step occurs only if additional cycles are defined for the renewal plan.

   **Note.** If the next cycle of the renewal plan has the Create Target Lines option set to *Consolidated* and discounts or surcharges with the Apply at Renewal check box selected have been created for the renewal line, the system does not assign the renewal line to the next cycle. In the case of automatic renewals, if a renewal line has not been assigned to the next renewal cycle, the system displays a message in the message log.
9. Creates the accounting distribution for the new contract lines.

The renewals process uses the value in the Accounting Distribution Option field on the Define Renewal Cycle page to determine whether to create the accounting distribution for the new contract line from the default or the source renewable contract line:

- If the value in the Accounting Distribution Option field for the renewal cycle is *Inherit from Line*, the system uses the renewal cycle start date and the valid effective-dated row of the source renewable contract line's revenue, deferred revenue (if any), and unbilled Accounts Receivables (AR) accounting distribution based on the cycle start date to create revenue, deferred revenue, and unbilled AR accounting distribution for the new contract line.

  The renewal cycle start date replaces the effective date of the accounting distribution associated to the new contract line. The system also copies future effective dated revenue, deferred revenue (if any), and unbilled AR accounting distribution of the source renewable contract line as the new contract line's accounting distribution.

- If the value in the Accounting Distribution Option field for the renewal cycle is *Default*, the system examines the distribution rule for the PeopleSoft Contracts business unit to determine which distribution set to use for creating the revenue accounting distribution.

  If the deferred revenue recognition option is enabled at the product group level, the renewals process uses the revenue distribution code for a related deferred revenue distribution code when creating the deferred revenue accounting distribution. If no deferred revenue distribution code is associated with the revenue distribution code, no deferred revenue accounting distribution is created. If the unbilled AR distribution code is defined at the product group level and at the PeopleSoft Contracts business unit level, the renewals process uses the unbilled AR accounting distribution code defined at the product group level for creating the unbilled AR accounting distribution. If no unbilled AR is defined at the product group level, the renewals process uses the unbilled AR distribution code defined at the PeopleSoft Contracts business unit level for creating the unbilled AR accounting distribution.

10. Creates the discount accounting distribution for the new contract lines.

The renewals process uses the value in the Accounting Distribution Option field on the Define Renewal Cycle page to determine whether to create the discount accounting distribution for the new contract line from the default or the source renewable contract line:

- If the value in the Accounting Distribution Option field for the renewal cycle is *Inherit from Line* and the discount has been specified for the source contract line, the system uses the renewal cycle start date and the valid effective-dated row of the source renewable contract line's discount accounting distribution based on the cycle start date to create the discount accounting distribution for the new contract line.

  The system uses the renewal line start date as the effective date of the new discount accounting distribution. The system also copies future effective dated discount accounting distributions from the source contract line for the discount created for the renewal line.

- If the value in the Accounting Distribution Option field for the renewal cycle is *Default* or if the value in the Accounting Distribution Option field for the renewal cycle is *Inherit From Line* but the discount has not been specified for the source contract line, then the system uses the default distribution code specified for the discount to create the discount accounting distribution. The system uses the renewal line start date as the effective date for the new discount accounting distribution.

11. Calls the ChartField combination editing process to validate all accounting distributions.
12. If a billing plan template is defined on the run control (when the process is initiated from the Process Renewals run control page), the Renewals process uses this template to create the billing plan. Otherwise, the Renewals process uses the billing plan template defined for the renewal plan. If no billing plan template is defined for the renewal plan, the system uses the billing plan template defined for the product to create the billing plan. When the process is initiated from the Review Renewals page or Define Renewal Cycle page, if a billing plan template is defined for the renewal plan, the Renewals process uses this template to create the billing plan.

If the Autoready Billing Plan option is selected for the renewal plan, the Renewals process creates the billing plan with a **Ready** status for the new contract line. Otherwise, the process creates the billing plan with a **Pending** status for the new contract line.

13. If a revenue plan template is defined on the run control (when the process is initiated from the Process Renewals run control page), the Renewals process uses this template to create the revenue plan. Otherwise, the Renewals process uses the revenue plan template defined for the renewal plan. If no revenue plan template is defined for the renewal plan, the system uses the revenue plan template defined for the product to create the revenue plan. When the process is initiated from the Review Renewals page or Define Renewal Cycle page, if a revenue plan template is defined for the renewal plan, the Renewals process uses this template to create the revenue plan.

If the Autoready Revenue Plan option is selected for the renewal plan, the renewals process creates a revenue plan with a **Ready** status for the new contract line. Otherwise, the process creates a revenue plan with a **Pending** status for the new contract line.

14. If a billing plan detail template override is defined on the run control (when the process is initiated from the Process Renewals run control page), the Renewals process uses this template for the billing overrides in the billing plan. Otherwise, the Renewals process uses the billing plan detail template ID defined for the renewal plan. If no billing plan detail template is defined for the renewal plan, the system uses the billing plan detail template defined for the product for the billing overrides in the billing plan. When the process is initiated from the Review Renewals page or Define Renewal Cycle page, if a billing plan detail template ID override is defined for the renewal plan, the Renewals process uses this template for the billing overrides in the billing plan.

15. Set the renewal cycle status to **Done**.

16. If the Process Billing streamlining option is selected on the run control (when the process is initiated from the Process Renewals run control page) and at least one billing plan with a **Ready** status is associated with the new contract line, the Renewals process schedules the Contracts Billing Interface (CA_BI_INTFC) through the Process Scheduler after all contract lines are renewed.

When the process is initiated from the Review Renewals page or Define Renewal Cycle page and if at least one billing plan with a **Ready** status is associated with the new contract line, the Renewals process schedules the Contracts Billing Interface (CA_BI_INTFC) through the Process Scheduler after all contract lines are renewed.

**Note.** When the Contracts Billing Interface (CA_BI_INTFC) is scheduled by the Renewals process, only the billing plans for the newly created contract lines are processed.
Page Used to Process Renewals

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
</table>

Running the Renewals Process

Process Renewals page

**Note.** You can process only renewals with a renewal action of *Automatic* from this page. You process renewals with a renewal action of *Manual* from the Define Renewal Cycle page.

**Contract Options**

Use the fields in this group box to limit the renewals 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 renewals activity in PeopleSoft Contracts.

**Billing Option**

**Event Date**  
Select an event date to run the Renewals process for a specific billing event date. The system populates this field by default with the current date. The system uses this field to determine the billing plan events to pick up when running the Contracts Billing Interface (CA_BI_INTFC).

**Renewals Options**

Use the fields in this group box to limit the renewals data that is included in the run of this process. If you leave all fields blank, the process picks up all available renewals activity in PeopleSoft Contracts.
Entering Renewals Chapter 24

Renewal Plan
Select a renewal plan to run the Renewals process for a specific renewal plan. The fields in the Contract Options group box are based on the target contract defined in the renewal plan.

Cycle
Displays the current cycle of the selected renewal plan.

Renewal Timing
Specify the number of days for the renewal timing or leave this field blank. If you leave this field blank, the system processes all renewable contract lines that are linked to the renewal cycle and have a start date less than or equal to the current date. If you enter a value in this field, the system processes all renewable contract lines that are linked to the renewal cycle with a start date less than or equal to the current date plus the specified number of days that you entered here.

Override Templates

Revenue Plan
Select this check box to override any previously defined revenue plan template for the renewal plan. If you select this check box, the Renewals process uses the revenue plan template that you specify in the Revenue Plan Template field on this page to create the revenue plan for the new contract line.

Revenue Plan Template
Select a revenue plan template for the Renewals process to use to create the revenue plan for the new contract line.

The revenue plan template that you define here overrides any previously defined revenue plan template for the renewal plan. If you do not select a revenue plan template here, the Renewals process uses the revenue plan template previously defined for the renewal plan to create the revenue plan. If no revenue plan template was previously specified for the renewal plan and you do not select one here, the Renewals process uses the revenue plan template defined for the product to create the revenue plan for the new contract line.

Billing Plan
Select this check box to override any previously defined billing plan template for the renewal plan. If you select this check box, the Renewals process uses the billing plan template that you specify in the Billing Plan Template field on this page to create the billing plan for the new contract line.

Billing Plan Template
Select a billing plan template for the Renewals process to use to create the billing plan for the new contract line.

The billing plan template that you define here overrides any previously defined billing plan template for the renewal plan. If you do not select a billing plan template here, the Renewals process uses the billing plan template previously defined for the renewal plan to create the billing plan. If no billing plan template was previously specified for the renewal plan and you do not select one here, the Renewals process uses the billing plan template defined for the product to create a billing plan for the new contract line.

Bill Plan Detail
Select this check box to override any previously defined billing plan detail template for the renewal plan. If you select this check box, the Renewals process uses the billing plan detail template that you specify in the Billing Plan Detail Template field on this page to define the billing overrides in the billing plan for the new contract line.
Bill Plan Detail Template ID

Select a billing plan detail template ID. The Renewals process uses the values defined in this template for the Billing Overrides in the billing plan for the new contract line.

The billing plan detail template that you define here overrides any previously defined billing plan detail template for the renewal plan. If you do not select a billing plan detail template here, the Renewals process uses the billing detail plan template previously defined for the renewal plan to define the billing overrides in the billing plan. If no billing plan detail template was previously specified for the renewal plan and you do not select one here, the Renewals process uses the billing plan detail template defined for the product for the new contract line.

Streamline Processing Option

Process Billing

Select to have the Renewals process call the streamline billing process for renewals. If you select this check box and at least one billing plan with a Ready status is associated to the new contract line, the Renewals process will schedule the Contracts to Billing Interface (CA_BI_INTFC) process after all the contract lines are renewed.
Chapter 25

Amending Contracts

This chapter provides an overview of contract amendments, lists common elements, and discusses how to work with amendments.

Understanding Contract Amendments

A contract amendment is any change made to an active contract that alters 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, Prepaids page, 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 no pending amendment exists, 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 negotiated amount of the contract on the Amendment Details page. These high-level amendment details remain editable on the Amendment Details 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 process date of the amendment 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 Details 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.

When making an amendment to the prepaid purchased amount and the amendment is processed, the initial billing must be processed for the modified difference amount. The user should review the bill plan if the status of the bill plan is set to Action Required.

When the amendment is processed, the application engine (CA_CHG_CTRL) runs and makes the appropriate changes to the Contract Negotiated Amount and the Prepaid Bill Plans.

This section discusses:

- Amendment statuses
- Status flow for amendments
- Contract line cancellation
- Contract line amount changes
- Amendment processing
- Amendment example

Note. For contracts with a contract classification of *Government*, additional amendment rules apply.

See Also


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. An amendment has four status values: 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 *pending* to either *ready* or *cancelled*. Once you have saved an amendment as *cancelled*, you cannot set the status back to *pending*. 
A contract can have only one *ready* amendment at a time. You manually update the status of an amendment to *ready* on the Amendment Details page after you have captured all the information associated with the amendment.

When you select a status of *ready* 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 Details 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 that contract has no current pending amendments) or *cancelled*. Once you have saved an amendment to a *cancelled* status, you cannot set the status back to *ready*.

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).

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:
Contract Line Cancellation

Cancelling a contract line involves the following general steps:

- Choose to amend an active contract.
- Change the status of a contract line to cancelled.
- Choose whether to reverse amounts for billing and revenue events in progress.

When creating an amendment, you can cancel a contract line without unlinking billing and revenue plans if the contract lines are either amount- or percent-based. You have the option to reverse the amounts for current billing or revenue events using the Reverse Amounts option on the Amendment Amount Allocation page. If you select the Reverse Amounts option, you are indicating that you want to adjust billing and revenue retroactively for the cancelled contract lines, and the system takes the contract line amounts back to zero. If you do not select the Reverse Amounts option, the system cancels the contract line and the amount that has been billed or recognized up to that point becomes the final value for the contract line at cancellation time.

These additional rules apply for cancelling renewable contract lines:

- You can cancel a renewable contract line.
  
  However, if a contract line is cancelled, you cannot renew that contract line.
- You can cancel a line from which a renewal was created.
Note. To cancel a contract line with an associated billing plan that is 100 percent billed, you must select the Reverse Amounts option on the Amendment Amount Allocation page.

Note. If you have a shared Immediate billing plan, you can cancel the individual contract lines.


Contract Line Amount Changes

You can increase or decrease a contract line amount for an amount- or percent-based contract line. General steps for changing a contract line amount are as follows:

- Choose to amend an active contract by selecting the Amend Contract button on the Contract - General page.
- Modify the contract line amount as a part of the amendment.
- Choose whether to retroactively adjust the billing and revenue events to match the new contract line amount or to affect future events only.

When increasing or decreasing contract line amounts, you must choose whether to adjust billing and revenue retroactively or to adjust billing and revenue for future events only. If you choose to retroactively adjust the billing and revenue events to match the new contract line amount, the system automatically adjusts the current billing events based on the new amount. If you do not select this option, the system enables you to adjust future billing and revenue events only. The adjust billing and revenue choices are independent of each other and can be selected on the Amendment Amount Allocation page.

- Review the billing plan and revenue plan to ensure they have been modified accordingly.

Note. You cannot decrease a contract line amount to be less than what has already been billed.

You can temporarily suspend services by cancelling the original contract line without selecting the Reverse Amounts option and adding a new contract line for the reinstatement (un-suspension) of the services.

Note. If the amount of revenue recognized is less than the amount billed and you make a change to the contract line amount, then the system sets the status of both the revenue plan and billing plan to Action Required.

If the amount of revenue recognized is greater than the amount billed, you cannot make a change to the contract line amount.

Amendment Processing

When all of the business rules are met, an amendment is processed and its status is set to Complete.

Amendment processing differs, depending on whether you are changing a contract line amount or cancelling a contract line. Reverse amount and retroactive options affect the billing plan events and revenue events differently depending on the type of plans attached to the contract line.

Here are some rules that apply to amendment processing:
• If a contract line has an associated billing plan that is In Progress, then the contract line cannot be amended or cancelled until the billing plan reaches a status of Completed.

• If a contract line has an associated revenue plan that is In Progress, then the contract line can be amended or cancelled.

• If a contract line has an associated billing plan that is In Progress and an associated revenue plan that is In Progress, then the contract line cannot be amended or cancelled until the billing plan reaches a status of Completed.

• If a contract line has an associated billing plan that is not yet In Progress or is already Completed and an associated revenue plan that is In Progress, then the contract line can be amended or cancelled.

### Amendment Example

In the following example, an amount-based contract line is amended by increasing the contract line amount. Two billing events are associated with the contract line. The system sets the billing plan to a status of Action Required. The system also automatically updates the percentage of the first event based on the new contract line amount. Then, the system adjusts the amount for the second billing event based on the adjusted percentage. See the example below:

• The contract line has two billing events associated with it.

• The billing plan has a method of Milestone using the percent functionality for the event.

• No revenue has been processed against the revenue plan that is associated with this contract line.

• The billing plan on the amended contract line is not attached to any other contract line.

This is the contract line:

<table>
<thead>
<tr>
<th>Contract Amount</th>
<th>Contract Line</th>
<th>Billing Plan</th>
<th>Revenue Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000.00 USD</td>
<td>1000.00 USD</td>
<td>Milestone</td>
<td>Milestone</td>
</tr>
</tbody>
</table>

These are the billing plan events:

<table>
<thead>
<tr>
<th>Event</th>
<th>Amount</th>
<th>Percent</th>
<th>Status</th>
<th>Amount per contract line</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>500.00 USD</td>
<td>50</td>
<td>Complete</td>
<td>Line 1: 500</td>
</tr>
<tr>
<td>002</td>
<td>500.00 USD</td>
<td>50</td>
<td>Ready</td>
<td>Line 1: 500</td>
</tr>
</tbody>
</table>

These are the contract line amendment details after the system has processed the amendment:

<table>
<thead>
<tr>
<th>Line Number</th>
<th>Amount</th>
<th>Adjust Retroactively</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>1500.00 USD (increased by 500.00 USD)</td>
<td>No (for billing plan)</td>
</tr>
</tbody>
</table>

These are the event details after the system has processed the amendment:
### Common Elements Used in This Chapter

**Amend Contract**
Click this button on any page within the Contract Entry component, Related Projects page, Prepaids 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 *ready* and a process date less than or equal to the system run date.
### Processing Status
Displays the contract's processing status.

### Adjustment Type
Determines the type of adjustment needed. This is used when you process amendments. This term is used in the context of Billing and Revenue processing.

### Retroactive Adjustment
Adjusts the Billing and Revenue events, which were processed (including in process) in the past only. It is implied here that future adjustments need manual intervention. This term is used in context of Billing and Revenue processing while processing amendments.

### No Retro Adjustment
No adjustments are made to the Billing/Revenue events, including "in process" events, that were processed in the past. The changes in amounts are adjusted by using future billing/revenue events only. This term is used in context of Billing and Revenue processing while processing amendments.

### View Current
Click this button on any page within the Contract Entry component, Related Projects page, Prepaids page, or Special Payment Terms page, to edit a pending amendment.

---

### 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 74

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### Pages Used to Work with Amendments

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amendments</td>
<td>CA_CHG_HDR_PNL</td>
<td>Customer Contracts, Create and Amend, General Information, Amendments</td>
<td>Create and edit amendments.</td>
</tr>
<tr>
<td><strong>Page Name</strong></td>
<td><strong>Definition Name</strong></td>
<td><strong>Navigation</strong></td>
<td><strong>Usage</strong></td>
</tr>
<tr>
<td>--------------</td>
<td>---------------------</td>
<td>----------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Special Payment Terms</td>
<td>CA_TERMS_PNL</td>
<td>Customer Contracts, Create and Amend, Special Payment Terms</td>
<td>Click the Amendment button to create an amendment.</td>
</tr>
<tr>
<td>Related Projects</td>
<td>CA_DETAIL_PROJ</td>
<td>Customer Contracts, Determine Price and Terms, Contract Terms, Related Projects</td>
<td>Click the Amendment button to create an amendment for rate-based contract lines.</td>
</tr>
<tr>
<td>Prepaids</td>
<td>CA_PPD_CONTRACT</td>
<td>Customer Contracts, Determine Price and Terms, Prepaid Balances, Prepaids</td>
<td>Click the Amendment button to create an amendment for a prepaid.</td>
</tr>
<tr>
<td>Amendment Details</td>
<td>CA_CHG_DTL_PNL</td>
<td>Customer Contracts, Create and Amend, General Information, Amendments</td>
<td>Review and manage amendment details. Make changes to the amendment amount.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Click the Detail link on the General tab of the Amendments page.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Customer Contracts, Create and Amend, Amendment Details</td>
<td></td>
</tr>
<tr>
<td>Amendment Amount Allocation</td>
<td>CA_AMEND_PRICE_PNL</td>
<td>Customer Contracts, Determine Price and Terms, Amendment Amount Allocation</td>
<td>Allocate the amended negotiated change amounts and discounts to the amended contract lines.</td>
</tr>
</tbody>
</table>

**Creating and Editing Amendments.**

Access the Contract - General page (Customer Contracts, Create and Amend, General Information, Contract - General), Special Payment Terms page (Customer Contracts, Create and Amend, Special Payment Terms), Related Projects page (Customer Contracts, Determine Price and Terms, Contract Terms, Related Projects), or Prepaids page (Customer Contracts, Determine Price and Terms, Prepaid Balances, Prepaids)

Click the Amend Contract button.

**Entering Amendment Details**

Access the Amendments page (Customer Contracts, Create and Amend, General Information, Amendments).
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 Details 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 Details page (Customer Contracts, Create and Amend, General Information, Amendments, click the Detail link on the General tab of the Amendments page).

Amendment Details page

**Amend Comp. Dt.**

(ampendment completion date)

Displays the date on which the amendment status is set to Complete. This date is set by the amendment processing engine. This field appears only if the amendment is set to Complete.

**Process Amendment**

Click to process this amendment online. This button appears only if you have an amendment that is set to ready.

**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 pending status.

**Amend Status**

(ampendment 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 for new contract lines added through the current amendment.

**Allocation** When you have selected the Allocation is Complete check box on the Amendment Amount Allocation page, the system populates this field with Allocation Complete.

**Cancelled Neg. Disc Amt** Displays the sum of the discounts of all contract lines that you have designated as cancelled as part of this amendment.

**Dfr Rev Acct Dt** 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 Contract Line 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:

*Insert*: You added a new row.

*Update*: 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.

---

**Note.** The Combine Like Templates option that appears on the Add Contracts Line page is not available on the Templates tab of the Amendment Details page. When contract lines are added in amendment mode, the Combine Like Templates option is not supported.

**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 (Customer Contracts, Determine Price and Terms, Amendment Amount Allocation).
Amending Contracts Chapter 25

Amendment Amount Allocation page

Adjustment Amount  Enter 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 Complete in the Allocation field.

If an inclusive prepaid has been modified in the amendment, the inclusive prepaids adjustment amount must also be included in the total amendment amount before selecting Complete in the Allocation field.

Discount/Surcharge  Displays the total discount or surcharge amount for this amendment.

Net Change  Displays the net amount, which the system calculates by subtracting the discount amount from the adjustment amount.

Unallocated Adjustment Amount  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.

If the amendment is for a prepaid contract, this field displays the unallocated inclusive prepaid amount with the sum of the unallocated modified contract line amount, if any.
Inclusive Prepaids
Displays the sum of the difference between the new prepaid purchased amount and the old prepaid purchased amount of all inclusive prepaids that have been modified in the amendment. This value must be included in the Adjustment Amount field in order to change the Allocation field to Complete. The negotiated amount of the contract is modified appropriately when the amendment is processed.


Allocation
Select the status of amount allocations. Values include:

- **Incomplete**: This value appears by default and indicates that amount allocation has not been completely performed for amended amounts.

- **Complete**: Select this value once you have allocated any contract line amount changes across all eligible amount-based contract lines. Selecting Complete initiates system edit checking to ensure that you have fully allocated all adjustment amounts and discounts to the amendment contract products. An error message appears if the page fails edit checking.

**Note.** If you allocate 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 Complete in the Allocation field.

**Note.** You cannot ready the amendment until you have successfully set the Allocation option to Complete and saved the page.

Recalculate
When you click Recalculate, the system calculates the adjustment amount by summing the gross amounts that you have allocated to the individual contract lines.

If you selected the Reprice check box for any contract lines, when you click the Recalculate button, the system retrieves the list price from the PeopleSoft Enterprise Pricer or Product Master, multiplies it by the quantity and updates the Extended Price, Negotiated Amount, and Net Amount fields for the selected contract lines.

**Contract Line Pricing - 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.

Reprice
Select this check box to reprice the contract line. When you select this option and then click the Recalculate button, the system retrieves the list price from the PeopleSoft Enterprise Pricer or Product Master, multiplies it by the quantity and updates the Extended Price, Negotiated Amount, and Net Amount fields for the selected contract lines.
<table>
<thead>
<tr>
<th>Line #</th>
<th>Displays the contract line number for each product that you selected onto a contract line and saved with an active status.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Amount</td>
<td>Displays the contract line's current amount.</td>
</tr>
<tr>
<td>Negotiated Amount</td>
<td>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.</td>
</tr>
<tr>
<td>Adjustment Amount</td>
<td>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.</td>
</tr>
<tr>
<td>Adjust Billing Retroactively</td>
<td>Select to change an amount or percent-based contract line. When you select this option, the system updates amounts that have already been billed and sets the billing plan status to Action Required. When you do not select this option, the system does not change previously billed amounts when an adjustment is made. However, for percent complete billing plans, the system adjusts the incremental percentage for previously billed amounts so that the percentages match the adjustment that is made to the billing plan. Any billing plan event that has a status of In Progress prevents the amendment from being processed. This option can also be selected at the business unit level, and overridden at the contract line level.</td>
</tr>
</tbody>
</table>

**Note.** This field is available for entry once you have entered a value in the Negotiated Amount field.

**Note.** When the billing plan status is Action Required, you must access the billing plan and manually update the plan by adding or reversing events.

| Adjust Revenue Retroactively | When selected, this option enables the system to update revenue plan amounts. The revenue plan status for events is set to Action Required. You must then manually update the revenue plan. When this option is not selected, the system does not touch already recognized revenue amounts. Percentages are updated for Completed revenue events. For pending and ready events, the system will not change percentage amounts calculated on the new amount total. When this option is not selected, the system does not change already recognized revenue amounts when an adjustment is made. However, for percent complete revenue plans, the system does update the incremental percentage for previously recognized revenue so that the percentages match the adjustment that is made to the revenue plan. |

**Note.** This field is available for entry once you have entered a value in the Negotiated Amount field.

**Note.** When the revenue plan status is Action Required, you must access the revenue plan and manually update the plan by adding or reversing events.
Reverse Amounts

This option is only available when cancelling an amount- or percent-based contract line.

When selected, the contract line is brought down to zero. The system cancels discounts and surcharges for the contract line, updates the billing plan and revenue plan statuses to Action Required, and makes adjustments to already billed and recognized amounts.

**Note.** To cancel a contract line with an associated billing plan that is 100 percent billed, you must select Reverse Amounts.

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.

Recalculate

When you click Recalculate, the system recalculates the adjustment amount, net change, and line total adjustment and discount amounts.

If you selected the Reprice check box for any contract lines, when you click the Recalculate button, the system retrieves the list price from the PeopleSoft Enterprise Pricer or Product Master, multiplies it by the quantity, and updates the Extended Price, Negotiated Amount, and Net Amount fields for the selected contract lines.

**Contract Line Pricing - Detail**

Price Type

Dictates the processing that can occur against the product. Options include:

*Amount:* 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.

*Percent:* If you have any percent-based products (Price Type equals PCT) on your amendment, the system converts the products to amount-based products (Price Type equals AMT) and gives them a value of 0 USD.

*Rate or Recurring:* Rate-based and recurring products are not factored into the contract-negotiated amount.

Qty (quantity)

Displays the quantity associated with the contract line. You can change this value at any time before processing the amendment. When you change the quantity, the system automatically updates the associated quantity on the Billing Plan Lines page after the amendment is processed.
Fee Type
This field appears for contracts with a contract classification of Government. See PeopleSoft Enterprise Contracts for Government Contracting 9.1 PeopleBook, "Managing Government Contracts."

Extended Price
Displays the list price multiplied by quantity.

Line Totals
Adjusted Amount Displays the total allocated adjusted amount for all contract lines for this amendment.

Discounts/Surcharges Displays the total line level discounts and surcharges associated with this amendment.

See Also
Chapter 12, "Pricing Contracts," page 165

Processing Amendments
Access the Process Amendments page (Customer Contracts, Create and Amend, Process Amendments).

Process all Ready amendments
Select the range of amendments on which this process will run:
All: Include all contract amendments with an amendment status of ready and a process date that is less than or equal to the run date.
Value: Include only a specific contract. If you select Value, 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 ready, and with a process date less than or equal to the run date.
Chapter 26

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," Defining Email Notifications, page 71


Enterprise PeopleTools PeopleBook: Workflow Technology

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 Technology 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.

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

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Team by Contract</td>
<td>CA_EMAIL_CONTR</td>
<td>Customer Contracts, Create and Amend, Support Teams</td>
<td>Define the support teams and email lists to be used for the workflow that you associate with the different activities within PeopleSoft Contracts.</td>
</tr>
</tbody>
</table>

Defining Support Teams

Access the Support Team by Contract page (Customer Contracts, Create and Amend, Support Teams).

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 71
Chapter 27

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

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
</table>
| Notes     | CA_NOTES        | You can access the Notes page through multiple navigation paths. This list presents the 4 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 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 (Customer Contracts, Create and Amend, Contract Notes).
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 Contents**

**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 28

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 a view of a contract's status and customer, as well as a drill-down link to that contract. The Review Contract Summary page provides a more detailed view of contract specifications, such as products or services 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:

- View your contracts.
- Create a personal contract list.
Pages Used to Create a Personal Contract List

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Contracts</td>
<td>CA_MYCONTRACTS</td>
<td>Customer Contracts, My Contracts</td>
<td>View a list of contracts that you are actively tracking or managing. The My Contracts page provides a view of a contract's status and customer, and a drill-down link to that contract.</td>
</tr>
<tr>
<td>Search Contracts</td>
<td>CA_MYCONTRACT_LIST</td>
<td>Click the Search Contracts link on the My Contracts page.</td>
<td>Create a list of contracts that you are actively tracking or managing. Use this page to add contracts to your My Contracts page. Use search criteria at the top of the page to view a list of existing contracts matching the specified criteria. You can then add the displayed contracts to the My Contracts page.</td>
</tr>
</tbody>
</table>

Viewing Your Contracts

Access the My Contracts page (Customer Contracts, My Contracts).

My Contracts page

When you first access this page, the system displays only those contracts that you previously selected for your My Contracts list.

**Contract**

Click the links in this column to access the General Information page for more information about a specific contract.
Create New Contract  
Click to add a new contract on the Contract - General page.

Search Contracts  
Click to open the Search Contracts page, which enables you to view a list of contracts based on specified search criteria. You can select contracts to add to your My Contracts page from this location.

Contract Total  
Displays the contract's current total amount. This is the same value that appears in the Estimated Total field on the Contract - General page (estimated total equals the revised gross minus the revised discount (or plus the surcharge) plus noninclusive prepaids plus the estimated amount).

Creating a Personal Contract List

Access the Search Contracts page (click the Search Contracts link on the My Contracts page).
Search Contracts page

When you first access this page, the system displays only those contracts that you previously selected for your My Contracts list.

**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 only for 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.

**Contract List - General Tab**

Select the General tab.
My Contract  Select to add a contract to or deselect to remove a contract from your My Contracts list.

**Contract List - Details Tab**

Select the Details tab.

My Contract  Select to add a contract to or deselect to remove a contract from your My Contracts list.

Edit  Click to access the Contract - General page, where you can manage the details of the specific contract.

Contract Total  Displays the contract's current total amount. This is the same value that appears in the Estimated Total field on the Contract - General page (estimated total equals the revised gross minus the revised discount (or plus the surcharge) plus noninclusive prepaids plus the estimated amount).

---

**Reviewing Contract Summaries**

Contract summaries are vital pieces of information for all organizations. The Review Contract Summary page enables you to view existing contract-related information, such as where the contract is in its life cycle, 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 contracts AR items.

**Pages Used to Review Contract Summaries**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracts AR Items</td>
<td>CA_CONTR_ITEM</td>
<td><a href="#">Click the Contracts AR Items button on the Review Contract Summary page.</a></td>
<td>Review and edit AR item information.</td>
</tr>
</tbody>
</table>
Reviewing Contract Summaries


Review Contract Summary page

This page displays the contract type, contract status, customer, business unit, region code, and other vital contract information at a glance.

Note. This page does not support revenue from contract lines for which PeopleSoft Billing instead of PeopleSoft Contracts manages revenue. Therefore, revenue from contract lines with a revenue method of Billing Manages Revenue does not appear on this page.

Contract Number

Click to access the General contract definition page. The contract number is vital for record keeping. 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. Use the Contracts Amendment page to create a new amendment.

**Note.** If this is a contract in Pending status, no amendment number or link appears because an amendment is needed for a contract that is in an Active processing status only.

**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 the Billing Finalization (BIIVC000) and the Projects/Contracts Interface (BIPCC000) processes 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.** The total billed may be different from the total collected because the total collected includes sales tax.

- **Total Revenue Recognized**
  View the total amount of revenue recognized in the general ledger for both amount-based and rate-based contract lines. This amount includes any discounts or surcharges.

  **Note.** This amount does not include revenue from any contract lines with a revenue method of Billing Manages Revenue.

  See Chapter 10, "Understanding Accounting Distributions," page 133.

**Contract Lines**

This group box lists information about contract lines: products and services sold, limits on the contract 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**
If you have a project and activity attached to this contract, then you can click this link. Click the link to access the Project Summary page for the associated project and activity.

**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 about 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 Contracts AR Items**
Access the Contracts AR Items page (click the Contracts AR Items button on Review Contract Summary page).
Contracts AR Items page

**Business Unit**
Displays the PeopleSoft Contracts business unit.

**Accounts Receivable Items**
The fields that appear in this group box are the same as those on the Item Maintenance pages in PeopleSoft Receivables.

See *PeopleSoft Enterprise Receivables 9.1 PeopleBook*, "Maintaining and Reviewing Item Information," Changing and Reviewing Item Information.

**AR Business Unit**
Displays the PeopleSoft Receivables 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

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inquire Contracts - Contract</td>
<td>CA_CNTR_HDR_IC</td>
<td>Customer Contracts, Review Contract Information, Contracts, Inquire Contracts - Contract Details</td>
<td>Review the details of existing contracts. From this page, you can navigate to the details of different contract attributes.</td>
</tr>
</tbody>
</table>
| Amendments                    | CA_INQ_AMEND_PNG            | • Customer Contracts, Review Contract Information, Amendments, Inquire Contract Amendments  
<pre><code>                          | • Click the Inquire Contract Amendments link on the Inquire Contracts - Contract Details page. | Review the amendment details of a specific contract amendment.         |
</code></pre>
<p>| Inquire Attachments           | CA_ATTACHMENTSSS            | Customer Contracts, Review Contract Information, Attachments, Inquire Attachments | Review the attachments that are connected 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_MS_LIST_SS               | 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. |</p>
<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Addresses</td>
<td>CA_CONTR_ADDR_SS</td>
<td>Click the Customer Addresses link on the Inquire Contracts - Contract Details page.</td>
<td>Review the contract header defaults for these address items: bill to customer, bill to contact, and sold to customer.</td>
</tr>
<tr>
<td>Contract Discounts</td>
<td>CA_CONTR_REDUCE_PNL</td>
<td>Click the Contract Discounts link on the Inquire Contracts - Contract Details page.</td>
<td>Review any discounts that are associated with fixed-amount contract lines.</td>
</tr>
<tr>
<td>Inquire Contracts - Contract</td>
<td>CA_CNTR_LN_SS</td>
<td>Click the Contract Lines link on the Inquire Contracts - Contract Details page.</td>
<td>Review all active contract lines on a contract. From this page, you can navigate to the contract line details.</td>
</tr>
<tr>
<td>Lines</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inquire Contracts - Contract</td>
<td>CA_CONTR_LN_DTL_SS</td>
<td>Click the product link for a contract line on the Inquire Contracts - Contract Lines page.</td>
<td>Review the details for a contract line.</td>
</tr>
<tr>
<td>Line Detail</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inquire Contracts - Contract</td>
<td>CA_NOTE_LIST_SS</td>
<td>Click the Contract Notes link on the Inquire Contracts - Contract Details page.</td>
<td>Review internal notes that have been added to a contract.</td>
</tr>
<tr>
<td>Notes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inquire Contract Milestones</td>
<td>CA_MS_COND_SS</td>
<td>Click the Milestone link for an individual milestone on the Inquire Contract Milestones page.</td>
<td>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.</td>
</tr>
<tr>
<td>(milestone detail)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inquire Contract Milestones</td>
<td>CA_MS_COND_DTL_SS</td>
<td>Click the Conditions link on the Inquire Contract Milestones (milestone detail) page.</td>
<td>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.</td>
</tr>
</tbody>
</table>
Chapter 29

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 designate a contract as reimbursable when creating a new contract. Select a Contract Classification of Federal Reimbursable Agreement. This option appears only if you selected the Federal Reimbursable Agreement check box on the Contracts - Installation Options page.
• 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.

• 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.

• For reconciliation purposes, you may want to structure your projects and contracts so that one project does not span multiple contracts.

You can associate a project/activity combination with a single contract line only.

• 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 FSIO 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 Advanced Amount 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


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**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**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation Options -</td>
<td>INSTALLATION_CA</td>
<td>Set Up Financials/Supply Chain, Install, Installation Options,</td>
<td>Select the Federal Reimbursable Agreements check box so that contracts</td>
</tr>
<tr>
<td>Contracts</td>
<td></td>
<td>and then click the Contracts link.</td>
<td>created will have a reimbursable agreement indicator that allows you</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>to tag a contract as a reimbursable agreement. Select the Apportioned</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Amount Restricted check box (optional).</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Note.</strong> The Apportioned Amount Restricted check box does not appear</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>on the page until you select the Federal Reimbursable Agreements</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>check box and save the page.</td>
</tr>
<tr>
<td>Page Name</td>
<td>Definition Name</td>
<td>Navigation</td>
<td>Usage</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Reimbursable Agreement Account</td>
<td>RMC18_SETUP</td>
<td>General Ledger, Federal Reports, Define Reimbursable Account, Reimbursable Agreement Account</td>
<td>Define accounts for amount advanced, amount advanced remaining, amount billed, amount earned, amount unbilled, amount obligated, amount expected, and amount collected.</td>
</tr>
<tr>
<td>Contract - General</td>
<td>CA_HDR_PNL</td>
<td>Customer Contracts, Create and Amend, General Information</td>
<td>Set up and manage contract header information. Specify a reimbursable amount.</td>
</tr>
<tr>
<td>Prepaid Balances - Prepaids</td>
<td>CA_PPD_CONTRACT</td>
<td>Click the Prepaids link in the Go To drop-down list box on the Contract - General page.</td>
<td>Establish prepaid balance amounts.</td>
</tr>
<tr>
<td>Billing Plan - Billing Plan General</td>
<td>CA_BP_GEN_INFO</td>
<td>Click the Create Bill Plan link on the Initial Billing tab of the Prepaid Balances - Prepaids page.</td>
<td>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.</td>
</tr>
<tr>
<td>Contract - Lines</td>
<td>CA_OBLIGATIONS</td>
<td>Customer Contracts, Create and Amend, General Information, Lines</td>
<td>Add products to create a contract. Each product appears on the contract as a distinct contract line number.</td>
</tr>
<tr>
<td>Related Projects</td>
<td>CA_DETAIL_PROJ</td>
<td>Click the Contract Terms link on the Details tab of the Contract - Lines page.</td>
<td>Record an order against the reimbursable amount as a limit. Create a project/activity combination for the contract line. Attach a rate set to a contract line.</td>
</tr>
</tbody>
</table>

**See Also**


*PeopleSoft Enterprise Application Fundamentals 9.1 PeopleBook,* "Setting Installation Options for PeopleSoft Applications," Defining 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

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursable Agreement Inquiry Results</td>
<td>INQ_RMC18_RESULTS</td>
<td>Customer Contracts, Review Contract Information, Reimbursable Agreement, and then click the Inquiry Results link.</td>
<td>View reimbursable agreement information.</td>
</tr>
</tbody>
</table>

Specifying Reimbursable Agreement Inquiry Criteria

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.

**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 (Customer Contracts, Review Contract Information, Reimbursable Agreement, and then click the Inquiry Results link).

Reimbursable Agreement Inquiry Results

<table>
<thead>
<tr>
<th>Reimbursable Agreement:</th>
<th>TEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursable Description:</td>
<td>Easy Solutions</td>
</tr>
<tr>
<td>Customer:</td>
<td>Easy Solutions</td>
</tr>
<tr>
<td>Business Unit:</td>
<td>US001</td>
</tr>
<tr>
<td>Project:</td>
<td>CPTEST</td>
</tr>
<tr>
<td>Affiliate</td>
<td>US003</td>
</tr>
<tr>
<td>Billing Limit:</td>
<td>10,000.00</td>
</tr>
<tr>
<td>Currency:</td>
<td>USD</td>
</tr>
<tr>
<td>Advanced Amount:</td>
<td>0.00</td>
</tr>
<tr>
<td>Currency:</td>
<td>USD</td>
</tr>
<tr>
<td>Advanced Amount Remaining:</td>
<td>0.00</td>
</tr>
<tr>
<td>Currency:</td>
<td>USD</td>
</tr>
<tr>
<td>Billed Amount:</td>
<td>0.00</td>
</tr>
<tr>
<td>Currency:</td>
<td>USD</td>
</tr>
<tr>
<td>Earned Amount:</td>
<td>0.00</td>
</tr>
<tr>
<td>Currency:</td>
<td>USD</td>
</tr>
<tr>
<td>Unbilled Amount:</td>
<td>0.00</td>
</tr>
<tr>
<td>Currency:</td>
<td>USD</td>
</tr>
<tr>
<td>Committed Amount:</td>
<td>0.00</td>
</tr>
<tr>
<td>Currency:</td>
<td>USD</td>
</tr>
<tr>
<td>Obligated Amount:</td>
<td>0.00</td>
</tr>
<tr>
<td>Currency:</td>
<td>USD</td>
</tr>
<tr>
<td>Expended Amount:</td>
<td>0.00</td>
</tr>
<tr>
<td>Currency:</td>
<td>USD</td>
</tr>
<tr>
<td>Collected Amount:</td>
<td>0.00</td>
</tr>
<tr>
<td>Currency:</td>
<td>USD</td>
</tr>
</tbody>
</table>

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.

The reimbursable agreement amount fields represent the monetary amount in the prospective currency.
Chapter 30

Working with PeopleSoft Transaction Billing Processor

This chapter provides an overview of the PeopleSoft Transaction Billing Processor and the integration messages for transaction billing, and discusses how to:

- Set up PeopleSoft Transaction Billing Processor.
- Manage billing plans.
- Manage revenue plans.
- Process billing.
- Process revenue.
- Track contracts.

Understanding the PeopleSoft Transaction Billing Processor

PeopleSoft Transaction Billing Processor enables PeopleSoft FieldService, Support, Order Capture, and Real Estate Management to integrate with PeopleSoft Billing and PeopleSoft General Ledger through the use of the PeopleSoft Contracts architecture. The integration enables PeopleSoft Customer Relationship Management (PeopleSoft Enterprise CRM) users to bill and book revenue for recurring, one-time, and on-demand services. This integration enables PeopleSoft Real Estate Management users to bill and book revenue for on-demand services.

This section discusses:

- Integration with PeopleSoft products.
- Integration across databases.
- Transaction Billing Processor statuses.
- PeopleSoft Contracts functionality used by PeopleSoft Transaction Billing Processor.

See PeopleSoft Enterprise CRM Services Foundation PeopleBook, "Transaction Billing Processor Integration."

See PeopleSoft Enterprise Real Estate Management 9.1 PeopleBook, "Integrating with Other Applications," Integrating with PeopleSoft Contracts.
Integration with PeopleSoft Products

This section provides an overview of the integration between PeopleSoft Transaction Billing Processor and the following products:

- PeopleSoft FieldService and PeopleSoft Support
- PeopleSoft Order Capture
- PeopleSoft Real Estate Management

PeopleSoft FieldService and PeopleSoft Support

PeopleSoft Transaction Billing Processor enhances PeopleSoft FieldService and PeopleSoft Support by providing the functionality to bill customers and account for their services. PeopleSoft FieldService and PeopleSoft Support send recurring, one-time, and on-demand transactions to PeopleSoft Transaction Billing Processor. Various fees are sent to the PeopleSoft Transaction Billing Processor including agreement fees, service order fees, and case fees. The recurring and one-time transactions from PeopleSoft FieldService and PeopleSoft Support are always tied to an agreement. The on-demand transactions are not tied to an agreement.

See PeopleSoft Enterprise Integrated Field Service PeopleBook.

See PeopleSoft Enterprise CRM Call Center Applications PeopleBook.

PeopleSoft Order Capture

PeopleSoft Transaction Billing Processor integrates with PeopleSoft Order Capture and enables you to create invoices and recognize revenue for PeopleSoft Order Capture’s service products. PeopleSoft Order Capture integrates with the PeopleSoft Transaction Billing Processor in a similar way to PeopleSoft FieldService and PeopleSoft Support with the exception that PeopleSoft Order Capture transactions do not have to be tied to an agreement.

PeopleSoft Order Capture sends recurring and one-time transactions to PeopleSoft Transaction Billing Processor. PeopleSoft Order Capture does not use on-demand transactions.

Note. PeopleSoft Order Capture never shares the same contract with PeopleSoft FieldService or PeopleSoft Support even if they have the same sold to customer.

Here are the highlights of the PeopleSoft Order Capture integration with the PeopleSoft Transaction Billing Processor that are unique to PeopleSoft Order Capture:

- PeopleSoft Order Capture can send several types of product fee transactions such as recurring and one-time fees.
  
  You can include all transactions in one order or you can send them on separate orders.

- PeopleSoft Order Capture does not send the start date and end date in the contract request message for the contract line.

  This allows the contract line to last indefinitely.
• PeopleSoft Transaction Billing Processor controls the timing of sending PeopleSoft Order Capture recurring fee transactions to PeopleSoft Billing for invoicing and to GL for revenue recognition.

• PeopleSoft Order Capture does not send a message to the PeopleSoft Transaction Billing Processor to close the contract.

  This is a manual process that must occur in the PeopleSoft Transaction Billing Processor.

• PeopleSoft Order Capture's hard good products are billed through PeopleSoft Order Management and their engagement services are billed through PeopleSoft Proposal Management.

  These transactions are not billed through the PeopleSoft Transaction Billing Processor.

See *PeopleSoft Enterprise CRM PeopleSoft Order Management PeopleBook*.

**PeopleSoft Real Estate Management**

PeopleSoft Transaction Billing Processor enhances PeopleSoft Real Estate Management by providing the functionality to bill and book revenue for lease transactions. PeopleSoft Real Estate Management focuses on lease management where a company can be the lessee and/or the lessor. And, based upon this relationship, you can bill and book revenue for the related transactions through the integration with PeopleSoft Transaction Billing Processor.

PeopleSoft Real Estate Management sends three types of transactions to the PeopleSoft Transaction Billing Processor:

- **Invoices**
  
  Invoices utilize the PeopleSoft Transaction Billing Processor's on-demand process to perform billing functions. This involves sending transactions through the PeopleSoft Transaction Billing Processor's interface programs which create a contract and billing plan and automatically initiates the Contracts Billing Interface process (CA_BI_INTFC).

  **Note.** You must set up accounting rules prior to sending transactions to the PeopleSoft Transaction Billing Processor.

- **Straightline Accounting**
  
  Straightline accounting utilizes the PeopleSoft Transaction Billing Processor's accounting rules only. PeopleSoft Real Estate Management uses the accounting rules to determine the accounting entries for the accruals and deferrals that result from straight-lining PeopleSoft Real Estate Management transactions. PeopleSoft Real Estate Management obtains the appropriate accounting entries from the accounting rules and handles the processing to send the entries to PeopleSoft General Ledger.

- **Payments**
  
  Payments utilize the PeopleSoft Transaction Billing Processor's accounting rules only. PeopleSoft Real Estate Management obtains the appropriate accounting entries from the accounting rules and handles the processing to send the entries to Accounts Payable.

See *PeopleSoft Enterprise Real Estate Management PeopleBook*. 
Integration Across Databases

The integration begins outside of the PeopleSoft Transaction Billing Processor application. Upon saving a transaction in PeopleSoft CRM or PeopleSoft Real Estate Management, the system creates a corresponding contract and contract line in PeopleSoft Contracts through the PeopleSoft Transaction Billing Processor. Transactions are sent from PeopleSoft CRM and PeopleSoft Real Estate Management to the PeopleSoft Transaction Billing Processor and stored in the PeopleSoft Contracts Interface tables. PeopleSoft Transaction Billing Processor utilizes the PeopleSoft Contracts rate-based functionality and bills charges on an as-incurred basis. The transaction information is then forwarded to PeopleSoft Billing as bill lines for invoice generation. The PeopleSoft Transaction Billing Processor manages the appropriate timing of sending these transactions to PeopleSoft Billing.

The following table provides the correlation between the PeopleSoft product that integrates with the PeopleSoft Transaction Billing Processor and the applicable transaction types for the product:

<table>
<thead>
<tr>
<th>Product</th>
<th>Recurring</th>
<th>One-Time</th>
<th>On-Demand</th>
</tr>
</thead>
<tbody>
<tr>
<td>PeopleSoft FieldService</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>PeopleSoft Support</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>PeopleSoft Order Capture</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PeopleSoft Real Estate Management</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From PeopleSoft CRM and PeopleSoft Real Estate Management transactions, the system creates contracts and contract lines in the PeopleSoft Transaction Billing Processor application. The contract lines are associated with revenue plans for revenue recognition. For one-time transactions, the revenue method is as-incurred. However, recurring and on-demand transactions do not utilize revenue plans for revenue recognition. PeopleSoft Billing manages revenue for those transactions.

The following table provides the correlation between transaction type, product that manages revenue, and the PeopleSoft Contracts revenue recognition method:

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Product Managing Revenue</th>
<th>Revenue Recognition Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurring</td>
<td>PeopleSoft Billing</td>
<td>Billing Manages Revenue</td>
</tr>
<tr>
<td>One-time</td>
<td>PeopleSoft Contracts</td>
<td>As-Incurred</td>
</tr>
<tr>
<td>On-Demand</td>
<td>PeopleSoft Billing</td>
<td>Billing Manages Revenue</td>
</tr>
</tbody>
</table>

This section discusses the following transaction types:

- Recurring transactions
- One-time transactions
- On-demand transactions
Recurring Transactions

PeopleSoft CRM uses the PeopleSoft Transaction Billing Processor for the *Billing Manages Revenue* revenue recognition structure, billing cycle, schedule details, and accounting rules for their recurring transactions. Through this integration, PeopleSoft CRM can create invoices and recognize revenue to the general ledger. In addition, you can apply agreement-based uplifts or discounts as separate transactions, as well as taxes to the billable amount and process the transactions through user-defined invoice formats.

The system uses the information contained in the PeopleSoft CRM agreement or order as default values to create the contract header, contract line, billing plan, and revenue plan in the PeopleSoft Transaction Billing Processor.

Once created, the PeopleSoft Transaction Billing Processor sends the contract and contract line number back to PeopleSoft CRM to add this information to the PeopleSoft CRM agreement or order. In addition, the contract line stores the PeopleSoft CRM agreement and renewal numbers, if applicable, and uses this information for processing.

When PeopleSoft CRM sends recurring transactions to the PeopleSoft Transaction Billing Processor, the transactions are sent with an amount, start date, end date, and schedule. Based on this information, the PeopleSoft Transaction Billing Processor expands the transactions for each schedule. The schedules allow the user to book deferred revenue when the transaction is billed and later recognize the appropriate amount of revenue for each period.

For adjustments to transactions *after* billing has occurred or revenue has been recognized, the PeopleSoft Transaction Billing Processor creates reversal transactions for the original amounts, and creates new transactions for the adjusted amounts. Both the reversal and the new transactions will appear on the invoice. Therefore, the net amount on the invoice is the difference between what has already been billed and the adjustment that has been made.

For adjustments to transactions *before* billing has occurred or revenue has been recognized, the PeopleSoft Transaction Billing Processor replaces the original transactions with the new transactions for the adjusted amounts.

**Note.** For recurring transactions, you must define a schedule on the Schedules page and select your revenue proration options on the Contracts Definition - Processing Options page for the PeopleSoft Transaction Billing Processor to process the transactions.

**Note.** In the case of a PeopleSoft CRM renewal, the PeopleSoft Transaction Billing Processor adds a new contract line to the existing contract instead of creating a new contract and contract line.

**Note.** Recurring transactions are applicable to PeopleSoft Field Service, Support, and Order Capture.

One-Time Transactions

PeopleSoft CRM uses the PeopleSoft Transaction Billing Processor for the *As-Incurred* revenue recognition structure, billing and accounting rules for their one-time transactions. Through this integration, PeopleSoft CRM can create invoices and recognize revenue to the general ledger. In addition, you can apply agreement-based uplifts or discounts as separate transactions, as well as taxes to the billable amount and process the transactions through user-defined invoice formats.
The functionality for one-time transactions is similar to that for recurring transactions. However, for one-time transactions, revenue is managed by PeopleSoft Contracts through the PeopleSoft Transaction Billing Processor instead of by PeopleSoft Billing. Managing revenue through PeopleSoft Contracts provides you with the option to recognize revenue before processing billing. For one-time transactions, you process billing and revenue through the Process As Incurred Billing and Process Project Accounting (as incurred revenue) run control pages respectively.

**Note.** One-time transactions are applicable to PeopleSoft Field Service, Support, and Order Capture.

**On-Demand Transactions**

PeopleSoft FieldService, Support, and Real Estate Management send on-demand-fee transactions to the PeopleSoft Transaction Billing Processor in order to utilize the PeopleSoft Contracts functionality to bill and book revenue. PeopleSoft Transaction Billing Processor initiates billing processing, sends the transactions to PeopleSoft Billing, and PeopleSoft Billing completes both revenue and billing processing for on-demand transactions. On-demand transactions are one-time transactions and are never associated with an agreement.

On-demand transactions use functionality similar to recurring and one-time transactions. The same messages and interface tables are used and much of the same setup is required. However, revenue recognition for all on-demand transactions is managed by PeopleSoft Billing through the Contracts Billing Interface (CA_BI_INTFC) process. In addition, deferred revenue is not applicable for on-demand transactions.

For on-demand transactions, the PeopleSoft Transaction Billing Processor launches the revenue and billing processes immediately after the on-demand transaction loads into the contract staging table (INTFC_CA) without any manual intervention.

**Note.** On-demand billing is specific to PeopleSoft FieldService, Support, and Real Estate Management.

**Note.** On-demand transactions differ from other one-time transactions, because they are never tied to an agreement and the revenue is managed by PeopleSoft Billing instead of PeopleSoft Contracts. In addition, there is no visibility or access to on-demand contracts from within the PeopleSoft Contracts application.

**Transaction Billing Processor Statuses**

Here are the contract statuses:

**Active**

A contract is created in *Active* status if the associated billing and revenue plans are in *Ready* status and no errors exist for the associated transaction in PeopleSoft CRM or PeopleSoft Real Estate Management. The contract can now accept transactions from PeopleSoft CRM and PeopleSoft Real Estate Management.

**Note.** PeopleSoft CRM and PeopleSoft Real Estate Management initiate the transaction that sets the contract to *Active* status by sending a message to the PeopleSoft Transaction Billing Processor.
A contract can be set to *Closed* status when the agreement and agreement lines associated with the contract are in *Closed* status (all transactions associated with the agreement have been sent to PeopleSoft Billing and PeopleSoft General Ledger).

When you attempt to set a contract to *Closed* status, the system checks to ensure the revenue and billing plans associated with the contract are complete.

You initiate the closure of a contract from the PeopleSoft Transaction Billing Processor. You have the option of closing a contract when all associated transactions have been billed and have had their revenue recognized. Closing a contract is a manual process.

The agreement becomes read-only when the status is set to *Closed* for the contract and agreement.

**Note.** A contract can no longer accept transactions from PeopleSoft CRM once it has been closed.

**Note.** An on-demand contract never reaches *Closed* status, because you cannot access it from the PeopleSoft Transaction Billing Processor.

### PeopleSoft Contracts Functionality Used by the PeopleSoft Transaction Billing Processor

PeopleSoft Transaction Billing Processor shares architecture and limited functionality with PeopleSoft Contracts. Here is a list of PeopleSoft Contracts functionality that the PeopleSoft Transaction Billing Processor supports.

- Accounting rules.
- GL Journal inquiry.
- As-incurred billing plans.
- As-incurred billing processing.
- As-incurred billing management.
- Contract entry and amendments.
- Internal notes.
- Product IDs.
- Contract Summary.
- My Contracts.
- As-incurred revenue plans.
- As-incurred revenue processing.
- As-incurred revenue management.
• Revenue redistribution.
• Email notifications.

See PeopleSoft Enterprise Contracts PeopleBook.

Understanding Integration Messages for Transaction Billing

The integration between PeopleSoft CRM or PeopleSoft Real Estate Management and the PeopleSoft Transaction Billing Processor is transaction-based. A PeopleSoft CRM agreement or PeopleSoft Real Estate Management transaction creates a contract and contract line, and then all activity that is associated with that agreement is billed and recognized through that contract line.

This section discusses:

• Asynchronous and synchronous messages.
• Billing Interface tables.

Note. PeopleSoft Real Estate Management does not integrate in the same way with the PeopleSoft Transaction Billing Processor as PeopleSoft CRM does. PeopleSoft Real Estate Management does not use Integration Broker and Application Messaging. Instead, integration is accomplished through application classes.

See Enterprise PeopleTools PeopleBook: Integration Broker

Asynchronous and Synchronous Messages

The integration between PeopleSoft CRM and PeopleSoft Transaction Billing Processor consists of three asynchronous request-response messages, as well as one synchronous message. The asynchronous messages include the Contract Request (CONTRACT_REQUEST), Contract Response (CONTRACT_RESPONSE), and Contract Transaction (CONTRACT_TXN) messages. Additionally, there is one synchronous message to verify that no pending activity (PENDING_ACTIVITY) exists in PeopleSoft CRM for a contract revenue plan or billing plan.

Note. PeopleSoft Real Estate Management does not use these messages.

Asynchronous Request-Response Messages

The following figure shows the asynchronous messages that pass between the PeopleSoft Transaction Billing Processor and PeopleSoft CRM:
Asynchronous messaging between the CRM and FSCM databases

The asynchronous messages used in the integration process include:

**Contract Request**

Prompts the system to create a new contract. The contract request is initiated by PeopleSoft CRM. PeopleSoft CRM performs an internal scan to determine if a contract already exists. If no contract exists, then PeopleSoft CRM sends the contract request message.

*Note.* In the case of a renewal, PeopleSoft CRM sends the contract request message with a different request type indicating that PeopleSoft Transaction Billing Processor should add a new contract line to the existing contract instead of creating a new contract and contract line. The addition of a new contract line to the existing contract takes place through amendment processing functionality.

*Note.* The minimum required fields to request a contract are the Contracts business unit and Sold To Customer.

**Contract Response**

The Contract Response message is initiated by the PeopleSoft Transaction Billing Processor. For recurring and one-time transactions, this message is sent only once. For on-demand transactions, this message is sent twice. For on-demand transactions, the system sends the contract response message for a second time once the Contracts Billing Interface (CA_BI_INTFC) process is complete to provide the status of the transactions to PeopleSoft CRM.

**Transaction**

Populates the Transaction Billing Processor Interface tables.

PeopleSoft CRM calls the contract transaction message after the contract is created, and it is ready to receive bills.

In addition, when PeopleSoft CRM performs an internal scan to determine whether a contract already exists and it finds that a contract does exist, instead of sending a contract request message, PeopleSoft CRM sends the contract transaction message.

**Synchronous Messages**

The following figure shows the synchronous message that passes between the PeopleSoft Transaction Billing Processor and PeopleSoft CRM:
Synchronous messaging between the CRM and FSCM databases

The synchronous message used in the integration process includes:

**Pending Activity**

The pending activity message (PENDING_ACTIVITY) identifies whether any pending activity exists for a contract revenue plan or billing plan. The message is triggered by the status of a billing or revenue plan changing to *Complete*. Only plans with a transaction source (CA_TXN_SOURCE) of *CRM* invoke this check.

The system completes the following checks to determine whether the billing or revenue plan status can change to *Completed*:

1. Is the corresponding plan complete? For the billing plan, the system checks the revenue plan; for the revenue plan, the system checks the billing plan.
2. Is there pending activity in the Transaction Billing Processor Interface tables?
3. Is there pending activity in PeopleSoft CRM?

**Billing Interface Tables**

PeopleSoft CRM sends fields to the PeopleSoft Transaction Billing Processor to create the contract, contract line, and revenue and billing plans. PeopleSoft Real Estate Management sends fields to the PeopleSoft Transaction Billing Processor to create the contract, contract line, and billing plan. For PeopleSoft CRM transactions, many of these fields can be changed manually on the contract. In addition, the PeopleSoft Transaction Billing Processor receives sales and use and value-added tax (VAT) tax parameters if they are sent by PeopleSoft CRM as overrides to the tax that appears by default from PeopleSoft Billing.

The Interface_CA tables store the transactions from PeopleSoft CRM and PeopleSoft Real Estate Management. The Transaction Billing Processor interface tables (INTFC_CA, INTFC_CA2, INTFC_CA_HDR, and INTFC_CA_NOTE) mirror the PeopleSoft Billing interface tables. However, the first two keys on the billing table, INTFC_ID and INFC_LINE_NUM, have been changed to the single key CA_TXN_ID on the Transaction Billing Processor tables.

See *PeopleSoft Enterprise Billing 9.1 PeopleBook*, "Understanding the Billing Interface Structure."

**Prerequisites**

Prerequisite products for the PeopleSoft Transaction Billing Processor include:

- PeopleSoft Order Capture, Support, FieldService, or Real Estate Management.
- PeopleSoft Billing.
Common Elements Used in This Chapter

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement Code</td>
<td>Displays the name of the selected agreement.</td>
</tr>
<tr>
<td>Agreement Line Number</td>
<td>Displays the agreement line number.</td>
</tr>
<tr>
<td>Agreement Renewal Number</td>
<td>Displays the renewal version of the agreement. The value is set to 1 when the agreement is first created and increments every time the agreement is renewed.</td>
</tr>
<tr>
<td>Agreement SetID</td>
<td>Displays the setID associated with the agreement. An identification code that represents a set of control table information or TableSets. A TableSet is a group of tables (records) that are necessary to define your company’s structure and processing options.</td>
</tr>
<tr>
<td>Billing BU</td>
<td>PeopleSoft Billing business unit. Select a PeopleSoft Billing business unit to associated with your PeopleSoft Contracts business unit on the Contracts Definition - BU Definition page. The system uses the value that you associate with the PeopleSoft Contracts business unit for billing processing.</td>
</tr>
<tr>
<td>Billing Currency</td>
<td>Displays the currency code of the invoices that are generated for this billing plan.</td>
</tr>
<tr>
<td>Billing Plan ID or Bill Plan ID</td>
<td>Stores billing schedules and rules for contract lines. Billing plans are contract-specific. 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. Billing plan ID associated with the contract line.</td>
</tr>
<tr>
<td>Billing Plan Status or Billing Status</td>
<td>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 for one-time and recurring transactions are: Pending, Ready, Completed, and Cancelled.</td>
</tr>
<tr>
<td>Note</td>
<td>The system creates the billing plan in Ready status.</td>
</tr>
<tr>
<td>Business Unit</td>
<td>PeopleSoft Contracts business unit.</td>
</tr>
<tr>
<td>Call Center Business Unit</td>
<td>Call Center business unit used by PeopleSoft Support.</td>
</tr>
<tr>
<td>Case ID</td>
<td>Unique identifier associated with a case.</td>
</tr>
<tr>
<td>Cross Reference Sequence No.</td>
<td>The system generates a number for each row that is added to the Billing Plan - History page.</td>
</tr>
<tr>
<td>Field Service Business Unit</td>
<td>PeopleSoft FieldService business unit.</td>
</tr>
</tbody>
</table>
### GL Business Unit
PeopleSoft General Ledger business unit.

### GL Currency
(PeopleSoft General Ledger currency)
Currency associated with the PeopleSoft General Ledger business unit. This is the business unit in which revenue generated by this revenue plan is recorded with the exception of interunit accounting.

### Gross Amt (gross amount)
Reflects the gross amount sent by the PeopleSoft Transaction Billing Processor to PeopleSoft Billing. No tax is included in this amount.

### Installed Product ID
Tracks the products installed at a customer's site or the products issued to an internal worker. In PeopleSoft Order Capture, installed products can limit orders to a specific set of products and determine whether a warranty is in effect for an installed product.

### Net Amt (net amount)
Reflects the net amount of all contract lines linked to the billing plan sent by the PeopleSoft Transaction Billing Processor to PeopleSoft Billing. No tax is included in this amount. This is the amount that is on the Contract Interface tables.

### Product ID
Displays the unique identifier for the product associated with the transaction.

### Order Capture Business Unit or Order Capture BU
PeopleSoft Order Capture business unit.

### Order ID
Unique identifier associated with a PeopleSoft Order Capture order.

### Revenue Plan or Revenue Plan ID
Enables 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. Revenue plan ID associated with the contract line.

### Revenue 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 for one-time and recurring transactions are: Pending, Ready, Completed, and Cancelled.

**Note.** The system creates the revenue plan in Ready status.

### Service Order ID
Unique identifier associated with a service order.

---

**Setting Up the PeopleSoft Transaction Billing Processor**

This section provides an overview of setting up the PeopleSoft Transaction Billing Processor and the accounting rules and discusses how to set up the PeopleSoft Transaction Billing Processor.

This section discusses how to:
• Set up installed products.
• Define legal entities.
• Define PeopleSoft Contracts business units.
• (Optional) Select combination editing.
• Set up schedules.
• Define proration options.
• Define Contracts GL Options.
• Define contract statuses.
• Set up accounting rules for PeopleSoft CRM.
• Set up accounting rules for PeopleSoft Real Estate Management.
• Create billing plan detail templates (optional for on-demand transactions).
• (Optional for on-demand transactions) Assign billing plan overrides.

Other optional setup includes how to:
• Set up third-party tax.
• Set up PeopleSoft simple tax.
• Define the bill by identifier.
• Set up VAT.

See PeopleSoft Enterprise CRM Services Foundation PeopleBook, Transaction Billing Processor Integration, Setting Up an Integration to PeopleSoft Transaction Billing Processor.

See PeopleSoft Enterprise Global Options and Reports 9.1 PeopleBook, "Working with VAT."

See PeopleSoft Enterprise Billing 9.1 PeopleBook, "Structuring Bills."

See PeopleSoft Enterprise Real Estate Management 9.1 PeopleBook, "Establishing Real Estate Management Business Units and Accounting Rules."

**PeopleSoft Transaction Billing Processor Setup**

The PeopleSoft Transaction Billing Processor shares architecture with PeopleSoft Contracts. Much of the setup for the PeopleSoft Transaction Billing Processor is the same as the setup for PeopleSoft Contracts. In addition, you may choose to set up optional global features such as VAT and features in PeopleSoft Billing.
**Accounting Rules and Transaction Identifiers**

You match accounting rules to transactions with identifier fields. The rate-based revenue accounting comes from the accounting distribution set up on the Accounting Rules for CRM and Accounting Rules for Lease Administration pages. If you do not define accounting rules for the identifier fields for the transactions, then the Rate-based Revenue process (Accounting Rules Engine) does not generate any accounting rows. You can establish the accounting rules across all identifiers, or define them specifically for one contract with different accounting rules for each identifier combination.

For all types of transactions, you must define the accounting rules:

**Recurring**
A *DRV* (deferred revenue) accounting row and a *REV* (revenue) accounting row must be entered. PeopleSoft Billing manages revenue for these transactions and both the *DRV* and *REV* accounting rows are sent to PeopleSoft Billing.

**One-time**
*REV* (revenue) accounting rows and the *UAR* (unbilled Accounts Receivable) row can be defined. Since the PeopleSoft Transaction Billing Processor manages revenue with an as-incurred revenue method and books the revenue separately from the billing, you can enter multiple sets of debit and credit pairs as long as the UAR is limited to one side of the entry. The system sends only the *UAR* row to PeopleSoft Billing.

**On-demand (CRM)**
You must enter both sides of the entry a *REV* (revenue) accounting row and a *UAR* (unbilled accounts receivable) row. Since PeopleSoft Billing manages revenue for on-demand transactions only one *REV* row is sent to PeopleSoft Billing.
On-demand (Real Estate Management)  You must define three sets of debit and credit pairs in the accounting rules for PeopleSoft Real Estate Management:

- When using an accounting rule with the transaction destination of BI (PeopleSoft Billing), you must enter a credit to the REV (revenue) accounting row. Since PeopleSoft Billing manages revenue for on-demand transactions, PeopleSoft Billing retrieves the revenue side of the entry that is specified in the credit row.

- When using an accounting rule with the transaction destination of AP (Accounts Payable), you must enter a debit to the EXP (expenses) accounting row. The PeopleSoft Transaction Billing Processor does not call or post these entries. PeopleSoft Real Estate Management calls the accounting rules and populates tables in PeopleSoft Real Estate Management with this entry so that PeopleSoft Real Estate Management can manage the sending of this accounting entry to Accounts Payable. The credit side of the entry is not needed, so the accounting rule is not available for entry for the credit row on the accounting rules. And, the field reflects that Accounts Payable is in charge of the creation of the credit side of this accounting entry.

- When using an accounting rule with the transaction destination of GL (PeopleSoft General Ledger), you must enter a debit and credit. The PeopleSoft Transaction Billing Processor does not call or post these entries. PeopleSoft Real Estate Management calls the accounting rules and populates tables in PeopleSoft Real Estate Management with this entry so that PeopleSoft Real Estate Management can manage the sending of this accounting entry to PeopleSoft General Ledger.

Pages Used to Set Up the PeopleSoft Transaction Billing Processor

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation Options - Installed Products</td>
<td>INSTALLATION_FS</td>
<td>Set Up Financials/Supply Chain, Install, Installation Options Click the Products link in the General Options group box.</td>
<td>Select the Transaction Billing Processor check box to indicate that this product is installed on your system.</td>
</tr>
<tr>
<td>Page Name</td>
<td>Definition Name</td>
<td>Navigation</td>
<td>Usage</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Legal Entity</td>
<td>CA_LEGAL_PNL</td>
<td>Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Legal Entity</td>
<td>Define legal entities to associate with Contract business units. You use legal entities on the Contract - General page to identify the legal entity within your company that owns (that signed) the contract. This value, once associated with a PeopleSoft Contracts business unit, automatically populates the appropriate field on the contract header.</td>
</tr>
<tr>
<td>Contracts Definition - BU Definition (contracts definition - business unit definition)</td>
<td>BUS_UNIT_TBL_CA</td>
<td>Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, BU Definition</td>
<td>Create a new PeopleSoft Contracts business unit definition or manage an existing business unit.</td>
</tr>
<tr>
<td>Contracts Definition - Processing Options</td>
<td>BUS_UNIT_OPT_CA2</td>
<td>Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Processing Options</td>
<td>Select the Edit Combinations check box if you want the Accounting Rules process (PSA_ACCTGGL) to run combination editing. This step is optional. For recurring transactions, define the parameters in the Proration Options group box so that the PeopleSoft Transaction Billing Processor can process the PeopleSoft CRM recurring transactions. For on-demand transactions, select a bill plan detail template ID to use to override the fields on the billing plan (optional). If you select a template on this page, when the billing plan is created, the billing plan detail template overrides the corresponding fields on the billing plan.</td>
</tr>
<tr>
<td>Schedules</td>
<td>SCHEDULE</td>
<td>Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, Schedules</td>
<td>Create schedules that automate and control the generation of recurring journal entries.</td>
</tr>
</tbody>
</table>
## Setting Up Installed Products

Access the Installation Options - Installed Products page (Set Up Financials/Supply Chain, Install, Installation Options and then click the Products link in the General Options group box).

Select the Transaction Billing Processor check box.
Defining Legal Entities

Access the Legal Entity page (Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Legal Entity).


Defining PeopleSoft Contracts Business Units

Access the Contracts Definition - BU Definition page (Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, BU Definition).


Selecting Combination Editing

Access the Contracts Definition - Processing Options page (Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Processing Options).

ChartField Editing - CRM

Edit Combinations Select this check box to indicate that you want the Accounting Rules process (PSA_ACCTGGL) to run combination editing.

Note. This step is optional. If you want to use combination editing, set up the ChartField combination editing rules in PeopleSoft General Ledger.


Setting Up Schedules

Access the Schedules page (Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, Schedules).

Set up schedules for the PeopleSoft Transaction Billing Processor to use when processing recurring transactions from PeopleSoft CRM.

Note. Use this page when setting up recurring transactions from PeopleSoft CRM. This page is not used for one-time and on-demand transactions.

Note. PeopleSoft Transaction Billing Processor supports the following schedules: annually, daily, monthly and weekly.
Defining Proration Options

Access the Contracts Definition - Processing Options page (Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Processing Options).

Proration Options

Values are:

- By Days Within Range: The system divides the number of days in the schedule period by the number of days in range.

- Evenly Using all Pds: The system divides the total amount by the total number of periods in the range. Billing and revenue are recognized in equal portions for each transaction created, regardless of the number of days in each schedule period.
### Future Period Accounting Dates

<table>
<thead>
<tr>
<th>Values are:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Day in Accounting Period:</strong> Select this option to use the first day in the calendar month of the <em>from date</em> as the accounting date for the transactions created when PeopleSoft CRM sends a recurring transaction to the PeopleSoft Transaction Billing Processor.</td>
</tr>
<tr>
<td><strong>Last Day in Accounting Period:</strong> Select this option to use the last day in the calendar month of the <em>to date</em> as the accounting date for the transactions created when PeopleSoft CRM sends a recurring transaction to the PeopleSoft Transaction Billing Processor.</td>
</tr>
</tbody>
</table>

**Note.** Use this page when setting up recurring transactions from PeopleSoft CRM. This page is not used for one-time and on-demand transactions.


### Defining GL Options

Access the Contracts GL Options page (Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Contracts GL Options).

Set up the TBP Revenue Doc. Type (TBP revenue document sequencing type) for one-time transactions only.

**Note.** This page is not used for recurring and on-demand transactions as revenue for those transactions is managed by PeopleSoft Billing.

#### TBP Revenue Doc. Type

**Revenue**

Select the document sequencing document type for the PeopleSoft General Ledger business unit.

You must enter a document type if you are using the Document Sequencing feature for the general ledger business 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.

This field appears on this page only if you have installed the PeopleSoft Transaction Billing Processor.

The rest of the fields on this page are discussed in the *PeopleSoft Enterprise Contracts PeopleBook.*


See *PeopleSoft Enterprise General Ledger PeopleBook.*
**Defining Contract Statuses**

Access the Contract Status page (Set Up Financials/Supply Chain, Product Related, Contracts, General Options, Contract Status).

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

You must define a default active status.


**Setting Up Accounting Rules for PeopleSoft CRM**

Access the Accounting Rules for CRM page (Customer Contracts, Create and Amend, CRM Acctg Distribution).

---

**Accounting Rules for CRM page**

**Note.** You can select or deselect combination editing for the Accounting Rules process (PSA_ACCTGGL) on the Contracts Definition - Processing Options page.

**Note.** Wildcarding—use of the percent sign symbol to indicate any possibility (%)—is supported on this page. Partial wildcarding—the use of alphanumeric symbols in combination with the percent sign symbol—is not.

The fields and functionality of this page are similar to those on the Accounting Rules page in the *PeopleSoft Project Costing PeopleBook.*
**Contract Business Unit**
Displays the PeopleSoft Contracts business unit.

**Description**
Enter a description for the accounting rules.

**GL Business Unit**
Displays the PeopleSoft General Ledger business unit (GLBU) of the sending application. The GLBU defines where the accounting entry is booked. This field is display-only.

**Status**
Displays the status of the accounting rules. The user controls this status.

**From GL Unit**
Displays the source PeopleSoft General Ledger business unit. With the exception of employee-related transactions (service orders), this value should always be the same as the value in the GL Business Unit field. This field is display-only.

This field applies to PeopleSoft FieldService and PeopleSoft Support only. This flexibility exists to enable cross-charging revenue to the PeopleSoft General Ledger business unit of the resource who performed the service.

**Journal Template**
Enter the journal template to attach to accounting entries when they are sent to the PeopleSoft General Ledger system.

**Copy Accounting Entries to**
Click to copy the accounting entries that you specify in the Accounting Entries group box for use with another set of header criteria.

### Accounting Entries
Use this grid to define the accounting debits and credits to create for the specified PeopleSoft CRM transaction. There must be an equal number of debits and credits. When defining accounting rules for billable activity for one-time transactions, you must specify one unbilled accounts receivable (UAR) accounting distribution. This accounting distribution is stamped on the row when it is sent to PeopleSoft Billing. If you do not establish an UAR, the system does not send the row to PeopleSoft Billing.

During the Accounting Rules process (PSA_ACCTGGL), all transactions are converted to currency based on the PeopleSoft General Ledger currency.

**Note.** The As Incurred revenue recognition process (PSA_ACCTGGL) is only applicable to one-time transactions.

**Seq Nbr**
Displays the sequence in which these accounting lines are applied. The sequence number groups the debit and credit together and is used to determine whether interunit entries should be created.

**Debit/Credit**
Displays whether this accounting line is a debit or credit.

**Account Type**
Select the type of accounting entry.
Billing Business Unit  Enter a business unit that matches the business unit entered in the GL Business Unit field. This ensures that the receivables accounting entries are booked to the same PeopleSoft General Ledger business unit as the unbilled receivables account.

This field appears only if the account type is UAR.

Organization to Book  Values are:

- **GL BU**: Select this value to have the accounting line booked to the PeopleSoft General Ledger business unit specified in the GL Business Unit field in the header area of this page.

- **From GL BU**: Select this value to have the accounting line booked to the PeopleSoft General Ledger business unit specified in the From GL Unit field in the header area of this page. This field may represent the PeopleSoft General Ledger business unit of the resource who performed the service. By specifying *From GL BU* here, the system books the accounting to the resource’s organization.


### Setting Up Accounting Rules for PeopleSoft Real Estate Management

Access the Accounting Rules for Lease Administration page (Set Up Financials/Supply Chain, Business Unit Related, Real Estate Management, Lease Administration, LA Accounting Rules).

会计规则设置页面（租赁管理）

**Note.** You can select or deselect combination editing for the Accounting Rules process (PSA_ACCTGGL) on the Contracts Definition - Processing Options page.
Note. Wildcarding—use of the percent sign symbol to indicate any possibility (%)—is supported on this page. Partial wildcarding—the use of alphanumeric symbols in combination with the percent sign symbol—is not.

The fields and functionality of this page are similar to those on the Accounting Rules page in the PeopleSoft Project Costing PeopleBook.

**LA Business Unit**
Displays the PeopleSoft Real Estate Management (Lease Administration) business unit that was entered when creating the accounting rules.

**Description**
Enter a description for the accounting rules.

**GL Business Unit**
Displays the PeopleSoft General Ledger business unit (GLBU) of the sending application. The GLBU defines where the accounting entry is booked. This field is display-only.

**Status**
Displays the status of the accounting rules. The user controls this status. Inactive rules are not used during rules matching.

**Transaction Destination**
Identifies where the system sends the transaction. If the value in the Transaction Destination field is BI (PeopleSoft Billing), then PeopleSoft Billing manages revenue for on-demand transactions. PeopleSoft Billing uses the accounting rule to retrieve the revenue credit side of the accounting entry that it needs to offset the Accounts Receivable side of the entry. If the value in the Transaction Destination field is AP (Accounts Payable manages expense) or GL (PeopleSoft General Ledger), during processing, PeopleSoft Real Estate Management calls the accounting rules to populate specific accounting rule entries in the PeopleSoft Real Estate Management tables. PeopleSoft Real Estate Management then sends the accounting entries in this table to either Accounts Payable or PeopleSoft General Ledger.

*Note.* You select the transaction destination value when adding a new accounting rule prior to reaching the Accounting Rules for Lease Administration page. You cannot change this value.

This field is not enterable.

**Transaction Group**
Select a transaction group to indicate the type of PeopleSoft Real Estate Management transaction. The system uses the value in this field to create journal entries. Possible field values include: Base Rent, Security Deposit, Straight-line Accounting, Operating Expense, Percent Rent, Miscellaneous Rent, and Manual Fee.

**Transaction Routing Code**
Select a transaction routing code. You can define unique accounting rules by specifying the transaction routing code for a specific transaction group.

**Copy Accounting Entries to**
Click to copy the accounting entries that you specify in the Accounting Entries group box for use with another set of header criteria.
**Accounting Entries**

Use this grid to define the accounting debits and credits to create for the specified PeopleSoft Real Estate Management transaction. There must be an equal number of debits and credits.

During the Accounting Rules process (PSA_ACCTGGL), all transactions are converted to currency based on the PeopleSoft General Ledger currency.

---

**Note.** The As Incurred revenue recognition process (PSA_ACCTGGL) is only applicable to one-time transactions.

<table>
<thead>
<tr>
<th>Seq Nbr (sequence number)</th>
<th>Displays the sequence in which these accounting lines are applied. The sequence number groups the debit and credit together and is used to determine whether interunit entries should be created.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit/Credit</td>
<td>Displays whether this accounting line is a debit or credit. This field corresponds with your Account Type field selection.</td>
</tr>
<tr>
<td></td>
<td><strong>Note.</strong> For PeopleSoft Real Estate Management, the system allows a credit entry only if the value in the Transaction Destination field is BI and a debit entry only if the value is AP.</td>
</tr>
<tr>
<td>Account Type</td>
<td>Select the type of accounting entry.</td>
</tr>
<tr>
<td>Account</td>
<td>Select the account for this transaction.</td>
</tr>
<tr>
<td>Alternate Account</td>
<td>Select the alternate account for this transaction.</td>
</tr>
<tr>
<td></td>
<td><strong>Note.</strong> Select optional ChartField values for additional fields on this page. The values that you select here override the values in the transaction record.</td>
</tr>
</tbody>
</table>

**Creating Billing Plan Detail Templates**

Access the Billing Plan Detail Template page (Set Up Financials/Supply Chain, Product Related, Contracts, Templates, Billing Plan Detail Templates).

**Note.** Selecting the Pre Approved and Direct Invoicing check boxes have no processing effect for on-demand contracts. The system processes all on-demand contracts with the pre approved and direct invoicing functionality whether or not you select the option here.

**Note.** This page is available for on-demand transactions only.
**Billing Default Overrides**

For the fields in this group box, select from the list of values (optional). If PeopleSoft CRM or PeopleSoft Real Estate Management do not send these values over as part of the transactions and if you leave these fields blank, when you run the Contracts Billing Interface process, the system populates the values by default according to the bill to customer. If PeopleSoft CRM or PeopleSoft Real Estate Management do not send these values to the PeopleSoft Transaction Billing Processor and you populate these fields for the billing plan, the system uses the values that you enter here on the billing plan. However, if you enter values here and PeopleSoft CRM or PeopleSoft Real Estate Management do send billing defaults, the system uses the defaults sent from PeopleSoft CRM or PeopleSoft Real Estate Management.


**Assigning Billing Plan Overrides**

Access the Contracts Definition - Processing Options page (Set Up Financials/Supply Chain, Business Unit Related, Contracts, Contracts Definition, Processing Options).

**On Demand Options**

| Bill Plan Detail Template ID | Select a bill plan detail template ID to use to override the fields on the billing plan. If you select a template on this page, when the billing plan is created, the billing plan detail template overrides the corresponding fields on the billing plan. |

*Note.* This page is available for on-demand transactions only.


**Managing Billing Plans**

This section provides an overview of billing plans and discusses how to:

- Define billing plans
- Review billing history
- Manage billing plans

*Note.* The pages discussed in this section are available for recurring and one-time transactions. These pages are not available for on-demand transactions. For those transactions, PeopleSoft Billing manages revenue.

**Understanding Billing Plans**

This section discusses billing plans created through the PeopleSoft CRM and the PeopleSoft Transaction Billing Processor integration. This discussion includes:
• Billing plans
• Billing history
• Billing management

Billing Plans

The system creates a billing plan with an As-incurred billing method for the service transactions sent from PeopleSoft CRM to the PeopleSoft Transaction Billing Processor. Contract lines are linked to the billing plan. Although these billing plans contain rules defined by default upon contract creation, you can manually override the system defaults.

PeopleSoft FieldService, Support, and Order Capture send credit card information to the PeopleSoft Transaction Billing Processor. This information is passed to PeopleSoft Billing for processing. The PeopleSoft Transaction Billing Processor does not validate the credit card numbers.


Billing History

The Billing Plan - History page enables you to view the status for all billing activity related to the billing plan. 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.

Billing Management

The Review Billing Services for CRM page is summary view of the billing cross-reference table (CA_BP_XREF). This table stores all the billing history for a contract. Three ways that information can flow into the billing cross-reference table include:

• The Contracts Billing Interface process inserts a row.
• If you enter an invoice manually into PeopleSoft Billing, and you enter a valid contract number and bill plan ID on the bill, the PeopleSoft Billing program inserts the rows into the cross-reference table
• You can manually enter a row in the history table.

From the Review Billing Services for CRM page, you have visibility to the agreement number, service order ID, case ID, and order ID. You can navigate to the Billing Plan - General and Billing Plan - History pages from the Review Billing Services for CRM page.
Pages Used for Managing Billing

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
</table>
• Click the Bill Plan ID link on the Review Billing Services for CRM page. Select the Contract tab. | Define the high-level billing information for a billing plan. The system associates the information on this page with all the billing lines associated with this billing plan. This information is sent to PeopleSoft Billing. |
| Billing Plan - History              | CA_BP_XREF      | • Customer Contracts, Schedule and Process Billing, Define Billing Plans, History  
• Click the History link on the Review Billing Services for CRM page. Select the Contract tab. | View the status for all billing activity related to this billing plan.                                                                 |
| Review Billing Services for CRM     | CA_BI_MGMT_AI_CRM| Customer Contracts, Review Billing, Services for CRM                         | Review billing plans with the *As-incurred* billing method for PeopleSoft CRM.                                                                 |
Billing Plan - Billing Plan General page

The system populates the fields on this page upon contract creation from an agreement from PeopleSoft CRM. The system populates the Billing Method field with the *As Incurred* billing method. You cannot change this value.

**Note.** For PeopleSoft CRM-related contracts, the Tax Parameters and Events tabs are not available.

**Note.** This page is not available for on-demand transactions.

The fields on this page are discussed in the "Setting Up Billing" chapter of the *PeopleSoft Enterprise Contracts PeopleBook*.


**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 enter for the Bill Type and Bill Source fields impact the format of your final invoice.

**Bill Type**

Accept the default value which is populated from the contracts business unit table, or enter 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 which is populated from the contracts business unit table, or select a new bill source.
Direct Invoice
Select the Direct Invoice check box to process all billing processes and create bills in RDY status. By selecting this check box, the system bypasses the invoice approval process within PeopleSoft Billing. If you do not select this check box, the system creates an invoice in NEW status.

Billing Header Note
Click 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 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 values (optional). If PeopleSoft CRM did not send these values over as part of the transaction and if you leave these fields blank, when you run the Contracts Billing Interface process, the system populates the values by default according to the bill to customer. Click the View Customer Defaults link to view the billing defaults specified for the customer.

If PeopleSoft CRM did not send these values to the PeopleSoft Transaction Billing Processor and you populate these fields for the billing plan, the system uses the values that you enter here on the billing plan. However, if you enter values here and PeopleSoft CRM does send billing defaults, the system uses the defaults sent from PeopleSoft CRM.

Transaction Options
For As-Incurred billing plans from PeopleSoft CRM, define the following option:

Bill Currency
Populated by the system with the default value of Trans Cur (transaction currency). This is the billing currency that is used for billing activity generated by this billing plan.

You can change the billing currency option when the billing plan is in Pending status:

Bill Cur (billing currency): Select if you want the invoices created from this billing plan to be billed in the billing plan currency.

Trans Cur (transaction currency): Select if you want the invoices created from this billing plan to be billed in the transaction currencies associated with the PeopleSoft CRM data.

Tolerance Options
For billing plans created from PeopleSoft CRM transactions, you can define the following values:

Minimum Bill Amount
Enter a minimum bill amount for this billing plan. If the PeopleSoft CRM rows are below the minimum bill amount, the rows are not passed onto billing.

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.
Viewing Billing History


Billing Plan - History page

Note. This page is not available for on-demand transactions.

Amount Details

Total Net Extended Amount Displays the actual amount that was invoiced by PeopleSoft Billing for all contract lines associated with this billing plan. This amount does not include taxes.

Agreement Details

This group box appears for billing plans created from PeopleSoft FieldService and PeopleSoft Support transactions only. This group box does not appear for transactions from PeopleSoft Order Capture.

Agreement SetID Displays the associated agreement SetID for the billing plan.

Agreement Displays the associated agreement description for the billing plan.

Renewal Number Displays the associated renewal number.

Billing Plan - History: Source Tab

Select the Source tab.

**Billing Plan - History: Billing Tab**

Select the Billing tab.


**Billing Plan - History: Contracts Tab**

Select the Contracts tab.


**Billing Plan - History: Integrated Field Service Tab**

Select the Integrated Field Service tab.
Billing Plan - History page: Integrated Field Service tab

**Note.** This tab appears for billing plans created from PeopleSoft FieldService and PeopleSoft Support transactions only. This tab does not appear for transactions from PeopleSoft Order Capture.

**Billing Plan - History: Support Tab**

Select the Support tab.
Billing Plan - History page: Support tab

**Note.** This tab appears for billing plans created from PeopleSoft FieldService and PeopleSoft Support transactions only. This tab does not appear for transactions from PeopleSoft Order Capture.

**Billing Plan - History: Order Capture Tab**

Select the Order Capture tab.
Billing Plan - History page: Order Capture tab

**Note.** This tab appears for billing plans created from PeopleSoft Order Capture transactions only. This tab does not appear for transactions from PeopleSoft FieldService or PeopleSoft Support.

**Managing Billing**


Review Billing Services for CRM 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 plans for all active contracts within your system.

**Note.** This page is not available for on-demand transactions.
**Review Billing Services for CRM: General Tab**

**Transaction Type** Indicates the type of PeopleSoft CRM transaction. Values may include: Agreement, Service Order, Order Capture, and Case.

**Gross Invoice Amount** Displays the gross amount for this billing plan. This is the invoiced amount without discounts and taxes.

---

**Review Billing Services for CRM: Detail Tab**

Select the Detail tab.

![Review Billing Services for CRM: Detail Tab](image)

Review Billing Services for CRM page: Detail tab

---

**Review Billing Services for CRM: Contract Tab**

Select the Contract tab.

![Review Billing Services for CRM: Contract Tab](image)

Review Billing Services for CRM page: Contract tab

---

**Business Unit** Displays the PeopleSoft Contracts business unit associated with the billing plan.
| **Contract** | Displays the PeopleSoft Contracts contract number. |
| **Bill Plan ID** | Click to access the Billing Plan - Billing Plan General page to view details pertaining to this billing plan ID. |
| **Billing Status** | Displays the status of the billing plan. |
| **Hold** | Indicates whether this billing plan has been placed on hold. |
| **Hold Date** | Displays the date that the billing plan was placed on hold. |
| **Billing Business Unit** | Displays the PeopleSoft Billing business unit associated with the billing plan. |
| **Customer** | Displays the customer buying the products and services specified on the contract that is associated with this billing plan. |
| **History** | Click to access the Billing History page for this billing plan. |

---

**Managing Revenue Plans**

This section provides an overview of revenue plans and discusses how to:

- Define revenue plans
- Manage revenue
- Review revenue
- Redistribute revenue

*Note.* The pages discussed in this section are available for transactions where PeopleSoft Contracts manages revenue. This includes one-time transactions only. These pages are not available for recurring and on-demand transactions. For those transactions, PeopleSoft Billing manages revenue.

---

**Understanding Revenue Plans**

This section discusses:

- Revenue plans
- Revenue management
- Revenue review
- Revenue redistribution
**Revenue Plan**

The system creates a revenue plan with an *As-incurred* revenue method for the one-time transactions sent from PeopleSoft CRM to the PeopleSoft Transaction Billing Processor. Contract lines related to the PeopleSoft CRM transaction are linked to the revenue plan. Since PeopleSoft Contracts manages revenue for these transactions, you can manage the revenue plan fields on the contract.

You can place or remove a *hold* on a revenue plan or cancel a revenue plan from the Revenue Plan page. When you place a revenue plan on hold, any revenue recognition activity associated with this plan is not processed.

No revenue plans are created for transactions where PeopleSoft Billing manages revenue. This includes recurring and on-demand transactions.


**Revenue Management**

The revenue management page (Review Revenue Services for CRM) determines where to retrieve amounts from, depending on the revenue method. The *As-incurred* method evaluates the transaction source (TXN_SOURCE) of the plan to determine from where to retrieve amounts.

The Review Revenue Services for CRM page is summary view of the accounting entry table (CA_ACCTG_LN_TXN). From this page, you have visibility to the agreement number, service order ID, case ID, or capture ID.

**Review Revenue**

You can review revenue that has been recognized to date and pending revenue recognition for any cross-section of your system.

**Redistribute Revenue**

You can initiate the redistribution of revenue accounting associated with PeopleSoft CRM transactions on the Redistribute CRM page in the PeopleSoft Transaction Billing Processor. You can redistribute PeopleSoft CRM transactions that are associated with an *As-incurred* revenue plan only. You cannot redistribute recurring and on-demand transactions since PeopleSoft Billing manages revenue for those transactions. The Redistribute CRM page enables you to view all transactions for all contract lines associated with that revenue plan.

**Pages Used to Manage Revenue Plans**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Plan</td>
<td>CA_ACCTPLAN</td>
<td>Customer Contracts, Schedule and Process Revenue, Define Revenue Plan</td>
<td>Define a revenue plan for contract lines in which revenue is managed by PeopleSoft Contracts. Place revenue plans on hold from this page.</td>
</tr>
<tr>
<td>Page Name</td>
<td>Definition Name</td>
<td>Navigation</td>
<td>Usage</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>----------------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Review Revenue Services for CRM</td>
<td>CA_AP_MGMT_AI_CRM</td>
<td>Customer Contracts, Review Revenue, Services for CRM</td>
<td>Review revenue plans with the As-incurred revenue recognition method for PeopleSoft CRM.</td>
</tr>
<tr>
<td>Ca Acct Line Txn (CRM Journal Accounting Lines)</td>
<td>CA_ACCT_LINE_TXN</td>
<td>Customer Contracts, Review Revenue, CRM Jnl Acctg Lines</td>
<td>Review PeopleSoft CRM contract line journal entry details for one-time transactions. Inquire about the accounting entries after you have run the Accounting Rules Engine and your accounting entries have gone through the Journal Generator Update process and have been posted to the general ledger.</td>
</tr>
<tr>
<td>Redistribute CRM</td>
<td>CA_AP_CRM_SUMMARY</td>
<td>Customer Contracts, Adjust Revenue and Billing, Redistribute CRM</td>
<td>Redistribute revenue accounting lines that the system has generated for an as-incurred revenue plan. The system limits redistribution of revenue to departments only.</td>
</tr>
</tbody>
</table>

**Defining Revenue Plans**

Access the Revenue Plan page (Customer Contracts, Schedule and Process Revenue, Define Revenue Plan).
Revenue Plan page

**Plan Status**

Controls your ability to enter information into, and the processing that occurs against, the revenue plan. The available revenue plan status that you can control are: *Pending*, *Ready*, *Completed*, and *Cancelled*.

**Hold**

Select to place this revenue plan on hold. Any revenue recognition activity associated with this plan is not processed. You can view plans that are on hold from the revenue management page; 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 *Pending* status.

**Note.** If there is a credit hold on a customer in PeopleSoft CRM, then the contract administrator must set the revenue plan to hold to prevent transactions from occurring. If the Hold check box is selected, then the contract administrator must manually release the hold when revenue can again be recognized.

*PeopleSoft CRM transactions cannot be processed while the revenue plan is on hold.*

**Note.** For PeopleSoft CRM transactions where PeopleSoft Contracts manages revenue, the revenue method is *As-incurred*. This page is not available for recurring and on-demand transactions.


**Managing Revenue**

Access the Review Revenue Services for CRM page (Customer Contracts, Review Revenue, Services for CRM).
Review Revenue Services for CRM 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 revenue plans for all active contracts within your system.

Note. This page is available for PeopleSoft CRM transactions with an As-incurred revenue recognition method. This page is not available for recurring and on-demand transactions.

**Review Revenue Services for CRM: General Tab**

**Transaction Type** Indicates the type of PeopleSoft CRM transaction. Values may include: Agreement, Service Order, Order Capture, and Case.

**Amount** Displays the total amount for the revenue plan associated with this row.

**Review Revenue Services for CRM: Detail Tab**

Select the Detail tab.
Review Revenue Services for CRM: Contract Tab

Select the Contract tab.

Review Revenue Services for CRM page: Contract tab

**Business Unit**
Displays the PeopleSoft Contracts business unit associated with the revenue plan.

**Contract**
Displays the contract associated with the revenue plan.

**Revenue Plan**
Click this link to access the Revenue Plan page to review the revenue plan.

**Revenue Plan Status**
Displays the status of the revenue plan.

**Hold**
Indicates whether this revenue plan has been placed on hold.

**Hold Date**
Displays the date that the revenue plan was placed on hold.

**GL Business Unit**
Displays the PeopleSoft General Ledger business unit associated with this revenue plan.
**Sold To Customer**
Displays the customer buying the products and services specified on the contract that is associated with this revenue plan.

**Reviewing Revenue**

Access the CRM Journal Accounting Lines page (Customer Contracts, Review Revenue, CRM Jrnl Acctg Lines).

![CRM Journal Accounting Lines page (credit entry)](image)

CRM Journal Accounting Lines page (credit entry)
CRM Journal Accounting Lines page (debit entry)

**Note.** Your contract accounting entries must have posted successfully to the GL by the Journal Generator process to view them here.

**Note.** No data appears on this page for transactions where PeopleSoft Billing Manages revenue. PeopleSoft Billing handles the booking of the revenue for recurring and on-demand transactions.

The fields on this page are the same as those on the Ca Acct Line Jrnl page in the PeopleSoft Enterprise Contracts PeopleBook.


**Redistributing Revenue**

Access the Redistribute CRM page (Customer Contracts, Adjust Revenue and Billing, Redistribute CRM).
Redistribute CRM page

**Note.** This page is available for PeopleSoft CRM transactions with an *as-incurred* revenue recognition method. This page is not available for recurring and on-demand transactions.

<table>
<thead>
<tr>
<th>Recognized Amount</th>
<th>Amount of revenue that has been recognized to date for this revenue plan. You can redistribute only revenue that has already been recognized.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redistribute</td>
<td>After you have selected the transactions or entries that you want to redistribute, click this button to initiate the redistribution process.</td>
</tr>
</tbody>
</table>

**CRM Redistribution: General Tab**

<table>
<thead>
<tr>
<th>Line# (line number)</th>
<th>Displays the contract line number that you associated with the revenue plan for this transaction. A contract line can have multiple transactions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Redistribute</td>
<td>Select this check box to redistribute revenue for the row.</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>Indicates the type of PeopleSoft CRM transaction. Values may include: <em>Agreement, Service Order, Order Capture,</em> and <em>Case.</em></td>
</tr>
<tr>
<td>Distribution Type</td>
<td>Each different type of accounting distribution entry is distinguished by distribution type. Examples include revenue, deferred revenue, unbilled AR, interunit credit, and interunit debit.</td>
</tr>
<tr>
<td>Accounting Date</td>
<td>Displays the accounting date, which reflects the accounting period in which the entries were booked.</td>
</tr>
<tr>
<td>Amount</td>
<td>Displays the amount of revenue, in the PeopleSoft General Ledger business unit's base currency that was booked for this row.</td>
</tr>
</tbody>
</table>

**Redistribute CRM: Detail Tab**

Access the Detail tab.
Redistribute CRM: Detail tab

**Redistribute CRM: ChartFields Tab**

Select the ChartFields tab.

**PostSeq# (posting sequence 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. Used for statutory accounts.

**Operating Unit** Used to indicate a location, such as distribution warehouse or a sales center. It can also be used for responsibility reporting, such as a profit center.

**Fund Code** ChartField that represents structural units for education and government accounting. Can also represent a divisional breakdown in your organization.

**Department** ChartField that indicates who is responsible for or affected by the transaction.

**Program Code** ChartField that identifies groups of related activities, cost centers, revenue centers, responsibility centers, and academic programs. Tracks revenue and expenditures for programs.

**Class Field** ChartField that identifies a particular appropriation when you combine it with a Fund, DeptID, Program Code, and Budget Reference.

**Budget Reference** ChartField that identifies unique control budgets when individual budgets share budget keys and overlapping budget periods.

**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.

Fund Affiliate: ChartField that is used to correlate transactions between funds when using a single intraunit account.

Operating Unit Affiliate: ChartField that is used to correlate transactions between operating units when using a single intraunit account.

Statistics Codes: ChartField that identifies non-monetary statistical amounts.

Reversing Entry: This field indicates whether this entry was the result of a redistribution.

---

**Processing Billing**

This section provides an overview of processing billing and discusses how to run the billing process.

**Understanding Processing Billing**

Products that integrate with the PeopleSoft Transaction Billing Processor use the contracts *As-incurred* billing method.

This section discusses:

- Contracts Billing Interface process (CA_BI_INTFC)
- Billing process flow - one-time transactions.
- Billing process flow - recurring transactions.
- Billing process flow - on-demand transactions.

**Contracts Billing Interface Process**

The Contracts Billing Interface process (CA_BI_INTFC) processes billing plans created from PeopleSoft CRM and PeopleSoft Real Estate Management transactions similar to how it processes normal *As-incurred* billing plans. However, for the PeopleSoft CRM and PeopleSoft Real Estate Management contracts, the Contracts Billing Interface process pulls data from the Contracts Interface tables (INTFC_CA) instead of the PROJ_RESOURCE table. In addition, the Contracts Billing Interface puts rows directly into the CA_BP_XREF table for CRM contracts. All other processing remains similar to *As-incurred* processing.

**Billing Process Flow - One-time Transactions**

Here are the billing process steps for one-time transactions:
1. PeopleSoft CRM integrates with the PeopleSoft Transaction Billing Processor to generate invoices for their transactions. Billing information for rate-based contract lines is sent from PeopleSoft CRM to the PeopleSoft Transaction Billing Processor as transactions.

2. The Contracts Billing Interface process (CA_BI_INTFAC) selects billing plans with the as incurred billing method that have a status of *Ready to Bill* and creates bill lines for the Billing Interface tables for the PeopleSoft CRM transactions.

3. Once the Contracts Billing Interface process has staged the billing data in these tables, the Billing Interface processes the data to create bills.

4. When a transaction is selected for billing, the data from this and the data from the billing plan combine to create the basis for a bill line.

5. PeopleSoft Billing then groups bill lines based on the *Billing Options* specified in the billing plan and generates invoices for the transactions. Upon finalization, PeopleSoft Billing sends the invoice information back to the PeopleSoft Transaction Billing Processor.

---

**Note.** One-time transactions are applicable to PeopleSoft Field Service, Support, and Order Capture.

---

**Billing Process Flow - Recurring Transactions**

Here are the billing process steps for recurring transactions:

1. PeopleSoft CRM completes the pricing and creates transactions based on schedules so that the appropriate transactions are created and sent to the PeopleSoft Transaction Billing Processor.

   This enables the PeopleSoft Transaction Billing Processor to know how to create the appropriate billing lines needed for the transaction. PeopleSoft CRM sends one transaction and the PeopleSoft Transaction Billing Processor breaks the transaction into multiple billing lines based on the start date, end date, and schedule.

2. The start date, end date, schedule, and amount are required for billing and revenue to be processed correctly.

3. Based on what is specified in the transactions, the PeopleSoft Transaction Billing Processor manages the sending of this data to PeopleSoft Billing to ensure that the transactions are invoiced and recognized at the appropriate times.

---

**Note.** Recurring transactions are applicable to PeopleSoft Field Service, Support, and Order Capture.

---

**Billing Process Flow - On-Demand Transactions**

The four major steps in the integration process between either PeopleSoft CRM or PeopleSoft Real Estate Management and PeopleSoft Contracts for on-demand contracts include:

1. Creating a contract.

2. Creating a billing plan.

3. Populating the PeopleSoft Contracts interface tables.

4. Processing billing.
Creating a contract, creating a billing plan, and populating the interface table are the same steps that occur with recurring transaction processing. For PeopleSoft CRM, these steps use the contract request (CONTRACT_REQUEST), contract response (CONTRACT_RESPONSE), and transaction (CONTRACT_TXN) messages. The last step, processing billing, differs from recurring and one-time transactions, because billing for on-demand contracts takes place immediately through PeopleSoft Billing. With recurring and one-time billing, you have control over the billing plan in PeopleSoft Contracts and you can make changes to the contract before it goes to PeopleSoft Billing for processing.

With on-demand transactions, the PeopleSoft Transaction Billing Processor retrieves the transaction data from PeopleSoft CRM or PeopleSoft Real Estate Management and loads the on-demand transaction into the contract staging tables (INTFC_CA).

Loading the contract staging tables triggers the billing process to generate the invoice to run. The transaction populates the contract interface tables, initiates the Billing Interface process (CA_BI_INTFC), and prepares the transaction for billing processing.

---

**Note.** On-demand billing is specific to PeopleSoft FieldService, Support, and Real Estate Management.

**Note.** On-demand transactions differ from other one-time transactions, because they are never tied to an agreement and the revenue is managed by PeopleSoft Billing instead of PeopleSoft Contracts. In addition, you cannot access and there is no visibility to on-demand contracts from within the PeopleSoft Contracts application.

**Warning!** In situations where the application engine fails due to an environment or PeopleTools issue, the system does not send a response indicating a failure. In this situation, you must view the Process Scheduler to find the problem, fix the issue, and restart the process.

---

**See Also**

*PeopleSoft Enterprise Real Estate Management 9.1 PeopleBook,* "Processing Invoices for Receivables Leases"

*PeopleSoft Enterprise Real Estate Management 9.1 PeopleBook,* "Processing Invoices for Receivables Leases," Running the Interface to AP/Billing Process

---

**Pages Used to Run the Billing Process**

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process As Incurred Billing</td>
<td>RUN_CA_BI</td>
<td>Customer Contracts, Schedule and Process Billing, Process As Incurred Billing</td>
<td>Run this process to load <em>As-incurred</em> billing information from the PeopleSoft Transaction Billing Processor into PeopleSoft Billing to create bills.</td>
</tr>
</tbody>
</table>
Running the Contracts Billing Interface Process


**Note.** You must have set up your accounting rules prior to running the Contracts Billing Interface process for *As-incurred* billing.

**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 the PeopleSoft Transaction Billing Processor.

**Bill Thru Date**

Used 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.

This date indicates to the system what transactions should be picked up from the transaction table. The billing date is compared with the billing date on CA_TXN_TBL.


Processing Revenue

This section discusses processing revenue and discusses how to run the revenue process.

Understanding Processing Revenue

For recurring or on-demand transactions, the PeopleSoft Transaction Billing Processor uses the *Billing Manages Revenue* revenue method. All revenue processing for recurring and on-demand transactions occurs in PeopleSoft Billing.

For one-time transactions, PeopleSoft Contracts manages revenue. The PeopleSoft Transaction Billing Processor uses the contracts *As-incurred* revenue method and the Accounting Rules Engine (PSA_ACCTGGL) to recognize revenue.

This section discusses:

- Accounting Rules Engine (PSA_ACCTGGL).
- Accounting rules business process flow.

**Note.** The Accounting Rules Engine and accounting rules business process flow apply to one-time transactions only.
**Accounting Rules Engine**

The Accounting Rules Engine (PSA_ACCTGGL) creates accounting entries for transactions from PeopleSoft CRM. The transactions are stored in CA_TXN_TBL and CA_TXN_CRM while the associated rules are stored in CA_RULES_CRM_HD, CA_RULES_CRM_LV, and CA_RULES_CRM_LN.

For PeopleSoft CRM, the Accounting Rules Engine inserts the entries into the accounting line table (CA_ACCT_LN_TXN). The accounting entry definition and journal generator template allow the PeopleSoft CRM entries to be processed by the Journal Generator.

See *PeopleSoft Enterprise Project Costing 9.1 PeopleBook*, "Setting Up Accounting for Projects."

**Accounting Rules Business Process Flow**

The Accounting Rules Engine (PSA_ACCTGGL) applies accounting rules to the one-time transactions according to the revenue plan and populates the CA_ACCT_LN_TXN table with the transactions. The system sends the rows that are ready to recognize revenue to the general ledger through the Journal Generator process.

Here are the steps for the revenue process:

1. Creates the revenue entry and the offsetting entry to unbilled accounts receivable.
2. Determines if the general ledger business unit (GLBU) of the debit and credit sides of an accounting entry differ, and if so, creates interunit entries.

   The process converts entries, if needed, 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.

3. Populates the general ledger distribution status (GL_DISTRIB_STATUS) on the CA_TXN_TBL tables with G for generated.
4. Updates applicable revenue plan statuses to *In Progress*.
5. Runs the PeopleSoft General Ledger processes and the Contracts Journal Generator Update process (CA_LOAD_UPD).

---

**Note.** If the streamline option of Process Journal Entry is selected on the Process Project Accounting (as incurred revenue) page, then the system calls the Journal Generator and Contracts Journal Generator Update process (CA_LOAD_UPD). The Journal Generator updates the GL_DISTRIB_STATUS of CA_ACCTG_LN_TX to D for distributed. The Contracts Journal Generator Update process sets the GL_DISTRIB_STATUS of CA_TXN_TBL to D for distributed once the entry is complete.
Page Used to Process Revenue

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Project Accounting</td>
<td>RUN_PSA_ACCTGGL</td>
<td>Customer Contracts, Schedule and Process Revenue, Process As Incurred Revenue</td>
<td>Run this process to write revenue for transactions in the PeopleSoft Transaction Billing Processor to the CA_ACCT_LN_TXN table. This process picks up one-time transactions assigned to as-incurred revenue plans.</td>
</tr>
</tbody>
</table>

Running the Revenue Process

Access the Process Project Accounting page (Customer Contracts, Schedule and Process Revenue, Process As Incurred Revenue).


Tracking Contracts

Contract summaries are vital pieces of information for all organizations. The Review Contract Summary page enables you to view existing contract-related information including contract status and contract amounts.

This section discusses how to use the Review Contract Summary page.

Page Used for Tracking Contracts

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
</table>

Tracking Contracts

Note. This page is available for recurring and one-time transactions only. This page is not available for on-demand transactions.

Chapter 31

Archiving Transactions

This chapter provides an overview of archive objects definitions, PSQuery definitions, and template definitions and discusses how to:

- Archive data.
- Restore archived data.

**Note.** You can archive Contracts-related data from all tables that have an integral relationship to a contract. Any contracts with a user-defined status that maps to a processing status of *Closed* is available for archiving. You cannot archive contracts with a user-defined status that maps to a processing status of *Pending* or *Active*.

**See Also**

*Enterprise PeopleTools PeopleBook: Data Management, "Using PeopleSoft Data Archive Manager"*

---

**Understanding Archive Objects Definitions, Query Definitions, and Template Definitions**

PeopleSoft Contracts delivers history tables, archive object definitions, archive query definitions, and archive template definitions to archive contract data. You can modify the archive definitions, if needed, using the Data Archive Manager. You can also create your own archive definitions to archive other types of data.

**Archive Object Definitions**

Each table from which you archive data must be associated with a history table. An archive object definition identifies the tables that contain the data to archive and the history tables that are updated for each table.

Base tables contain all key fields by which data is archived from all other tables in the archive object. Each archive object has only one base table. PeopleSoft Contracts delivers one archive object that contains multiple archiving records. The CA_CONTR_HDR is the base table for the multiple archiving records.

PeopleSoft Contracts delivers the following archive object and corresponding description:

<table>
<thead>
<tr>
<th>Archive Object</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA_ARCHIVE_001</td>
<td>Contracts Archive Object</td>
</tr>
</tbody>
</table>
The table lists the archiving records and corresponding archiving history tables for the archive object (CA_ARCHIVE_001). PeopleSoft Contracts updates the relevant history tables (based on the type of data that you are archiving) when you run the selection process:

<table>
<thead>
<tr>
<th>Archiving Record</th>
<th>Archive History Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA_CONTR_HDR (base table)</td>
<td>CA_CONTR_HDR_H (base table)</td>
</tr>
<tr>
<td>CA_ACCTG_LINE</td>
<td>CA_ACCTG_LINE_H</td>
</tr>
<tr>
<td>CA_ACCTG_LN_PC</td>
<td>CA_ACCTG_LN_P_H</td>
</tr>
<tr>
<td>CA_ACCTG_LN_TXN</td>
<td>CA_ACCTG_LN_T_H</td>
</tr>
<tr>
<td>CA_ACCTPLAN</td>
<td>CA_ACCTPLAN_H</td>
</tr>
<tr>
<td>CA_ACCTPLN_LANG</td>
<td>CA_ACCTPLN_LA_H</td>
</tr>
<tr>
<td>CA_AP_DFR</td>
<td>CA_AP_DFR_H</td>
</tr>
<tr>
<td>CA_AP_DST</td>
<td>CA_AP_DST_H</td>
</tr>
<tr>
<td>CA_AP_EVENT</td>
<td>CA_AP_EVENT_H</td>
</tr>
<tr>
<td>CA_AP_EVENT_DTL</td>
<td>CA_AP_EVENT_D_H</td>
</tr>
<tr>
<td>CA_AP_EVT_CHG</td>
<td>CA_AP_EVT_CHG_H</td>
</tr>
<tr>
<td>CA_AP_FEE_ADJ</td>
<td>CA_AP_FEE_ADJ_H</td>
</tr>
<tr>
<td>CA_AP_FEE_WS</td>
<td>CA_AP_FEE_WS_H</td>
</tr>
<tr>
<td>CA_AP_PC_DFR</td>
<td>CA_AP_PC_DFR_H</td>
</tr>
<tr>
<td>CA_AP_PC_DST</td>
<td>CA_AP_PC_DST_H</td>
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<tr>
<td>CA_AP_PC_UAR</td>
<td>CA_AP_PC_UAR_H</td>
</tr>
<tr>
<td>CA_AP_SCHEDULE</td>
<td>CA_AP_SCHEDULE_H</td>
</tr>
<tr>
<td>CA_AP_TXN_DST</td>
<td>CA_AP_TXN_DST_H</td>
</tr>
<tr>
<td>CA_AP_TXN_UAR</td>
<td>CA_AP_TXN_UAR_H</td>
</tr>
<tr>
<td>CA_AP_UAR</td>
<td>CA_AP_UAR_H</td>
</tr>
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<td>CA_ATTACHMENTS</td>
<td>CA_ATTACHMENTS_H</td>
</tr>
<tr>
<td>CA_BILL_PLAN</td>
<td>CA_BILL_PLAN_H</td>
</tr>
<tr>
<td>CA_BILLPLN_LANG</td>
<td>CA_BILLPLN_LA_H</td>
</tr>
<tr>
<td>Archiving Record</td>
<td>Archive History Table</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>CA_BONUS_PENALTY</td>
<td>CA_BONUS_PENAL_H</td>
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<td>CA_BP_EVENTS_H</td>
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<tr>
<td>CA_BP_EVT_CHG</td>
<td>CA_BP_EVT_CHG_H</td>
</tr>
<tr>
<td>CA_BP_EVT_LN</td>
<td>CA_BP_EVT_LN_H</td>
</tr>
<tr>
<td>CA_BP_FEE_ADJ</td>
<td>CA_BP_FEE_ADJ_H</td>
</tr>
<tr>
<td>CA_BP_FEE_WS</td>
<td>CA_BP_FEE_WS_H</td>
</tr>
<tr>
<td>CA_BP_LINES</td>
<td>CA_BP_LINES_H</td>
</tr>
<tr>
<td>CA_BP_NOTE</td>
<td>CA_BP_NOTE_H</td>
</tr>
<tr>
<td>CA_BP_SCHEDULE</td>
<td>CA_BP_SCHEDUL_H</td>
</tr>
<tr>
<td>CA_BP_XREF</td>
<td>CA_BP_XREF_H</td>
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<td>CA_CHG_DTL</td>
<td>CA_CHG_DTL_H</td>
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<td>CA_CHG_HDR_H</td>
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</tr>
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<td>CA_DETAIL</td>
<td>CA_DETAIL_H</td>
</tr>
<tr>
<td>CADETAIL_APPOR</td>
<td>CA_DETAIL_APP_H</td>
</tr>
<tr>
<td>CA_DETAIL_DC</td>
<td>CA_DETAIL_DC_H</td>
</tr>
<tr>
<td>CA_DETAIL_DFR</td>
<td>CA_DETAIL_DFR_H</td>
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<td>CA_DETAIL_DST</td>
<td>CA_DETAIL_DST_H</td>
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<tr>
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</tr>
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<td>CA_DETAIL_PRI_H</td>
</tr>
<tr>
<td>CA_DETAIL_PROJ</td>
<td>CA_DETAIL_PRO_H</td>
</tr>
<tr>
<td>CA_DETAIL_REDUCC</td>
<td>CA_DETAIL_RED_H</td>
</tr>
<tr>
<td>CA_DETAIL_UAR</td>
<td>CA_DETAIL_UAR_H</td>
</tr>
<tr>
<td>CA_DST_ERR</td>
<td>CA_DST_ERR_H</td>
</tr>
<tr>
<td>CA_DTL_DST_DATE</td>
<td>CA_DTL_DST_DA_H</td>
</tr>
<tr>
<td>Archiving Record</td>
<td>Archive History Table</td>
</tr>
<tr>
<td>--------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>CA_DTL_RED_DATE</td>
<td>CA_DTL_RED_DA_H</td>
</tr>
<tr>
<td>CA_EARLY_OPTION</td>
<td>CA_EARLY_OPTI_H</td>
</tr>
<tr>
<td>CA_EMAIL_CONTR</td>
<td>CA_EMAIL_CONT_H</td>
</tr>
<tr>
<td>CA_EMAIL_CONTR2</td>
<td>CA_EMAIL_CON2_H</td>
</tr>
<tr>
<td>CA_FC_MAIN</td>
<td>CA_FC_MAIN_H</td>
</tr>
<tr>
<td>CA_FC_STG_RUN</td>
<td>CA_FC_STG_RUN_H</td>
</tr>
<tr>
<td>CA_HDR_AE_ACCT</td>
<td>CA_HDR_AE_ACC_H</td>
</tr>
<tr>
<td>CA_HDR_COMM</td>
<td>CA_HDR_COMM_H</td>
</tr>
<tr>
<td>CA_HDR_REDUCTS</td>
<td>CA_HDR_REDUCT_H</td>
</tr>
<tr>
<td>CA_HDRRED_LANG</td>
<td>CA_HDRRED_LAN_H</td>
</tr>
<tr>
<td>CA_LMT_FEE_DTL</td>
<td>CA_LMT_FEE_DT_H</td>
</tr>
<tr>
<td>CA_LMT_TXN</td>
<td>CA_LMT_TXN_H</td>
</tr>
<tr>
<td>CA_LMT_TXN_LG</td>
<td>CA_LMT_TXN_LG_H</td>
</tr>
<tr>
<td>CA_LN_REDUCTS</td>
<td>CA_LN_REDUCTS_H</td>
</tr>
<tr>
<td>CA_LNRED_LANG</td>
<td>CA_LNRED_LANG_H</td>
</tr>
<tr>
<td>CA_MILESTONE</td>
<td>CA_MILESTONE_H</td>
</tr>
<tr>
<td>CA_MS_COND</td>
<td>CA_MS_COND_H</td>
</tr>
<tr>
<td>CA_NOTE</td>
<td>CA_NOTE_H</td>
</tr>
<tr>
<td>CA_NOTEDETAIL</td>
<td>CA_NOTE_DETAIL_H</td>
</tr>
<tr>
<td>CA_NOTE_TRANS</td>
<td>CA_NOTE_TRANS_H</td>
</tr>
<tr>
<td>CA_OPRID_CONTR</td>
<td>CA_OPRID_CONT_H</td>
</tr>
<tr>
<td>CA_PGP_COSTS</td>
<td>CA_PGP_COSTS_H</td>
</tr>
<tr>
<td>CA_PGP_PROJ</td>
<td>CA_PGP_PROJ_H</td>
</tr>
<tr>
<td>CA_PGP_TERMS</td>
<td>CA_PGP_TERMS_H</td>
</tr>
<tr>
<td>CA_PGP_WKS</td>
<td>CA_PGP_WKS_H</td>
</tr>
</tbody>
</table>
The archive history tables are identical copies of the transaction tables. Data in archive history tables is keyed by the archive template—also known as archive ID—and batch number for an archive run. You can run a query on the archive history tables if you want to see all transactions that are selected to archive.

You may not want to delete data from the history tables each time that you select and delete data from the transaction tables. This way the data will be available for a period of time to enable you to restore the data into the transaction tables. We recommend that you create a schedule for deleting data from the history tables. Before you delete data from the history tables, use a database utility to copy the contents to a flat file.

**Important!** If you select incorrect data to archive, use the Data Archive Manager to remove the data from the archive history tables before you rerun the archive selection process.

### Archive Query Definitions

Each archive query definition defines the selection criteria to archive data from transaction tables. The following table lists the archive query definitions that PeopleSoft Contracts delivers.

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA_BY_BU</td>
<td>Archive Contracts By BU</td>
</tr>
<tr>
<td>CA_BY_BU_AND_CONTRACT_LIST</td>
<td>Archive By Contract List</td>
</tr>
<tr>
<td>CA_BY_BU_AND_SOLD_TO_CUSTOMER</td>
<td>Archive By Sold to Customer</td>
</tr>
</tbody>
</table>
Review these queries to determine whether you want to add additional selection criteria for the transactions that are to be archived.

**Archive Template Definitions**

To archive data, you select an archive template definition on the Archive Data to History run control page. Each archive template definition includes one or more archive object definitions and archive query definitions that are used to select the data.

This table lists the archive template definition that PeopleSoft Contracts delivers:

<table>
<thead>
<tr>
<th>Archive Template</th>
<th>Description</th>
<th>Archive Object</th>
<th>Query Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA_001</td>
<td>Contracts Archive Template</td>
<td>CA_ARCHIVE001 (base object)</td>
<td>CA_BY_BU</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CA_BY_BU_AND_CONT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>RACT_LIST</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CA_BY_BU_AND_SOLD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>_TO_CUSTOMER</td>
</tr>
</tbody>
</table>

Users manage historical data by archive template and batch number of the run control. This granularity enables users to selectively roll back an archive process, if necessary, rather than rolling back all of the data in the history table.

---

**Archiving Data**

This section provides an overview of the archive process flow and lists the pages used to archive data.

**Understanding the Archive Process Flow**

Use the Data Archive Manager to archive transactions. You use the same run control page for each step in the process except for auditing the archive selection.

Perform these tasks to archive data:

1. Archive transaction data to the history tables by selecting the archive template and query for the data type that you want to archive on the Archive Data to History page.

   Also, enter the archive date used to select the transactions by clicking Reset Query Bind Variables on the Define Query Bind Variables page.

   **Note.** You can run the process multiple times to create various "what-if" scenarios based on the archive date.
2. (Optional) Review the number of rows that were selected for archiving for each table on the Audit Archiving page.

This page lists the number of rows that were selected for archiving for each archive ID (template), archive batch number, and table combination.

**Note.** This page displays data only if you selected the Audit Row Count check box on the Archive Data to History page.

3. Delete the data from the transaction tables for a specific archive ID (template) and batch number on the Archive Data to History page.

4. (Optional) Roll back the transaction data from the history tables for a specific archive ID (template) and batch number on the Archive Data to History page to recover deleted data.

5. Remove the transaction data from the history tables for a specific archive ID (template) and batch number on the Archive Data to History page.

### Pages Used to Archive Data

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archive Data to History</td>
<td>PSARCHRUNCNTL</td>
<td>PeopleTools, Data Archive Manager, Archive Data to History</td>
<td>Select an archive template, query, and action that you want to take in the archiving process.</td>
</tr>
<tr>
<td>Define Query Bind Variables</td>
<td>PSARCHRUNQRYBND</td>
<td>Click Define Binds on the Archive Data to History page.</td>
<td>Enter the date used to select the transactions to archive by clicking the Reset Query Bind Variables button. <strong>Note.</strong> When entering multiple values in the Contract Numbers field on the Define Query Bind Variables page, enter the contract numbers in this format: <code>CON001</code>, <code>CON002</code>, <code>CON003</code>. When PeopleTools constructs the SQL statement, it returns the contract numbers in this format: <code>CON001</code>, <code>CON002</code>, <code>CON003</code>.</td>
</tr>
<tr>
<td>Audit Archiving</td>
<td>PSARCHIVEAUDIT</td>
<td>PeopleTools, Data Archive Manager, Audit Archiving</td>
<td>View the number of rows selected to be archived for each table for a specific archive run.</td>
</tr>
</tbody>
</table>
Restoring Archived Data

This section provides an overview of data restoration and lists the page used to restore data.

Understanding Data Restoration

The Selection option on the Archive Data to History run control page places a copy of the transaction data from the transaction tables into the archive history tables. The Delete option removes the transaction data from the transaction tables if it has been archived.

Always delete data from transaction history tables for a specific archive template and batch number combination after you successfully archive the batch to the archive tables. If you delete data from the transaction history tables, you can restore the data from the archive history tables by using the Rollback option on the Archive Data to History run control page. The rollback process restores all data for a specific archive template and batch number.

Note. Do not run the rollback process for an archive template and batch number combination without first removing the data from the transaction and history tables. Doing so causes a SQL error because the Data Archive Manager will be trying to restore data that already exists.

You cannot restore a subset of data from a particular batch. For example, you cannot specify that you want to restore data for a specific contract signed date or sold to customer.

You can restore data into transaction history tables as long as it remains in the archive history tables.

Important! Always use a database utility to copy data to a flat file before you delete it from the archive history tables. To restore data to the transaction tables after you delete it from the archive history tables, you first must manually restore the data to the transaction tables from a flat file.

See Also

Chapter 31, "Archiving Transactions," Understanding Archive Objects Definitions, Query Definitions, and Template Definitions, page 635

Page Used to Restore Archived Data

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Definition Name</th>
<th>Navigation</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archive Data to History</td>
<td>PSARCHRUNCNTL</td>
<td>PeopleTools, Data Archive Manager, Archive Data to History</td>
<td>Restore data from an archive template and batch number to transaction tables. Select an archive ID (template) and the batch number for the process run of the data that you want to restore.</td>
</tr>
</tbody>
</table>
Appendix A

Configuring Batch Processes

This appendix discusses how to configure temporary tables for batch processing.

Configuring Temporary Tables for Batch Processing

When you run batch processes in parallel, you risk data contention and deadlocks on temporary tables. To avoid this, PeopleTools enables you to dedicate specific instances of temporary tables for each process. When PeopleSoft Application Engine manages a dedicated temporary table instance, it controls the locking of the table before use and the unlocking of the table after use.

When you decide how many temporary table instances to dedicate for a process, consider the number of temporary tables that the process uses. More instances result in more copies of the temporary tables on the system. For example, if a process uses 25 temporary tables and you have 10 instances for a process, you will have 250 temporary tables on the system.

If you run processes in parallel and all of the dedicated temporary table instances are in use, the performance of the process decreases. You need to find a balance that works for your organization.

Note. When you specify the number of instances, PeopleSoft Application Designer displays a list of the temporary tables for the process. Use the list to determine how many temporary tables each process uses.

Specify how many temporary table instances to dedicate for each of the following batch PeopleSoft Application Engine processes that can run in parallel in PeopleSoft Contracts:

- Milestone Process (CA_MST_PRCS).
- Project Progress Process (CA_PCT_UPD).
- Prepaid Utilization Process (CA_PPD_UML).
- Accounting Distribution for Billing (PSA_ACCTGBI).
- Rate-Based Revenue Process (PSA_ACCTGGL).
- Renewals Process (CA_RNW_PRCS).
- Contracts Billing Interface Process (CA_BI_INTFC).
- Limits Process (CA_LIMITS).

The PeopleTools documentation discusses the usage of temporary tables in detail and describes how to specify the number of instances.
If you run any of the PeopleSoft General Ledger COBOL processes, also configure the temporary tables for those processes. The PeopleSoft Enterprise General Ledger PeopleBook discusses how to do this in detail.

**See Also**

*Enterprise PeopleTools PeopleBook: Application Engine*
Appendix B

PeopleSoft Contracts Web Libraries

This appendix provides an overview of web libraries and discusses PeopleSoft Contracts web libraries.

Understanding Web Libraries

A web library is a derived or work record whose name starts with WEBLIB_. PeopleSoft embeds all internet scripts (iScripts) in records of this type. An iScript is a specialized PeopleCode function that generates dynamic web content. Administrators must make sure that users have the proper access to web libraries. For example, the default navigation system for PeopleSoft Enterprise Pure Internet Architecture users is implemented by using a web library. If users do not have the proper authorization to the web library and its associated scripts, then they won't have proper access to the system. If users are not authorized to a particular web library or iScript, then they can't invoke it. After you add a web library, you set the access for each script function individually. Invoking an iScript requires the assembly of a URL. Developers assemble the URL by using PeopleCode.

See Also

Enterprise PeopleTools PeopleBook: PeopleCode API Reference

Enterprise PeopleTools PeopleBook: Security Administration

Enterprise PeopleTools PeopleBook: Portal Technology

PeopleSoft Contracts Web Libraries

This table lists the web libraries that are used and delivered with PeopleSoft Contracts:

<table>
<thead>
<tr>
<th>Web Library Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEBLIB_IB</td>
<td>Generates PeopleSoft Integration Broker functions.</td>
</tr>
</tbody>
</table>

Note. This web library is for PeopleSoft Transaction Billing Processor only.
<table>
<thead>
<tr>
<th>Web Library Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEBLIB_MSGWSDL</td>
<td>This is the record behind the page for the enterprise integration point (EIP) Web Services Description Language (WSDL) generation.</td>
</tr>
<tr>
<td><strong>Note.</strong> This web library is for PeopleSoft Transaction Billing Processor only.</td>
<td></td>
</tr>
<tr>
<td>WEBLIB_PORTAL</td>
<td>Contains the following five fields with FieldFormula iScript PeopleCode, each of which relate to a functional area of the portal:</td>
</tr>
<tr>
<td></td>
<td>PORTAL_HOME_PAGE: Support for homepage runtime interaction, including the homepage version of the menu navigation.</td>
</tr>
<tr>
<td></td>
<td>PORTAL_NAV: Main support routines for navigation.</td>
</tr>
<tr>
<td></td>
<td>PORTAL_HEADER: Support for the header portion of the page and some generic routines.</td>
</tr>
<tr>
<td></td>
<td>PORTAL_DYN_TEMP: Support for the dynamic template.</td>
</tr>
<tr>
<td></td>
<td>PORTAL_PGLT_PREV: Support for the pagelet preview functionality.</td>
</tr>
<tr>
<td>WEBLIB_PT_NAV</td>
<td>Contains iScripts for the menu pagelet and left-hand navigation for transaction pages.</td>
</tr>
<tr>
<td>WEBLIB_RPT</td>
<td>Contains iScript for the Run report to window output option. Supports access to the new browser window.</td>
</tr>
<tr>
<td>WEBLIB_PTPP_SC</td>
<td>Renders navigation pages and Main Menu navigation pagelet.</td>
</tr>
<tr>
<td>WEBLIB_PTPP_PGT</td>
<td>Renders navigation pagelets without Pagelet Wizard.</td>
</tr>
<tr>
<td>WEBLIB_PTPPB</td>
<td>Contains iScript for displaying Pagelet Wizard pagelets as homepage pagelets and template pagelets.</td>
</tr>
<tr>
<td>WEBLIB_PTPPB1</td>
<td>Contains an iScript for displaying Pagelet Wizard pagelets as WSRP portlets.</td>
</tr>
<tr>
<td>WEBLIB_PPM</td>
<td>Generates Performance Monitor functions.</td>
</tr>
<tr>
<td>WEBLIB_PTDIAG</td>
<td>Generates Diagnostic Framework functions.</td>
</tr>
<tr>
<td>WEBLIB_QUERY</td>
<td>Contains the PeopleCode to generate a URL for running queries.</td>
</tr>
<tr>
<td>WEBLIB_SOAPTOCI</td>
<td>This is the entry point for ExcelToCI and the WSDL Discovery.</td>
</tr>
<tr>
<td>WEBLIB_TIMEOUT</td>
<td>Generates an inactivity timeout warning script.</td>
</tr>
</tbody>
</table>
Appendix C

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

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

PeopleSoft Contracts Reports: A to Z

This table lists the PeopleSoft Contracts reports, sorted alphanumerically by report ID.

<table>
<thead>
<tr>
<th>Report ID and Report Name</th>
<th>Description</th>
<th>Navigation</th>
<th>Run Control Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA_BILL or CA_BILL_XP Contracts Billing Management Report</td>
<td>Displays details of billing plans, including the events associated with those plans, the status of the events, and the amount of future billings. <strong>Note.</strong> This report displays billing plans with open events only.</td>
<td>Customer Contracts, Reports, Billing Management</td>
<td>RUN_CA_BIL_RPT</td>
</tr>
<tr>
<td>CA_LMT or CA_LMT_XP Active Contracts Limit Amount Management Report</td>
<td>Displays details of a contract's limits and the amount of the limit remaining.</td>
<td>Customer Contracts, Reports, Limit Amount</td>
<td>RUN_CA_LMT_RPT</td>
</tr>
<tr>
<td>CA_MS or CA_MS_XP Contracts Milestone Event Management Report</td>
<td>Displays details of contract milestones, including the milestone's ID, description, status, and conditions.</td>
<td>Customer Contracts, Reports, Milestone Management</td>
<td>RUN_CA_MS_RPT</td>
</tr>
<tr>
<td>Report ID and Report Name</td>
<td>Description</td>
<td>Navigation</td>
<td>Run Control Page</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------</td>
<td>------------</td>
<td>------------------</td>
</tr>
<tr>
<td>CA_PP or CA_PP_XP</td>
<td>Contracts Prepaid Management Report</td>
<td>Displays details on prepaid balances, including the status, the date the balances are expected to expire, and the amount remaining.</td>
<td>Customer Contracts, Reports, Prepaid Management</td>
</tr>
<tr>
<td>CA_REV or CA_REV_XP</td>
<td>Contracts Revenue Management Report</td>
<td>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. <strong>Note:</strong> This report displays revenue plans with open events only.</td>
<td>Customer Contracts, Reports, Revenue Management</td>
</tr>
<tr>
<td>CA_RNWL or CA_RNWL_XP</td>
<td>Contracts Renewal Report</td>
<td>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 associated with them.</td>
<td>Customer Contracts, Reports, Renewal Management</td>
</tr>
</tbody>
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