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PeopleSoft

PeopleSoft FSCM 9.2: PeopleSoft Contracts

December 2022

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Contents

Preface

Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

Hosted PeopleSoft Online Help

You can access the hosted PeopleSoft Online Help on the Oracle Help Center. The hosted PeopleSoft Online Help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support. The hosted PeopleSoft Online Help is available in English only.

To configure the context-sensitive help for your PeopleSoft applications to use the Oracle Help Center, see Configuring Context-Sensitive Help Using the Hosted Online Help Website.

Locally Installed Help

If you're setting up an on-premise PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the hosted PeopleSoft Online Help, you can install the online help locally. See Configuring Context-Sensitive Help Using a Locally Installed Online Help Website.

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format on the Oracle Help Center. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has a different structure and it does not include the interactive navigation features that are available in the online help.

Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals

- Using PeopleSoft Applications

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft applications.

Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

Typographical Convention	*Description*
Key+Key	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For **Alt+W,** hold down the **Alt** key while you press the **W** key.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
⇒	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY_CD_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

Region and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- Asia Pacific

- Europe

- Latin America

- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)

- E&G (Education and Government)

Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

Using and Managing the PeopleSoft Online Help

Select About This Help in the left navigation panel on any page in the PeopleSoft Online Help to see information on the following topics:

• Using the PeopleSoft Online Help.

• Managing hosted Online Help.

• Managing locally installed PeopleSoft Online Help.

PeopleSoft FSCM Related Links

Oracle Help Center

Hosted Online Help

PeopleSoft Information Portal

My Oracle Support

Financial and Supply Chain Management information for Search Framework search engine can be found in PeopleSoft Application Fundamentals documentation. For application specific information, see the "Understanding Search Pages within Components " (Application Fundamentals) topic.

PeopleSoft Training from Oracle University

PeopleSoft Video Feature Overviews on YouTube

PeopleSoft Business Process Maps (Microsoft Visio format)

PeopleSoft Spotlight Series

Contact Us

Send your suggestions to psoft-infodev_us@oracle.com.

Please include the applications update image or PeopleTools release that you're using.

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Chapter 1

Getting Started with PeopleSoft Contracts

PeopleSoft Contracts Business Processes

The following diagram lists the PeopleSoft Contracts business processes:

List of 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

The business process topics discuss these processes.

PeopleSoft Contracts Integrations

PeopleSoft Contracts integrates with the following PeopleSoft applications:

How PeopleSoft Contracts integrates with other PeopleSoft applications
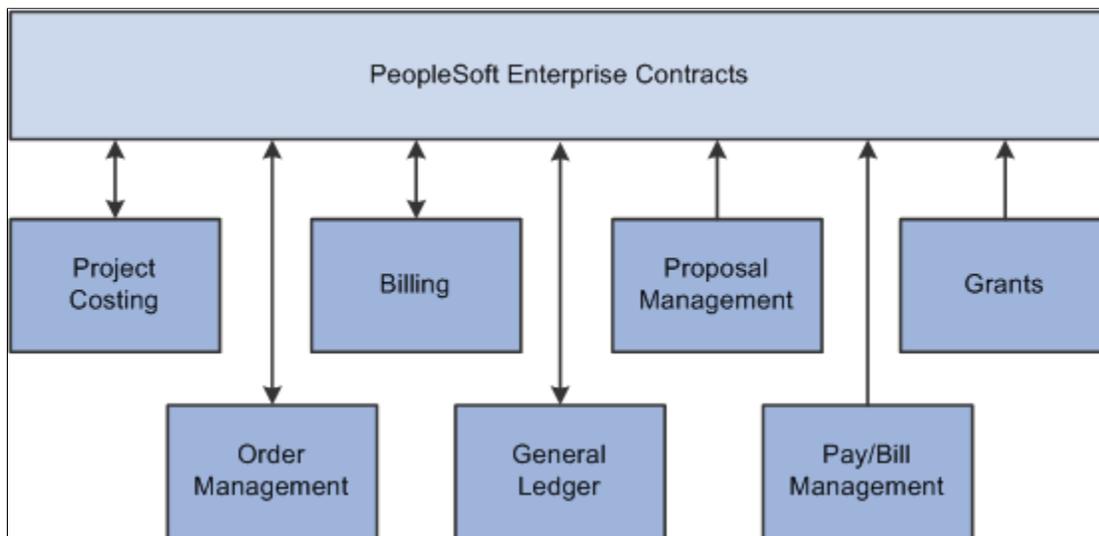
The integration considerations are discussed in the implementation topics.

Supplemental information about third-party application integrations is located on the My Oracle Support website.

PeopleSoft Contracts Implementation

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

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

This table lists the components that have component interfaces:

Component	Component Interface	References
As Incurred Acctg Distribution (PSA_ ACCT_SETUP)	PSA_ACCT_SETUP_CI	See "Understanding Accounting for Projects" (PeopleSoft Project Costing).
Milestone Templates (CA_MS_DEFN_ PNLG)	CA_MS_DEFN_PNLG_CI	See Defining Milestones.
Product Definition (PROD_DEFN)	PROD_DEFN_CI	See "Establishing Product Definitions" (PeopleSoft Order to Cash Common Information).

Component	Component Interface	References
Product Group Options (CA_PROD_GROUP)	CA_PROD_GROUP_CI	See "Contract Options Page" (PeopleSoft Order to Cash Common Information).
Assign Product Group (PROD_GROUP)	PROD_GROUP_CI	See "Product Group Page" (PeopleSoft Order to Cash Common Information).
Product Group Table (PROD_GROUP_TBL)	PROD_GROUP_TBL_CI	See "Setting Up Product Group Tables" (PeopleSoft Order to Cash Common Information).
Product Rate Template Defaults (CA_PROD_RATES)	CA_PROD_RATES_CI	See Product Rate Defaults Page.
Account (GL_ACCOUNT)	ACCOUNT_CF	See "Account Page" (Application Fundamentals).
Alternate Account (ALTACCT)	ALTACCT_CF	See "Understanding Alternate Accounts" (Application Fundamentals).
Budget Reference (BUDREF_PNL)	BUDGET_REF_CF	See "Budget Reference Page" (Application Fundamentals).
Chartfield 1 (CHARTFIELD1)	CHARTFIELD1	See "ChartField 1 Page" (Application Fundamentals).
Chartfield 2 (CHARTFIELD2)	CHARTFIELD2	See "ChartField 1 Page" (Application Fundamentals).
Chartfield 3 (CHARTFIELD3)	CHARTFIELD3	See "ChartField 1 Page" (Application Fundamentals).
Class (CLASS_PNL)	CLASS_CF	See "Class Field Page" (Application Fundamentals).
Department (DEPARTMENT)	DEPT_CF	See "Department Page" (Application Fundamentals).
Fund (FUND_DEFINITION)	FUND_CF	See "Fund Code Page" (Application Fundamentals).
Operating Unit (OPERATING_UNIT)	OPER_UNIT_CF	See "Operating Unit Page" (Application Fundamentals).
Product (PRODUCT)	PRODUCT_CF	See "Product Page" (Application Fundamentals).

Component	Component Interface	References
Program (PROGRAM_DEFINITION)	PROGRAM_CF	See "Program Code Page" (Application Fundamentals).
Project (PROJECT)	PROJECT_CF	See "Project Page" (Application Fundamentals).
Scenario (BD_SCENARIO)	BUDGET_SCENARIO	See "Scenario Page" (Application Fundamentals).
Statistics Code (STATISTICS_TBL)	STATISTICS_CODE	See "Statistics Code Page" (Application Fundamentals).
Competitor Codes (COMPETITOR_CD)	COMPETITOR_CD_CI	See "Product Definition - Competitor Page " (PeopleSoft Order to Cash Common Information).
Attributes by UOM (PROD_UOM)	PROD_UOM_CI	See "Product Attributes by UOM Page" (PeopleSoft Order to Cash Common Information).
InterUnit Pair (IU_INTER_PR_BASIC)	IU_PAIRS_MAINT	See "Setting Up Interunit and Intraunit Processing" (Application Fundamentals).
Transaction Billing Processor (TBP) Accounting Rules (CA_ACCT_RULES)	CA_ACCT_RULES_CI	See Accounting Rules for CRM Page.

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.

See the product documentation for:

PeopleTools: Setup Manager

PeopleTools: Component Interfaces

Related Product Documentation

The *PeopleSoft Contracts* documentation 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 documentations.

The following companion documentations apply specifically to PeopleSoft Contracts:

*   *PeopleSoft Applications Fundamentals*

*   *Setting Up Global Options and Reports*

*   *PeopleSoft Order to Cash Common Information*

Common Elements Used in Contracts

Field or Control	Description
Account	ChartField that identifies the nature of a transaction for corporate accounts.
Activity ID	PeopleSoft Project Costing activity identifier.
Affiliate	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.
Alternate Account or Alt Acct	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.
Billing Amount	The fixed billing amount on an amount-based contract line.
Billing Limit	The billing limit on a rate based contract line.
Bill To Customer	Customer receiving the invoice.
Billing Business Unit	PeopleSoft Billing business unit. **Note:** The PeopleSoft Billing business unit and PeopleSoft Contracts business units should both use the same PeopleSoft General Ledger business unit.
Budget Ref or Bud Ref (budget reference)	ChartField that identifies unique control budgets when individual budgets share budget keys and overlapping budget periods.
Business Unit	Identification code that represents a high-level organization of business information. Use a business unit to define regional or departmental units within a larger organization.

Field or Control	Description
Class	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.
Contract or Contract Number	Unique identifier for a contract.
Contract Admin (contract administrator)	Responsible party in charge of administrating the contract.
Contract Classification	Enables you to specify one of four contract classification when the contract is created. Values include: *Standard, Internal, Government,* and *Federal Reimbursable Agreement.* 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 *Government* have functionality that is not available with a standard contract.
Contract Status	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.
Contract Type	Enables you to categorize your contracts for reporting purposes.
Department or Dept	ChartField that indicates who is responsible for or affected by the transaction.
Effective Date	Date on which a table row becomes effective; the date that an action begins.
Fund	ChartField that represents structural units for education and government accounting. Can also represent a divisional breakdown in your organization.
Fund Affiliate or Fund Affil	ChartField that is used to correlate transactions between funds when using a single intraunit account.
GL Unit (PeopleSoft General Ledger business unit)	PeopleSoft General Ledger business unit.
Legal Entity	Organizational or legal owner of the contract. While this legal entity is not directly tied to the legal entity in PeopleSoft General Ledger, this field enables you to capture which legal entity contracted with the customer on each contract.

Field or Control	Description
OM Business Unit (PeopleSoft Order Management business unit)	PeopleSoft Order Management business unit.
Operating Unit or Oper Unit	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.
Operating Unit Affiliate or Opr Unit Affil	ChartField that is used to correlate transactions between operating units when using a single intraunit account.
Product ID or Product	PeopleSoft Order Management product identifier. Products are the goods and services that you sell to your customers on a contract.
PC Business Unit	PeopleSoft Project Costing business unit.
Price Type	Products in contracts are rate-based, amount-based, or recurring. Rate-based products have a price type of *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 Amount Allocation pages for Billing and Revenue. **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 Amount Allocation pages for Billing and Revenue, the quantity on the billing lines of the associated billing plan, or the quantity on the sales order in PeopleSoft Order Management.

Field or Control	Description
Report ID	Report Identifier.
Report Manager	Click this link to view report content, check the status of a report, and see content detail messages.
Revenue Amount	The allocated fixed revenue amount on an amount-based contract line.
Revenue Limit	The allocated revenue limit on a rate based contract line.
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.
Separate As Incurred Billing and Revenue	Select this check box to define and apply different separate rates, markups, and limits for billing and revenue on rate-based contract lines.
Separate Fixed Billing and Revenue	Select this check box to define and apply different amounts for billing and revenue on amount based and percent based contract lines.
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 non-monetary statistical amounts. Statistics codes are associated with a specific unit of measure.

Field or Control	Description
Unit of Measure (UOM)	Enter or change the unit of measure on the contract line, billing plan, or Amount Allocation pages for Billing and Revenue. **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 Amount Allocation pages for Billing and Revenue, the unit of measure on the billing lines of the associated billing plan, or the unit of measure on the sales order in PeopleSoft Order Management.
User ID	System identifier for the individual who generates a transaction.

Chapter 2

Navigating 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.

Pages Used to Navigate in PeopleSoft Contracts

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

Page Name	Navigation	Usage
Contracts Center	**Customer Contracts** > **Contract Center**	Access the key areas to manage your customer contracts.
Contracts	Click the **Contracts** link on the Contracts Center page.	Create, modify, or review a contract and its related components.
Contract Accounting	Click the **Contract Accounting** link on the Contracts Center page.	Review and manage accounting distribution and revenue activity for revenue plans.
Contract Billing	Click the **Contract Billing** link on the Contracts Center page.	Review and manage billing activity for billing plans.
Contract Processing	Click the **Contract Processing** link on the Contracts Center page.	Review and update contract progress.
Definitions	Click the **Definitions** link on the Contracts Center page.	Define common and product-specific setup.
My Contracts	Click the **My Contracts** link on the Contracts Center page.	Define and maintain a personal contract list.
Progress Payments	Click the **Progress Payments** link on the Contracts Center page.	Review and manage terms, worksheets, and costs for progress payments.
Renewals	Click the **Renewals** link on the Contracts Center page.	Manage the scheduling and processing of renewals.

Page Name	Navigation	Usage
Reports	Click the **Reports** link on the Contracts Center page.	Generate reports for contract-related information.
Revenue Forecast	Click the **Revenue Forecast** link on the Contracts Center page.	Create and review revenue forecasts.
Review	Click the **Review** link on the Contracts Center page.	Review contract-related information.
Support Teams	Click the **Support Teams** link on the Contracts Center page.	Create and maintain support teams and associated e-mail notifications.

Chapter 3

Understanding Integrations with Other Applications

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 its source for cost, billing and revenue transactions on 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.

Related Links

Understanding the Relationship Between PeopleSoft Contracts and PeopleSoft Project Costing

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.

Related Links

Understanding the Contracts Billing Process

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.

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.

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 associate products and services to a contract.

Integrating with PeopleSoft Proposal Management

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

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.

Chapter 4

Understanding PeopleSoft Contracts Implementation Issues

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.

- Price the contract.

  You can allocate the gross fixed billing amount across contract lines. You can also allocate the gross fixed revenue amount if the Separate Fixed Billing and Revenue check box is selected at contract header level. You allocate a contract header billing and revenue discount or surcharge to specific contract lines. You can also define contract line discounts or surcharges for billing and revenue 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 and rate-based contract lines, either PeopleSoft Contracts or PeopleSoft Billing can manage revenue. When PeopleSoft Contract 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. .

    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 billing and revenue amounts 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 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?

*   How are contracts priced for billing and revenue and how are prices allocated across contract lines?

*   What level of automation versus manual control do you want to have for billing and revenue plans?

*   How do you structure your projects and project rates?

    Are rates tied to a contract line?

Defining an FTP Server for Document Attachments

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

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

Field or Control	Description
<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.

Field or Control	Description
<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.

PeopleTools: Applications User's Guide

PeopleTools: System and Server Administration

Chapter 5

Understanding PeopleSoft Contracts Security

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 topic is only part of what you need to know to secure your system. Other relevant information, because it is common to many applications, is located in the *PeopleSoft Application Fundamentals* documentation.

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.

See "Securing ChartFields for PeopleSoft Contracts" (Application Fundamentals).

Setting Up Row-Level Security

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

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

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.

Related Links

Establishing PeopleSoft Contracts Business Units

Defining Contract Statuses

"User Preferences - Contracts Page" (Application Fundamentals)

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.

Related Links

Understanding Milestones

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.

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

Permission List	Associated Permission
Contracts Process Milestones	Access to update milestone status based on milestone conditions.
Contracts Renewals	Access to renewal functionality.
Contracts Prepaids	Access to prepaid functionality.
Contract Sales Order	Access to Create Sales Order page.
Contracts Notes	Access to add notes.
Contracts Milestone Reports	Access to milestone reports.
Contracts Financial Reports	Access to prepaids, limits, billing, revenue, and revenue forecasting reports.
Contracts Revenue	Access to define revenue plans, revenue forecasts, and run processes.
Contracts Reverse Revenue	Access to reverse contract accounting, redistribute revenue, and use billing and revenue reconciliation.
Contracts Review Revenue	Access to Revenue Management pages.
Contracts Billing	Access to define billing plans and run processes.
Contracts Reverse Billing	Access to reverse contract billing and use billing and revenue reconciliation.
Contracts Review Billing	Access to Billing Management pages.
Contracts General Information	Access to view Contracts pages.
Contracts Project Information	Access to view Related Projects pages and project or activity pages.
Contracts Milestone Info	Access to update milestone condition status levels and view milestones.
Contract Limits	Access to limits functionality.
Contracts ESA Portal Pagelets	Access to PeopleSoft Contracts portal pagelets.

Permission List	Associated Permission
Define CA Business Units	Access to set up PeopleSoft Contracts business units.

Chapter 6

Defining 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.

Pages Used to Establish Contract Business Units

Page Name	Definition Name	Usage
Contracts Definition - Business Unit Definition Page	BUS_UNIT_TBL_CA	Create a new PeopleSoft Contracts business unit definition or manage an existing business unit.
Contracts Definition - Defaults Page	BUS_UNIT_TBL_CA1	Use this page to define field value defaults that the system uses to automatically populate fields on a contract that are used for processing and management.
Contracts Definition - Processing Options Page	BUS_UNIT_TBL_CA2	Define processing attributes to incorporate flexibility and automation in your PeopleSoft Contracts system when managing revenue, or performing billing and revenue credits and adjustments.

Page Name	Definition Name	Usage
Contracts Definition - Fee Definition	CA_BU_FEE_DEF	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. **Set Up Financials/Supply Chain** > **Business Unit Related** > **Contracts** > **Setup Contracts BU Definition** > **Fee Definition**

PeopleTools: Applications User's Guide

Related Links

"Understanding General Ledger Business Units and Options" (PeopleSoft General Ledger)

"Understanding PeopleSoft Billing Business Units" (PeopleSoft Billing)

"User Preferences - Contracts Page" (Application Fundamentals)

Prerequisites

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

Contracts Definition - Business Unit Definition Page

Use the Contracts Definition - BU Definition (contracts definition - business unit definition) page (BUS_UNIT_TBL_CA) to create a new PeopleSoft Contracts business unit definition or manage an existing business unit.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Contracts** > **Setup Contracts BU Definition** > **BU Definition**

This example illustrates the fields and controls on the Contracts Definition - BU Definition page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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

Field or Control	Description
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

Field or Control	Description
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

Field or Control	Description
Enforce Contract Status Security	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.

Field or Control	Description
Delete Internal Notes	Select to enable users to delete internal notes.
Update Internal Notes	Select to enable users to update internal notes.

Contracts Definition - Defaults Page

Use the Contracts Definition - Defaults page (BUS_UNIT_TBL_CA1) to define field value defaults for contracts created in this business unit. Information entered here defaults to the contract when it is added.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Contracts** > **Setup Contracts BU Definition** > **Defaults**

This example illustrates the fields and controls on the Contracts Definition Defaults page. You can find definitions for the fields and controls later on this page.

BU Definition	**Defaults**	Processing Options	Fee Definition	>

Business Unit US001   US001 NEW YORK OPERATIONS

Contract ⓘ

Contract Admin	Angelini,Gina ✕ 🔍	
Contract Type	COMMERCIAL 🔍	Commercial Construction
Dist Rule Code	CONTRACTS 🔍	Contracts Distribution Rule
Contract Asset	AR-UNBILL 🔍	Unbilled Accounts Receivable
Legal Entity	USLE1 🔍	US Legal Entity
Contract Role	🔍	
Revenue Profile	HIGH_NORTH 🔍	High Tier - Northern Territory

☐ Separate Fixed Billing and Revenue
☑ Separate As Incurred Billing and Revenue
☐ Use Project ChartFields
☑ Review Required for Revenue

Billing Plan

Bill Type	CA 🔍	CONTRACTS
Bill Source	CONTRACTS 🔍	Contracts

Taxes

Ship From	US001 🔍	USA - New York

Prepaids

Prepaid Tax Timing	▼
Billing Plan Template	🔍
Bill Plan Detail Template ID	🔍
Contract Liability	🔍

☐ Utilize Against all Lines

Progress Payment Rates

Progress Payment Rate	%
Liquidation rate	%

PVN Generation Level

PVN Generation Level	▼

Contracts Workbench Template

Workbench Template ID	CONTRACTS 🔍	CONTRACTS

Contract

Field or Control	Description
Contract Admin (contract administrator)	Select a contract administrator for this business unit. This value automatically populates the contract administrator field on the contract header.
Contract Type	Select a value to categorize the contracts for reporting purposes.
Dist Rule Code (distribution rule code)	Select the distribution rule code for the business unit. The distribution rule code identifies the distribution rules to use for a particular product when the product is selected onto the contract within this PeopleSoft Contracts business unit. You can define any number of combination criteria and hierarchy for the distribution rules. These rules tell the system how to identify and in what order to apply the accounting distribution sets.
Contract Asset	When you manage revenue from PeopleSoft Contracts, revenue is booked to a contract asset account. When billing occurs, PeopleSoft Billing generates an offsetting entry. The system uses this contract asset account as the high-level default value for every contract entered in this business unit. **Note:** If contract liability is enabled at the installation options level, a contract asset entry is generated, and liability is moved from the contract 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.
Separate Fixed Billing and Revenue	Select to define and apply different amounts for billing and revenue on amount based and percent based contract lines. The value for this field is defaulted from the Installation Options - Contracts page and can be overridden. The value for this field will default to the contract when a contract is added for this business unit, but can be overridden while adding a contract.

Field or Control	*Description*
Separate As Incurred Billing and Revenue	Select to define and apply different rates for billing and revenue on rate-based contract lines. The value for this field is defaulted from the Installation Options - Contracts page and can be overridden. The value for this field will default to the contract when a contract is added for this business unit, but can be overridden while adding a contract. This field will be set to checked for government contracting entities that previously opted to separate billing and revenue at the installation level.
Use Project ChartFields	Select this check box to enter Project ChartFields on the contract line accounting distribution pages. This field is not visible if PeopleSoft Project Costing is not installed.
Review Required for Revenue	This check box is displayed and editable if Project Costing is installed and the *Review Required for Billing* check box is selected on the Installation Options - Project Costing Integration page. The value for this field will default to the contract when a contract is created for this business unit. The selection on the contract controls whether or not users may recognize revenue on project costing transactions not yet reviewed and approved on the Manager Transaction Review page.

When *Review Required for Billing* is selected, users have an option to either require a review for revenue before revenue recognition (check box selected) or to bypass a review (check box not selected) in which case project costing transactions will be included in revenue recognition before being reviewed on the Manager Transaction Review Page. See Contract - General Page |
| **Contract Role** | Select suitable value from the prompt list. The value selected here will default to the contract, but can be overridden.

See Defining Contract Roles |
| **Revenue Profile** | Select from the available values in the prompt list. The value selected here will default to the contract.

See Defining Revenue Profile |

Billing Plan

Field or Control	Description
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

Field or Control	Description
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.

Field or Control	Description
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.

Field or Control	Description
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.
Contract Liability	Select the contract liability distribution code to associate with the prepaid contract line. Booking to contract liability 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

Field or Control	Description
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.*

Contracts Workbench Template

Field or Control	Description
Workbench Template ID	Enter the template ID that the system uses when a user views the Contracts Workbench for this business unit. The system uses the records and fields in the Contracts Workbench that are selected for this template. The only templates that are available to choose from are those where Contracts was selected in the Workbench Type field. PeopleSoft delivers the CONTRACTS template, which is the default template for all Contracts business units.

Contracts Definition - Processing Options Page

Use the Contracts Definition - Processing Options page (BUS_UNIT_TBL_CA2) to incorporate flexibility and automation in your PeopleSoft Contracts system to support revenue recognition and billing.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Contracts** > **Setup Contracts BU Definition** > **Processing Options**

This example illustrates the fields and controls on the Processing Options Page. You can find definitions for the fields and controls later on this page.

Revenue Management Options

Field or Control	*Description*
Share Bundling Attributes	Select the check box to share bundling attributes across contracts in the business unit. When selected, the bundling attributes defined on the Bundling Attributes Page are available for the contracts created in this Business Unit. When not selected, bundling attributes on the contract are contract specific and cannot be shared.
Contract Liability Override	Select to indicate whether a user can override the contract liability option on the contract line. At the product group level, you specify whether to use contract liability for a product group. The product group attributes for contract liability appear by default on the contract line. If you select this contract liability override option at the business unit level, you can override the contract liability option that automatically populates from the product group. Therefore, if you do not turn on contract liability at the product group level, you can still select it at the contract line level as long as you selected the contract liability override option at the business unit level.
	If you do not select this check box and contract liability is not specified for a product group, the contract liability option is unavailable for the contract line, and the Contract Liability tab does not appear.
	Booking to contract liability 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 enable or disable contract liability 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 enable or disable only if this override is selected and if no contract liability 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.
Revenue Convergence Completed	Select this check box after contracts have been transitioned to the new accounting standard. After doing so, data entered on the Contract General page for Revenue Transition will be hidden.

Field or Control	Description
Review Required for Revenue Override	Select the check box to allow users to change the *Review Required for Revenue* option on the contract. This check box is displayed and editable if Project Costing is installed and the *Review Required for Billing* check box is selected on the Installation Options - Project Costing Integration page.
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

Field or Control	Description
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.

Field or Control	Description
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

Field or Control	Description
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

Field or Control	Description
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.

Field or Control	*Description*
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:**

Field or Control	*Description*
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

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 Applications Fundamentals* documentation.

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 "Understanding PeopleSoft Contracts Structure for Government Contracting" (PeopleSoft Contracts for Government Contracting).

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.

Page Used to Define Contract Statuses

Page Name	Definition Name	Usage
Contract Status Page	CA_STATUS_PNL	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.

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:

Term	*Definition*
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.

Term	Definition
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 Billing Allocation page and Revenue 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 Contract Liability.

Term	Definition
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.

Term	Definition
	• 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:

The flow between the contract header status values and the functionality for each header status value is displayed
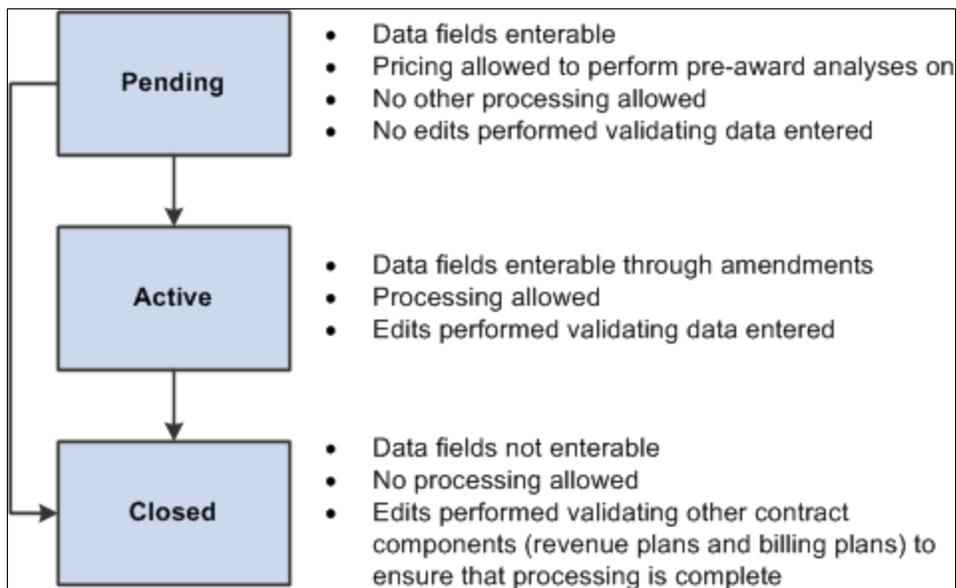
Processing statuses can flow forwards only; that is, you *cannot*:

• 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:

Term	Definition
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:

User-Defined Contract Status Type	Processing Status Example 1	Processing Status Example 2	Processing Status Example 3
Proposed	Active	Pending	Pending
In Negotiation	Active	Pending	Pending
Letter of Intent	Active	Active	Pending

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

The system does not enforce a contract status hierarchy for contract statuses that are mapped to the same processing status. For example, 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.

The contract status setup for a user who allows processing anytime after a letter of intent is signed is shown.
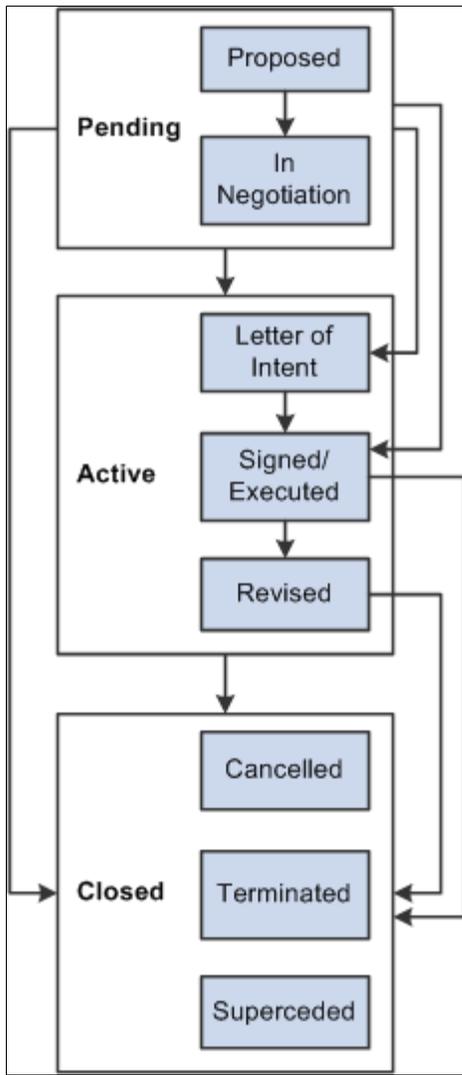
Optionally, you can enable status security for a PeopleSoft Contracts business unit by selecting the **Enforce Contract Status Security** check box on the Contracts Definition - BU Definition page. When status security is enabled, only those users to whom you assigned permission for a status can manage that contract status.

Contract Status Page

Use the Contract Status page (CA_STATUS_PNL) to 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.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **General Options** > **Setup Contract Statuses**

This example illustrates the fields and controls on the Contract Status page. You can find definitions for the fields and controls later on this 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.

Field or Control	*Description*
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

Page Name	Definition Name	Usage
Contract Type Page	CA_CONTR_TYPE_PNL	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.

Contract Type Page

Use the Contract Type page (CA_CONTR_TYPE_PNL) to 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.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **General Options** >**Setup Contract Types**

Field or Control	Description
Description	Enter a description for each contract type that you create.
Default Product Kit	(Optional) Select a product kit for this contract type.

Defining Contract Roles

To define contract role, use the Contract Role component (CA_CONTRACT_ROLE).This is intended to be used by organizations that partner with other organizations to perform work for a customer. Common values for contract role include Prime Contractor and Subcontractor. Contract roles created here will be available for selection on the Contract General page. This section discusses how to define contract roles.

Pages Used to Define Contract Role

Page Name	Definition Name	Usage
Contract Role – Search Page	(search)	Search for existing contract roles.
Contract Role – Add Page	(search)	Add new contract role.

Page Name	Definition Name	Usage
Contract Role Page	CA_CONTRACT_ROLE	Update control role details.

Contract Role – Search Page

Use the Contract Role Search page to search for existing contract roles. Contract roles are identified by SetID.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** >**General Options** >**Setup Contract Roles**

This example illustrates the fields and controls on the Contract Role Search Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Contract Role	Enter suitable contract role corresponding to the SetID.

Contract Role – Add Page

Use the Contract Role Add page to add a new contract role.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** >**General Options** >**Contract Role** >**Add a New Value**

This example illustrates the fields and controls on the Contract Role Add Page. You can find definitions for the fields and controls later on this page.

Contract Role

| Find an Existing Value | Add a New Value |

SetID SHARE

Contract Role

Add

Field or Control	Description
Contract Role	Enter appropriate contract role name.

Contract Role Page

Use the Contract Role page (CA_CONTRACT_ROLE) to update contract role details.

Navigation:

Set Up Financials/Supply Chain > Product Related > Contracts >General Options >Setup Contract Roles

This example illustrates the fields and controls on the Contract Role Page. You can find definitions for the fields and controls later on this page.

Contract Role

SetID SHARE

Contract Role PRIME

Description

Field or Control	Description
Description	Add or update description for the contract role selected. Description up to 30 characters can be added.

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.

Page Used to Define Revenue and Billing Plan Templates

Page Name	Definition Name	Usage
Revenue/Billing Plan Template Page	CA_PLAN_TMPL	Create revenue and billing plan templates for use on your contract lines.

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.

See "Progress Payment Billing" (PeopleSoft Contracts for Government Contracting).

Revenue/Billing Plan Template Page

Use the Revenue/Billing Plan Template page (CA_PLAN_TMPL) to create revenue and billing plan templates for use on your contract lines.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **Templates** >**Setup CA Rev & Bill Plan Tmplt**

This example illustrates the fields and controls on the Revenue/Billing Plan Template page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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

Field or Control	Description
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.

Field or Control	Description
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.<hr>**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.

Field or Control	Description
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.<hr>**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.

Field or Control	Description
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.

Field or Control	Description
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.
Percentage	Enter a default value for the event's percentage. The system passes this value through to the events on the billing or revenue plan.

Defining Billing Plan Detail Templates

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

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

Page Used to Define Billing Plan Detail Templates

Page Name	Definition Name	Usage
Billing Plan Detail Template Page	CA_BP_DTL_TMPL	Capture detailed information for overriding billing defaults on your billing plan.

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.

Billing Plan Detail Template Page

Use the Billing Plan Detail Template page (CA_BP_DTL_TMPL) to capture detailed information for overriding billing defaults on your billing plan.

Navigation:

Set Up Financials/Supply Chain > Product Related > Contracts > Templates >Setup CA Bill Plan Dtl Tmplt

This example illustrates the fields and controls on the Billing Plan Detail Template page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
Bill Plan Detail Template ID	Displays a unique identifier for the billing plan template.
Bill Currency	Currency code of the invoices that are generated for this billing plan.

Customer Information

Field or Control	Description
BI Unit (PeopleSoft Billing business unit)	Select a billing business unit from the list of valid values. The list of valid values contains only those billing business units that share the same PeopleSoft General Ledger business unit as the billing plan's PeopleSoft Contracts business unit.
Bill To Customer	Select the customer to whom the invoice will be sent.
Address Num (address sequence number)	Select the customer address to which the invoice will be sent.
Bill To Contact	Select the person to whose attention the invoice will be addressed.

Billing Options

Field or Control	Description
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.

Field or Control	Description
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. See Direct Invoicing and Preapproved Activity.

Billing Default Overrides

Field or Control	Description
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.

Field or Control	Description
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

Field or Control	Description
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.

Field or Control	Description
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.

Pages Used to Define Billing Summarization Templates

Page Name	Definition Name	Usage
Summarization Group	BI_SUM_GROUP	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. **Set Up Financials/Supply Chain > Product Related > Billing > Summarization Template Config > Summarization Group**

Page Name	Definition Name	Usage
Summarization Configuration ID	BI_SUM_CFG_ID_FLD	Configure and define a list of selected fields to be used as prompts on the Summarization Template page. **Set Up Financials/Supply Chain** > **Product Related** > **Billing** > **Summarization Template Config** > **Summarization Configuration ID**
Summarization Template - General Definitions	BI_SUM_COMMON	Set up the overall summarization rules and formatting options for the fields selected on the summarization template. **Set Up Financials/Supply Chain** > **Product Related** > **Billing** > **Summarization Template Config** > **Summarization Template** > **General Definitions**
Summarization Template - Group Header	BI_SUM_GROUP_HDR	Define customized options for the group header display. **Set Up Financials/Supply Chain** > **Product Related** > **Billing** > **Summarization Template Config** > **Summarization Template** > **Group Header**
Summarization Template - Group Detail	BI_SUM_GROUP_DETL	Define customized options for the summarized lines. **Set Up Financials/Supply Chain** > **Product Related** > **Billing** > **Summarization Template Config** > **Summarization Template** > **Group Detail**
Summarization Template - Preview Template	BI_SUM_TMPL_PREVW	Preview the summarization display. • **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.

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.

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 for use on your amount-based contract lines.

Page Used to Define Renewal Plan Templates

Page Name	Definition Name	Usage
Renewal Plan Template Page	CA_RNW_TEMPLATE	Create renewal plan templates for 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.

Related Links

Defining Renewable Products, Templates, and Contract Lines

Renewal Plan Template Page

Use the Renewal Plan Template page (CA_RNW_TEMPLATE) to create renewal plan templates to use on your amount-based contract lines.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **Templates** >**Setup Contract Renewal Tmplt**

This example illustrates the fields and controls on the Renewal Plan Template Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Renewal Plan Template	The system applies a unique identifier to each renewal template.

Used for Renewal Plan and Cycle Creation

Field or Control	Description
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.

Field or Control	Description
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. See "Schedules Page" (Application Fundamentals).
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

Field or Control	Description
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.

Field or Control	Description
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

Field or Control	Description
Price Basis For Billing	Select the amount that the system will pass to PeopleSoft Enterprise Pricer to calculate the billing amount. Possible values include *Contract Line Billing Amount Contract Line List Price, Contract Line Net Billing 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 Billing Amount* as the default value for this field.
Price Basis For Revenue	Select the amount that the system will pass to PeopleSoft Enterprise Pricer to calculate the revenue amount. Possible values include *Contract Line Revenue Amount Contract Line Revenue Price, Contract Line Net Revenue Amount, Then Current Revenue Price,* and *User-entered Amount.* You can override this option on the Define Renewal Cycle page. The system uses *Contract Line Revenue Amount* as the default value for this field. If the Separate Fixed Billing and Revenue check box is not selected on the target contract of the renewal plan, then the value specified here will not be used. Instead, the price basis for revenue will be same as that used for Price Basis For Billing. See PeopleSoft Enterprise Pricer

Field or Control	Description
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.

Related Links
Understanding Renewals

Defining Contracts Workbench Templates

This section discusses how to create Contracts Workbench templates.

Page Used to Define Contracts Workbench Templates

Page Name	Definition Name	Usage
Contracts Workbench Template Page	CA_CONS_TPL	Use this page to create Contracts Workbench Templates for PeopleSoft Contracts, Grants, and Project Costing.

Contracts Workbench Template Page

Use the Contracts Workbench Template page (CA_CONS_TPL) to use this page to create Contracts Workbench Templates for PeopleSoft Contracts, Grants, and Project Costing.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **Templates** >**Setup CA Workbench Template CA**

This example illustrates the fields and controls on the Contracts Workbench Template page. You can find definitions for the fields and controls later on this page.

Contracts Workbench Template			

SetID SHARE   Workbench Template ID CONTRACTS   Workbench Type CA

*Description CONTRACTS

Workbench Record   Find   First ◀ 1-5 of 5 ▶ Last

Record Name CA_CONS_RATE_VW ▼   Record Description Contrat Rates   ＋ －

Record Fields   Personalize | Find | 🔗 | 🖩   First ◀ 1-8 of 8 ▶ Last

	Enabled	Field Name	Field Short Name	Field Long Name
1	☑	BUSINESS_UNIT_PC	PC Bus Unit	PC Business Unit
2	☑	CONTRACT_LINE_NUM	Line	Contract Line Num
3	☑	CONTRACT_NUM	Contract	Contract
4	☑	EFFDT	Eff Date	Effective Date
5	☑	EFF_STATUS	Status	Status as of Effective Date
6	☑	PC_TEMPLATE_ID	Rate Set	Rate Set
7	☑	RATE_PLAN	Rate Plan	Rate Plan
8	☑	RATE_TMPL_OPTION	Rate Selection	Rate Selection

☑ Select All   ☐ Clear All

Use this page to define templates for the Contracts Workbench. PeopleSoft delivers three pre-defined templates: CONTRACTS, GRANTS, and PROJECTS.

Field or Control	Description
Workbench Template ID	Displays the unique identifier that was entered when adding a new template. This field is used to define the template.

Field or Control	Description
Workbench Type	Displays the type of template that was selected when adding a new template. When in add mode, the options for this field are Contracts, Grants, or Project Costing.

Workbench Record

Field or Control	Description
Record Name	Select a PeopleSoft record name for PeopleSoft Contracts, Grants, or Project Costing. The record names that are available to choose from are predefined by PeopleSoft. When you select a record, the system displays all fields for that record in the Record fields section of the page. The records that are available from PeopleSoft Contracts are: • CA_DETAIL • CA_MS_COND • CA_PREPAID_TBL • CA_CONS_RATE_VW • CA_LMT_FEE_DTL The records that are available from PeopleSoft Grants are: • GM_AWARD • GM_AWD_FUND_PD • GM_AWD_MILE • GM_AWD_MOD_VW (This is a view on GM_AWD_MOD and GM_AWD_MOD_LINE table) The records that are available from PeopleSoft Project Costing are: • PROJECT_CA_VW (This is a view on PROJECT table) • PROJ_ACT_CA_VW (This is a view on PROJECT_ACTIVITY table) • PROJ_TM_SCH_CA_VW (This is a view on PROJ_TEAM_SCHED table) • PROJ_STA_CA_VW (This is a view on PROJECT_STATUS table)
Enabled	Select to indicate that this field should be displayed in the Contracts Workbench. This occurs when this template is selected in the Workbench Template ID field on the Contracts Definition – Defaults page for the business unit. See "Schedules Page" (Application Fundamentals).

Field or Control	Description
Save	Click to make this template available on the PeopleSoft Contracts, Grants, and Project Costing business unit setup pages.

Defining Validation Templates

This section provides an overview of validation templates and discusses how to configure a validation template.

Pages Used to Define Validation Template

Page Name	Definition Name	Usage
Define Validation Components Page	CA_SEC_CMP_DEFN	View details of the components that are enabled for use in the validation template.
Validation Template Page	CA_SEC_TMPL_HDR	Define the Validation Template and specify the security type, component and combinations of fields that need to be validated.
User List Page	CA_SEC_TMPL_USER	Specify the users for whom the validation template is applicable/not applicable.

Understanding Validation Templates

Validation template is a configurable template where users can configure specific fields as required fields for various page components. Users can configure any number of combinations in the validation template and each combination can contain any number of fields. However if multiple validation combinations are entered for the same component, then the user entered data on that component must satisfy at least one of the combinations for the user to be able to proceed.

The template can be assigned to a list of users or specific role. If the Security Template Type entered on the validation template is User, then the users to which the validation template will be applicable to, can be entered on the User List page. If the Security Template Type entered on the validation template is Role, then the role to which this validation template is applicable to, needs to be entered. In addition to specifying the role, if any of the users from the specified role need to be excluded, these users can be entered on the User List page.

Validation Templates can currently be created for the following run-control pages:

• Process As Incurred Billing

- Process Recurring Billing

- Process Other Billing Methods

- Process Limits

- Process Contract Liability

- Process Fixed Fee Revenue

- Process As Incurred Revenue

- Retrieve GL Updates

Note: If the run control pages undergo any change after the validation template was set up, then the validation template for that component need to be reconfigured so that the validations work correctly.

Note: The validations configured in the template are applicable only if the transaction is done online or with the help of a component interface.

Once the validation template is created for a component, if the user does not enter all the required fields in the component as per the applicable validation template, an error message similar to the one below, will be displayed to the user.

Required Fields Combination page
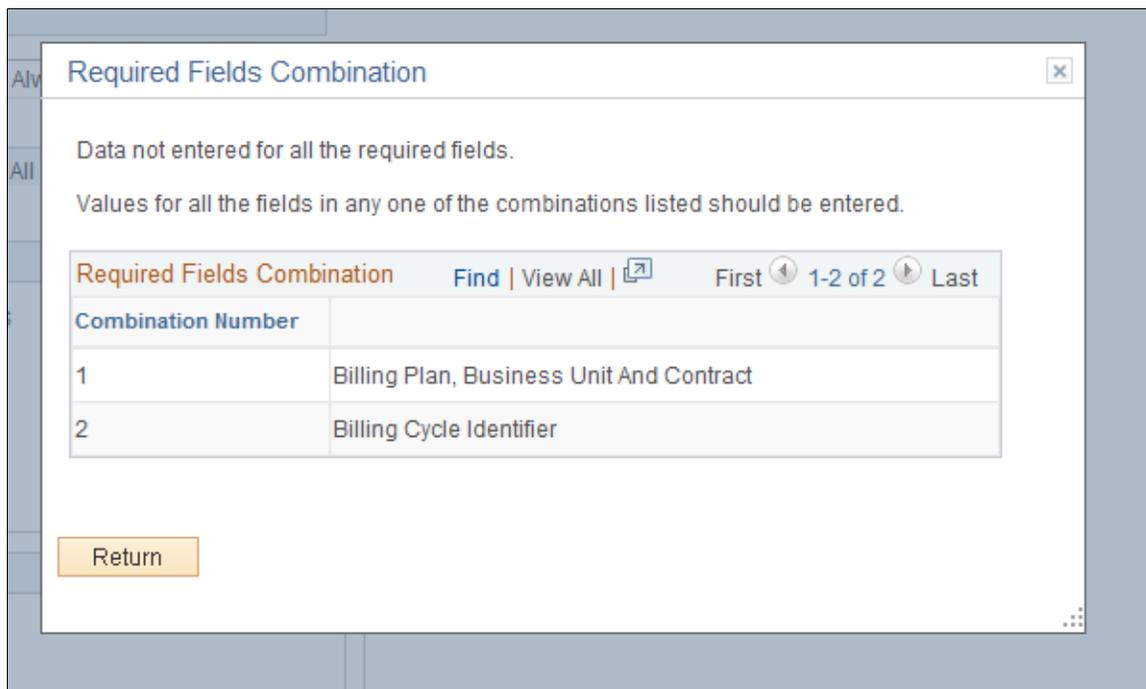
The error message lists out all the required fields for each combination that is applicable to the component and user. The system will not allow the user to proceed unless the user entered data fulfills any one of the applicable combinations.

Define Validation Components Page

Use the Define Validation Components page (CA_SEC_CMP_DEFN) to view the details of all the components that are enabled for use in the Validation Template.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **General Options** >**Setup CA Validation Components**

Define Validation Components page

The field values appearing on this page are display only except for the Description field. The components are predefined and currently include the following components:

- Process As Incurred Billing

- Process Recurring Billing

- Process Other Billing Methods

- Process Limits

- Process Contract Liability

- Process Fixed Fee Revenue

- Process As Incurred Revenue

- Retrieve GL Updates

Field or Control	Description
Description	Edit or view the component description for which you want to configure the validation template. This description will be displayed when the validation template is being setup.

Validation Template Page

Use the Validation Template page (CA_SEC_TMPL_HDR) to configure the validation template as per the requirements.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **Templates** >**Setup CA Validation Template**

Validation Template page

Field or Control	Description
Security Template Type	Select the type of template. Template types available are *User* and *Role*.
Status	Select the status for the validation template. You can activate or deactivate the template.
Description	Enter an appropriate description for the template being defined.
Role Name	Select the Role for which the validation template is applicable. This field appears if the Security Template Type is set to *Role*.

Validation Component

Field or Control	Description
Component Name	Select the component for which you want to configure the validation template.
Market	Select the market corresponding to the component for which the validation template will be applicable.
Description	Enter an appropriate description for the combination.
Select	Click the button to select the field on the component which needs to be set as required.

On clicking the Select button in the Field list the following page appears:

Validation Fields page

Field or Control	Description
Field Name	Select any field name hyperlink. The selected field is added to the required fields list in the validation template.

You should consider the following when selecting a field as required:

- Avoid selecting display only fields or invisible fields. Since the users will be unable to enter a value for these fields, the combination would always be invalid.

- Certain run control pages allow the user to enter multiple requests in the same run control id. In these cases, the user will be able to proceed with the transaction only if a single combination is satisfied by all of the run control requests.

Note: If the selected component has multiple pages associated with it, then all of those pages will be listed in the Select Page grid. Clicking on any of the page names will refresh the Page Fields grid with fields that are visible on that page.

User List Page

Use the User List page (CA_SEC_TMPL_USER) to view or add users for whom the validation template will be applicable/not applicable.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **Templates** >**Validation Template .** Click the User List Tab

User List page

Field or Control	Description
User ID	Select the user you want to add to the user list. The validation template will be applicable only to users in this list if the Security Template Type is *User*.

Note: For Security Template Type *Role* the User List grid is replaced by Excluded User List as the validation template will be applicable to all users that belong to the selected role. In this case, the validation template will not be applicable to users who have been entered in the user list.

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

Page Name	Definition Name	Usage
Hold Reason Page	CA_HOLD_RSN	Define hold reasons by SetID to use when placing renewal cycles on hold.

Hold Reason Page

Use the Hold Reason page (CA_HOLD_RSN) to define hold reasons by SetID to use when placing renewal cycles on hold.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **General Options** >**Setup Contract Hold Reasons**

This example illustrates the fields and controls on the Hold Reason page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.

Page Used to Define Tiered Pricing Templates

Page Name	Definition Name	Usage
Tiered Pricing Template Page	PC_TIER_TEMPLATE	Create tier templates to facilitate data entry when defining tiered pricing for a rate-based contract line.

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.

Related Links

Tiered Pricing
Defining Tiered Pricing

Tiered Pricing Template Page

Use the Tiered Pricing Template page (PC_TIER_TEMPLATE) to create tier templates to facilitate data entry when defining tiered pricing for a rate-based contract line.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **Templates** > **Setup CA Tiered Pricing Tmplt**

This example illustrates the fields and controls on the Tiered Pricing Template page. You can find definitions for the fields and controls later on this page.

Field or Control	*Description*
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

Field or Control	*Description*
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.

See "Defining Rate Set Categories, Rate Sets, and Rate Plans" (PeopleSoft Project Costing).

See Rate Setup.

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 topic.

See Related Projects Page.

Page Used to Define Fixed-Amount Discounts and Surcharges

Page Name	*Definition Name*	*Usage*
Discount/Surcharge Page	BI_DISC_SUR	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.

Discount/Surcharge Page

Use the Discount/Surcharge page (BI_DISC_SUR) to 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.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Billing** > **Setup** > **Discount & Surcharge**

See "Setting Up Discounts and Surcharges" (PeopleSoft Billing).

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.

Page Used to Define Contract Document Sequencing Options

Page Name	Definition Name	Usage
Contracts General Ledger Options Page	CA_BUGL_OPT	Designate journal templates and document types for a business unit.

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.

Related Links
"Understanding Document Sequencing" (PeopleSoft Global Options and Reports)
"Defining Common Journal Definitions" (Application Fundamentals)

Contracts General Ledger Options Page

Use the Contracts GL Options (Contracts General Ledger Options) page (CA_BUGL_OPT) to designate journal templates and document types for a business unit.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **General Options** >**Setup Contracts GL Options**

This example illustrates the fields and controls on the Contracts GL Options page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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: **Contract Liability 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 contract liability, 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.

Page Used to Define Legal Entities

Page Name	Definition Name	Usage
Legal Entity Page	CA_LEGAL_PNL	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.

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:

Field Name	Value
Contracts Business Unit	*PSOFT*
Sold to Customer ID	*Cracker Barrel Restaurant*
Legal Entity	*PSUSA*

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

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

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:

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

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:

Field Name	Value
Contracts Business Unit	PSBZL
Sold to Customer ID	Cracker Barrel Restaurant
Legal Entity	PSLATIN

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:

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

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:

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

Legal Entity Page

Use the Legal Entity page (CA_LEGAL_PNL) to 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.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **General Options** >**Setup Contract 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

Page Name	Definition Name	Usage
Early Out Option Page	CA_EARLYOUT_PNL	Define early-out option reason codes. These codes are used on the Special Payment Terms page. A contract can contain multiple early-out options.

Early Out Option Page

Use the Early Out Option page (CA_EARLYOUT_PNL) to define early-out option reason codes.

These codes are used on the Special Payment Terms page. A contract can contain multiple early-out options.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **General Options** >**Setup Contract Early Out**

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, and define SQL statements for milestone conditions.

Pages Used to Define Milestones

Page Name	Definition Name	Usage
Milestone Classification Page	CA_MS_CLASS_PNL	Define milestone security by creating milestone classifications. A milestone classification is a set of permission lists. When you associate a milestone classification with a generic milestone, the ability to manage that milestone is limited to users who belong to one of the primary permission lists specified for the milestone classification.
Milestone Template Page	CA_MS_DEFN_PNL	Define generic milestone templates. When you set up a contract, you will use generic milestone templates to which you can add contract-specific data.
Milestone Conditions Template Page	CA_MS_COND_DEFN	Define the conditions used by the application processor to determine whether a milestone is ready for processing. You can establish multiple conditions for a single milestone. Condition types can be either system-triggered events or manual events.
SQL Statement Page	CA_MS_SQL_DEFN_SEC	Create a custom SQL statement to be used as a milestone condition.

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 e-mail 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.

Related Links

Setting Up Milestone Security

Setting Up Milestones

Milestone Classification Page

Use the Milestone Classification page (CA_MS_CLASS_PNL) to 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.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **General Options** > **Setup Contract Milestone Class**

This example illustrates the fields and controls on the Milestone Classification page. You can find definitions for the fields and controls later on this page.

Milestone Classification	
SetID	SHARE
Milestone Classification	ALL
Description	All Milestones

Operator Classes Authorized to Use	Personalize | Find | View All | ⬚ | ▦ First ◄ 1-3 of 3 ► Last
Primary Permission List	**Permission List Description**
AEPNLS	AEPNLS: clone of ALLPNLS	+ −
ALLPAGES	ALLPAGES	+ −
ALLPORTL	All Portal	+ −

Field or Control	*Description*
Primary Permission List	Select the permission lists that will have access to manage milestones associated with the value in the **Milestone Classification** field.

Milestone Template Page

Use the Milestone Template page (CA_MS_DEFN_PNL) to define generic milestone templates.

Navigation:

Set Up Financials/Supply Chain >**Product Related** >**Contracts** >**Templates** >**Setup Contract Milestone Tmplt**

When you set up a contract, you will use generic milestone templates to which you can add contract-specific data.

This example illustrates the fields and controls on the Milestone Template page. You can find definitions for the fields and controls later on this page.

Milestone Template	Milestone Conditions Template

SetID SHARE

Milestone Template DATE1

*Description DATE TYPE MILESTONE

*Milestone Classification ALL

☑ All Contract Types

Field or Control	*Description*
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.

Milestone Conditions Template Page

Use the Milestone Conditions Template page (CA_MS_COND_DEFN) to define the conditions used by the application processor to determine whether 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.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **Templates** >**Setup Contract Milestone Tmplt** . Select the **Milestone Conditions Template** tab.

This example illustrates the fields and controls on the Milestone Conditions Template page. You can find definitions for the fields and controls later on this page.

| Milestone Template | Milestone Conditions Template |

SetID SHARE

Milestone Template DATE1

Description DATE TYPE MILESTONE

Milestone Condition Definitions		Personalize | Find | View All | 🗗 | 🖩	First ◀ 1 of 1 ▶ Last
*Description	Milestone Condition Type	Milestone Source	Days Lag
DATE TYPE MS	Date ▼		➕ ➖
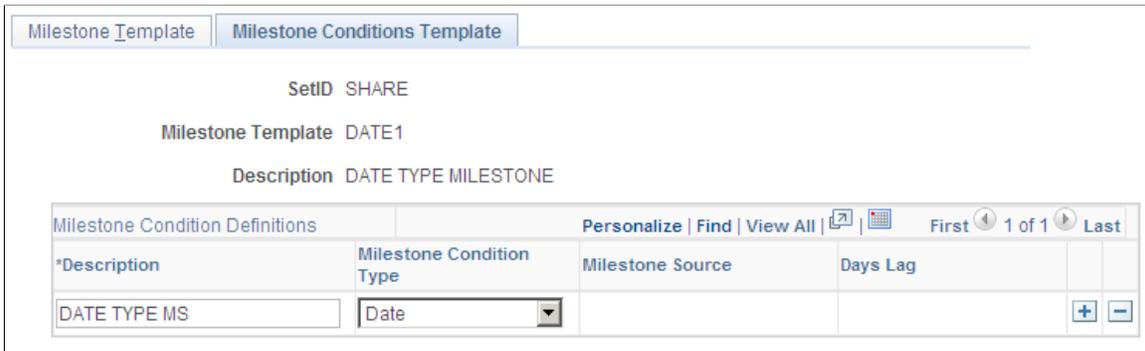
Milestone Conditions Definitions

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.

Field or Control	Description
Milestone Condition Type	Your selection determines the actions that you need to complete when you add this milestone to a contract. You can set up multiple milestone condition definitions for each milestone condition type. Values are: *Date:* 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. *Milestone:* 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. *User Init:* Select to create a milestone condition that is satisfied when a user manually updates the condition status from *Pending* to *Ready.* An example would be a service contract for which billing cannot occur until a signed work order is received from the customer. *SQL:* 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.

Field or Control	*Description*
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.

SQL Statement Page

Use the SQL Statement page (CA_MS_SQL_DEFN_SEC) to create a custom SQL statement to be used as a milestone condition.

Navigation:

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:

```
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. Oracle advises 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

Page Name	Definition Name	Usage
Reconciliation Options by User Page	CA_RECON_DEFN	Specify the Review By and Break On parameters for reconciliation.

Reconciliation Options by User Page

Use the Reconciliation Options by User page (CA_RECON_DEFN) to specify the Review By and Break On parameters for reconciliation.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **General Options** >**Setup CA Recon Options by User**

This example illustrates the fields and controls on the Reconciliation Options by User page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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 Revenue Profile

To define revenue profiles for your organization, use the Revenue Profile component (CA_REVENUE_PROFILE). This section discusses how to define revenue profiles.

The Revenue Profile is an attribute assigned to the contract. It can be used as criteria for establishing product prices in the Enterprise Pricer. Revenue Profiles are identified by SetID. A default revenue profile can be defined for each Business Unit and this appears when creating a new contract.

Pages Used to Define Revenue Profile

Page Name	Definition Name	Usage
Revenue Profile Search Page	(search)	Search existing revenue profiles or add a new revenue profile.
Revenue Profile Page	CA_REVENUE_PROFILE	Define a new revenue profile or edit an existing profile.

Revenue Profile Search Page

Use the Revenue Profile page (search) to search existing revenue profile or add a new revenue profile.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **General Options** >**Setup CA Revenue Profiles**

This example illustrates the fields and controls on the Revenue Profile Search page. You can find definitions for the fields and controls later on this page.

Revenue Profile

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

Find an Existing Value | Add a New Value

▼ **Search Criteria**

SetID: = ▼   SHARE   🔍
Revenue Profile: begins with ▼

Search | Clear | Basic Search   📰 Save Search Criteria

This example illustrates the fields and controls on the Revenue Profile Add page. You can find definitions for the fields and controls later on this page.

Revenue Profile

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

SetID: SHARE 🔍
Revenue Profile: [   ]

Add

Field or Control	Description
Revenue Profile	Enter an existing revenue profile name to search or add a new revenue profile name.

Revenue Profile Page

Use the Revenue Profile page (CA_REVENUE_PROFILE) to define new revenue profile or edit existing revenue profile.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **General Options** >**Setup CA Revenue Profiles**

This example illustrates the fields and controls on the Revenue Profile page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Revenue Profile	View the description for the selected revenue profile and modify if required.

Defining Bundling Attributes

Use the Bundling Attributes page (CA_CONTR_BUNDLE) to define bundling attributes based on the SetID.

Bundling attributes are used to group related contract lines. They can be shared across different contracts, however this is optional.

Pages Used to Define Bundling Attributes

Page Name	Definition Name	Usage
Bundling Attributes Search Page	(search)	Search existing bundling attributes.
Bundling Attributes Page	CA_CONTR_BUNDLE	Create new bundling attribute or modify existing attribute.

Bundling Attributes Search Page

Use the Bundling Attributes Search page (search) to search existing bundling attributes.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **General Options** >**Setup CA Bundling Attributes**

This example illustrates the fields and controls on the Bundling Attributes Search page. You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Bundling Attributes Add page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Bundle	Enter the bundle name to search for an existing bundle attribute or to add a new bundle attribute.

Bundling Attributes Page

Use the Bundling Attributes page (CA_CONTR_BUNDLE) to define new bundling attributes or modify existing attributes.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **General Options** >**Setup CA Bundling Attributes**

This example illustrates the fields and controls on the Bundling Attributes Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Bundle	View the descriptions for the bundling attribute and modify the description if required.

Defining Price Adjustment Reason Codes

Use the Price Adjustment Reason Codes page (CA_PRC_ADJ_RSN_CD) to create price adjustment reason codes that can be used to document the difference between total billing and total revenue for a contract.

Page Used to Define Price Adjustment Reason Codes

Page Name	Definition Name	Usage
Defining Price Adjustment Reason Codes	CA_PRC_ADJ_RSN_CD	Define price adjustment reason codes.

Price Adjustment Reason Codes Page

Use the Price Adjustment Reason Codes page (CA_PRC_ADJ_RSN_CD) to create price adjustment reason codes.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **General Options** >**Setup CA Price Adjustment Code**

This example illustrates the fields and controls on the Price Adjustment Reason Codes — Add page. You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Price Adjustment Reason Codes page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Adjustment Reason Code	Displays the adjustment reason code name entered while adding the new reason code.
Short Description	Enter suitable short description for the reason code.

Field or Control	Description
Description	Enter description for the reason code.

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 and define support teams by contract type.

Pages Used to Define Email Notifications

Page Name	Definition Name	Usage
Support Teams by Business Unit Page	CA_EMAIL_BU	Define the support teams to be used for the workflow that you associate with the different activities within PeopleSoft Contracts.
Support Teams by Contract Type Page	CA_EMAIL_TYPE	Define the support teams to be used for the workflow that you associate with the different contract types.

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.

Related Links
<u>Understanding Support Teams</u>
"Setting Up Customer Support Personnel" (PeopleSoft Order to Cash Common Information)

Prerequisites

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

Common Elements Used in This Section

Field or Control	*Description*
Component	Select the contract component for which you want to create an email notification list: *Amendment, Billing Plan, Billing Event* (billing plan event), *Contract, Contract Line, Contract Milestone,* or *Revenue Recognition Plan.*
Add Support Team	Click to create a new support team.
Status	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.
Support Team	A support team code represents a list of support team members.
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.

Support Teams by Business Unit Page

Use the Support Teams by Business Unit page (CA_EMAIL_BU) to define the support teams to be used for the workflow that you associate with the different activities within PeopleSoft Contracts.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **Support Teams** >**Setup CA Support Teams by BU**

This example illustrates the fields and controls on the Support Teams by Business Unit page. You can find definitions for the fields and controls later on this page.

Support Teams by Contract Type Page

Use the Support Teams by Contract Type page (CA_EMAIL_TYPE) to define the support teams to be used for the workflow that you associate with the different contract types.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **Support Teams** > **Setup CA Support Teams by Type**

This example illustrates the fields and controls on the Support Teams by Contract Type page. You can find definitions for the fields and controls later on this page.

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 and define amendment reasons.

Pages Used to Define Amendments

Page Name	Definition Name	Usage
Amendment Type Page	CA_CHG_TYPE_PNL	Define amendment types. The amendment type is informational only—it triggers no processing.
Amendment Reason Page	CA_CHG_RSN_PNL	Define amendment reasons. The amendment reason is informational only—it triggers no processing.

Related Links
Understanding Contract Amendments

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.

Amendment Type Page

Use the Amendment Type page (CA_CHG_TYPE_PNL) to define amendment types.

The amendment type is informational only—it triggers no processing.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **Amendments** >**Setup CA Amendment Types**

This example illustrates the fields and controls on the Amendment Type page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.
Effective Date	Select an effective date for this amendment type.
Status	Set the status for this amendment type. Values are *Active* and *Inactive.*

Amendment Reason Page

Use the Amendment Reason page (CA_CHG_RSN_PNL) to define amendment reasons.

The amendment reason is informational only—it triggers no processing.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **Amendments** >**Setup CA Amendment Reasons**

Field or Control	Description
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

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. Define the revenue price using price lists and price rules in the Enterprise Pricer (optional).

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

7. Define product rate defaults (optional).

Note: You can define a product without a product group. In that case, follow steps 3, 4, 5 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 contract liability and contract asset distribution code on the Contract Product Group Options component. If you associate a product with a product group that you linked to an contract asset account, when that product is added to a contract line, that contract line inherits the product group's contract asset account information. When

you select that product onto a contract line, the distribution code table is populated with the contract asset 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 contract asset 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:

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

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

Defining Rate-Based Products

You can optionally set up 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.

See Products on Contract Lines.

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 are 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.

Related Links
Understanding Contracts
Understanding Products and Product Groups
Understanding Renewals

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, and create products from ad hoc products. For information on the creation of the revenue pricing see the Enterprise Pricer see "(Optional) Setting Up Enterprise Pricer" (PeopleSoft Enterprise Pricer)

Pages Used to Define Products and Product Groups

Page Name	Definition Name	Usage
Product Group Table	PROD_GROUP_TBL	Define product group IDs and indicate product group types. Create product groups or make an existing product group available for contracts. **Set Up Financials/Supply Chain** > **Common Definitions** > **Products** > **Product Group Table**
Product Group Options Page	CA_PROD_GROUP	Assign contract attributes such as contract liability and contract asset options for product groups.
Product Definition Page	PROD_DEFN	Make products available for use on contract lines.
Product Definition - Contracts Options	PROD_CONTRACTS	Define the products (products and services) to use on your contract lines. From this page, you can define the product's price type. 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. **Products** > **Identify Product Details** > **Definition** > **Contracts Options**
Product Attributes by UOM	PROD_UOM	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. **Product** > **Identify Product Details** > **Attributes by UOM**
Product Price	PROD_PRICE	Defining a list price for your product is optional. The price entered will be used as default for the billing amount and revenue amount on the contract line. **Product** > **Identify Product Details** > **Assign List Price**

Page Name	Definition Name	Usage
Product Groups	PROD_GROUP	Associate a product to a product group and type. This page is optional if you are not using product groups. **Products** > **Identify Product Details** > **Assign Product Group**
Product Rate Defaults Page	CA_PROD_RATES	Define default rate plans or rate sets to the product.
Create Products from Ad Hoc Products Page	CA_PROD_ADH_CREATE	Convert ad hoc products into regular products for use on your contract lines.

Product Group Options Page

Use the Product Group Options page (CA_PROD_GROUP) to assign contract attributes such as contract liability and contract asset options for product groups.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **Contracts Product Options** >**Setup CA Product Group Options**

This example illustrates the fields and controls on the Product Group Options page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
Contract Liability	Indicate your contract liability option for the product group. The option that you select here, along with the option you select for the *Contract Liability Override* check box on the Contracts Definition - Processing Options page, determine whether a contract line enables contract liability. Here are the possible scenarios: • If you select this check box, you enable contract liability for all products within this product group. • If you do not select this check box, you can use contract liability on the contract line if you select the contract liability override option on the Contracts Definition - Processing Options page. • If you do not select this check box and you do not select the contract liability override check box on the Contracts Definition - Processing Options page, then no products in this product group can have contract liability.
Contract Asset Distribution Code	Select a default contract asset account definition. You establish the list of Contract Asset distribution codes on the Distribution Code page. If the product group has an Contract Asset account definition, then it will be used to book Contract Asset for any products associated with this product group. If you do not select an Contract Asset account for the product group, then for any products associated with this group, the Contract Asset account that is defined for the PeopleSoft Contracts business unit is used to book Contract Asset.

Product Definition Page

Use the Product Definition page (PROD_DEFN) to make products available for use on contract lines.

Navigation:

Products > **Identify Product Details** >**Define Product and Attributes**

Field or Control	Description
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.*

Related Links

"Establishing Product Definitions" (PeopleSoft Order to Cash Common Information)

Product Rate Defaults Page

Use the Product Rate Defaults page (CA_PROD_RATES) to define default rate plans or rate sets to the product.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **Contracts Product Options** >**Setup CA Product Rate Defaults**

This example illustrates the fields and controls on the Product Rate Defaults page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Effective Date	Displays the current date.

Sets/Plans by Unit

Field or Control	Description
PC Business Unit (PeopleSoft Project Costing 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.

Create Products from Ad Hoc Products Page

Use the Create Products from Ad Hoc Products page (CA_PROD_ADH_CREATE) to convert ad hoc products into regular products for use on your contract lines.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **Contracts Product Options** > **Setup Products from Ad Hoc**

This example illustrates the fields and controls on the Create Products from Ad Hoc Products page. You can find definitions for the fields and controls later on this 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 "Government Contracts Overview" (PeopleSoft Contracts for Government Contracting)

Field or Control	Description
Check box(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.

Chapter 9

Creating Contracts

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.

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.

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.

Related Links
Understanding Contract Structure

Common Elements Used

Field or Control	Description
Amendment Number	Displays the current amendment number and date of the amendment if the contract was amended through amendment processing.
Amend Contract	Click this button on an active contract to make adjustments to the current contract by creating an amendment. If a pending amendment exists, click to edit the existing, pending amendment. When you click this button, the system transfers you to amendment mode, and the button name changes to **View Current.**
View Current	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.**
Contract Number	The contract number that you entered appears at the top of the page. If automatic numbering is enabled and you select a value of *NEXT,* 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.
Contract Status	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.

Field or Control	Description
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 billing amount, revenue 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.

Field or Control	Description
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 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:

Term	*Definition*
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 contract liability 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.

Term	Definition
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 "Government Contracts Overview" (PeopleSoft Contracts for Government Contracting)
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 Billing Allocation page and Revenue Allocation page is where you ensure that the sum of the contract lines equals the contract's billing amount and revenue 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 Contract Asset on the Accounting Distribution page with the Contract Asset account that was defined for the contract's product group.

  If no Contract Asset account was defined for the product group, the system applies the Contract Asset account that was defined for the contract's PeopleSoft Contracts business unit.

  Note: This Contract Asset 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 contract liability if you selected the **Contract Liability 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 contract liability if you selected the **Contract Liability 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 contract liability 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 billing amount, revenue 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.

Related Links
Defining Contract Lines
Setting Up Products and Product Groups
Understanding Accounting Distributions
Understanding Prepaid Amounts

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:

Term	*Definition*
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 billing and revenue amounts 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 amounts.
Active	Appears as the line status default when you create a contract line. Active contract lines are included in the contract header billing and revenue amounts 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 billing and revenue amounts.

Term	Definition
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:

The flow between status values and functionality for each line status value is showed

Pending
- Data fields enterable.
- No processing allowed.
- Line amounts not included in amount allocation.

Active
- Data fields enterable.
- Processing allowed.
- Line amounts included in amount allocation.

Renewed
- Data fields not enterable.
- System updates status from Active to Renewed upon assigning a renewal plan cycle to the contract line and setting its status to Ready.

Cancelled
- Data fields not enterable.
- No processing allowed.
- Edits performed validating other contract components (revenue plans and billing plans) to ensure that processing is complete.

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 ling 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 topic about structuring contracts.

See Understanding Products and Product Groups.

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.

See Understanding the Relationship Between PeopleSoft Contracts and PeopleSoft Project Costing.

Accounting Distributions

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

See Understanding Accounting Distributions.

Related Links

"Installation Options - Contracts Page" (Application Fundamentals)
"Understanding Accounting for Projects" (PeopleSoft Project Costing)

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, most header fields 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, and define the sold to address.

Pages Used to Define General Contract Information

Page Name	Definition Name	Usage
Contract – General (Search) Page	(search)	Search existing contracts or add a new contract.
Contract - General Page	CA_HDR_PNL	Set up and manage contract header information.
Copy From Contract Page	CA_COPY1_PNL	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.

Page Name	Definition Name	Usage
Sold To Address Page	CA_CONTACT_PNL	View and optionally select a different address for a contract's sold to customer.
Modify Sold To Customer	CA_CHG_SOLDTO_PNL	View and modify the Sold to Customer and Currency Code of existing contracts in a pending status.

Related Links

"Sold To Customers" (PeopleSoft Order to Cash Common Information)

Contract – General (Search) Page

Use the Contract – General (Search) page to search existing contracts or add new contracts.

Navigation:

Customer Contracts > **Create and Amend** > **General Information** > **Add a New Value**

This example illustrates the fields and controls on the Contracts - General Search Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Separate Fixed Billing and Revenue	Select to define and apply different amounts for billing and revenue on amount based and percent based contract lines. This option is applicable to contracts with a contract classification of Standard and Government. The value for this field is defaulted from the Contracts Definition - Defaults page and can be overridden.
Separate As Incurred Billing and Revenue	Select to define and apply different rates for billing and revenue on rate based contract lines. This option is applicable to contracts with a contract classification of Standard, Government, and Federal Reimbursable. The value for this field is defaulted from the Contracts Definition - Defaults page and can be overridden.

Applicability of these two fields depends on the contract classification and the types of contract lines that are available for the contract classification. These fields are not editable on the Contract General page. Subject to specific criteria, these fields may be edited on the Update Separate Billing and Revenue Options Page

Contract Classification	Separate Fixed Billing and Revenue	Separate As Incurred Billing and Revenue
Standard	Available or Edit	Available or Edit
Government	Available or Edit	Available or Edit
Federal Reimbursable Agreements (FRA's)	Not Available for Edit ('FRA's have rate based lines only)	Available or Edit
Internal	Not Available for Edit	Not Available for Edit

Keyword search allows you to execute a deeper, more free-form search, to access application data from the Contracts Search component.

See the product documentation for *PeopleTools: Search Technology*, Working with Search Pages, Working with Keyword Search modes.

Contract - General Page

Use the Contract - General page (CA_HDR_PNL) to set up and manage contract header information.

Navigation:

Customer Contracts > **Create and Amend** > **General Information** > **Contract - General**

This example illustrates the fields and controls on the Contracts — General page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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. See "Understanding Mouse Over Popup Pages" (Application Fundamentals).
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.

Field or Control	Description
Description	Enter a description for the contract.

Field or Control	Description
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.
Currency Code	Displays the currency code for the contract. The initial value of this field defaults from Sold to Customer and can be edited before saving the contract for the first time or before adding a contract line.
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.
Contract Role	Select suitable value from the prompt list. The value for this field is defaulted from the Contracts Definition - Defaults page and can be overridden.
Revenue Profile	Select from the available values in the prompt. The value for this field defaults from the Contracts Business Unit definition.
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.

Field or Control	Description
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.
Separate Fixed Billing and Revenue	Displays the value that is selected while creating the contract. This field is read only. However in certain circumstances, this field can be edited on the Update Separate Billing and Revenue Options Page.
Separate As Incurred Billing and Revenue	Displays the value that is selected while creating the contract. This field is read only. However in certain circumstances, this field can be edited on the Update Separate Billing and Revenue Options Page.

Field or Control	Description
Review Required for Revenue	This check box when selected, the as-incurred project transactions associated with the contract must be reviewed on the Manager Transaction Review page before being included in revenue recognition. When not selected, transactions will be included in revenue recognition even though they have not yet been reviewed and approved for billing on the Manager Transaction Review page. In this scenario, the analysis types processed for revenue must be present in both PSREV and PSUAB analysis groups. This check box is displayed and applicable only if the *Review Required for Billing* check box is selected on the Installation Options - Project Costing Integration page, the contract classification is standard and the contract does not separate as incurred billing and revenue. This check box can be edited only if the *Review Required for Revenue Override* check box is selected on the Contracts Definition - Processing Options page. For more information see, <u>Contracts Definition - Processing Options Page</u>.
Use Project ChartFields	The value for this check box is defaulted from the Contracts Definition - Defaults page. This field is hidden if PeopleSoft Project Costing is not installed. On selecting this check box, PC ChartFields are available on the Accounting Distribution pages and will be used to create accounting entries for billing and revenue recognition. The decision to select or not select the check box should be made when a new contract is first added. However, the check box may be updated on an existing contract. In this scenario, a warning message is displayed letting the user know to complete the accounting distribution page with project ChartField data.

Other Information

Field or Control	Description
Template Contract	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.
Master Contract	Select to designate this contract as a master. This check box is not available on active contracts.
Legal Review Complete	Select to indicate that the legal group has reviewed this contract. This check box is informational only.

Field or Control	Description
Credit Check Complete	Select to indicate that a credit check was completed for this customer. This check box is informational only.
Contains Cotermination Lines	Select if this contract contains renewable contract lines that are to be renewed on a separate target contract.
Parent Contract	Select a parent contract to create a parent-child relationship with another contract.
Master Contract	To link this contract to a master contract, select a master contract. If you have designated this contract as a master by selecting the **Master** check box, this field is unavailable.
Legal Entity	Organizational or legal owner of the contract. The system populates this field with the value associated with the PeopleSoft Contracts business unit.
Purchase Order	Enter the sold to customer's purchase order (PO) number associated with this contract. The PO is used in billing processing and placed on the bill header.
Proposal ID	Enter the proposal ID associated with this contract. This field is informational only.

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

Field or Control	Description
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.

Revenue Transition

This example illustrates the fields and controls on the Revenue Transition. You can find definitions for the fields and controls later on this page.

This group box is used to identify the expected impact of the new accounting standard on the contract and the status of the transition. These fields are available in query and as criteria on the Review Product Sales page. This group box is not applicable for internal contracts. After your organization has completed its transition to the new revenue accounting standard for the business unit, you should select the check box Revenue Convergence Complete on the Contracts - Processing Options page and in doing so this group box will be hidden.

Field or Control	Description
Impacted by Revenue Transition	Select one of the given values: • Materially Impacted • Not Materially Impacted • Not Yet Determined • Post Transition
Status of Revenue Transition	Select one of the given values: • Not Initiated • In Preliminary Review • Review Complete • Contract Updated • Post Transition

Field or Control	Description
Total Revenue Adjustment	Enter the adjustment to Total Revenue on the contract as part of the transition to the accounting standard. This data serves as a placeholder during transition and is factored into the revenue impact analytics on the Review Product Sales page. You should be prepared to enter this value as an adjustment to total revenue on the contract using amendment processing during the first reporting cycle under the new accounting standard.

Summary of Amounts — Standard and Internal Contracts

The line items presented under Summary of Amounts depend on the contract classification. Both billing and revenue values are shown for all contract classifications and this data is typically updated on the Amount Allocation pages for billing and revenue. However, prior to contract activation, Fixed Billing can be entered on this page as well. Fixed Revenue is also enterable if the Separate Fixed Billing and Revenue check box was selected when the contract was created.

Fixed Billing/Revenue, Discounts/Surcharges and Non-Inclusive Prepaids apply to amount based lines. As Incurred Billing/Revenue Limits applies to rate based lines. Recurring Billing/Revenue applies to recurring lines. If revenue and billing are separated on the contract, then amounts for revenue will be different from billing with the exception of recurring lines where billing and revenue are always managed as a single amount.

Amounts and rate based limits for billing are entered on the Billing Allocation page. Amounts and rate based limits for revenue are entered on the Revenue Allocation page if revenue is separate from billing on the contract. If revenue and billing are not separated on the contract then amounts on the Revenue Allocation page are read only and match billing.

This example illustrates the fields and controls on the Summary of Amounts - Standard and Internal Contracts. You can find definitions for the fields and controls later on this page.

Billing Amounts

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

Field or Control	Description
Fixed Billing	Equals the total fixed billing value of the amount and percent based contract lines. You can enter fixed billing either here before contract activation or on the Billing Allocation page. If fixed revenue is changed during amendment processing, the system updates this field. The sum of Inclusive Prepaids of the contract is part of this amount.
Discounts/Surcharges	Displays the sum of all billing discounts that you have associated with amount and percent based contract lines 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 not included in the fixed billing amount of the contract.
Subtotal	Displays the sum of values in the Fixed Billing, Discounts/Surcharges, and Non-inclusive Prepaids fields.
As Incurred Billing Limits (Less Prepaid)	Displays the sum of billing limits for rate based contract lines reduced by the amount of prepaids. Since prepaids are utilized against billing limits on rate based contract lines, they must be removed from the as incurred billing limits to avoid double counting the amount once as a prepaid and again in the as incurred billing limits line item. When total prepaids is greater than total as incurred billing limits, this line item will show $0 and it is assumed the inclusive prepaid amounts included in the fixed billing amount and other non-inclusive prepaids best represent total billing rather than the as incurred billing limits.
Recurring Billing Total	Displays the sum of recurring billing amounts for all recurring contract lines on the contract.
Total	Displays the sum of values in the Fixed Billing, Discounts/Surcharges, Non-Inclusive Prepaids, As Incurred Billing Limit (Less Prepaid) and Recurring Billing Amounts fields.
Fixed Billing Allocation flag	Indicates if the Fixed Billing Amount Allocation has been completed or not.

Revenue Amounts

Field or Control	Description
Fixed Revenue	Equals the total fixed revenue value of the amount and percent based contract lines and prepaids identified as inclusive. If fixed revenue is changed during amendment processing, the system updates this field.
Discounts/Surcharges	Displays the sum of all revenue discounts associated with amount and percent based contract lines before amendment processing. If revenue discounts or surcharges are changed during amendment processing, the system updates this total.
Non-inclusive Prepaids	Displays the sum of any prepaid amounts not identified as inclusive. These amounts are not included in the Fixed Billing of the contract.
Subtotal	Displays the sum of values in the Fixed Revenue, Discounts/Surcharges, and Non-inclusive Prepaids fields.
As Incurred Revenue Limits (Less Prepaid)	Displays the sum of revenue limits for rate based contract lines reduced by the amount of prepaids. Similar to the line item for billing, the sum of the prepaids must be removed from the as incurred revenue limits to avoid double counting the amount once as a prepaid and again in the as incurred revenue limits line item. This line item will show $0 if prepaids exceed revenue limits.
Recurring Revenue Total	Displays the sum of recurring revenue amounts for all recurring contract lines corresponding to the contract. Since billing and revenue amounts are always the same for recurring contract lines, recurring revenue and recurring billing will always match.
Total	Displays the sum of values in the Fixed Revenue, Discounts/Surcharges, Non-Inclusive Prepaids, As Incurred Revenue Limit (Less Prepaid) and Recurring Revenue Amounts fields.
Fixed Revenue Allocation flag	Indicates if the Fixed Revenue Amount Allocation has been completed or not.

Note: Prepaid amounts are utilized against rate based contract lines. It is assumed that most contracts use contract line limits functionality and as such the amount of prepaids on the contract should not exceed the billing and revenue limits on the contracts. On these contracts, the Summary of Amounts removes prepaids from the total. Contracts that do not use contract line limits functionality will report the prepaid amount, if any, on the Summary of Amounts page.

Click to watch a short video about Separating Billing from Revenue in Contracts (Step 1) and Separating Billing from Revenue in Contracts (Step 2).

Related Content

The related content framework enables you to provide the PeopleSoft transaction pages with collaborative and informational content. It will assist users to complete any transaction without leaving the PeopleSoft application. Related content is displayed at component level and page level. Related content at component level is displayed on every page in the component whereas at page level it is displayed only on specific pages.

Field or Control	*Description*
Related Content	Click and select required related content from the drop—down menu to edit or review the relevant details on the related content window that appears at the bottom of the current transaction page. Related content options are: • Award Profile • Prepaids Both related content options can be accessed from all the pages of the Contract General Information component. **Note:** Award Profile option is available only for contracts sourced from grants. Prepaids option is available only for contract with at least one rate based contract line.

Related Links

Contract Headers

Copy From Contract Page

Use the Copy From Contract page (CA_COPY1_PNL) to 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.

Navigation:

Click the **Copy From Contract** button on the Contract - General page.

Field or Control	Description
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.

Sold To Address Page

Use the Sold To Address page (CA_CONTACT_PNL) to view and optionally select a different address for a contract's sold to customer.

Navigation:

Click the **Sold To Address** link from the **Go To** drop-down list box on the Contract - General page.

Field or Control	Description
Contact	Displays the contact for the selected address sequence number. You can select a different contact.

Modify Sold To Customer

This feature enables you to modify the Sold To Customer and Currency Code on the Modify Sold To Customer page for pending contracts. This feature is currently available for Contract Classifications of *Standard* and *Government* only.

Use the Modify Sold To Customer page (CA_CHG_SOLDTO_PNL) to modify the Sold To Customer and Currency Code for pending contracts.

Navigation:

Customer Contracts >**Create and Amend** >**Modify Sold To Customer**

This example illustrates the fields and controls on the Modify Sold To Customer Page. You can find definitions for the fields and controls later on this page.

Use this page to change the Sold to Customer and Currency Code values for pending contracts.

Existing Parameters

Field or Control	Description
Sold To Customer	Displays the existing Sold To Customer for the selected contract.
Currency Code	Displays the existing Currency Code for the selected contract.

New Parameters

Field or Control	Description
Sold To Customer	Select a new value for the Sold To Customer.
Override Existing Ship To	Select this check box if you want the Ship To values, based on the new Sold To Customer selected, to be defaulted on the existing Contract Lines when you apply the changes. If this option is not selected, the existing Ship To values will be retained.

Field or Control	Description
Override Existing Bill To	Select this check box if you want the Bill To values, based on the new Sold To Customer selected, to be defaulted on the existing Bill Plans when you apply the new changes. If this option is not selected, then the existing Bill To values will be retained.
Currency Code	The value for this field is defaulted based on the new Sold To Customer that has been entered. However you can modify the value. **Note:** The currency code cannot be modified for Contracts that are tied to a Grants Award and will be disabled. **Note:** No currency conversion occurs for the contract when the currency code is changed. Any amounts that have been entered for the contract will need to be manually converted to the new currency and entered into the system.
Apply Changes	Click this button after the New Parameters have been specified, to apply the changes to the buffer. **Note:** If you click the Save button without clicking on the Apply Changes button, then none of the changes will be applied to the database when the page is saved.

Note: The Apply Changes button selects the Bill To/Ship To Customer defaults which are defined in the Sold To Selection page (Customers>General Information>Sold To Options>Sold To Selection).

Note: If the new Sold To Customer is an InterUnit customer, then the Bill To Customer, Bill To Address, and Bill To Contact on the Contract Header table will not be updated based on the new Sold To Customer. Also, if there are any Billing Plans associated with the Contract and the new Sold To Customer is an InterUnit customer, then the Override Bill To check box will be disabled because InterUnit customers can be selected as Bill To Customers only if the Contract classification is Internal.

Contract Lines

Field or Control	Description
Contract Line	Click this link to navigate to the Contract Line page of the corresponding contract.

Field or Control	Description
Ship To Customer	The value for this field is defaulted from the new Sold to Customer, if the Override Existing Ship To option is selected when you click the Apply Changes button. However you can modify the value.
Net Billing Amount	Displays the total billing amount for the contract line.
Net Revenue Amount	Displays the total revenue amount for the contract line.

Billing Plans

Field or Control	Description
Billing Plan ID	Click this link to view the Billing Plan General page for the corresponding bill plan.
Bill To Customer	The value for this field is defaulted from the new Sold to Customer, if the Override Existing Bill To option is selected when you click the Apply Changes button. However you can modify the value.
Amount Allocation	Click this hyperlink to update the amount allocation for the contract, if required, after changing the currency code. The Reprice functionality on the Amount Allocation page can be utilized to quickly recalculate the contract line amounts based on the new currency code.
Save	Click this button to save the changes that have been applied, to the database and propagate those changes to the related tables.
	Note: For contracts tied to a Grants Award, the Customer ID on Grants Proposal (GM_PROPOSAL) table and Grants Award (GM_AWARD) table will be updated with the new Sold To Customer value. The Customer ID on the Project Resource (PROJ_RESOURCE) table will also be updated, if any transactions exist for the modified contract.

Note: For Contracts tied to a Grants Award, the Sold To Customer value can be modified only if the Currency Code of the new Sold To Customer is same as the existing currency code of the contract. If you try to modify the Sold To Customer of a Contract that has a Currency Code, which is different from the existing Currency Code of the Contract, then an error message will be displayed. Any changes made to the Contract on the Modify Sold To Customer page are not logged in the system.

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 billing and revenue amounts, but you cannot change the list price of the contract product.

Click to watch a short video about Separating Billing from Revenue in Contracts (Step 1) and Separating Billing from Revenue in Contracts (Step 2).

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 contract liability, and define renewals.

Pages Used to Define Contract Lines

Page Name	Definition Name	Usage
Contract - Lines Page	CA_OBLIGATIONS	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.
Contract Line - Detail Page	CA_OBLIGATIONS	View contract line details such as billing and revenue plan.
Ship To Address Page	CA_SHIPADDR_PNL	Update the ship to customer, ship to address, or ship to contact.

Common Elements Used in This Section

Field or Control	Description
Product	Displays the product associated with the contract line.
Line	Displays the contract line number.
Price Type	Displays the price type that was defined for the product on the Product Definition page. Values include *Amount, Percent, Rate,* and *Recurring*.

Contract - Lines Page

Use the Contract - Lines page (CA_OBLIGATIONS) to 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.

Navigation:

Customer Contracts > **Create and Amend** > **General Information** > **Contract - Lines**

This example illustrates the fields and controls on the Contract — Lines page — General tab (1 of 3). You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Contract — Lines page — General tab (2 of 3). You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Contract — Lines page — General tab (3 of 3). You can find definitions for the fields and controls later on this page.

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.

Field or Control	Description
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

Field or Control	Description
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.

Field or Control	Description
Price Type	Displays price type for the contract line.
Hold Billing on Unpaid Cost	The value for this check box defaults from the Contracts Billing Options page. You can select or deselect this option for the contract line. You have the option to hold billing and hold revenue on the contract or only hold billing. If this check box is selected, then cost from vouchers in PeopleSoft Accounts Payable and expenses from PeopleSoft Expenses are excluded (or held) from billing if they have not been paid. This validation occurs when you run the Contracts Billing Process. See Processing Billing. See Understanding the Contracts Billing Process.
Hold Revenue on Unpaid Cost	The value for this check box defaults from the Contracts Billing Options page. You can select or deselect this option for the contract line. If *Hold Billing on Unpaid Cost* check box is not selected then this field is not applicable. If this check box is selected, then cost from vouchers in PeopleSoft Accounts Payable and expenses from PeopleSoft Expenses are excluded (or held) from revenue if they have not been paid. This validation occurs when you run the Contracts Revenue Recognition Process. See Processing Revenue.
Standalone Sale	Select this check box to indicate the contract line as a Standalone Sale. This field can be modified when the contract is in *Pending* status. Once the contract is activated this field can be modified using the amendments.
Bundle	Use the Bundle field to group related contract lines. Bundles can be shared across contracts by selecting the Share Bundling Attributes check box on the Contracts Business Unit Definition page. In doing so, the bundles available in the prompt are those created for the SetID. If bundling attributes are not being shared, you can select a bundle already created for the contract or add new bundles directly from this page. Changes to bundling attributes are not tracked through amendment processing. See Defining Bundling Attributes

Field or Control	Description
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.*
Actions	Click and select related action from the pop-up menu to edit or review the relevant details on the related content window that appears at the bottom of the current transaction page. Related actions are: • Define Contract Terms • Review Accounting Distribution --- **Note:** Related action widget will be available only if there is at least one contract line associated with the contract. Each line level related action must be accessed from the respective contract line to get the relevant details and not from the Related Content window. ---
Supplemental Data	Click the hyperlink to enter supplemental data for the contract line. This is applicable if Supplemental Data is implemented for Contracts.

Contract Line - Detail Page

Use the Contract - Lines page: Detail tab (CA_OBLIGATIONS) to view field definitions and controls.

Navigation:

Select the Detail tab in the **Contract Lines** group box on the Contract - Lines page

This example illustrates the fields and controls on the Contracts - Lines - Detail Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.

Field or Control	Description
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

Related Links

Understanding Revenue Plans
Understanding Billing in Contracts
Understanding the Relationship Between PeopleSoft Contracts and PeopleSoft Project Costing
Understanding Accounting Distributions

Ship To Address Page

Use the Ship To Address page (CA_SHIPADDR_PNL) to update the ship to customer, ship to address, or ship to contact.

Navigation:

Select **Ship To Customer Name** on the Contract - Lines page: Detail tab.

This example illustrates the fields and controls on the Ship To Address page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Ship To Customer	Displays a default value based on the sold to customer that you selected on the Billing Options page. You can select an alternate ship to ID for a pending contract.
Address Sequence Number	Displays the number corresponding to the ship to customer ID that you selected for this contract line. You can select an alternate address sequence number.
Contact	Displays the contact for the selected address sequence number. You can select a different contact.

Contract Line - Billing Amount Details Page

Use the Contract - Lines page: Billing Amount Details tab (CA_OBLIGATIONS) to view billing amount details.

Navigation:

Select the Billing Amount Details tab in the **Contract Lines** group box on the Contract - Lines page.

This example illustrates the fields and controls on the Contracts Lines — Billing Amount Details Page. You can find definitions for the fields and controls later on this page.

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 Billing Allocation page.

Field or Control	Description
Billing Percentage	For a product ID with a price type of *Percent,* displays the percent that you defined on the Contracts Options page in the Products module. This field is visible only for contract line with a price type of *Percent*.
Basis Type	For a product ID with a price type of *Percent,* you can designate the contract line to be a percentage of the total contract Fixed Billing amount or a percentage of one or more amount-based contract lines. For percent-based contract lines that are a percentage of one or more amount-based lines, click the % of Lines link to access the Percent Based Billing 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 Billing Allocation page. After contract activation, you can change the quantity through an amendment on the Amendment Billing 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. |
| **Extended Price** | Displays the list price multiplied by quantity for amount-based contract lines. |

Field or Control	Description
Billing Amount	Displays the billing amount entered on the Billing Allocation page. Applies to amount and percent based contract lines only.
Billing Discounts/Surcharges	Click to view the discounts or surcharges associated with this contract line for billing. This link is available for amount and percent based contract lines only.
Net Billing	Displays the billing amount minus the associated billing discounts or surcharges entered on the Billing Allocation page.
Billing Limit	Displays the billing limit entered on the Billing Allocation page. Applies to rate based/as incurred contract lines only.
Unit Billing	Displays the unit billing price for the contract line. This value is calculated as Net Billing divided by Quantity for amount based lines, Billing Limit divided by Quantity for rate based lines, and Recurring Billing divided by Quantity for recurring contract lines.
Simulate Billing Pricing	Click to open the Pricing Simulator page where relevant contract and product details used to determine the current product price for billing are displayed. Prices are based on product pricing configuration maintained in Order Management and the Enterprise Pricer and contract specific attributes that may be used as criteria for determining price. Contract line start date is used as the effective date for calculating prices. If contract line Start Date is not available then contract Sign Date is used. For more information on the Pricing Simulator see "Understanding the Pricing Simulator" (PeopleSoft Enterprise Pricer). **Note:** The Enterprise Pricer Transaction Code used to identify prices for billing is 'CA' (Contracts). See "Price Transaction Code Page" (PeopleSoft Enterprise Pricer)
Recurring Billing	Displays the recurring billing amount entered on the Billing Allocation Page. Applies to recurring contract lines only.

Related Links
Understanding Pricing Contracts

Contract Line - Revenue Amount Details Page

Use the Contract - Lines page: Revenue Amount Details tab (CA_OBLIGATIONS) to view revenue amount details.

Navigation:

Select the Revenue Amount Details tab in the **Contract Lines** group box on the Contract - Lines page.

This example illustrates the fields and controls on the Contracts Lines — Revenue Amount Details Page. You can find definitions for the fields and controls later on this page.
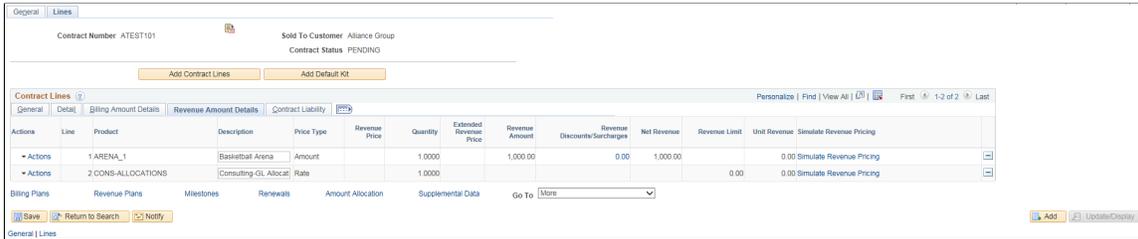
View the pricing information for a contract line. The system updates these fields to reflect any changes that you make to the price detail for contract lines on the Revenue Allocation page.

Field or Control	Description
Revenue Percentage	For a product ID with a price type of *Percent,* displays the percent that you defined on the Contracts Options page in the Products module. This field is visible only for contract line with a price type of *Percent*.
Basis Type	For a product ID with a price type of *Percent,* you can designate the contract line to be a percentage of the total contract Fixed Revenue amount or a percentage of one or more amount-based contract lines. For percent-based contract lines that are a percentage of one or more amount-based lines, click the % of Lines link to access the Percent Based Revenue Pricing page, where you can review the pricing details for that line.
Revenue Price	Displays the product's revenue price as calculated in Order Management and the Enterprise Pricer. Note that the Enterprise Pricer uses prices identified to transaction code *RP* for revenue pricing whereas prices identified to transaction code CA (contracts) are used for billing pricing. This applies to contracts identified as having separated billing and revenue. If the contract does not separate billing and revenue then the revenue price will be same as the list price. Revenue Price is not applicable for percent based lines and recurring contract lines. See "Price Transaction Code Page" (PeopleSoft Enterprise Pricer)
Quantity	Displays the quantity for the product that you added to the contract line.
Extended Revenue Price	Displays the revenue price multiplied by quantity for amount-based contract lines.

Field or Control	Description
Revenue Amount	Displays the revenue amount entered on the Revenue Allocation page. Applies to amount and percent based contract lines only. On initial adding of the contract line, the revenue amount defaults as the revenue price multiplied by the quantity. It is then updated based on changes made on the Revenue Allocation page.
Revenue Discounts/Surcharges	Click to view the discounts/surcharges associated with this contract line for revenue. Applicable for only standard contracts.
Net Revenue	Displays the line's revenue amount minus the associated line discounts for revenue entered on the Revenue Allocation page.
Revenue Limit	Displays the revenue limit entered on the Revenue Allocation page. Revenue limit is applicable for Standard, Federal Reimbursable Agreements and Government contracts. This field is not visible for Internal contracts. Only contract lines with a price type of *Rate* have limits. On initial adding of the contract line, the revenue price is used as the default revenue limit multiplied by the quantity. It is then updated based on changes made on the Revenue Allocation page.
Unit Revenue	Displays the unit revenue price for the contract line. This value is calculated as Net Revenue divided by Quantity for amount and percent based lines, Revenue Limit divided by Quantity for rate based lines, and Recurring Revenue divided by Quantity for recurring contract lines.
Simulate Revenue Pricing	Click to open the Pricing Simulator page where relevant contract and product details used to determine the current product price for revenue are displayed. Prices are based on product pricing configuration maintained in Order Management and the Enterprise Pricer and contract specific attributes that may be used as criteria for determining price. For more information on the Pricing Simulator see "Understanding the Pricing Simulator" (PeopleSoft Enterprise Pricer).
Recurring Revenue	Since billing and revenue are always the same on recurring contract lines, recurring revenue will always match recurring billing. Applies to recurring contract lines only.

Note: The Revenue Amount Details will be same as the Billing Amount Details if both the Separate Fixed Billing and Revenue check box and the Separate As Incurred Billing and Revenue check box are not selected while creating a contract.

Related Links

Understanding Pricing Contracts

Contract Line - Contract Liability Page

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

This example illustrates the fields and controls on the Contracts - Lines - Contract Liability Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Contract Liability	Select to enable contract liability for this contract line. Booking to contract liability 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 contract liability 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 contract liability option when setting up the contract product groups. You can override the contract liability option for the product group on the contract line if you selected the **Contract Liability Override** check box on the Contracts Definition - Processing Options page for the associated contracts business unit. **Note:** If you did not select the **Contract Liability 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.
Contract Liability Status	Displays the status of the contract liability for this contract line.

Field or Control	Description
Contract Liability Acctg Date (contract liability accounting date)	Select the contract liability accounting date for this contract line. The Contract Liability process does not process any contract line until you specify its contract liability accounting date. In addition, any related revenue processes do not process until the contract liability process is run.
	Note: This field appears on the page only if contract liability is selected for the contract line.
	Note: This field does not appear for recurring contract lines.

Contract Line - Renewals Page

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

This example illustrates the fields and controls on the Contracts - Lines - Renewals Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.

Field or Control	Description
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. ---

Related Links
Understanding Renewals

Contract Line - LOC Detail Page

Use the Contract - Lines page: LOC Detail tab (CA_OBLIGATIONS) to view and edit LOC details.

Navigation:

Select the LOC Detail tab in the **Contract Lines** group box on the Contract - Lines page

This example illustrates the fields and controls on the Contract Line — LOC Detail Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
LOC Doc ID	Enter a Letter of Credit document ID for the contract line detail. You can enter document IDs up to 30 characters in length.
LOC Doc ID End Date	Enter award end date provided by the sponsor to be used for tracking Letter of Credit awards that will hold pending requested draws for expired awards.
Update LOC Doc ID	Click to access the Available Document IDs page. You can use the Available Document IDs page to select a letter of credit document ID from the Sponsor file and update the contract line letter of credit document ID using the **Update** button. The Available Document IDs page only displays unused letter of credit document IDs corresponding to the bill to customer and letter of credit reference ID specified on the bill plan assigned to the selected contract line. In other words, the SetID, sponsor, and letter of credit ID must match those in an uploaded sponsor file to display values. If no letter of credit document ID values were uploaded for the particular bill to customer and letter of credit ID, no value is displayed.
Subaccount ID	Enter a supplemental Subaccount ID for Letter of Credit awards that would provide an additional ID to be used for LOC draw requests.
Inactive Doc ID	Select check box to indicate that a Letter of Credit award has been closed. Once selected, the relevant LOC Doc ID will no longer appear in the CA_LOC_DOC_ID_AMOUNT query results.

Note: The above fields are visible only for rate based contract lines and if the method of payment is Letter of Credit.

Selecting Products to Add to a Contract Line

This section discusses how to select products to add to a contract line and how to review pricing for amount based product kits.

Pages Used to Select Products to Add to a Contract Line

Page Name	Definition Name	Usage
Add Contract Lines Page	CA_OFFERING_SRCH	Search for and select existing products to be added to a contract. From this page you can also create and add ad hoc products to a contract line.
Price Product Kit Page	CA_PKG_PNL	Review the pricing and components of fixed amount based product kits that you are selecting onto the contract. This page is not used with rate-based product kits.

Related Links
Setting Up Products and Product Groups

Add Contract Lines Page

Use the Add Contract Lines page (CA_OFFERING_SRCH) to 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.

Navigation:

Customer Contracts, Create and Amend, General Information, Contract - Lines, and click the **Add Contract Lines** button on the Contract - Lines page.

This example illustrates the fields and controls on the Add Contract Lines page (1 of 2). You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Add Contract Lines page (2 of 2). You can find definitions for the fields and controls later on this page.

Search Products

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

Field or Control	Description
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.

Field or Control	Description
Product Kit	A *Y* 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. While adding a product kit to a contract, edits are applied to prevent a discrepancy between the default revenue recognition method on the product and the option selected on the contract to separate fixed billing and revenue. The Billing Manages Revenue, revenue recognition method is not applicable on contracts that separate fixed billing and revenue. If the kit has *Billing Manages Revenue* as the default revenue recognition method and the Separate Fixed Billing and Revenue check box is selected on the contract then the default revenue recognition method is not assigned to the contract line. A similar edit is applied for recurring contract lines since they always have a revenue recognition method of *Billing Manages Revenue*. If the Separate Fixed Billing and Revenue check box on the contract is selected then products with a price type of *Recurring* cannot be added to the contract.
***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. See "Understanding Creating Cost-Plus Government Contract Lines" (PeopleSoft Contracts for Government Contracting).
Renewable	A *Y* in this column indicates that the product is renewable.

Field or Control	Description
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.

Field or Control	Description
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.

Note: Percent type contract lines cannot be added to a contract if the revenue allocation method on the Revenue Allocation page is set to *Auto*. You can either change the allocation method to *Manual* or to use another product.
See <u>Revenue Allocation Page</u>

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.

Field or Control	Description
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

Field or Control	Description
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.

Field or Control	Description
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. See <u>Defining Billing Plan Detail Templates</u>.
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.

Field or Control	Description
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.

Price Product Kit Page

Use the Price Product Kit page (CA_PKG_PNL) to review the pricing and components of the fixed amount-based product kits that you are selecting onto the contract.

This page is not used with rate-based product kits.

Navigation:

Select a fixed—amount based product kit template on the Add Contract Lines page and click **Add Contract Lines.**

This example illustrates the fields and controls on the Price Product Kit page. You can find definitions for the fields and controls later on this page.

Product Kit Price

Field or Control	Description
Billing Price	Displays the billing price for the product kit.
Revenue Price	Displays the revenue price that is defaulted from the Enterprise Pricer or Order Management. This field is editable only if the Separate Fixed Billing and Revenue or the Separate As Incurred Billing and Revenue check box is selected on the Contract — General page else this field will be display only and the price shown will be the Billing Price.

Product Kit Components

Field or Control	Description
Product Component ID	Displays the ID for each product component.
Contract Price % (contract price percent)	Displays any percentages defined for the product. Each product component is priced as a percentage of the product kit price.
OK	Click to create contract lines for each product kit.

Defining Contract Billing Options

This section discusses how to enter billing options and select a billing address.

Pages Used to Define Contract Billing Options

Page Name	Definition Name	Usage
Billing Options Page	CA_HDR_BILLOPT	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.
Billing Address Page	CA_BILLADDR_PNL	Review and optionally select the default billing address to be used for a contract.

Billing Options Page

Use the Billing Options page (CA_HDR_BILLOPT) 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.

Navigation:

Select **Billing Options** in the **Go To** drop-down list box on any page in the contract component.

This example illustrates the fields and controls on the Billing Options Page. You can find definitions for the fields and controls later on this 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

Field or Control	Description
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

Field or Control	Description
Payment Method	Indicates the type of payment, including *Check, Credit Card, Direct Debit, Draft,* and *Electronic Fund Transfer.*
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:

Field or Control	Description
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	Enter a reference number for this contract, if the method of payment is letter of credit. When you click the prompt, only active Letter of Credit IDs will be displayed. **Note:** If you do not select *Letter of Credit,* this field does not appear on the page.
Letter of Credit Description	Displays the LOC description corresponding to the Letter of Credit ID selected.
Letter of Credit Type	Displays the type of LOC corresponding to the Letter of Credit ID selected.
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.

Contract Line Options

Field or Control	Description
Hold Billing on Unpaid Cost	The value for this field defaults from the Sold to Customer that is selected while creating a contract. The value selected here for this field defaults to the new contract line that is added to the contract. See Understanding the Contracts Billing Process, Updating Hold Billing and Revenue on Unpaid Cost Options.

Field or Control	Description
Hold Revenue on Unpaid Cost	The value for this field defaults from the Contracts - Installation Options page. The value selected here for this field defaults to the new contract line that are added to the contract. If *Hold Billing on Unpaid Cost* check box is not selected then this field is not applicable. See <u>Understanding Revenue Plan Processing</u>

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:

Bill By ID fields *Note: Not all Bill By ID fields are listed.*	*Required Bill By ID fields if PVN generation level is Contract Number*	*Required Bill By ID fields if PVN generation level is Contract Number / Contract Line*	*Required Bill By ID fields if PVN generation level is Contract Number / Project*
Contract Number	Y	Y	Y
From Date	Y	Y	Y
To Date	Y	Y	Y
PVN Generation Level	Y	Y	Y
Contract Line Number	N	Y	N
Project Costing Business Unit	N	N	Y
Project ID	N	N	Y

Bill By ID fields Note: Not all Bill By ID fields are listed.	Required Bill By ID fields if PVN generation level is Contract Number	Required Bill By ID fields if PVN generation level is Contract Number / Contract Line	Required Bill By ID fields if PVN generation level is Contract Number / Project
Invoice Form ID See note following this table.	N	N	N
Public Voucher Number See note following this table.	N	N	N

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.

Note: The Public Voucher is currently not generated in Contracts, so PUBLIC_VOUCHER_NBR field should not be selected in the bill by identifier on a contract. Only PVN_GEN_LVL field can be specified on the bill by identifier on a contract.

See "Setting Up Bill By Identifiers for External Sources" (PeopleSoft Billing)

See "Running the Contracts/Billing Interface Process" (PeopleSoft Contracts for Government Contracting)

Field or Control	Description
PVN 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.

Related Links

Understanding Billing in Contracts

"Establishing Default Levels for PeopleSoft Billing Options" (PeopleSoft Billing)

"Defining Bill Types" (PeopleSoft Billing)

"Bill To Customers" (PeopleSoft Order to Cash Common Information)

Billing Address Page

Use the Billing Address page (CA_BILLADDR_PNL) to review and optionally select the default billing address to be used for a contract.

Navigation:

Click the **Bill To Address** link on the Billing Options page.

Field or Control	Description
Bill To Contact	Displays the bill to contact for the selected address sequence number. You can select a different bill to contact.

Updating Billing and Revenue Separation Identifiers

This section discusses how to update billing and revenue separation identifiers for contracts.

Pages Used to Update Billing and Revenue Separation Identifiers

Page Name	Definition Name	Usage
Update Separate Billing and Revenue Options Page	CA_UPD_SEP_IDNTFY	Update the Separate Fixed Billing and Revenue and Separate As Incurred Billing and Revenue options on a contract.

Update Separate Billing and Revenue Options Page

Use the Update Separate Billing and Revenue Options page (CA_UPD_SEP_IDNTFY) to search and update the Separate Fixed Billing and Revenue and Separate As Incurred Billing and Revenue options for existing contracts. This page can be used to fix a contract which was setup incorrectly initially, but not all contracts will be able to use this page. To be available for update, a contract must meet specific criteria as outlined below. The separation fields on a contract should not be adjusted on a recurring basis. The check boxes to separate billing and revenue can only be updated on this page and are not available via amendment processing.

Navigation:

Customer Contracts > **Create and Amend** > **Separate Billing and Revenue**

This example illustrates the fields and controls on the Update Separate Billing and Revenue Options Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Select an Action	Select suitable action from the given four Actions: • Separate Fixed Billing and Revenue • Separate As Incurred Billing and Revenue • Uncheck Separate Fixed Billing and Revenue • Uncheck Separate As Incurred Billing and Revenue Based on the selected action and other search criteria specified, available contracts will be listed for update. The search criteria must include a contract number when updating the As Incurred Billing and Revenue field. **Note:** For criteria applicable to each action refer the action criteria listed below.
Separate Fixed Billing and Revenue	Check the box to separate billing and revenue on amount based contract lines, or uncheck the box to manage billing and revenue as one value.

Field or Control	Description
Separate As Incurred Billing and Revenue	Check the box to separate billing and revenue on rate based contract lines, or uncheck the box to manage billing and revenue as one value.
Contract	Click to navigate to the corresponding Contract — General page.
Update	Click to update the billing and revenue separation identifier on the contract. On clicking the button a warning message is displayed to accept or discard the changes. After clicking the Update button, the selected contract will no longer appear on the list of eligible contracts.

Action Criteria

Based on the criteria mentioned below you can select one of the required actions to retrieve contracts matching the condition. If a contract does not meet the criteria for update, then a message stating that *No Match* will be displayed.

For all actions the below two criteria should be satisfied apart from the action specific criteria mentioned below:

• Contract classification belongs to Standard, Government or Federal Reimbursable Agreement.

• The system processing status of the contract is Active or Pending.

For the action Separate Fixed Billing and Revenue, the contracts satisfying the below criteria will be listed:

• Separate Fixed Billing and Revenue is unchecked on the contract.

• There is no contract line with Revenue Recognition Method of Billing Manages Revenue.

• Contract does not have any line with price type of *Recurring*.

For the action Uncheck Separate Fixed Billing and Revenue, the contracts satisfying the below criteria will be listed:

• Separate Fixed Billing and Revenue is already checked on the contract.

• The net revenue and net billing amounts equal at the line level.

For the action Separate As Incurred Billing and Revenue, the contracts satisfying the below criteria will be listed:

• Separate As Incurred Billing and Revenue is unchecked on the contract.

• The sum of RESOURCE_AMOUNT in PROJ_RESOURCE is zero for all rows with an Analysis Type belonging to Analysis Group PSREV.

For the action Uncheck Separate As Incurred Billing and Revenue, the contracts satisfying the below criteria will be listed:

- Separate As Incurred Billing and Revenue is already checked on the contract.

- Contract does not have any revenue rate set or rate plan assigned to any of the lines.

- The Billing Limit and Revenue Limit amounts equal at the line level.

- For each contract line in the contract, the sum of RESOURCE_AMOUNT in PROJ_RESOURCE is zero for all rows with an Analysis Type belonging to Analysis Group PSREV and PSRV2.

Updating Hold Billing and Revenue on Unpaid Cost Options

Unpaid accounts payable vouchers and unpaid expense reports can be excluded from contract billing and contract revenue recognition through selections on the contract line. You can select to Hold Billing on Unpaid Cost on all rate based contract lines. You must Hold Billing on Unpaid Cost in order to Hold Revenue on Unpaid Cost.

Page Used to Updating Hold Billing and Revenue on Unpaid Cost Options

Page Name	Definition Name	Usage
Hold Billing and Revenue on Unpaid Cost Page	CA_HOLD_UNPD_BI	Used to prevent unpaid cost from the Accounts Payable and Expenses application from being billed and included in revenue recognition.

Hold Billing and Revenue on Unpaid Cost Page

Use the Hold Billing and Revenue on Unpaid Cost page (CA_HOLD_UNPD_BI) to prevent unpaid cost from the Accounts Payable and Expenses application from being billed and included in revenue recognition. This page can be used to review and update the options to hold billing and revenue for unpaid vouchers or expense reports for contracts or contract lines. Contracts and contract lines can be updated en Masse. Only active and pending contracts and rate based contract lines will be considered for updates. The updates made on this page will not be tracked via the amendment process.

Navigation:

Customer Contracts > **Create and Amend** > **Hold Billing and Revenue on Unpaid Cost**

This example illustrates the fields and controls on the Hold Billing and Revenue on Unpaid Cost page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Select an Action	Select one of the following actions: • Update Contract Level Options. • Update Contract Line Options. • Update Contract and Lines Together. Contract lines with an open amendment are handled differently. For the *Update Contract and Lines Together* action contracts and contract lines in Pending or Ready amendment status cannot be updated. Also such contract lines cannot be updated using the *Update Contract Line Options*. However, contract level selections can be updated using the *Update Contract Level Options* action.

Field or Control	Description
Existing Selection for Unpaid Cost	Use this selection to filter the contracts/contract lines displayed. Select one of the following options: • Both Options Selected. • Both Options Unselected. • Only Hold Billing Selected. • Show All.
Hold Billing on Unpaid Cost	Select/deselect check box to hold billing transactions on unpaid vouchers and expense reports.
Hold Revenue on Unpaid Cost	Select/deselect check box to hold revenue processing on unpaid vouchers or expense reports. This check box is available only if the *Hold Billing on Unpaid Cost* check box is selected.
Update	Select the contracts/contract lines to update the *Hold Billing/ Revenue on Unpaid Cost* option and click the Update button.

See Understanding the Contracts Billing Process, Understanding Revenue Plan Processing, Defining Contract Billing Options, Defining Contract Lines.

Adding Attachments

This section discusses how to add attachments to contracts.

Page Used to Add Attachments

Page Name	Definition Name	Usage
Attachments Page	CA_ATTACHMENTS	Attach to the contract document files such as letters, spreadsheets, or drawings, or view or delete already attached files.

Attachments Page

Use the Attachments page (CA_ATTACHMENTS) to attach to the contract document files such as letters, spreadsheets, or drawings, or view or delete already attached files.

Navigation:

Select **Attachments** in the **Go To** drop-down list box on any page in the contract component.

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This example illustrates the fields and controls on the Attachments page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Amendment Date	If this contract was amended, displays the last applied amendment number and date of the amendment.

Document Attachments

Field or Control	Description
Attached File	Enter the name of the attached file.
Description	Enter a description for the attachment.
Line	Enter a contract line number to indicate that the attachment relates to a specific contract line.
	Click 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.

Related Links

Defining an FTP Server for Document Attachments

Creating Ad Hoc Product Lines

This section discusses how to create ad hoc product lines.

Page Used to Create Ad Hoc Products

Page Name	Definition Name	Usage
Create Adhoc Product Page	CA_PROD_ADHOC	Create ad hoc product lines for use on the contract.

Create Adhoc Product Page

Use the Create Adhoc Product page (CA_PROD_ADHOC) to create ad hoc product lines for use on the contract.

Navigation:

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.

This example illustrates the fields and controls on the Create Adhoc Product page. You can find definitions for the fields and controls later on this page.

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

Field or Control	Description
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.
	When you add an adhoc product with price type of *Percent* and opt to price the line as a % of Total, the billing amount is calculated based on the total fixed billing amount for the contract and the revenue amount is calculated based on the total fixed revenue amount.
Revenue Method	Select a revenue method. Values are *Apportionment, As Incurred, Billing Manages Revenue, Milestone,* and *Percent Complete.*
	Note: Billing Manages Revenue is not permitted on contracts that separate fixed billing and revenue.
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 revenue 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 revenue 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.

Field or Control	Description
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.

Page Used to Generate Order Lines

Page Name	Definition Name	Usage
Sales Order Page	CA_ORDER_LINES	Create sales order lines from the associated contract lines.

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.

Sales Order Page

Use the Sales Order page (CA_ORDER_LINES) to create sales order lines from the associated contract lines.

Navigation:

* **Customer Contracts** > **Create and Amend** > **Contract Sales Orders**

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

This example illustrates the fields and controls on the Sales Order page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.
Check box(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

Field or Control	Description
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.

Field or Control	Description
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.

Field or Control	Description
Apply	Select to generate an order for the selected contract lines.

Chapter 10

Understanding Accounting Distributions

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 contract liability, and the contract line's pricing type:

Product That Manages Revenue	*Contract Liability Enabled*	*Contract Line Pricing Type*	*Required Distribution Types*
PeopleSoft Contracts	Yes	Amount, Percent	Revenue, contract liability, contract asset
PeopleSoft Contracts	No	Amount, Percent	Revenue, Contract Asset
PeopleSoft Contracts	No	Rate	Contract Asset (only if assigned to a value-based billing plan)
PeopleSoft Billing	No	Amount, Percent, Recurring	Revenue
PeopleSoft Billing	Yes	Recurring	Revenue, contract liability

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 contract liability. *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.

Related Links
Understanding Accounting Distributions

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 Contract Asset 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 Contract Asset accounting distribution. For rate-based lines assigned to as-incurred billing plans, the Contract Asset is pulled from the accounting rules. For rate-based lines assigned to value-based billing plans, the Contract Asset 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 Contract Asset 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 contract liability 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 contract liability, 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 contract liability, then the Contract Liability process and the Amount-based Revenue process use the same exchange rate to convert the contract liability 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 contract liability (assuming that you've enabled the option to book to contract liability). The system then performs the interunit-related conversions from USD to the currency of the PeopleSoft General Ledger business unit receiving revenue.

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.

Related Links
"Establishing Distribution Rules and Sets" (Application Fundamentals)

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 contract liability recognition option at the product group level, the system checks the revenue distribution code for a related contract liability distribution code and populates the Accounting Distribution page with those revenue and contract liability values.

Note: If you did not associate a contract liability distribution code with the revenue distribution code, the system populates only the revenue distribution. You must manually add the contract liability 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, contract liability, and contract asset 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.

- Contract liability accounting.

- Contract Asset

Related Links
"Understanding ChartField Combination Editing" (Application Fundamentals)

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 amounts on the contract line defined on the billing allocation page and revenue allocation page. The revenue amount on the contract line may be different than the billing amount on the contract line if the contract separates billing and revenue on fixed amount contract lines. If not separated, then the revenue amount will equal the billing amount. 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 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 contract liability distribution code, the system also populates the contract liability distribution on the Accounting Distribution page.

Warning! If you use the PeopleSoft 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.

Related Links

Understanding Accounting Distributions
"Understanding Accounting for Projects" (PeopleSoft Project Costing)

Contract Liability Accounting

This section discusses contract liability accounting for:

* Amount-based contract lines.

* Rate-based contract lines.

* Recurring contract lines.

Note: PeopleSoft Contracts books entries to contract liability only for contract lines for which PeopleSoft Contracts is managing revenue. If PeopleSoft Billing is managing revenue, no contract liability is booked in PeopleSoft Contracts. It is recommended that you do not use the contract liability 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 contract liability 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 contract liability accounting distribution or split the distribution across multiple accounting entries.

Amount-based Contract Lines

If you selected contract liability recognition for a contract line, the contract liability 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 contract liability accounting distribution is not editable.

Note: Splitting contract liability 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 contract liability accounting that you specify is valid for its general ledger (GL) business unit.

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

If you enter a Contract Liability 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 contract liability accounting date. The contract liability process does not generate accounting entries for the contract lines until you do one of these:

• Change the contract line's contract liability 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 contract liability accounting date.

For each fixed-amount contract line, the contract liability process creates a credit to the contract liability account that you specified for that contract line, and a debit to the Contract Asset account that you specified for that contract line.

Rate-based Contract Lines

Rate-based contract lines are not associated with contract liability 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 contract liability recognition for a recurring contract line, the contract liability 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 contract liability processing for recurring contract lines.

See Processing Contract Liability.

Contract Asset

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

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

This section discusses contract asset 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 contract asset distribution code is defined, the system writes that contract asset accounting distribution to the Accounting Distribution

page for that contract line. The contract asset 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 contract asset distribution that you specify is valid for the PeopleSoft General Ledger business unit. When PeopleSoft Contracts manages revenue, contract asset is debited when you credit either revenue or contract liability. Contract asset is credited when the bill is generated (PeopleSoft Billing debits AR). Contract asset is not used if PeopleSoft Billing manages revenue. Because contract asset 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 contract asset accounting distribution. The amount used to debit the contract asset account during revenue recognition may be different from the amount used to credit the contract asset account during billing if revenue and billing are separated on the contract. The revenue amount on the contract line is used to debit contract asset during revenue recognition and the billing amount is used to credit contract asset during billing. Additionally, since revenue plans and billing plans work independently, amounts used to debit and credit contract asset are also impacted by the number of events on the billing plans and revenue plans and the timing and amounts of those events.

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

Business Unit (BU)	Product Group (PC)	Contract Asset Account
M04		129999
M02		128000
	Services	120000

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

Business Unit	Product Group	Contract Asset Account
M02	Fee	128000
M02	Maintenance	128000
M02	Product	128000
M02	Service	120000

Business Unit	Product Group	Contract Asset Account
M04	Fee	129999
M04	Maintenance	129999
M04	Product	129999
M04	Service	120000

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

Rate-based Contract Lines

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

- Rate-based contract lines assigned to as-incurred billing plans use contract asset from the Accounting Rules page (As Incurred Accounting Distribution).

- Rate-based contract lines assigned to value-based billing plans use contract asset from two different locations.

  For billing, the system uses contract asset from the Accounting Distribution page. The revenue process uses the contract asset from the Accounting Rules page. The system uses contract asset 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 contract asset values on the Accounting Distribution page come from either the product group or the contracts business unit. The system populates the values for the contract asset accounting distribution from the product group level first. If there is no value specified at that level, the system looks for the contract asset at the business unit level.

Note: It is recommended that the setup for contract asset in the accounting rules and on the Accounting Distribution page be the same for rate-based activity to avoid accounting discrepancies. If two contract asset 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 must associate the discount or surcharge with an accounting 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 distribution code that you specified for revenue populates as a default value. This distribution code is used when revenue is recognized and sent to General Ledger.

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 revenue discounts or surcharges with a contract line and save the Revenue 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* topic.

Note: The amount of the revenue discount will be the same as the discount used for billing if billing and revenue is not separated on the fixed amount contract lines.

Related Links

Accounting Distribution - Discounts/Surcharges Page
Understanding the Relationship Between PeopleSoft Contracts and PeopleSoft Project Costing
Understanding Discounts and Surcharges for Renewable Contract Lines

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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 contract asset and contract liability 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.

Related Links
"Understanding Inter/Intraunit Processing in General Ledger" (PeopleSoft General Ledger)

Example 1: Interunit Accounting Without Contract Liability

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 contract liability recognition at the either the contract line or product group level.

First, establish a new contract with these parameters:

Field Name	Value	Comments
Contract Number.	9999999	
Contracts business unit.	USA1	

Field Name	Value	Comments
General Ledger business unit that is mapped to the Contracts business unit.	*123*	The base currency for this PeopleSoft General Ledger business unit is USD. All balance sheet entries are managed on the PeopleSoft General Ledger business unit *123* books, including: contract liability, contract asset or inventory, and billed AR
Billing business unit.		All billing plans within the contract must be mapped to PeopleSoft Billing business units that are associated with PeopleSoft General Ledger business unit 123.
Contract gross amount/currency code.	*100,000/DEM*	The contract was signed on January 1999, but no accounting is booked until there is activity against the contract.
Contract/Billing currency.	*DEM*	

To perform interunit accounting without contract liability, you:

1. Bill for the total contract amount.

   PeopleSoft Contracts sends the billing information to PeopleSoft Billing, and PeopleSoft Billing books accounting entries upon finalization of invoice. The accounting month for the bill finalization is February 1999. In February 1999, the contract total in the currency of the primary PeopleSoft General Ledger business unit (GLBU 123) equals DEM 100,000 @ 2/99 rate .580930 = USD 58,093.00.

2. Indicate that revenue should be recognized.

   On the Accounting Distribution page you have split the revenue between two PeopleSoft General Ledger business units: 50 percent for GLBU 123 and 50 percent to GLBU XYZ. The currency code for GLBU XYZ is in CAD. The accounting month for this transaction is May 1999. The contract total in the currency of GLBU 123 = DEM 100,000 @ 5/99 rate .540435 = USD 54,043.50.

   You run the Amount-based Revenue process to generate the revenue entry and its associated interunit transfer from GLBU 123 to GLBU XYZ, and the system uses GLBU 123's currency as the base currency code for the transfer: USD 54,043.50 * 50% = USD 27,021.75 @ 5/99 rate (USD/CAD) 1.4565 = CAD 39,357.18.

3. Harmonize the contract asset 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 contract asset (in this scenario) for the difference = USD 4049.50.

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

The interunit accounting distribution flow when contract liability is not enabled is displayed. The numbers in each box refer to the interunit accounting steps listed above.
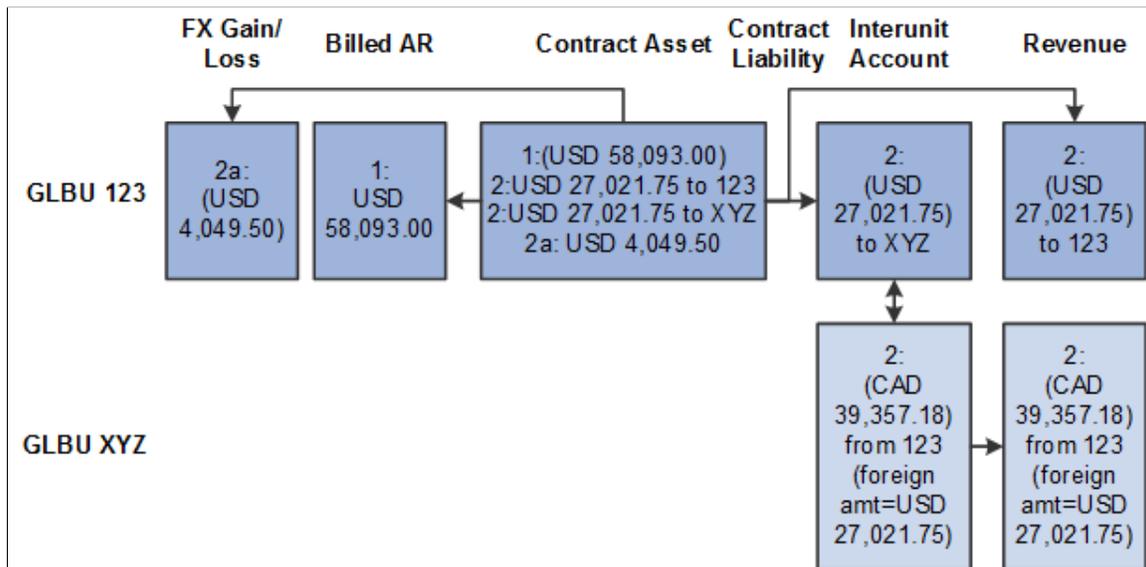
Example 2: Interunit Accounting with Contract Liability

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 contract liability recognition at the either the contract line or product group level.

First, establish a new contract with these parameters:

Field Name	Value	Comments
Contract Number.	*9999999*	
Contracts business unit.	*USA1*	
General Ledger business unit that is mapped to the Contracts business unit.	*123*	The currency for this PeopleSoft General Ledger business unit is USD. All balance sheet entries are managed on PeopleSoft General Ledger business unit 123's books, including: contract liability, contract asset or inventory, and billed AR.

Field Name	Value	Comments
Billing business unit.		All billing plans within the contract must be mapped to Billing business units that are associated with PeopleSoft General Ledger business unit 123.
Contract gross amount/currency code.	*100,000/DEM*	The contract was signed on January 1999, but no accounting is booked until there is activity against the contract.
Billing currency.	*DEM*	

To perform interunit accounting with contract liability, you:

1. Run the Contract Liability 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 contract asset 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 contract asset (in this scenario) for the difference = 1,808.80.

4. Indicate that revenue should be recognized.

   On the Accounting Distribution page, you have split the revenue between two PeopleSoft General Ledger business units: 50 percent to GLBU 123 and 50 percent to GLBU XYZ. The currency code for GLBU XYZ is in CAD. The accounting month for this transaction is May 1999.

   When you run the Amount-based Revenue process, the system generates the entry for the interunit transfer from GLBU 123 to GLBU XYZ. The system uses GLBU 123's currency as the base currency code for the transfer: USD 59,901.80 * 50% = USD 29,950.90 @ 5/99 rate (USD/CAD) 1.4565 = CAD 43,623.49.

Setting Up Interunit Transfers for Rate-based Contract Lines

You set up the revenue distribution and offsetting contract asset 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_ACCTGGL). The system performs conversion of amounts for currency differences in the current accounting month. For rate-based contract lines with a *value-based* billing method, the Accounting Distribution page displays the contract asset account information. PeopleSoft Contracts does not associate contract liability 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 contract liability and contract asset 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 contract liability.

Accounting Distributions for Fixed-Amount Contract Lines with Contract Liability Entries

After a contract has been activated, the Contract Liability process creates the following accounting entry for each active fixed-amount and percent-based contract line:

Account	Debit	Credit
Contract Asset Account	100	
Contract Liability Account		100

Note: The Contract Liability process picks up all active fixed-amount contract lines with contract liability enabled on an active contract, regardless of whether you have associated these contract lines with a revenue plan. The revenue amount on the contract line is used for this accounting entry.

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:

Account	Debit	Credit
Contract Liability Account	100	
Revenue Account		100

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 contract asset accounting distribution associated with the contract line to PeopleSoft Billing. PeopleSoft Billing creates the following accounting entry, moving the USD 100 from Contract Asset to Billed AR:

Account	Debit	Credit
AR Account	100	
Contract Asset Account		100

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:

Account	Debit	Credit
Cash Account	100	
AR Account		100

Accounting Distributions for Rate-based Contract Lines and Fixed-Amount Contract Lines with No Contract Liability 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:

Account	Debit	Credit
Contract Asset Account	100	
Revenue Account		100

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 contract asset accounting distribution associated with the contract line to PeopleSoft Billing. PeopleSoft Billing creates the following accounting entry, moving the USD 100 from Contract Asset to Billed AR:

Account	Debit	Credit
AR Account	100	
Contract Asset Account		100

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:

Account	Debit	Credit
Cash Account	100	
AR Account		100

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 Contract Liability 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:

Account	Debit	Credit
AR Account	100	
Revenue Account		100

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:

Account	Debit	Credit
Cash Account	100	

Account	Debit	Credit
AR Account		100

Accounting Distributions for Recurring Contract Lines with Contract Liability Entries

In the following example for contract liability, 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:

Account	Debit	Credit
AR Account	100	
Contract Liability Account		100

Revenue is recognized in September:

Account	Debit	Credit
Contract Liability Account	100	
Revenue Account		100

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:

Source of Accounting Entries	Scenario #1: Contract Liability (revenue managed from Contracts)	Scenario #2: Contract Asset Without Contract Liability (revenue managed from Contracts)	Scenario #3: Contract Asset Without Contract Liability (revenue managed from Billing) Amount-based contract lines	Scenario #4: Contract Liability (revenue managed from Billing) Recurring contract lines
Entries created by contract liability process in PeopleSoft Contracts.	DB Contract Asset CR Contract Liability	None	None	None
Entries created by revenue management in PeopleSoft Contracts.	DB Contract Liability CR Revenue	DB Contract Asset CR Revenue	None	None
Entries created by PeopleSoft Billing upon the generation of the invoice.	DB Billed AR CR Contract Asset	DB Billed AR CR Contract Asset	DB Billed AR CR Revenue	DB Billed AR CR Contract Liability DB Contract Liability 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 contract liability 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 contract asset account from the CA_DETAIL_UAR table. In addition, as-incurred contract lines with the value-based billing method derive the contract asset account from the CA_DETAIL_UAR table. Although the contract asset 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 contract asset 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 contract asset 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 contract asset 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 CA_DETAIL_DST. Each contract line has one or more accounting distribution lines associated with it. You can set up this information for each product in the

product table by using distribution codes and distribution sets. The distribution for the product appears by default in the CA_DETAIL_DST table when you select the product onto a contract line. You can then override part or all of the revenue accounting distribution manually.

Contract Liability When PeopleSoft Billing Manages Revenue

The Billing Interface allows interfacing systems to define bill lines in a manner that qualifies them for contract liability processing within PeopleSoft Billing. The contract liability flag on the contract line defines whether or not contract liability 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 contract liability functionality in PeopleSoft Billing. Note that this contract liability 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 contract liability, 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

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, contract liability, and contract asset.

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 contract asset accounting entries. Finally, for revenue forecasting purposes, rate-based contract lines utilize the revenue entries in the Revenue Forecasting grid.

Distributing contract lines depends on your price type:

Price Type	Revenue	Contract Liability	Contract Asset
Amount, Percent	Required	Optional	Required
Rate	Optional	Not applicable (NA)	Required (for value-based billing)
Recurring	Required	Optional	NA

Amount-Based Contract Lines

Each fixed-amount contract line has its own accounting distribution. When you select a product on to a contract line, the system populates the fields on the Accounting Distribution page with the PeopleSoft General Ledger ChartFields assigned to the product. You can then use this page to distribute the contract line amount to various accounts, departments, operating units, and so forth. You cannot activate a contract until you have fully distributed all contract lines and these distributions have passed combination editing.

Rate-Based Contract Lines

For most rate-based contract products, the revenue accounting distribution and contract asset 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 contract asset 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 "Understanding Accounting for Projects" (PeopleSoft Project Costing).

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 contract asset section of this page is not available for recurring products.

Note: For recurring contract lines, PeopleSoft Billing manages revenue and handles contract liability processing.

Related Links

Understanding Accounting Distributions

Common Elements Used

Field or Control	Description
Account	Classifies the nature of a transaction. Use for corporate accounts.
Affiliate	Used as one approach for interunit journal processing and consolidated reporting. Provides a way to map transactions between business units while using a single intercompany account.
AltAcct (alternate account) or **Alternate Account**	Classifies the nature of a transaction for regulatory transactions. Use for statutory accounts.
Dept (department) or **Department**	Use to indicate who is responsible or affected by the transaction.
GL Unit (PeopleSoft General Ledger business unit)	The PeopleSoft General Ledger unit for the PeopleSoft Contracts business unit with which this contract is associated appears by default. If you select a 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.

Field or Control	Description
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 non-monetary 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 and how to review and update accounting distributions for discounts and surcharges.

Pages Used to Enter Accounting Distributions

Page Name	Definition Name	Usage
Accounting Distribution Page	CA_DETAIL_DST	Review and update accounting distributions on a contract line.
Accounting Distribution - Discounts/ Surcharges Page	CA_DETAIL_DST_RED	Review and update the accounting distributions for discounts and surcharges on a contract line.

Prerequisite

You must have first selected a product onto a contract.

Accounting Distribution Page

Use the Accounting Distribution page (CA_DETAIL_DST) to review and update accounting distributions.

Navigation:

Customer Contracts > Create and Amend > Fixed Amount Acctg Distrib

This example illustrates the fields and controls on the Accounting Distribution page . You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Accounting Distribution with PC ChartFields page. You can find definitions for the fields and controls later on this page.

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.

Project Costing ChartFields are enterable on the Accounting Distribution page if the Use Project ChartFields check box is selected on the Contracts General page. If not selected, then only project ID is available. If the data for PC ChartFields is incomplete then user will encounter an error message while saving the page. This is applicable while activating and amending contracts.

Field or Control	Description
Billing Amount	Displays the billing amount for the contract line.
Unit	Displays the PeopleSoft Contracts business unit associated with this contract line.
Revenue Amount	Displays the revenue amount for the contract line. **Note:** The revenue amount on the contract line may be different than the billing amount on the contract line if the contract separates billing and revenue on fixed amount contract lines. If not separated, then the revenue amount will equal the billing amount.

Define Distributions By

Field or Control	Description
Percent	Select to distribute revenue using a percentage.
Amount	Select to distribute revenue using a fixed amount.
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 contract asset accounting distribution across multiple distribution rows.
Discount/Surcharge	Click to review and update accounting distributions for discounts or surcharges associated with a contract line. This link is available if a discount or surcharge was assigned to the contract line.

The fields noted above are not available for recurring and rate-based contract lines.

Revenue

The revenue accounting distribution appears for fixed-amount and recurring contract lines. Values come from distribution sets. You can update the existing row or add additional rows. This grid is not available for rate based contract lines.

Field or Control	Description
Percentage	If you are distributing revenue by percent, then enter the percent of the revenue amount and discount amount to apply to each row.
Revenue Amount	Displays revenue amount for the contract line.
Distribution Code	A distribution code a combination of PeopleSoft General Ledger ChartField values. The system populates the first row with the distribution code associated with the product.

Revenue Forecast

The revenue forecast accounting distribution appears for rate-based contract lines for use in forecasting calculations. This grid is not available for fixed-amount and recurring contract lines.

Field or Control	Description
Percentage	Enter the percent to apply for forecasting. The system spreads forecasted amounts across the distributions defined here.
Revenue Amount	Displays the revenue amount for the contract line.

Contract Liability

This contract liability accounting distribution appears if you select the contract liability check box on an amount-based or recurring contract line on the Contract - Lines page: Contract Liability tab. 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 Contract Liability process for this contract line.

The function of the fields within the **Contract Liability** grid is identical to those within the **Revenue** grid with this exception:

Field or Control	*Description*
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.
Revenue Amount	Displays the revenue amount for the contract line.

Contract Asset

The contract asset account appears for all contract lines except those with a recurring price type. The contract asset account appears by default from the contract line's product group, or, if no contract asset account was specified at that level, it appears by default from the contract line's PeopleSoft Contracts business unit. The contract asset account distributions are editable upon initial entry of the contract line and can be changed up until the time that the contract is activated.

Field or Control	*Description*
Percentage	If you chose to distribute contract asset by percent, enter the percent of the billing amount to apply to the accounting distributions specified for this row.
Billing Amount	Displays the billing amount for the contract line.
Revenue Amount	Displays the revenue amount for the contract line. The revenue amount on the contract line may differ from the billing amount on the contract line if the contract separates billing and revenue on fixed amount contract lines. If not separated, then the revenue amount will equal the billing 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.

Warning! Do not change the contract asset accounting definitions on an active contract. The contract asset accounting distribution keeps your contract asset in balance when you separate the timing of your billing and revenue recognition. Changing the contract asset accounting on an active contract may result in offsetting contract asset balances by ChartField in PeopleSoft General Ledger.

Note: If the Revenue and Contract Liability distribution percentages are modified and if the contract line is assigned to a revenue plan, then the revenue schedules are recreated taking into consideration the revenue amount and modified percentage.

Accounting Distribution - Discounts/Surcharges Page

Use the Accounting Distribution - Discounts/Surcharges page (CA_DETAIL_DST_RED) to review and update the accounting distributions for revenue discounts and surcharges on a contract line. The amount of the revenue discount may be different from the discount used for billing if the contract separates billing and revenue on fixed amount contract lines.

Navigation:

Customer Contracts > **Create and Amend** >**Disc/Surch Acctg Distribution**

This example illustrates the fields and controls on the Accounting Distribution - Discounts/Surcharges page. You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Accounting Distribution Discounts/Surcharges with PC ChartFields page. You can find definitions for the fields and controls later on this page.

Project Costing ChartFields are available for entry if the contract is configured to use project ChartFields.

Field or Control	Description
Seq (discount sequence number)	You can apply one header and/or 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 the revenue discount amount. The system creates separate accounting distributions for each discount.

Field or Control	Description
Effective Date	Date on which the accounting distribution is effective.
	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

Field or Control	Description
Percent	Select to distribute revenue discount amounts across rows using percentage .
Amount	Select to distribute revenue discount amounts across rows using a fixed amount.
Calculate Amounts	When you click this button, the system calculates the revenue discount for each row on the grid. This button is available when you select the **Percent** option.

Discount Revenue

Field or Control	Description
Percentage	If you are distributing revenue discounts using a percentage, enter the percentage to apply.
Amount	If you are distributing revenue discounts using a fixed amount, enter the amount of the revenue discount for the ChartField combination.
Distribution Code	Displays a distribution code representing a valid combination of PeopleSoft General Ledger ChartField values. This field can be populated as follows: • If this discount represents a line discount ID for which a distribution code had been defined, the system populates this field with that code. • If this discount represents a header discount ID for which a distribution code had been defined, the system populates this field with that code. • Click Copy Gross Dist to use the accounting distribution for Revenue as the accounting distribution for Revenue Discounts. With this option, Revenue and Revenue Discounts will be recorded with the same chartfields in GL. • Manually enter an accounting distribution.

Chapter 12

Pricing Contracts

Understanding Pricing Contracts

Pricing contracts for billing and revenue is the process of establishing a total contract price for billing and a total contract price for revenue and then allocating that price across contract lines. A contract may require separate maintenance of billing and revenue or billing and revenue may be managed as one value. This distinction is made when a contract is added.

See Defining General Contract Information

The option to manage billing and revenue separately is applied by contract line price type. If the Separate Fixed Billing and Revenue check box is selected on a contract, then revenue amounts on amount based contract lines are maintained on the Revenue Allocation page. If not selected, then the revenue amounts are read only and match billing. If the Separate As Incurred Billing and Revenue check box is selected on a contract, then rate based revenue limits are maintained on the Revenue Allocation page and separate revenue type Rate Sets can be assigned to contract lines on the Related Projects page. If not selected, then the revenue limits are read only and match billing. Contract lines with a price type of Recurring are also included in the allocation of total contract price. Recurring contract lines can only be added to contracts that do not separate fixed billing and revenue, because revenue always equal the amount billed on these contract lines.

See "Defining Rate Set Categories, Rate Sets, and Rate Plans" (PeopleSoft Project Costing)

In addition to allocating billing and revenue to contract lines and associating rates, contract pricing includes specifying billing/revenue discounts and surcharges when applicable.

This section discusses:

- Total contract price for billing and total contract price for revenue.

- 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.

Total Contract Price for Billing and Total Contract Price for Revenue

Once you define the contract and add products to the contract, the next step is to identify the total contract price for billing and revenue. The Billing Allocation page is used to identify the total contract price for billing and the Revenue Allocation page is used to identify the total contract price for revenue. Total Billing and Total Revenue should be net of any discounts/surcharges applied.

The Billing Allocation page should always be updated. Once you identify the total contract price for billing the next step is to allocate that price to the contract lines. The allocation (or identification) of billing values to the contract line is based on the terms agreed to with the customer. Some contracts will have amount based lines, some will have rate based lines and others will have both amount and rate based lines.

The Revenue Allocation page is either updated by the user or programmatically updated to match values used for billing depending on whether the contract separates billing and revenue. If billing and revenue are managed together as one value, without separating billing and revenue, then amounts entered on the Billing Allocation page will programmatically update the Revenue Allocation page and the page is read only. Alternatively, you may enter separate prices and limits for revenue if the contract was identified as having separate billing and revenue when it was created. The distinction to separate billing and revenue on the contract is made based on the contract line's price type (amount or as incurred). Amount based lines manage billing and revenue separately if the Separate *Fixed* Billing and Revenue check box is selected on the contract. Similarly, as-incurred or rate based lines manage billing and revenue separately if the Separate *As Incurred* Billing and Revenue check box is selected on the contract. If neither fixed nor as incurred contract lines manage billing and revenue separately, then the Revenue Allocation page is completely read only and matches values used for billing. If the contract does manage billing and revenue separately, then Total Revenue on the Revenue Allocation page should be updated by the user in addition to maintaining the line level prices and limits for revenue for those contract lines where separate billing and revenue is allowed.

Note: For better understanding, the sections below are described from the perspective of having revenue managed separately from billing on the contract. If billing and revenue are not managed separately, the system sets the amounts for revenue to match billing and they are read only.

Amount-Based Pricing

Controls are in place requiring amount based lines to be fully allocated before a contract can be activated. This enables the system to generate appropriate billing and revenue transactions for analysis and processing.

For amount based lines, the Billing Amount and Revenue Amount fields are first defaulted from Order Management and the Enterprise Pricer based on the product ID, contract line start date, quantity and any other contract or product attributes identified as criteria for applying a price. For Billing, the system defaults a list price from Order Management and the Enterprise Pricer and this can be updated manually on the contract line. For revenue, the system defaults a revenue price from Order Management and the Enterprise Pricer which should be the organization's standalone sales price. That is, the price the good or service would be sold for when it's sold by itself, on a standalone basis, without any other goods or services. The revenue price (standalone sales price) default can be used as the actual revenue amount on the contract line or it can be used as a basis for automating the allocation of Total Revenue across contract lines. When selecting the automated allocation method for revenue, the system uses the revenue price for the line as a basis for calculating the line's relative percentage to the total of all revenue prices for all contract lines on the contract. This relative percentage is then used as the basis for allocating a portion of

Total Revenue to the line. The system provides options to recalculate the revenue price and to override revenue amounts on specific contract lines with the impact of such actions updating the line level revenue amounts accordingly. These same options and behavior are applicable for rate based lines.

As billing amounts and revenue amounts are updated on the amount based contract lines, the system summarizes the total fixed billing amount and total fixed revenue amount for the amount based lines. Controls are in place to ensure that the total fixed amount billing for the contract and the total fixed amount revenue for the contract are fully allocated before a contract can be activated. This is a separate control for amount based lines only and is independent of the allocation of Total Revenue done across all contract lines. The system will set the fixed billing and fixed revenue allocation status to *Complete* if the fixed billing and fixed revenue amounts are fully allocated across amount based lines and after doing so a contract can be activated. The contract must have a processing status of *Active* to bill and to recognize revenue. Changes can be made freely on the Billing Allocation page and Revenue Allocation page before contract activation. Once the contract is in active processing status, changes are processed and tracked using amendment processing. A summary of amounts entered on the Billing Allocation and Revenue Allocation pages is displayed on the Contract General page under the Summary of Amounts group box.

Pricing Hierarchy for Amount-Based Products

PeopleSoft Contracts has a pricing hierarchy for pricing amount-based products. Both the PeopleSoft Enterprise Pricer and the *basic* List Price functionality in Order Management are part of this hierarchy. When PeopleSoft Contracts prices an amount-based product, the system first looks to the PeopleSoft Enterprise Pricer to obtain a price. If no matching data is found in the PeopleSoft Enterprise Pricer, PeopleSoft Contracts looks for matching data using the basic list price functionality in Order Management. See PeopleBooks Enterprise Pricer documentation for details on this functionality.

Rate-Based Pricing

Before you can bill or recognize revenue for rate-based contract lines, you must first define your rate and fee structure through rate sets and rate plans and associate those rate sets and rate plans to your rate-based contract lines. This enables the system to generate appropriate billing and revenue transactions for analysis and processing. In addition, billing limits and revenue limits can be assigned to the contract line.

Rate based contract lines are priced using both PeopleSoft Contracts and PeopleSoft Project Costing. Use the Billing Allocation page and Revenue Allocation page in Contracts to establish a limit for billing and a limit for revenue. The limit for billing and limit for revenue are managed separately if the contract separates as incurred billing and revenue. If not separated, then the revenue limit will match the billing limit. Billing limits and revenue limits are included in the total contract price for billing and total contract price for revenue. Similar to amount based lines, rate based lines can receive a portion of the total revenue using its revenue price as the basis for allocation. When using the automated allocation functionality, the revenue limit is updated with the line's allocation of total revenue.

Use PeopleSoft Project Costing to create simple or detailed rate sets and rate plans that identify rates per hour/quantity or markups on cost. Other standard methods of calculating billing and revenue on costs or hours incurred in project costing or on other inputs interfaced into the project costing tables are also available. Rates and markups can be defined separately for revenue and assigned to contracts that opt to Separate As Incurred Billing and Revenue. Once defined, you assign the rate set or rate plan to the rate based contract line using the Related Projects page. Rate sets and rate plans can be defined for general use or for a specific contract. Tiered pricing is available for use on rate based contract lines and defined on the Related Projects page. The Related Projects page is also used to apply discounts, retainages and lower level transaction based limits for a contract line. Projects and Activities are assigned to a contract line on the Related Projects page. Transactions recorded to these project and activities are integrated into

project costing and priced using the rate sets and rate plans assigned to the line. Amounts sent to Billing and amounts sent to General Ledger for revenue are limited to the billing limits and revenue limits entered on the contract.

Click to watch a short video about Separating Billing from Revenue in Contracts (Step 1) and Separating Billing from Revenue in Contracts (Step 2).

Related Links
Understanding the Relationship Between PeopleSoft Contracts and PeopleSoft Project Costing

Recurring Pricing

For recurring products, the system dynamically generates the price when billing occurs, which enables the system to maintain a current recurring product price. The system uses either the *basic* list price or for more advanced pricing the PeopleSoft Enterprise Pricer to price products. The recurring price preview on the billing plan is also dynamically generated, which provides visibility for current and future billing periods.

Recurring contract lines can be added to contracts that do not separate fixed billing and revenue. The amount billed and the amount recognized for revenue are always the same on recurring lines. Although the Recurring Billing amount is entered on the Billing Allocation page, this amount is not used for processing billing and helps only in determining the total contract price. Recurring amounts are included in the allocation of total contract price along with other contract line price types.

Discounts and Surcharges

Discounts can be added to amount-based and rate-based lines on Standard contracts. Surcharges are only allowed for amount-based contract lines. Discounts and surcharges are not allowed for recurring contract lines.

Amount-Based Discounts and Surcharges

Applicable for amount and percent based contract lines, an amount-based discount or surcharge is subtracted from or added to the fixed billing and fixed revenue amounts. If the contract separates fixed billing and revenue then discounts for revenue are managed separately from discounts used for billing. If not separated, then discounts for revenue match billing and cannot be edited. Discounts are associated with contract lines, and are defined as either a fixed amount or a percent of the line's billing and revenue amounts. 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 for billing and revenue.

A header discount is any amount that is subtracted from the original fixed price of the contract. It is applied to the total fixed billing or fixed revenue amount for all amount based contract lines. A header level surcharge is added to the fixed billing amount or fixed revenue 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 level discount or surcharge is specifically identified with an individual line and calculated on the individual lines billing amount or revenue amount. You can apply multiple discounts or surcharges to a contract line. Header level discounts allocated to a contract line are identified separately from discounts specifically identified to the contract line. If you assign a discount or surcharge amount to a contract

line from the overall discounts and surcharges pages for billing and revenue, 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 transaction for projects and activities that 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.

For contracts identified as having Separate As Incurred Billing and Revenue the discount entered on Related Projects is applicable only for Billing and not used for revenue. If Separate As Incurred Billing and Revenue is not selected then this discount is applicable for both billing and revenue.

See Understanding the Relationship Between PeopleSoft Contracts and PeopleSoft Project Costing.

Related Links

Applying Discounts and Surcharges to Renewals
Accounting Distributions for Discounts and Surcharges
Accounting Distribution - Discounts/Surcharges Page

Renewals

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

See Pricing Renewal Plans.

See Applying Discounts and Surcharges to Renewals.

Special Payment Terms

Special payment terms that might be applicable to the contract, based on the company's performance or on the customers' actions are not captured on the Billing Allocation and Revenue Allocation pages. 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, allocated total contract price for billing and revenue across contract lines and assigned rate sets or rate plans to your rate-based contract lines, any changes that you need to make to the pricing structure is controlled by the processing status of the contract.

While, the contract is in a *Pending* processing status, you can delete or add contract lines, update total contract price for billing and revenue and reallocate prices for billing and revenue across contract lines on the Billing Allocation page and Revenue Allocation page. 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.

Once the contract is in an *Active* processing status, any changes made to the pricing structure of a 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.

Related Links
[Understanding Contract Amendments](#)

PeopleSoft Enterprise Pricer

The PeopleSoft Enterprise Pricer is an advanced product pricing tool in the Order Management application. Price Lists and Price Rules are used to determine prices for products based on product and contract specific attributes. This functionality, along with integrations into Contracts, enable the PeopleSoft Enterprise Pricer to populate billing prices and revenue prices in PeopleSoft Contracts. If PeopleSoft Enterprise Pricer price lists and price rules are not set up on your system, PeopleSoft Contracts retrieves the product's basic list price in Order Management.

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

See "Understanding Price Rules" (PeopleSoft Enterprise Pricer).

Several contract and product attributes are available as criteria for determining price in the PeopleSoft Enterprise Pricer including, but not limited to:

• **Product**

• **Product Group**

• **Business Unit**

• **Sold to Customer**

- **Region**

- **Contract Type**

- **Contract Classification**

- **Contract Number**

PeopleSoft Contracts requests pricing from Order Management and the Enterprise Pricer when:

- A product (contract line) is added to a contract.

- A product's price is recalculated (or repriced) on the Billing or Revenue Allocation page.

- A contract line is created through a renewal.

- A recurring bill is generated.

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

Related Links
Pricing Renewal Plans

Pricing Amount-Based Contracts

This section discusses how to allocate billing and revenue amounts, select percent-based contract lines, apply contract billing and revenue header discounts and surcharges, apply billing and revenue line discounts and surcharges, and view contract line discounts and surcharges (discounts do not apply to recurring contract lines). Amount allocation allows you to allocate total contract price across contract lines. The Amount Allocation section is divided into separate pages for allocating billing and revenue. The Billing Allocation page is always editable. The Revenue Allocation page is editable if billing and revenue are separated on the contract. If they are not separated, then the Revenue Allocation page is read only and values are programmatically set to those used for billing.

Click to watch a short video about Separating Billing from Revenue in Contracts (Step 1) and Separating Billing from Revenue in Contracts (Step 2).

Pages Used to Price Amount-Based Contracts

Page Name	Definition Name	Usage
Billing Allocation Page	CA_PRICING_PNL	Allocate billing amounts for amount based contract lines including contract header and contract line specific 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. Enter limit amounts for rate based contract lines and recurring amounts for recurring type contract lines.
Revenue Allocation Page	CA_PRICING_REV_PNL	Allocate revenue amounts for amount based contract lines including contract header and contract line specific 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. Enter limit amounts for rate based contract lines. Review revenue pricing information used in the automated allocation of total revenue across contract lines.
Price Adjustments Page	CA_PRC_ADJ_PNL	Document the reasons for any differences between total billing and total revenue on the contract.
Percent-Based Billing Pricing Page	CA_DETAIL_PRCNG	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.
Percent-Based Revenue Pricing Page	CA_DETAIL_REV_PRCN	Select the contract lines to which a percent-based line applies. A different basis and percentage can be used to define the revenue amount on the line if the contract separates billing and revenue on fixed amount contract lines. If the contract does not separate fixed amount billing and revenue, then this page is read only with basis and amounts equaling those used for billing.

Page Name	Definition Name	Usage
Total Contract Billing Discounts and Surcharges Page	CA_HDR_REDUC_PNL	Apply a header level discount or surcharge for billing.
Total Contract Revenue Discounts/Surcharges Page	CA_HDR_RED_REV_PNL	Apply header level discount or surcharge for revenue.
Billing Discounts and Surcharges Page	CA_LN_REDUC_PNL	Apply specific line level discounts and surcharges for billing.
Revenue Discounts and Surcharges Page	CA_LN_RED_REV_PNL	Apply specific line level discounts and surcharges for revenue.
Billing Discounts/Surcharges Inquiry Page	CA_LN_DISC_PG	View discounts and surcharges for billing that are associated with an individual line. This page is not available for rate and recurring contract lines.
Revenue Discounts/Surcharges Inquiry Page	CA_LN_REV_DISC_PNL	View discounts and surcharges for revenue that are associated with an individual line.
Billing Discounts/Surcharges for Consolidated Target Line Page	CA_RNW_CYC_RED_SEC	Enter billing discounts and surcharges that will be copied onto the new contract line created upon the approval of the cycle. This page is available only if the **Create Target Lines** option is set to *Consolidated.*
Revenue Discounts/Surcharges for Consolidated Target Line Page	CA_RNWCYC_REVD_SEC	Enter revenue discounts and surcharges that will be copied onto the new contract line created upon the approval of the cycle. This page is available only if the **Create Target Lines** option is set to *Consolidated.*
Billing Discounts/Surcharges for Individual Target Line Page	CA_RNW_LN_RED_SEC	Enter billing discounts and surcharges that will be copied onto the corresponding new contract line created upon the approval of the cycle. This page is available only if the **Create Target Lines** option is set to *Individual.*

Page Name	Definition Name	Usage
Revenue Discounts/Surcharges for Individual Target Line Page	CA_RNW_LN_R_DS_SEC	Enter revenue discounts and surcharges that will be copied onto the corresponding new contract line created upon the approval of the cycle. This page is available only if the **Create Target Lines** option is set to *Individual.*

Billing Allocation Page

Use the Billing Allocation page (CA_PRICING_PNL) to identify the total billing amount on the contract as well as to allocate that amount across contract lines. Fixed Billing amounts are allocated to amount based contract lines. This includes header and line level discount and surcharge amounts for billing. Specify the basis for allocating amounts onto percent-based lines. Options for calculation include a percentage applied to amounts on other contract lines or a percentage applied to the total fixed billing amount on the contract. Billing limits are allocated to rate based contract lines and recurring amounts are assigned to recurring type contract lines.

Navigation:

Customer Contracts > Determine Price and Terms > Amount Allocation

This example illustrates the fields and controls on the Billing Allocation Page. You can find definitions for the fields and controls later on this page.

Note: When working in the Billing 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.

Discounts/Surcharges related fields are applicable to only Standard contracts and amount/percent based contract lines.

Contract Billing

Field or Control	Description
Total Billing	Enter the total contract price for billing for all types of contract lines. This should equal the sum of Billing Amount after discounts and surcharges for amount and percent based lines, plus sum of Billing Limit for rate based lines plus sum of Recurring Billing amount for recurring lines.
Unallocated Billing	Calculated by the system, displays the total billing amount not yet allocated to contract lines. This is calculated as Total Billing entered by the user minus Total Billing calculated by system under Line Totals group box. Unallocated billing does not need to be $0 for a contract to be activated, but this is encouraged.

Fixed Billing

Field or Control	Description
Fixed Billing	Enter the total billing amount for amount and percent based contract lines, This field acts as a control total on this page. The system sets the Allocation field to *Complete* when the sum of the billing amount allocated to the contract lines equals the amount entered in this field. Inclusive prepaids are included in the Fixed Billing field.
Billing Discounts/Surcharges	Use this to enter header level discounts or surcharges for amount and percent based contract lines before contract activation. Also, included in the display is the sum of all line level discounts and surcharges. **Note:** This link appears only for contracts with a contract classification of *Standard*.
Net Fixed Billing	Displays the net billing amount for amount and percent based lines after discounts and surcharges. The system calculates this value by subtracting Billing Discounts/Surcharges from Fixed Billing.
Unallocated Fixed Billing	Displays the billing amount that is required to be allocated across amount and percent based contract lines. This is calculated as Fixed Billing entered by the user minus the sum of Billing Amount on the contract lines. This amount must be zero before the value of Allocation field is set to *Completed*.

Field or Control	Description
Inclusive Prepaids	Inclusive prepaids are fixed amounts agreed to by the customer at contract origination. Prepaid amounts identified as inclusive in the Prepaids functionality must be included in the total fixed billing amount of the contract. Prepaids can be identified as inclusive before a contract is activated. Prepaids not factored into the original contract price are referred to as non-inclusive and do not appear on this page. All prepaids, inclusive and non-inclusive are utilized against future activity on rate based as incurred contract lines. This field is not applicable for Internal contracts. See Establishing Prepaid Amounts
Allocation	The system calculates the status of the fixed billing amount allocations. Values include: • *Incomplete:* This value appears by default and indicates that amount allocation has not been completely performed. • *Complete:* This value appears once you have fully allocated the fixed billing amount across all eligible amount and percent based contract lines. **Note:** Contracts with amount and percent based contract lines must have the fixed billing amount for the contract completely allocated across its amount and percent based contract lines and the Allocation status must be set to *Complete* before the contract can be activated. This is not necessary for contracts with only rate-based or recurring lines. If you have percent based contract lines with amounts based on a percentage of the total fixed billing amount, after entering and applying percentages that total 100, you may be required to allocate a rounding difference as a fixed amount to one of the contract lines before the Allocation is set to *Complete*.
Recalculate	When you click this button, the system recalculates the unallocated billing amount and unallocated fixed billing amount and sets the value of the allocation to *Complete* or *Incomplete* based on the Unallocated Fixed Billing value. It recalculates header and line level discounts when there is a change in the discount percentage or a change in the contract line billing amount. It also recalculates the Net Amount on amount and percent based lines and recalculates all fields under the Line Totals group box to reflect the latest changes in any of the amount fields on the Contract Line Pricing grid.

Note: This grid is not visible for contracts with a classification of Federal Reimbursable Agreements as amount allocation is not applicable for them.

Contract Line Pricing

Use the fields in this group box to allocate the Total Billing amount across individual contract lines. The system displays contract lines with an *Active* status only.

Note: All types of contract lines are part of this page, including, amount, percent, rate and recurring contract lines.. Columns displayed depend on the price type of the contract lines with only applicable columns being shown. As an example, columns for amount based discounts are not available on rate based contract lines. Instead rate based discounts may be entered on the Related Projects page.

Field or Control	Description
Retrieve Billing Price	Applicable for amount based lines, select this check box to reprice the contract line. When you select this option and click the **Recalculate** button, the system retrieves the list price from the PeopleSoft Enterprise Pricer or list price in Order Management, multiplies it by the quantity on the contract line, and updates the **Extended Price, Billing Amount, Billing Discounts/Surcharges,** and **Net Billing amount** fields for the selected contract lines. The contract line Start Date is used for purposes of effective dating. If the contract line start date is not available, then the contract start date is used.
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 on the Product Definition page.
Bundle	Used for grouping related contract lines displays the bundle name assigned to the contract line. See Defining Contract Lines, Defining Bundling Attributes
Price Type	Displays the price type associated with the contract line.
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.

Field or Control	Description
Billing Amount	Applicable for amount based lines, enter a price for billing. By default, the Billing Amount is set to the price defined in Order Management multiplied by the quantity, but can be overridden. The Billing Amount for a percent-based line is calculated and display-only.
Percentage	Applicable for percent based lines. If the percent based line is priced using % of Lines option then this value can be changed on Percent-Based Billing Pricing page. If the percent based line is priced using % of Total then its value is derived from the Order Management module.
Basis Type	Applicable for percent based lines, use this page to identify a basis for the calculation and the percentage.
Billing Discounts/Surcharges	Applicable for amount and percent based lines, click this link to identify contract line specific discounts. This field appears for Standard contracts only.
Net Billing	Applicable for amount and percent based lines, displays the Net Billing amount after subtracting discounts or surcharges from the Billing Amount.
Recurring Billing	Applicable for recurring lines. Recurring contract lines are available for standard and internal contracts. Recurring contract lines cannot be added to contracts that opt to Separate Fixed Billing and Revenue since revenue plans are not assigned to these lines and revenue always equals the amount billed. The Recurring Billing amount is used to identify the amount expected to be billed and recognized for revenue on the recurring contract line. It is included in the Total Billing amount of the contract. The amount entered does not directly impact amounts on the bill plan or billing processes. Instead, the billing process will use the latest List Price in Order Management when it comes time to bill the customer.
Awarded Cost	Applicable for rate based contract lines on government contracts, enter the awarded cost value.

Field or Control	*Description*
Billing Limit	Applicable for rate based lines, enter the billing limit for the line. Billing Limit is applicable for all contract classifications except internal. For government contracts the billing limit cannot exceed the Awarded Cost. For federal contracts with federal customers, the sum of the billing limits cannot exceed the Total Billing amount for the contract as identified on the Contracts General page. For federal contracts with non federal customers the sum of the billing limits cannot exceed the total prepaid amount in ready status.
Related Revenue Amount	Hover over this field to view the revenue amount for the contract line. If the contract separates billing and revenue then the revenue amount is editable on the Revenue Allocation page and the revenue value for the line can be viewed here. If the contract does not separate billing and revenue, then revenue amounts are read only on Revenue Allocation page and match the numbers used for billing. Applicable for all contract line types including amount, percent, rate and recurring.
Limit Check	Applicable for rate based contract lines, click to perform limit checking for the contract line. Limits Check is not applicable for internal contracts.
Simulate Billing Pricing	Click to open the Pricing Simulator page in Order Management. All relevant contract attributes to identify a specific product price are populated. This includes the fields identified on the Transaction Price-by Key page in Order Management. The Enterprise Pricer Transaction Code used to support contract billing is CA and this is pre-populated on the page. The Start Date associated with the contract line is used as Effective Date. **Note:** This link is available only for amount based contract lines. See "Understanding the Pricing Simulator" (PeopleSoft Enterprise Pricer) "Price-by Key Field Page" (PeopleSoft Enterprise Pricer)

Field or Control	Description
Actions	Select a related action to navigate to the relevant pages. The actions available depend on contract classification and contract line price type. Available related actions are: • Review Limits: Available for rate based contract lines on all contract classifications except internal. Select to navigate to the Review Limits page. • Tiered Pricing: Not available for government contracts. Select to access the Tiered Pricing page in a new window. • Related Projects: Available for all types of contract lines on Standard, Internal and Federal Reimbursable Agreement contracts. Also available for amount Price-by Key Field page based contract lines on Government contracts. • Contract Amounts: Available for rate based contract lines on government contracts. Select to navigate to the Contract Amounts page. • Transaction Limits: Available for rate based contract lines on all contract classifications except internal. • Billing Plan: Available for all contract lines. Select to navigate to the Bill Plan page. Bill plan must be assigned for this action to be visible.
Recalculate	When you click this button, the system recalculates the Unallocated Billing amount and Unallocated Fixed Billing amount and also sets the value of the allocation to Complete or Incomplete based on the Unallocated Fixed Billing value. It also recalculates header and line level discounts when there is change in the discount percentage or a change in the contract line billing amount. It recalculates the billing amount on an amount based contract line if the Retrieve Billing Price check box was checked on the contract line. It also recalculates amounts under the Line Totals group box.

Line Totals

The line total portion of the page summarizes the numbers entered in the contract line pricing grid.

Field or Control	Description
Billing Amount	Displays the total billing amount for all amount and percent based contract lines.

Field or Control	Description
Discounts/Surcharges	Displays the total header and line level billing discounts and surcharges for all amount and percent based contract lines.
Billing Limit	Displays the total billing limit for all rate based contract lines.
Recurring Amount	Displays the total recurring billing amount for all recurring contract lines.
Total Billing	Displays the Total Billing amount, Recurring Billing and Billing Limits for all contract lines less discounts/surcharges if applicable.

Related Links

Setting Up Products and Product Groups
Understanding Accounting Distributions

Revenue Allocation Page

Use the Revenue Allocation page (CA_PRICING_REV_PNL) to identify the total revenue amount on the contract and to allocate that amount across contract lines. The Revenue Allocation page is editable if billing and revenue are separated on the contract. If billing and revenue are not separated on the contract then the Revenue Allocation page is read only and amounts are programmatically updated from the Billing Allocation page. The ability to edit data on the Revenue Allocation page is specific to the contract line type (amount or as incurred) and whether those line types separate billing and revenue on the contract. It is possible to separate billing and revenue on amount based lines and not to separate them on as incurred lines and vice versa. The line types identified as separate for billing and revenue while creating the contract are editable on the Revenue Allocation page. Recurring contract lines are never editable since revenue plans are not assigned to these lines and revenue is recognized equal to the amount billed.

See Defining General Contract Information

Navigation:

Customer Contracts > **Determine Price and Terms** > **Amount Allocation** >**Revenue Allocation**

This example illustrates the fields and controls on the Revenue Allocation page - Manual option. You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Revenue Allocation page - Auto option. You can find definitions for the fields and controls later on this page.

This page is used for pricing revenue on contracts in Pending status. For active contracts the pricing is tracked through the amendment process on the Amendment Revenue Allocation page.

Contract Revenue

Field or Control	Description
Total Billing	Displays the total billing amount from the Billing Allocation page. It can be edited on the Billing Allocation page.

Field or Control	Description
Total Revenue	Enter the total contract price for revenue for all types of contract lines. This should equal the sum of Revenue Amount after discounts and surcharges for amount and percent based lines, plus sum of Revenue Limit for rate based lines plus Recurring Revenue amount for recurring lines. On many contracts, Total Revenue will match Total Billing, but this is not always the case and is not required. **Note:** This field is read only and matches Total Billing on the Billing Allocation page if both Separate Fixed Billing and Revenue, and Separate As Incurred Billing and Revenue check boxes are not checked on the contract. In this scenario, the entire page is read only.
Documented Price Adjustment	Click the price link to access the Price Adjustments page. Use this page to document the reasons for any differences between Total Billing and Total Revenue.
Revenue Allocation	Select one of the values from the drop-down list: • Auto: Select this option to programmatically allocate Total Revenue to the contract lines. On selecting this option the fields Relative Percentage and Suggested Revenue are calculated and visible. The Override Revenue selection is enabled as well. **Note:** This option cannot be selected if the contract has header or line level discounts/surcharges or if the contract has percent based contract lines. • Manual: Select this option to manually enter/update the revenue amount and revenue limit for all contract lines. This is the default option. In addition, if the contract does not separate billing and revenue (neither Separate Fixed, nor Separate As Incurred Billing and Revenue is checked) then this page is read only, the *Manual* option is displayed and cannot be changed. In this scenario, all revenue values are programmatically set to the values used for billing.
Unallocated Revenue	Calculated by the system, displays the total revenue amount not yet allocated to contract lines. Unallocated revenue does not need to be zero for a contract to be activated, but this is encouraged.

Fixed Revenue

Field or Control	Description
Fixed Revenue	Enter the total revenue amount for amount and percent based contract lines. This field acts as a control total on this page. The system sets the Allocation field to *Complete* when the sum of the revenue amount allocated to the contract lines equals the amount entered in this field. Inclusive prepaids are included in the Fixed Revenue field. This field will be grayed out and the value for this field is defaulted from the Fixed Billing field on the Billing Allocation page if the Separate Fixed Billing and Revenue check box is not selected on the contract.
Revenue Discounts/Surcharges	Use this to update header level discounts or surcharges for revenue before contract activation. Also, included in the display is the sum of all line level discounts and surcharges for revenue. The hyperlink will be display only and the value for this field is defaulted from the Billing Discounts/Surcharges field on the Billing Allocation page if the Separate Fixed Billing and Revenue check box is not selected on the contract. **Note:** This link appears only for Standard contracts.
Net Fixed Revenue	Displays the net revenue amount for amount and percentage based lines after discounts and surcharges. System calculates this by subtracting Revenue Discounts/Surcharges from Fixed Revenue.
Unallocated Fixed Revenue	Displays the fixed amount revenue that has yet to be allocated across amount and percent based contract lines. This must equal zero before the system sets the allocation status to Complete and before the contract can be activated. Similar to the Billing Allocation page, inclusive prepaids are include in the calculation. The value for this field is defaulted from the Unallocated Fixed Billing field on the Billing Allocation page if the Separate Fixed Billing and Revenue check box is not selected on the contract.

Field or Control	Description
Inclusive Prepaids	Displays the sum of all inclusive prepaids for the contract and used to calculate the unallocated fixed revenue. Prepaids can be identified as inclusive before a contract is activated. Prepaids not factored into the original contract price are referred to as non-inclusive and do not appear on this page. All prepaids, inclusive and non-inclusive are utilized against future activity on rate based as incurred contract lines.
Allocation	The system calculates the status of the fixed revenue amount allocation upon clicking on Recalculate button. Values include: • *Incomplete:* This value appears by default and indicates that amount allocation has not been completely performed. • *Complete:* This value appears once you have fully allocated the fixed revenue amount across eligible amount and percent based contract lines. **Note:** This field is grayed out and the value of this field will match the Allocation status on the Billing Allocation page if the Separate Fixed Billing and Revenue check box is not selected on the contract. **Note:** Contracts with amount and percent based contract lines must have the fixed revenue amount for the contract completely allocated across its amount and percent based contract lines and the Allocation status must be set to *Complete* before the contract can be activated. This is not necessary for contracts with only rate-based or recurring lines.

Field or Control	*Description*
Recalculate	When you click this button, the system does the following: • Calculates the relative allocation and suggested revenue for each line when the Automated Option is selected. • Recalculates the extended revenue price for lines where Retrieve Revenue Price is selected. • Recalculates the unallocated revenue amount. • Recalculates the unallocated fixed revenue amount and sets the value of the allocation to *Complete* or *Incomplete* based on the unallocated fixed revenue value. • Recalculates header and line level discounts when there is a change in the discount percentage or a change in the contract line revenue amount. • Recalculates amounts under the Line Totals group box.

The Fixed Revenue group box is not visible for Federal Reimbursable Agreements since amount based lines cannot be added to these contracts.

Contract Line Pricing

All contract lines price types should be included on this page. Columns displayed depend on the price types of the contract lines with only applicable columns being shown. As an example, columns for amount based discounts are not available on rate based contract lines. Columns are editable if revenue and billing are separated for the contract line price type. If revenue and billing are not separated for the contract line price type, then the amount is read only and defaulted from the Billing Allocation page.

Field or Control	Description
Retrieve Revenue Price	Select this check box to recalculate the contract line's revenue price based on product prices in Order Management and the Enterprise Pricer. Any changes in quantity are also used to recalculate the line's Extended Revenue Price. This field is applicable for amount and rate based lines if the contract line price type separates billing and revenue (Separate Fixed or Separate As Incurred Billing and Revenue are selected for the contract). This check box is not enabled for percent based lines and recurring lines. After selecting this check box and clicking the Recalculate button, the system retrieves the revenue price from Order Management and this would include the Enterprise Pricer if configured for product pricing. If the Revenue Allocation is *Manual* then the revenue amount and revenue limit values are replaced by the updated extended revenue price. If the Revenue Allocation is *Auto* then the Relative Percentage and Suggested Revenue values are recalculated based on the updated extended revenue price. The revenue amount and revenue limit are replaced by the suggested revenue amount. If the Override Revenue check box is selected then the relative percentage and suggested revenue are not applicable and the revenue amount and revenue limit field are enterable.
Line	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 on the Product Definition page.
Bundle	Used for grouping related contract lines, displays the bundle name assigned to the contract line. See Defining Contract Lines
Price Type	Displays the price type for the contract line.
Quantity	Displays the quantity for the contract line. This value cannot be edited and will match the value on the Billing Allocation page. --- **Note:** This field is applicable for amount and rate based lines and modified only on the Billing Allocation page. ---

Field or Control	Description
Extended Revenue Price	Displays the revenue price multiplied by quantity for amount and rate-based contract lines. To view the updated extended revenue price select the Retrieve Revenue Price check box and click the Recalculate button. The latest revenue price is retrieved from Order Management and the Enterprise Pricer. When the Automated Allocation is selected, the extended revenue price is used as the basis for the allocation.
Relative Percentage	Displays the contract line's relative percentage to the total and is display only. This field is visible only if Revenue Allocation is *Auto*. Each contract line is assigned a relative percentage using its Extended Revenue Price relative to the total of all extended revenue prices for all lines on the contract. Contract lines where Override Revenue is selected are excluded from the relative percentage calculation.
Suggested Revenue	Displays the suggested revenue and is display only. This field is visible only if Revenue Allocation is *Auto*. The Suggested Revenue field assigns a portion of Total Revenue to contract lines participating in the allocation (that is where the Override Revenue check box is not selected). The system calculates suggested revenue as follows: • (Total Revenue minus contract line amounts (and limits) specified as an override) Multiplied by Relative Percentage. • Suggested Revenue defaults to the revenue amount and revenue limit fields and cannot be edited. Contract lines identified as being Overridden will display a blank for Relative Percentage and Suggested Revenue. After the allocation is complete, Total Revenue is allocated to a contract line via the suggested revenue calculation or an override. The total of the two should equal total revenue on the contract. The revenue allocation specific to amount based lines is altogether separate from the allocation of total revenue.

Field or Control	Description
Override Revenue	Select this check box to exclude a contract line from the automated revenue allocation. After selecting or deselecting this field click the Recalculate button to get the updated revenue amounts. When selected, the revenue amount and revenue limit fields are enterable. If not selected the revenue amount and revenue limit fields default from suggested revenue and are display only. Based on the contract line price type, this check box is selected and grayed out if the contract does not separate billing and revenue and the revenue amount or limit is set to the billing amount or limit. This check box is always selected for percent-based lines and recurring lines and cannot be edited.
Revenue Amount	Applicable for amount based lines, the revenue amount works as follows: • For newly added contract lines, defaults from the extended revenue price. • For a percent-based line, calculated as percentage of the Revenue Amount of other amount based contract lines or as percentage of the total Fixed Revenue on the contract and is display only. • For automated allocations, defaults from the suggested amount. • For automated allocations where the contract line is set to override, the revenue amount is updated manually. • For contracts where the Separate Fixed Billing and Revenue check box is not selected on the contract, programmatically set to match the billing amount. **Note:** If the Revenue Allocation is set to *Manual* and the Retrieve Revenue Price check box is selected, then the Revenue Amount is updated with the latest extended revenue price in Order Management and the Enterprise Pricer overriding any existing value. Similarly, for revenue allocations set to *Auto* where the contract line is set to Override Revenue, any previously entered revenue amounts would be updated with extended revenue price. **Note:** This field is not applicable for Federal Reimbursable Agreements.

Field or Control	Description
Percentage	Applicable for percent based lines, displays the percentage used to determine the revenue amount on the line. It may be different from the percentage used for billing if the Separate Fixed Billing and Revenue check box is selected on the contract. **Note:** This field is visible for percent based contract lines on standard and internal contracts.
Basis Type	Applicable for percent based lines, use this page to identify a basis for the calculation and the percentage. The basis percentage used for revenue allocation can be different from the basis percentage used for billing if the Separate Fixed Billing and Revenue check box is selected on the contract. **Note:** This field is visible for percent based contract lines on standard and internal contracts.
Revenue Discounts/Surcharges	Applicable for amount and percent based lines on Standard contracts, click this link to identify contract line specific discounts. The value for this field will default from the billing discounts/surcharges field on the Billing Allocation page if the Separate Fixed Billing and Revenue check box is not selected on the contract. When you assign revenue discounts to a contract line, the system generates discount specific accounting distributions on the Accounting Distribution Discounts /Surcharges page and the revenue discount amount is used there. If the contract does not Separate Fixed Billing and Revenue then the billing discount is used to create the revenue discount.
Net Revenue	Applicable for amount and percent based lines on Standard contracts, displays the Net Revenue amount after subtracting discounts or surcharges from the Revenue Amount.

Field or Control	Description
Recurring Revenue	Displays the recurring revenue amount for recurring contract lines. The value always matches recurring billing and can be modified on the Billing Allocation page only. Recurring contract lines cannot be added to contracts that opt to Separate Fixed Billing and Revenue since revenue plans are not assigned to these lines and revenue always equals the amount billed. **Note:** This field is visible only for standard and internal contracts.
Awarded Cost	Applicable for rate based contract lines on government contracts and always display only, the amount can be edited on the Billing Allocation page.

Field or Control	Description
Revenue Limit	Applicable for rate based lines, the revenue limit works as follows: • For newly added contract lines, defaults from the extended revenue price. • For automated allocations, defaults from the suggested amount. • For automated allocations where the contract line is set to override, the revenue amount is updated manually. • For contracts where the Separate As Incurred Billing and Revenue check box is not selected on the contract, programmatically set to match the billing limit. • Revenue Limit is applicable for all rate based contract lines except on Internal contracts. **Note:** If the Revenue Allocation is set to *Manual* and the Retrieve Revenue Price check box is selected, then the Revenue Limit is updated with the latest extended revenue price in Order Management and the Enterprise Pricer overriding any existing value. Similarly, for revenue allocations set to *Auto* where the contract line is set to Override Revenue, any previously entered revenue limits would be updated with extended revenue price. **Note:** Revenue Limit cannot be less than the revenue already processed. If the suggested revenue limit does calculate to a lesser amount, then you should select Override Revenue and increase your revenue limit to the amount already processed. **Note:** Much of the automated allocation functionality assumes the use of contract line revenue limits. With new functionality, organizations who enter a revenue limit of zero to indicate no revenue limit (or unlimited revenue) may need to update a newly defaulted default revenue limit to zero.
Related Billing Amount	Hover over this field to view the billing amount for the contract line. Applicable for all contract line types including amount, percent, rate and recurring.
Limit Check	Applicable for rate based contract lines, click to perform limit check for the contract line. Limit Check is not applicable for internal contracts.

Field or Control	Description
Simulate Revenue Pricing	Click to open the Pricing Simulator page in Order Management. All relevant contract attributes to identify a specific product price are populated. This includes the fields identified on the Transaction Price-by Key page in Order Management. The Enterprise Pricer Transaction Code used to support contract revenue is *RP* and this is pre-populated on the page. The Start Date associated with the contract line is used as Effective Date. If contract line Start Date is not available then contract Sign Date is used. **Note:** This link is available only for amount and rate based contract lines.
Actions	Select a related action to navigate to the relevant pages. The actions available depend on contract classification and contract line price type.. Available related actions are: • Review Limits: Available for rate based contract lines on all contract classifications except internal. Select to navigate to the Review Limits page. • Tiered Pricing: Not available for government contracts. Select to access the Tiered Pricing page in a new window. • Related Projects: Available for all types of contract lines on Standard, Internal and Federal Reimbursable Agreement contracts. Also available for amount based contract lines on Government contracts. • Contract Amounts: Available for rate based contract lines on government contracts. Select to navigate to the Contract Amounts page. • Transaction Limits: Available for rate based contract lines on all contract classifications except internal. • Revenue Plan: Available for all contract lines. Select to navigate to the Revenue Plan page. Revenue plan must be assigned for this action to be visible.
Recalculate	When you click this button, the system recalculates the unallocated revenue amount and unallocated fixed revenue amount and also sets the value of the allocation to *Complete* or *Incomplete* based on the Unallocated Fixed Revenue value. It also recalculates header and line level discounts when there is change in the discount percentage or a change in the contract line revenue amount. It also recalculates the fields under Line Totals group box.

Line Totals

Similar to the Billing Allocation page, the line totals portion of the Revenue Allocation page summarizes the numbers entered in the contract line pricing grid.

Field or Control	Description
Revenue Amount	Displays the total revenue amount for all amount and percent based contract lines.
Revenue Limit	Displays the total revenue limit amount for all rate based contract lines.
Recurring Revenue	Displays the total recurring revenue amount for all recurring contract lines.
Discounts/Surcharges	Displays the total header and line level discounts or surcharges for all amount and percent based contract lines.
Total Revenue	Displays the total revenue amount, recurring revenue, and revenue limits for all contract lines less discounts/surcharges if applicable.

Price Adjustments Page

Use the Price Adjustments page (CA_PRC_ADJ_PNL) to document the reasons for any differences between total billing and total revenue on the contract.

Navigation:

*   **Customer Contracts** > **Determine Price and Terms** > **Amount Allocation** >**Revenue Allocation**.
    Click the Documented Price Adjustment hyperlink.

*   **Customer Contracts** > **Create and Amend** > **Define Contract General Info** > **Contract - General**. In the Go To drop-down list box select Price Adjustments.

This example illustrates the fields and controls on the Price Adjustments page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Adjustment Reason Code	Click the prompt to select from a list of predefined Adjustment Reason Codes.
Description	Enter suitable description or retain the defaulted description.
Adjustment Type	Select one of the available adjustment types: • Amount • Percent
Percentage	The percent adjustment is applied on Total Billing and allows both positive and negative values. Since the most common usage is to identify a discount or a reduction for revenue, these should be entered as positive numbers. Surcharges or increases to arrive at Total Revenue should be entered as a negative percentage.
Amount	Enter the price adjustment as an amount.
Comments	Click to open the Price Adjustment Code Comments modal window and enter a detailed description of the price adjustment.
Attachments	Click to attach any relevant pricing documents. **Note:** If the value of price adjustments documented on this page does not equal the difference between Total Billing and Total Revenue, then a warning message is displayed indicating to the user that they have undocumented price adjustments.

Percent-Based Billing Pricing Page

Use the Percent-Based Billing Pricing page (CA_DETAIL_PRCNG) to select the contract lines to which a percent-based line applies for billing.

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.

Navigation:

- Click the % of Lines link on the Contract Line Pricing grid on Billing Allocation page.

- Click the **% of Lines** link on the Billing Amount Detail tab on the Contract - Lines page.

This example illustrates the fields and controls on the Percent-Based Billing Pricing Page. You can find definitions for the fields and controls later on this page.

Note: If you access this page from the Billing Amount Detail tab of the Contract - Lines page, the values on the page are display-only.

Field or Control	Description
Fixed % of Basis Amount	Enter the percentage to be applied.
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 billing amounts of one or more contract lines. If the basis type is *% of Lines,* then 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 billing amount on the contract.
Billing Amount	Displays the calculated billing amount for the percent based contract line.

Basis Contract Lines

Field or Control	Description
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, Bundle and billing amount for the line selected appear. Subsequent adjustments made to the billing amount of the source line(s) are reflected in the percent based contract line pricing for this product before the contract is activated.
Basis Amount	Displays the basis amount, which equals the sum of the billing 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 total Fixed Billing amount of the contract.

Note: Once the contract is activated, existing percent based contract lines are treated as amount based contract lines. Hence the Billing Amount displayed on this page is an absolute value, not calculated based on a percentage and adjustments to the billing amount must be made similar to other amount based lines.

Percent-Based Revenue Pricing Page

Use the Percent-Based Revenue Pricing page (CA_DETAIL_REV_PRCN) to which a percent-based line applies for revenue.

Navigation:

• Click the % of Lines link on the Contract Line Pricing grid on Revenue Allocation page.

• Click the % of Lines link on the Revenue Amount Detail tab on the Contract - Lines page.

This example illustrates the fields and controls on the Percent-Based Revenue Pricing Page. You can find definitions for the fields and controls later on this page.

Note: If you access this page from the Revenue Amount Detail tab of the Contract - Lines page, the values on the page are display-only.

Field or Control	Description
Fixed % of Basis Amount	Enter the percentage to be applied. The value can be edited only if the Separate Fixed Billing and Revenue check box is selected on the contract else the field will be display only and match the basis used for billing.
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 revenue 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 fixed revenue amount on the contract.
Revenue Amount	Displays the calculated revenue amount for the percent based contract line.

Basis Contract Lines

If the contract does not separate fixed billing and revenue then the lines in this grid are read only and copied from the Percent-Based Billing Pricing page.

Field or Control	Description
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, bundle and revenue amount for the line selected appear. Subsequent adjustments made to the revenue amount on the source line(s) are reflected in the percentage based contract line pricing for this product before the contract is activated.
Basis Amount	Displays the basis amount, which equals the sum of the revenue amounts of all the applies-to lines that you select.

Note: Once the contract is activated, existing percent based contract lines are treated as amount based contract lines. Hence the Revenue Amount displayed on this page is an absolute value, not calculated based on a percentage and adjustments to the revenue amounts must be input similar to other amount based lines.

Total Contract Billing Discounts and Surcharges Page

Use the Total Contract Billing Discounts and Surcharges page (CA_HDR_REDUC_PNL) to apply a header level discount or surcharge for billing.

Navigation:

Click the value in the **Billing Discounts/Surcharges** field in the header section of the Billing Allocation page.

This example illustrates the fields and controls on the Total Contract Billing Discounts and Surcharges Page. You can find definitions for the fields and controls later on this page.

Overall Discount/Surcharge

Field or Control	Description
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 .

Field or Control	Description
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:** You can edit this field if you choose to define the discount or surcharge by amount .
Apply Overall After Line	Select to have the system apply the billing header level discounts or surcharges for billing to contract lines after it applies any contract line specific discounts or surcharges that you specify on the Billing Line Discounts and Surcharges page.

Total Discounts/Surcharges

Field or Control	Description
Header	Displays the value of the header level discount or surcharges for billing. You can define only one header level 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 for billing 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 billing header discount or surcharge.
Discounts/Surcharges	Displays the total billing discounts and surcharges for this contract after adding the billing header discounts or surcharges to the total billing line discounts.

Allocate Overall Discount/Surcharge to Contract Lines

Field or Control	Description
Product	Displays the product name, price type, description and billing amount for contract lines with an active status.

Field or Control	Description
% of Overall	Enter the percent of the total header discount or surcharge to apply to the 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 entered in the **% of Overall** column.

Click **OK** to save your work. Discounts and surcharges amounts for billing will be updated on the Billing Allocation page.

Total Contract Revenue Discounts/Surcharges Page

Use the Total Contract Revenue Discounts/Surcharges page (CA_HDR_RED_REV_PNL) to apply header level discounts or surcharges for revenue. Discounts for revenue may be different from discounts applied for billing if the contract separates fixed billing and revenue. If the Separate Fixed Billing and Revenue check box is not selected on the contract, then this page is read only and amounts will match those used for billing.

Navigation:

Click the value in the **Revenue Discounts/Surcharges** field in the header section of the Revenue Allocation page.

This example illustrates the fields and controls on the Total Contract Revenue Discounts/Surcharges Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Apply Overall After Line	Select to have the system apply the header level discounts or surcharges for revenue to contract lines after it applies any contract line specific discounts or surcharges that you specify on the Revenue Line Discounts and Surcharges page.

Click **OK** to save your work. Discounts and surcharges for revenue will be updated on the Revenue Allocation page.

Billing Discounts and Surcharges Page

Use the Billing Discounts and Surcharges page (CA_LN_REDUC_PNL) to apply line level discounts and surcharges for billing.

Navigation:

Click the **Billing Discounts/Surcharges** link in the Contract Line Pricing section of the Billing Allocation page.

This example illustrates the fields and controls on the Billing Discounts and Surcharges Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Billing Amount	Displays the billing amount defined on the Billing Allocation page.
Billing Discounts/Surcharges	Displays the sum of the discounts and surcharges for billing 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 Billing Discounts and Surcharges page).
Net Billing Amount	Displays the net billing amount of this contract line after subtracting the sum of all discounts and surcharges from the line's billing amount.

Field or Control	Description
Identifier	Select a discount or surcharges identifier for the contract line. The system populates the fields with the values that you define for the identifier (discount or surcharge).
Hdr Discount/Surch Allocated	The system selects this check box if the discount and surcharge was allocated from the header level discount or surcharge to this contract line on the Total Contract Billing 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 billing 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.
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:** You can edit this field if you choose to define the discount or surcharge by amount.
Apply At Renewal	Select to make this discount or surcharge applicable for future renewals. 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.*

Revenue Discounts and Surcharges Page

Use the Revenue Discounts and Surcharges page (CA_LN_RED_REV_PNL) to apply line level discounts and surcharges for revenue. Discounts for revenue may different from discounts applied for billing if the contract separates fixed billing and revenue. If the Separate Fixed Billing and Revenue check box is not selected on the contract, then this page is read only and amounts will match those used for billing.

Navigation:

Click the **Revenue Discounts/Surcharges** link in the Contract Line Pricing section of the Revenue Allocation page.

This example illustrates the fields and controls on the Revenue Discounts and Surcharges Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Revenue Amount	Displays the revenue amount defined on the Revenue Allocation page.
Revenue Discounts/Surcharges	Displays the sum of the discounts and surcharges for revenue 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 Revenue Discounts and Surcharges page).
Net Revenue	Displays the net revenue amount of this contract line after subtracting the sum of all discounts and surcharges for revenue from the line's revenue amount.
Identifier	Select a discount or surcharges identifier for the contract line. The system populates the fields with the values that you define for the identifier (discount or surcharge).
Hdr Discount/Surch Allocated	The system selects this check box if the discount and surcharge was allocated from the header level discount or surcharge to this contract line on the Total Contract Revenue Discounts and Surcharges page. This box is informational only.

Field or Control	Description
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 revenue 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.
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.
Apply At Renewal	Select to make this discount or surcharge applicable for future renewals. This field appears for renewable contract lines only. Contracts lines with discounts or surcharges assigned to consolidated renewal cycle cannot select this check box. **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.*

Billing Discounts/Surcharges Inquiry Page

Use the Billing Discounts/Surcharges Inquiry page (CA_LN_DISC_PG) to view discounts and surcharges that are associated with an individual line.

This page is available for amount based contract lines.

Navigation:

Click the **Discounts/Surcharges Summary** link on the Billing Amount Details tab of the Contract - Lines page.

This example illustrates the fields and controls on the Billing Discounts/Surcharges Inquiry Page. You can find definitions for the fields and controls later on this page.

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

Revenue Discounts/Surcharges Inquiry Page

Use the Revenue Discounts/Surcharges Inquiry page (CA_LN_REV_DISC_PNL) to view discounts and surcharges for revenue that are associated with an individual line. Discounts for revenue may different from discounts applied for billing if the contract separates fixed billing and revenue. If the Separate Fixed Billing and Revenue check box is not selected on the contract, then amounts will match those used for billing.

Navigation:

Click the **Discounts/Surcharges Summary** link on the Revenue Amount Details tab of the Contract - Lines page.

This example illustrates the fields and controls on the Revenue Discounts/Surcharges Inquiry Page. You can find definitions for the fields and controls later on this page.

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" topic.

Related Links

Understanding the Relationship Between PeopleSoft Contracts and PeopleSoft Project Costing

Using Special Payment Terms

This section discusses how to set up special payment terms and amend special payment terms.

Page Used for Using Special Payment Terms

Page Name	Definition Name	Usage
Special Payment Terms Page	CA_TERMS_PNL	Set up special payment terms by adding optional payment term details, such as bonus or penalty amounts and early out options, to the contract.

Special Payment Terms Page

Use the Special Payment Terms page (CA_TERMS_PNL) to set up special payment terms by adding optional payment term details, such as bonus or penalty amounts and early out options, to the contract.

Navigation:

Customer Contracts > **Create and Amend** > **Special Payment Terms**

This example illustrates the fields and controls on the Special Payment Terms page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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 days 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.

Field or Control	Description
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*.

Field or Control	Description
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.

Field or Control	Description
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 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

Field or Control	Description
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.

Field or Control	Description
Bonus Penalty Notes	Click to create an internal note about the bonus or penalty.

Computation Basis

Field or Control	Description
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.

Related Links
Understanding Contract Amendments

Chapter 13

Working with PeopleSoft Project Costing

Understanding the Relationship Between PeopleSoft Contracts and PeopleSoft Project Costing

You can associate PeopleSoft Contracts contract lines with projects and activities in PeopleSoft Project Costing. To bill 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 rate based 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 Expenses and PeopleSoft Accounts Payable.

This section discusses the steps to process activity for project-related contract lines:

1. Set up rates.

2. Set up tiered pricing (optional).

3. Set up rules and exceptions in PeopleSoft Project Costing for organizational sharing (optional).

   See "Understanding Accounting for Projects" (PeopleSoft Project Costing).

4. Assign projects and activities to contracts.

5. Assign billing limits and revenue limits (optional).

6. Price and process limits for Projects.

7. Update project progress.

8. Bill for Projects.

9. Recognize revenue for Projects.

Rate Setup

You charge customers a rate for the goods and 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. Revenue rate sets can be established if the contract separates billing and revenue.

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.

A single rate set or a single rate plan comprised of multiple rate sets can be assigned to a rate-based contract line. 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 bill rows based on the criteria defined in the rate set. A separate set of revenue rows are created if the contract separates billing and revenue.

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. If billing and revenue are not separated on the contract, then these same transaction rows are also used for revenue recognition when the As-Incurred revenue process is run. If the contract does separate billing and revenue, then the billing rows are only used for billing and the revenue rows are used for revenue recognition.

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

Related Links
"Understanding the Pricing Process" (PeopleSoft Project Costing)
"Defining Rate Set Categories, Rate Sets, and Rate Plans" (PeopleSoft Project Costing)

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 ChartfFields—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.

Related Links
"Defining Tiered Pricing" (PeopleSoft Project Costing)
Defining Tiered Pricing Templates

Project and Activity Assignment to Contracts

From the Related Projects page, link to an existing project/activity combination, or create a new project/ activity combination. 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 project/activity combinations. However, a specific project/activity combination can only be linked to one rate-based contract line. You are permitted to link a rate-based contract line to multiple projects as long as those projects are within the same PeopleSoft Project Costing business unit. However, you should use caution when doing this as it could impact your reporting of contract line limits by project. Assigning multiple activities to the same contract line, all with the same project is expected and would not impact your reporting of contract line limits by project.

You can link an amount-based or recurring contract line to only one project/activity combination. Different from rate-based lines, the same project/activity combination may be assigned to multiple contract lines.

Related Links
"Understanding Project-Related Control Data" (PeopleSoft Project Costing)

Project Pricing

The Pricing process (PC_PRICING) creates billing and revenue 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) and revenue rows(REV) are created. Revenue rows are created only if the contract separates billing and revenue.

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.

Related Links

"Understanding the Pricing Process" (PeopleSoft Project Costing)

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.

Related Links

The Project Progress Process

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).

Related Links

Understanding the Contracts Billing Process

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.

Related Links

Understanding Revenue Plan Processing
"Processing Transactions Using Accounting Rules" (PeopleSoft Project Costing)

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 "Government Contracts Overview" (PeopleSoft Contracts for Government Contracting) for additional information.

Page Used to Assign Projects and Activities to Contracts

Page Name	Definition Name	Usage
Related Projects Page	CA_DETAIL_PROJ	Review existing projects and activities and add new links to projects and activities for a contract line. Establish rates and view limit amounts.

Related Links

"Assigning Projects and Activities to a Contract Line" (PeopleSoft Contracts for Government Contracting)

Related Projects Page

Use the Related Projects page (CA_DETAIL_PROJ) to review existing projects and activities and to add new projects and activities to a contract line. You can also establish rates and view billing/revenue limit amounts on this page.

Navigation:

- **Customer Contracts** > **Determine Price and Terms** > **Contract Terms** > **Related Projects**

- Click the **Contract Terms** link on the Detail tab of the Contract - Lines page.

This example illustrates the fields and controls on the Related Projects Page. You can find definitions for the fields and controls later on this page.

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

Field or Control	Description
	Click to review details of the contract header.
Amendment Number	If the contract has been amended through amendment processing, the current amendment number appears.
Related Content	Click to click to view related information for the contract line.

Field or Control	Description
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 (PeopleSoft Project Costing 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. See Understanding Limits.
Billing Limit	Displays the billing limit entered on the Billing Allocation page for rate based contract lines. This field is available for Standard, Government and Federal Reimbursable contracts. Internal contracts are not subject to limit processing.

Field or Control	Description
Revenue Limit	Displays the revenue limit entered on the Revenue Allocation page for rate based contract lines. This field is available for Standard, Government and Federal Reimbursable contracts. **Note:** If the Separate As Incurred Billing and Revenue check box is selected on the contract then the revenue limit can be entered on the Revenue Allocation page. If the check box is not selected then the revenue limit is read only and matches the billing limit entered on the Billing Allocation page. **Note:** If Separate As Incurred Billing and Revenue is not selected on the contract, then the system validates the rate set/ rate plan being added to the contract line and does not allow a rate set with a Rate Definition type of *Revenue* to be added.
Perform Limit Checking	Starts the Limits process (CA_LIMITS) 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. The discount will apply to both billing and revenue if the contract does not separate as incurred billing and revenue. If the contract does separate as incurred billing and revenue, then the discount assigned applies to billing only and a discounted rate for revenue can be entered into the revenue rate set. If the revenue rate set uses a custom billing rate, billing rate by role, billing rate by employee or billing rate by job code as the basis for calculation, then a percentage could be entered into the rate amount field and revenue will calculate as a percentage of the billing rate. In this case, revenue is calculated as a percent (or a discount) applied to the billing rate. Alternatively, the discounted rate for revenue can be entered directly into the revenue rate set.
IPAC Payment Method	This field indicates the agreed upon payment method. Intra-governmental Payment and Collection (IPAC) is the preferred method. You can select from the three values, *Buyer IPAC*, *Seller IPAC*, and *Other*. **Note:** This field is visible only if the contract classification is Federal Reimbursable Agreement.
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.

Field or Control	Description
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.

Field or Control	Description
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.

Field or Control	*Description*
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 will dictate which 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.
	Note: Rate sets with a rate definition type of *Revenue* should not be used on contracts that manage billing and revenue as one amount. That is, revenue rate sets (or rate plans that include a revenue rate set) should not be used on contracts that do not separate as incurred billing and revenue. The system prevents contract specific revenue rate sets and rate plans from being added to a contract that does not separate billing and revenue. Similarly, the system provides a warning when a standard revenue rate set or rate plan is added to a contract that does not separate billing and revenue.

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.

Field or Control	*Description*
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.
Description (project)	Click to review and manage the details of this project.
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.
Description (activity)	Click to review and manage the details of this activity.
Source Type	For amount-based and recurring contract lines, enter a source type. **Note:** This field is not available for rate-based contract lines. However, you can enter the source type for a rate-based contract line with a value-based billing plan on the value-based billing plan line.

Field or Control	Description
Category	For amount-based and recurring contract lines, enter a category type. **Note:** This field is not available for rate-based contract lines. However, you can enter the category type for a rate-based contract line with a value-based billing plan on the value-based billing plan line.
SubCategory	For amount-based and recurring contract lines, enter a subcategory type. **Note:** This field is not available for rate-based contract lines. However, you can enter the subcategory for a rate-based contract line with a value-based billing plan on the value-based billing plan line.
Create Project	Click to create a new PeopleSoft Project Costing project.
Create Activity	Click to create a new PeopleSoft Project Costing activity. You must have already selected an existing project.
All Activities	Click to add all of a project's existing activities to the contract line. If the project has activities associated with other contract lines, you receive a message stating that only available activities will be added to the contract. This option is only available for rate-based contract lines.

Note: When adding projects to a contract line, the system provides a warning related to the separation of billing and revenue on the contract and the analysis groups assigned for revenue and forecast revenue on the project definition page. If the contract separates as incurred billing and revenue, then the analysis group for revenue should be PSRV2 and the analysis group for forecast revenue should be FREV2. If the contract does not separate as incurred billing and revenue, then the analysis group for revenue should be PSREV and the analysis group for forecast revenue should be FREV. If these conditions are not met, the system generates a warning.

Related Links
"Understanding the Pricing Process" (PeopleSoft Project Costing)

Defining Tiered Pricing

This section discusses how to set up transaction identifiers in PeopleSoft Project Costing, create tier templates to facilitate data entry (optional), define tiered pricing structures for contract lines, and run the Pricing Engine.

Pages Used to Define Tiered Pricing

Page Name	Definition Name	Usage
Transaction Identifiers Page	PC_TRANS_IDENTIFY	Create transaction identifiers for use on tiered pricing templates and definitions.
Tiered Pricing Template Page	PC_TIER_TEMPLATE	Create tier templates to facilitate date entry when defining tiered pricing for a rate-based contract line.
Tiered Pricing Definition Page	PC_TIER_DEFN	Specify a tiered pricing structure for a contract line.
Pricing Page	PC_PRICING	Reprice contract lines with tiered pricing structures.

Transaction Identifiers Page

See "Transaction Identifiers Page" (PeopleSoft Project Costing).

Tiered Pricing Template Page

See Defining Tiered Pricing Templates.

Tiered Pricing Definition Page

Use the Tiered Pricing Definition page (PC_TIER_DEFN) to specify a tiered pricing structure for a contract line.

Navigation:

Click the **Tiered Pricing** link on the Related Projects page.

This example illustrates the fields and controls on the Tiered Pricing Definition page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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

Field or Control	Description
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.

Field or Control	Description
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

Field or Control	Description
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.

Pricing Page

Use the Pricing Run Control page to reprice contract lines with tiered pricing structures.

Navigation:

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.

Field or Control	Description
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.

Related Links

"Understanding the Pricing Process" (PeopleSoft Project Costing)
"Running the Pricing Application Engine Process" (PeopleSoft Project Costing)

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, and specify billing options.

Pages Used to Process Project Progress

Page Name	Definition Name	Usage
Process Project Progress Page	RUN_CA_PCT_UPD	Run the Project Progress (percent complete update) process for one or more billing or revenue plans at the same time. This process updates the project progress of your percent-complete revenue and billing plans for amount-based contract lines.
Revenue Options Page	CA_REV_OPT_SEC	Specify revenue filters for the Project Process process.
Billing Options Page	CA_BILL_OPT_SEC	Specify billing filters for the Project Process process.

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.

Related Links

Understanding Revenue Plans
Understanding Billing in Contracts

Process Project Progress Page

Use the Process Project Progress page (RUN_CA_PCT_UPD) to 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.

Navigation:

Customer Contracts > **Update Contract Progress** > **Process Project Progress**

This example illustrates the fields and controls on the Process Project Progress page. You can find definitions for the fields and controls later on this page.

Program Name

Field or Control	Description
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

Field or Control	Description
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.

Field or Control	Description
Billing Options	Click to specify billing filters for the Project Progress process.

Revenue Options Page

Use the Revenue Options page (CA_REV_OPT_SEC) to specify revenue filters for the Project Process process.

Navigation:

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.

Field or Control	Description
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.

Billing Options Page

Use the Billing Options page (CA_BILL_OPT_SEC) to specify billing filters for the Project Process process.

Navigation:

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.

Field or Control	Description
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.

Field or Control	Description
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.

Related Links

Understanding Contract Amendments
Understanding Limits

Chapter 14

Setting Up 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.

Related Links
Defining Milestones
"Understanding Activities" (PeopleSoft Project Costing)

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:

Term	*Definition*
Milestone	Satisfied by the completion of another milestone. You associate this condition type with another milestone that you have defined in either PeopleSoft Contracts or PeopleSoft Project Costing.

Term	*Definition*
Date	Triggered when the system date reaches the date that you specified for this condition type.
User Initiated	Satisfied by a user manually updating the condition status from *Ready* to *Completed.*
	For example, you could use a user-initiated milestone condition for a service contract when billing cannot occur until a signed work order was received from the customer. The condition is an event that takes place outside of the system.
SQL (Structured Query Language)	Associate the milestone with a SQL statement (WHERE clause) that you wrote. SQL milestones enable you to create custom milestones specific to a business.

Important! SQL milestone conditions are an advanced option. Only persons with extensive knowledge of SQL should create SQL milestone conditions. It is advised that these conditions be reviewed by the manager of 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:

Term	*Definition*
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.

Term	Definition
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:

Term	Definition
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.*

Term	*Definition*
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 milestone status and milestone condition status, and the relationships between the two is shown
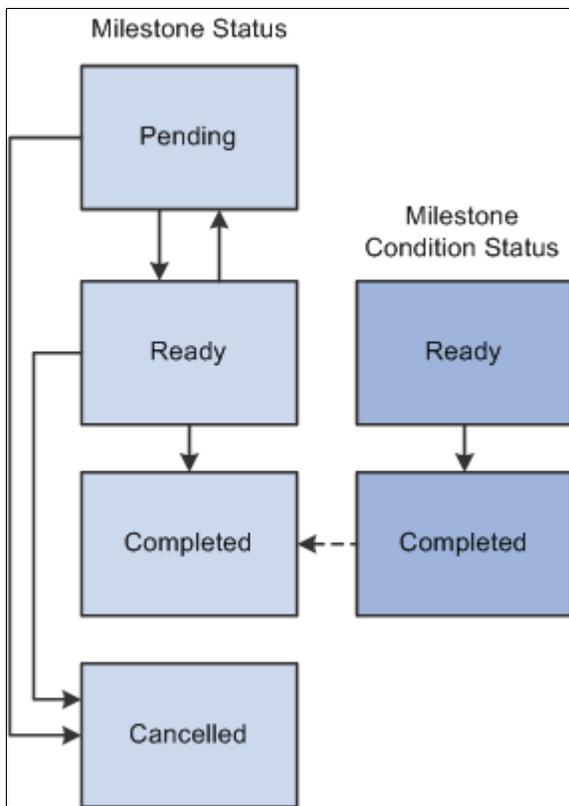
Auto-readying Milestones

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-readying 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 Section

Field or Control	Description
# of Req'd Conditions (number of required conditions)	Displays the number of conditions that must be met for the system to mark this milestone complete. Values are: *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.* --- **Warning!** It is possible that an activity may pass through the designated activity status. During the course of a day, a project administrator may assign the activity ID the status that you selected to trigger the milestone, and then later that day assign the activity ID a different status. PeopleSoft Contracts considers the milestone met when the triggering status is saved, even if it is changed later.
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.*

Field or Control	Description
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 or **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.*
Milestone Condition Type or **Type**	Displays the milestone condition type. Values include: *Date, Milestone, User Initiated,* and *SQL.*
Milestone Nbr (milestone number)	Displays a milestone number. Each time that a milestone template is added to a contract, the system assigns the milestone template a unique number. This enables you to create multiple contract milestones based on the same milestone template. This number has no bearing on the order in which the system processes milestones.
PC Business Unit (PeopleSoft Project Costing business unit)	Displays the PeopleSoft Project Costing business unit for the milestone to which you are linking. Necessary if you have a milestone condition type of *Milestone* and a milestone source of *Projects.*

Field or Control	Description
Project or **Activity ID**	Displays the project ID or activity ID for the milestone to which you are linking. You must select a PeopleSoft Project Costing business unit before you can select a project ID or activity ID. Necessary if you have a milestone condition type of *Milestone* and a milestone source of *Projects*. **Note:** Only activities designated in PeopleSoft Project Costing as milestone activities appear in the prompt list.

Setting Up Milestones

This section discusses how to define milestone classifications, set up generic milestone templates, set up generic milestone condition templates, set up contract milestones and establish contract-specific conditions, and reference milestones.

Pages Used to Set Up Milestones

Page Name	Definition Name	Usage
Milestone Classification Page	CA_MS_CLASS_PNL	Define milestone security by creating milestone classifications. A milestone classification is a set of permission lists. When you associate a milestone classification with a generic milestone, the ability to manage that milestone is limited to users who belong to one of the primary permission lists specified for the milestone classification.
Milestone Template Page	CA_MS_DEFN_PNL	Set up generic milestone templates. When you set up a contract, you can add contract-specific data to these generic milestone templates.
Milestone Conditions Template Page	CA_MS_COND_DEFN	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.

Page Name	Definition Name	Usage
Create Milestones Page	CA_MS_ENTRY	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.
Add Milestones Page	CA_MS_ENTRY_ADD_MS	Select a milestone template. Click the Add Milestone button on the Milestone page.
Billing Plan - Events Page	CA_BP_EVENTS	Link the contract-specific milestones that you defined to the billing plans.
Revenue Plan Page	CA_ACCTPLAN	Link the contract-specific milestones that you defined to the revenue plans. **Customer Contracts** > **Schedule and Process Revenue** > **Define Revenue Plan**

Related Links

Defining Milestones

Milestone Classification Page

Use the Milestone Classification page (CA_MS_CLASS_PNL) to 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.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **General Options** >**Setup Contract Milestone Class**

See Milestone Classification Page.

Milestone Template Page

Use the Milestone Template page (CA_MS_DEFN_PNL) to set up generic milestone templates.

When you set up a contract, you can add contract-specific data to these generic milestone templates.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **Templates** > **Milestone Templates** > **Milestone Template**

See <u>Milestone Template Page</u>.

Milestone Conditions Template Page

Use the Milestone Conditions Template page (CA_MS_COND_DEFN) to 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.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **Templates** > **Milestone Templates** > **Milestone Conditions Template**

See <u>Milestone Conditions Template Page</u>.

Create Milestones Page

Use the Create Milestones page (CA_MS_ENTRY) to 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.

Navigation:

Customer Contracts > **Create and Amend** > **Create Milestones** > **Milestones**

This example illustrates the fields and controls on the Create Milestones page. You can find definitions for the fields and controls later on this page.
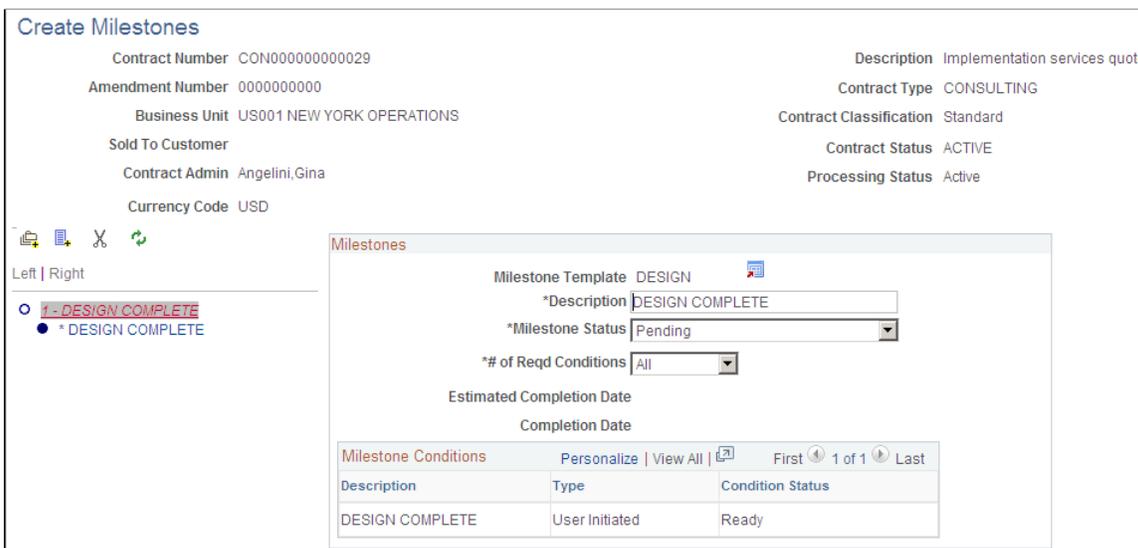
If milestones are already associated with the contract, when you access this page, the milestone tree and **Milestones** group box appear. If milestones are not associated with the contract, these items do not appear on the page. The Milestone page consists of several different functional areas, including:

- 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:

Field or Control	Description
	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.

Field or Control	Description
⟳	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.

Field or Control	Description
○	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:

This example illustrates the fields and controls on the Create Milestones page: Milestones group box. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Milestone Template	Displays the milestone template name. Change the milestone template by clicking the **Milestone Definition** button.
(Milestone Definition icon)	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.

Field or Control	Description
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:

This example illustrates the fields and controls on the Create Milestones page: Milestone Conditions group box. You can find definitions for the fields and controls later on this page.

Milestones

Milestone Template MS001
*Description MILESTONE
*Milestone Status Pending
*# of Reqd Conditions All
Estimated Completion Date
Completion Date

Field or Control	Description
Description	Condition description of the milestone template. Accept the default description or enter a contract-specific description.
Type	Select a milestone condition type of *Date, Milestone, SQL,* or *User Initiated.*
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.

Field or Control	*Description*
Milestone Source	Select the milestone source for milestones with a condition type of *Milestone.* Values include: *Contracts:* Milestone condition is associated with a milestone that you defined in PeopleSoft Contracts. When selecting *Contracts,* you must complete the **Prerequisite Milestone** and **Days Lag** fields. *Projects:* Milestone condition is associated with a milestone that you defined in PeopleSoft Project Costing. When you select *Projects,* you must complete the **Days Lag, PC Business Unit, Project ID, Activity ID,** and **Activity Status** fields.
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.

Related Links
Defining Milestones

Billing Plan - Events Page

Use the Billing Plan - Events page (CA_BP_EVENTS) to link the contract-specific milestones that you defined to the billing plans.

Navigation:

Customer Contracts > **Schedule and Process Billing** > **Define Billing Plan** > **Events**

or

Use the Revenue Plan page (CA_ACCTPLAN) to link the contract-specific milestones that you defined to the revenue plans.

Navigation:

Customer Contracts > **Schedule and Process Revenue** > **Define Revenue Plan**

See Billing Plan - Events Page.

See Revenue Plan Page.

Maintaining Milestones

This section discusses how to maintain milestones and update milestones.

Pages Used to Maintain Milestones

Page Name	Definition Name	Usage
Update Milestone Condition Status Page	CA_MS_MANAGE_COND	Manage and maintain user-initiated milestone conditions. The Milestone Application Engine processes the other milestone condition types *(Date, Milestone,* and *SQL)*. You can manage only those milestones for which you have security access based on the milestone's classification.
Update Milestone Page	CA_MS_MNG_CND_SEC	Review and update the milestone conditions established for the user-initiated milestones.

Update Milestone Condition Status Page

Use the Update Milestone Condition Status page (CA_MS_MANAGE_COND) to manage and maintain user-initiated milestone conditions.

The Milestone Application Engine processes the other milestone condition types (Date, Milestone, and SQL). You can manage only those milestones for which you have security access based on the milestone's classification.

Navigation:

Customer Contracts > **Update Contract Progress** > **Update Milestone Cond. Status**

This example illustrates the fields and controls on the Update Milestone Condition Status page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
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.

Field or Control	Description
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.

Update Milestone Page

Access the Update Milestone page (click the **Conditions** link on the Update Milestones Condition Status page).

This example illustrates the fields and controls on the Update Milestone page. You can find definitions for the fields and controls later on this page.

Update Milestone											
	Contract	CONP002				Business Unit	US001				
	Sold To Customer	1001		Apex Systems							
	Region Code										
	Milestone Nbr	1									
	Milestone Template	DATE1		DATE TYPE MILESTONE							
	# of Reqd Conditions	ALL									

Milestone Conditions   Personalize | Find | View All | 📷 | 🖩   First ◀ 1 of 1 ▶ Last

Description	Milestone Condition Type	*Milestone Condition Status	Est Comp	Completion Date	Milestone Source	Days Lag	Pre-requisite Milestone	PC Business Unit	Project	Activity Status
DATE TYPE MS	Date	Ready		11/30/2003	CA					

Milestone Conditions

Field or Control	Description
Milestone Condition Status	Select the milestone condition status. Values are: *Ready* or *Completed.*

Field or Control	Description
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

Page Name	Definition Name	Usage
Process Milestones Page	RUN_CA_MSTONE	Update milestone condition statuses from *Ready* to *Completed* for *Milestone, Date,* and *SQL* type conditions meeting the parameter criteria that you specify. This process also updates milestone statuses based on their conditions.

Process Milestones Page

Use the Process Milestones page (RUN_CA_MSTONE) to update milestone condition statuses from Ready to Completed for Milestone, Date, and SQL type conditions meeting the parameter criteria that you specify.

This process also updates milestone statuses based on their conditions.

Navigation:

Customer Contracts > **Update Contract Progress** > **Process Milestones**

This example illustrates the fields and controls on the Process Milestones page. You can find definitions for the fields and controls later on this 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 and review details of project milestones attached to contract billing or revenue plans.

Pages Used to Review Project Milestones

Page Name	Definition Name	Usage
Project Milestones Page	CA_PROJ_MLS	Search and view project milestones with an activity status of *Milestone* meeting selected search criteria. From this page you can navigate to details of contracts tied to the project milestone.
Impacted Contracts Details Page	CA_PROJ_MLS_IMP	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.

Project Milestones Page

Use the Project Milestones page (CA_PROJ_MLS) to search and view project milestones with an activity status of Milestone meeting selected search criteria.

From this page you can navigate to details of contracts tied to the project milestone.

Navigation:

Project Costing > **Project Definitions** > **Project Milestones**

This example illustrates the fields and controls on the Project Milestones page. You can find definitions for the fields and controls later on this page.

To filter search results, enter values in the fields in the **Search Criteria** group box. If you leave all fields blank, the search returns all project milestones within the system.

Search Criteria

Field or Control	Description
Show Contract Impact Only	Select to return search results for project milestones attached to contract billing plans, revenue, plans, or contract milestones only.

Milestones

Field or Control	Description
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.*

Field or Control	Description
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.

Impacted Contracts Details Page

Use the Impacted Contracts Details page (CA_PROJ_MLS_IMP) to 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.

Navigation:

Click *Yes* on the Project Milestones page.

This example illustrates the fields and controls on the Impacted Contracts Details page. You can find definitions for the fields and controls later on this 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

Field or Control	Description
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

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 topic.

At the system level, you:

- Select the revenue recognition method or contract liability 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:

- Identify if revenue is separately managed from billing.

- Enter the total revenue amount for the contract.

- Allocate the total revenue amount across contract lines.

- For each contract line, verify the distribution ChartFields—revenue, contract liability, and the contract asset 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.

Related Links
Understanding Contracts
Understanding Accounting Distributions
Understanding Pricing Contracts
Understanding Revenue Plan Processing

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 revenue amounts. The percentage or amount reflects how much of the contract line's revenue 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 revenue amount that is recognized for each event is based on the sum of revenue amounts of all contract lines associated with that revenue plan. The revenue amount will be same as the billing amount if billing and revenue are not separated on the contract.

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.

Related Links
Defining Revenue Plans
Defining Revenue and Billing Plan Templates

Revenue Recognition Event Types

The event type that you select determines which of the fields in the **Events** group box on the Revenue Plan page are relevant to the event. This table discusses the event types that you can select and the fields that are relevant to them:

Event Type	*Event Type Definition*	*Associated Fields for the Event Type*
Milestone (Contracts)	Select an event type of *Milestone* and a milestone origin of *Contracts* (PeopleSoft Contracts) to associate the revenue recognition event with a milestone that you have defined in PeopleSoft Contracts.	**Event Status MS Orig** (milestone origin, also referred to as milestone source), **Milestone Nbr** (milestone number), **Milestone Status, Description, Notes, Percentage Amount**

Event Type	Event Type Definition	Associated Fields for the Event Type
Milestone (Project Costing)	Select an event type of *Milestone* and a milestone origin of *Projects* (PeopleSoft Project Costing), to associate the revenue recognition event with a milestone that you have defined in PeopleSoft Project Costing.	**Event Status, MS Orig** (milestone origin, also referred to as milestone source), **Notes, Project, Percentage, Amount**
Date	Select an event type of *Date* to associate the revenue recognition event with a specific calendar date.	**Event Status, Date, Notes, Percentage, Amount**

The criteria for a revenue plan event to be valid for booking is based on the event type that you select.

Events tied to *Milestone* event types are valid for booking when all of the following items are true:

- The revenue plan has a *Ready* status.

- The event has an event status of *Ready.*

- The milestone is complete.

  The way in which the system evaluates that a milestone is complete varies by the milestone origin, either PeopleSoft Contracts or PeopleSoft Project Costing.

- You have defined a percentage for the milestone event.

Events tied to a *Date* event type are valid for booking when all of the following items are true:

- The revenue plan has a *Ready* status.

- The event has an event status of *Ready.*

- The revenue recognition date qualifies for the date selection criteria in the Amount-based Revenue process.

Revenue Recognition Methods

Revenue recognition methods define the criteria that must be met before revenue can be recognized. In PeopleSoft Contracts, you specify revenue recognition methods for products on the Product Definition component. The associated revenue recognition method appears when you select a product onto the contract line. In your PeopleSoft Contracts business unit setup, you define your revenue management options to enable or disable a revenue recognition method override. If you selected the override check box during setup, the revenue recognition method from the product appears by default onto the contract line. You can change the method when linking the contract line to a revenue plan. You must assign contract lines to revenue plans that share the same revenue recognition method. You can assign multiple contract lines with same revenue recognition method to a single revenue plan.

PeopleSoft Contracts supports four methods of revenue recognition: *As-incurred, Apportionment, Percent Complete,* and *Milestone.* An additional method is *Billing Manages Revenue.* You never associate the

Billing Manages Revenue method with a plan because it indicates that PeopleSoft Billing, and not PeopleSoft Contracts, manages the revenue.

Term	*Definition*
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*.

Term	Definition
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. See "Schedules Page" (Application Fundamentals).

Term	Definition
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.

Term	Definition
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. **Note:** This method is not available if the Separate Fixed Billing and Revenue check box is selected on the contract.

This table discusses each available revenue recognition method:

	As Incurred	Percentage of Completion	Milestone	Apportionment
Basis (how to recognize revenue)	As-needed (can be scheduled).	Event-based (percent revised over time).	Event-based (percent or amount defined for each event).	Schedule-based (start and end dates known).
Amount	Rate-based (amount is based on transactions).	Fixed (amount defined in contract).	Fixed (amount defined in contract).	Fixed (amount defined in contract).
Business examples	Time & Material Consulting	Fixed-Price Consulting	Product or Fixed-Price Consulting	Maintenance on a product.

Associating a Product with a Revenue Recognition Method

When you define a product, you associate that product with a revenue recognition method. The revenue recognition method that you associate with the product depends upon the price type of the product. This table lists the four product pricing types that PeopleSoft Contracts supports:

Price Type	Description	Available Revenue Recognition Methods
Amount	Used for products that have a fixed price.	Apportionment Percent Complete Milestone Billing Manages Revenue

Price Type	Description	Available Revenue Recognition Methods
Percentage	Used for products that are priced as a percent of one or more contract lines. For example, technical support is often priced as a percentage of the license price for the products being licensed under the contract.	Apportionment Percent Complete Milestone Billing Manages Revenue
Rate	Used for products, such as services, that have a rate-based pricing structure, such as $400 per hour worked. The actual monetary amount is not known until the hours have been worked and reported.	As Incurred
Recurring	Used for products that have a recurring pricing structure where a start date and schedule are defined.	Billing Manages Revenue

Changing Revenue Recognition Methods

If, on the Contracts Definition - 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 a *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:

Term	*Definition*
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.

Term	Definition
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 revenue amount associated with the revenue plan is amended, and the new revenue 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.

Term	Definition
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. **Note:** For As-incurred revenue plans, the system allows you to change the status back to *In Progress* even though the status was manually set to *Completed*.
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*.

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 set the revenue plan to a status of *Action Required* if a contract line amendment is processed or an event is reversed. The system also places the plan on hold. You must review the event inserted by the amendment or reversal process and reallocate the plan to account for the amendment or reversal. Once you have reviewed the revenue plan and made any necessary changes, click the **Reviewed** button to rebuild the revenue schedule and to signify to the system that the plan is ready to continue with processing. The system changes the status from *Action Required* to *In Progress.*

Note: When you create an amendment for a revenue plan that has a status of *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.*

Note: For As-incurred revenue plans, the system allows you to change the status back to *In Progress* even though the status was manually set to *Completed*.

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:

The flow between revenue plan status values is depicted
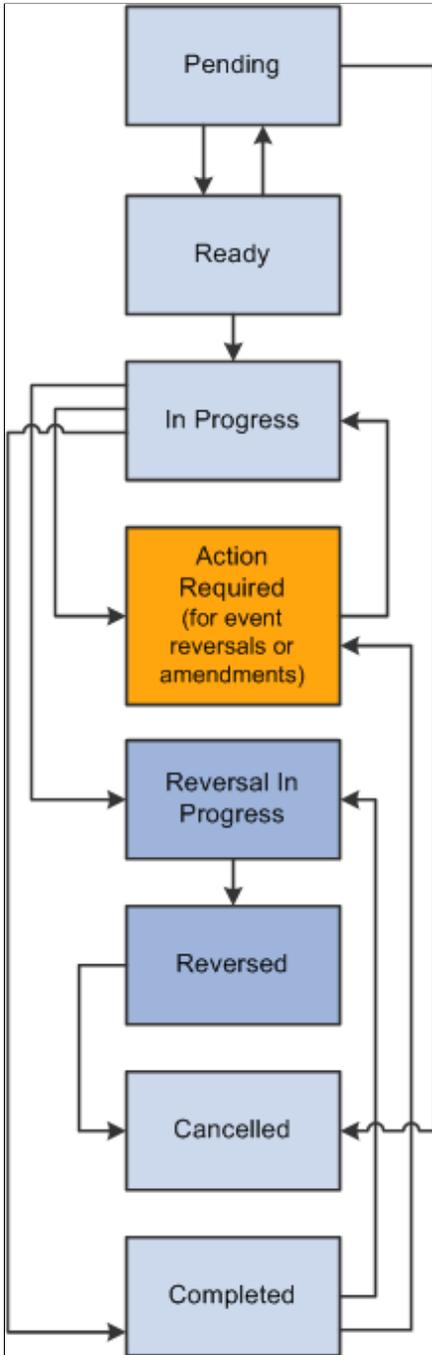
Understanding Revenue Plan Event Status

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:

Term	Definition
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:

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This diagram depicts the flow between revenue event status values
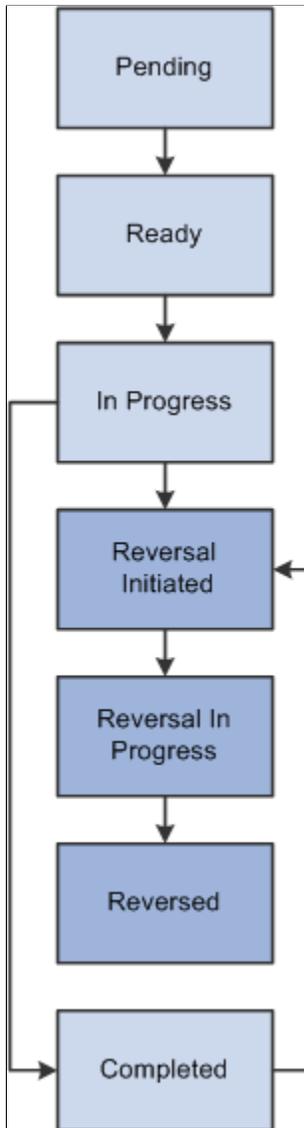
Revenue Plan Assignment Rules

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 the Separate Fixed Billing and Revenue check box is selected on the contract then Billing Manages Revenue method is not available for assigning to the contract lines.

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.

Related Links
Assigning Contract Lines to Revenue Plans

Preview Revenue Page

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.

Related Links
Previewing Revenue

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 and use PeopleSoft Project Costing milestones as revenue plan events.

Pages Used to Define Revenue Plans

Page Name	Definition Name	Usage
Revenue Plan Page	CA_ACCTPLAN	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.
Revenue Plan Event Note	CA_AP_EVENTS_NOTE	Create internal notes that you can associate with a revenue plan event. Click **Event Note** on the Revenue Plan page.
Project Information for Events Page	CA_AP_PROJ_SP	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 *Projects*.

Common Elements Used in This Section

Field or Control	Description
Accounting Date	Displays the date on which you recognize revenue for an event.
Contract	Displays the contract number for the revenue plans. If you created the revenue plan from the Assign Revenue Plan page, the system assigns the revenue plan to the assigned contract line's contract number.
Event	Displays a number unique to each event that is assigned sequentially by the system.
Internal Notes	Click to create notes to associate with this event.
Revenue Plan	Displays a unique identifier for each revenue plan.
Plan Status	*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.

Revenue Plan Page

Use the Revenue Plan page (CA_ACCTPLAN) to define a revenue plan for contract lines in which revenue is managed by PeopleSoft Contracts.

Navigation:

Customer Contracts >**Schedule and Process Revenue** >**Define Revenue Plan** >**Revenue Plan**

This example illustrates the fields and controls on the Revenue Plan page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
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.*

Field or Control	Description
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.
Actions	Click and select related action from the respective folder shown in the related action widget pop-up menu. Options are: • Processes • Review As Incurred Journal Accounting Lines • Fixed fee Journal Accounting Lines • Revenue Events Status Chart **Note:** Related action widget will be available when the Revenue Plan Status is *Ready*. Based on the revenue method related actions available in the related action widget will vary. Revenue Events Status Chart will be available only for *Milestone* and *Apportionment* revenue methods.

Below is the list of related actions that are accessed using the related action widget for Process option. Each related action when selected opens in a new window.

Related Action Widget	Components
Process	• Process As Incurred Revenue • Process Fixed Fee Revenue • Process Contract Liability • Generate Journals • Retrieve GL Updates
Revenue Events Status Chart	Pivot Grid Drill down
Pivot Grid Detail View	Review Journal Accounting Lines

Note: Based on the revenue method the related actions available in the related action widget will vary.

Define Events By

The fields that appear in this section vary depending on the revenue recognition method.

Field or Control	Description
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.

Field or Control	Description
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.

Field or Control	Description
Total Amount	Displays the total revenue 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.

Field or Control	Description
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.

Field or Control	Description
Start Date	Enter the start date for your apportionment schedule. If you have assigned only one contract line to the revenue plan, the system populates this field with the contract line's start date.
End Date	Enter the end date for your apportionment schedule. The period between the start and end dates is the period in which you are spreading your revenue. If you have assigned only one contract line to the revenue plan, the system populates this field with the contract line's end date.
Number of Periods	Enter the number of periods for your apportionment schedule.
Schedule ID	Determines how often to recognize revenue. Generates the from 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.

Field or Control	Description
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

Field or Control	*Description*
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.

Field or Control	Description
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.

Field or Control	Description
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.

Field or Control	Description
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.

Field or Control	*Description*

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.

Field or Control	Description

Amount	If you chose to define events by amount, enter the specific amount for this event. If you defined events by percent, this value equals the total amount multiplied by the value entered in the **Percentage** field. This field is not available for *As-incurred* revenue plans.
	
	• For milestone revenue plans, if you chose to define events by amount, enter the specific amount for this event.
	
	  If you defined events by percent, this value equals the gross amount multiplied by the value entered in the **Percentage** field.
	
	• For apportionment revenue plans, this field displays the revenue amount to be booked by this event.
	
	  If this event was generated with an apportionment parameters method of *Amount,* you can edit this value. When you update this field, the system recalculates the values for this account plan in the **Remaining Percent** and **Remaining Amount** fields. If this event was generated with an apportionment parameters method of *Percent,* you cannot edit this value.
	
	• For percent complete revenue plans, this field displays the revenue amount to be booked by this event.

Amendment Amt	Displays the sum total of any amendments that impact the revenue plan. The system prorates the amount over the events that have occurred.
Incremental % Complete	This field is only updated once revenue for an existing row has been booked. For example: If event 1 is 50% and event 2 is 75%, then 50% and 25% (75–50 is the increment for event 2) appear in this column. This field is for *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.

Related Links
Defining Revenue Plans

Project Information for Events Page

Use the Project Information for Event page (CA_AP_PROJ_SP) to 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 Projects.

Navigation:

Click **Project Info** on the Revenue Plan page.

Related Links
Project Information for Event Page

Assigning Contract Lines to Revenue Plans

This section discusses how to assign contract lines to revenue plans.

Page Used to Assign Contract Lines to Revenue Plans

Page Name	Definition Name	Usage
Assign Revenue Plan Page	CA_AP_LINK	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.

Assign Revenue Plan Page

Use the Assign Revenue Plan page (CA_AP_LINK) to 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.

Navigation:

Customer Contracts > **Schedule and Process Revenue** > **Assign Revenue Plan**

This example illustrates the fields and controls on the Assign Revenue Plan Page. You can find definitions for the fields and controls later on this page.

Contract Lines to be Assigned/Unassigned

Field or Control	Description
Check box(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.
Revenue Amount	Displays the revenue amount for each line. This system takes this value from the line's revenue amount that you allocated on the Revenue Allocation page. The Revenue Allocation page is editable if billing and revenue are separate on the contract. If billing and revenue are not separated on the contract then the revenue allocation page is read only and amounts match those used for billing.
Price Type	Displays the price type for the contract line. Values include: *Amount, Percent, Rate,* and *Recurring.*

Field or Control	Description
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: *Percent Complete, Apportionment, As Incurred, Billing Manages Revenue,* and *Milestone.* **Note:** If the Separate Fixed Billing and Revenue check box is selected on the contract, then the revenue method of Billing Manages Revenue will not be available. The Billing Manages Revenue, revenue recognition method is not applicable on contracts that separate fixed billing and revenue. If the product has a default revenue recognition method of Billing Manages Revenue and the Separate Fixed Billing and Revenue check box is selected on the contract then the default revenue recognition method is not assigned to the contract line.
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

Field or Control	Description
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.

Field or Control	Description
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.

Field or Control	Description
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.*

Related Links
Revenue Plan Assignment Rules

Previewing Revenue

This section discusses how to preview revenue plans.

Page Used to Preview Revenue

Page Name	Definition Name	Usage
Preview Revenue Page	CA_PREVIEW_REVENUE	Preview revenue recognition amounts for amount-based plans before revenue is processed. This page is display-only.

Preview Revenue Page

Use the Preview Revenue page (CA_PREVIEW_REVENUE) to preview revenue recognition amounts for amount-based plans before revenue is processed.

This page is display-only.

Navigation:

- **Customer Contracts** > **Schedule and Process Revenue** > **Preview Revenue**

- Click **Preview Revenue** on the Revenue Plan page.

This example illustrates the fields and controls on the Preview Revenue page. You can find definitions for the fields and controls later on this page.

Criteria

Field or Control	Description
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.

Field or Control	Description
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.

This example illustrates the fields and controls on the Preview Revenue page: Distribution tab (1 of 2). You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Preview Revenue page: Distribution tab (2 of 2). You can find definitions for the fields and controls later on this page.

View accounting distribution details for events on this revenue plan.

Related Links

Preview Revenue Page

Chapter 16

Processing Revenue Recognition

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 contract liability, amount-based revenue, and rate-based revenue (Accounting Rules Engine) processes, the system places entries in the historical accounting tables and in either the CA_ACCTG_LINE or CA_ACCTG_LN_PC tables to be sent to PeopleSoft General Ledger. PeopleSoft Contracts uses two accounting entry tables because the data from PeopleSoft Project Costing is formatted differently than the data from PeopleSoft Contracts. This table shows which Application Engine process to use for each price type:

Price Type	Revenue Method	Revenue Application Engine Process	Revenue Source System
Amount	Percent Complete Apportionment Milestone	CA_LOAD_GL1 (Amount-based Revenue process)	PeopleSoft Contracts for amount-based revenue.
Percent	Percent Complete Apportionment Milestone	CA_LOAD_GL1 (Amount-based Revenue process)	PeopleSoft Contracts for amount-based revenue.
Rate	As-Incurred	PSA_ACCTGGL (Accounting Rules Engine - rate-based revenue process)	PeopleSoft Project Costing for rate-based revenue.
Recurring	Billing Manages Revenue	Not applicable	PeopleSoft Billing for recurring revenue.

After you have run these Application Engine processes, you must run the Journal Generator process to load these accounting entries into PeopleSoft General Ledger.

This section discusses:

- The Contract Liability 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 Contract Liability Process (CA_LOAD_DEF)

If you select the contract liability option for any amount-based contract lines on your contract, you must run the Contract Liability process (CA_LOAD_DEF) to book contract liability and the offsetting contract asset for fixed-amount contract lines when PeopleSoft Contracts is managing revenue. The process picks up the CA_DETAIL revenue amounts for active contracts and creates rows in the CA_ACCTG_LINE table debiting contract asset and crediting contract liability. The revenue amount on the contract line may differ from the billing amount on the contract line if the contract separates billing and revenue on fixed amount contract lines. If not separated, then the revenue amount will equal the billing amount. You can control which contract lines (CA_DETAIL) are picked up by specifying the contract liability accounting date on the contract lines and then defining the accounting date range to be picked up on the process run control page.

The Contract Liability 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 contract liability is done using the same exchange rate that the Contract Liability process used to initially populate the contract liability.

At this point, the program writes the currency-converted data to the CA_ACCTG_LINE table, and sets the contract liability 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 contract asset or contract liability.

  You initially establish the contract liability option when setting up your contract product groups. You can override the product group contract liability option on the contract line if you selected the **contract liability 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 contract liability (DFR) or contract asset row depending upon whether or not you are using contract liability.

- 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 contract liability is enabled, the process uses the historical exchange rate used for the original contract liability 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 PSCST analysis group. For processing revenue, the rows must be included in the PSREV analysis group if the contract does not separate as incurred billing and revenue or the PSRV2 analysis group if the contract does separate billing and revenue.

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 contract asset.

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).

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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).

Rate-based contract lines selected to hold revenue on unpaid cost have additional validation before costs are sent to the General Ledger application for revenue. At run time, voucher costs from Accounts Payable and costs from Expenses are evaluated to determine if payment has been made. If payment has been made, the costs are included in the Contracts Revenue Process. If payment has not been made, then the costs are not sent to General Ledger until they have been paid.

See Updating Hold Billing and Revenue on Unpaid Cost Options, Understanding the Contracts Billing Process, Defining Contract Lines, Defining Contract Billing Options, Understanding the Contracts Billing Process, "Setting Up Application-Specific Installation Options" (Application Fundamentals), "Adding General Customer Information" (PeopleSoft Order to Cash Common Information).

Related Links
"Understanding Accounting for Projects" (PeopleSoft Project Costing)

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.

Related Links
Project Progress
Processing Project Progress

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 contract liability.

- 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 contract liability.

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.

See "Understanding Optimal General Ledger Performance" (PeopleSoft General Ledger).

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).

Related Links
"Understanding Journal Generator" (Application Fundamentals)

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 contract liability, 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 *PeopleTools: 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 Contract Liability

This section lists prerequisites and discusses how to process contract liability.

Page Used to Process Contract Liability

Page Name	Definition Name	Usage
Process Contract Liability Page	RUN_CA_LOAD_DFR	Run this process to book contract liability 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 contract asset and crediting contract liability.

Prerequisites

You must have selected the *Contract Liability* option on the contract line. Only contract lines populated with a contract liability accounting date within the run control *From/Through Date* range are picked up by this process.

Process Contract Liability Page

Use the Process Contract Liability page (RUN_CA_LOAD_DFR) to book contract liability for amount-based contract lines when PeopleSoft Contracts is managing revenue.

The process picks up the CA_DETAIL revenue amounts for active contract lines on active contracts, and creates rows in the CA_ACCTG_LINE table debiting contract asset and crediting contract liability. The process uses the revenue amount on the contract line when creating the accounting entries. This amount may be different from the billing amount on the contract line if the contract separates fixed billing and revenue.

Navigation:

Customer Contracts > **Schedule and Process Revenue** > **Process Contract Liability**

The tables updated by this process include: CA_AP_DFR, CA_AP_UAR, and CA_ACCTG_LINE.

This example illustrates the fields and controls on the Process Contract Liability page. You can find definitions for the fields and controls later on this page.

Process Contract Liability

Run Control ID 0001	Report Manager Process Monitor [Run]

Program Name

Program Name   CA_LOAD_DEF   Process Frequency Always ▼

Contract Options

Business Unit	US001 🔍	US001 NEW YORK OPERATIONS
Contract Type	🔍	
Contract Class	▼	
Sold To	🔍	
Contract	CON000000000170 🔍	

Revenue Options

Revenue Profile	🔍
From Date	07/27/2020 📅
Through Date	07/27/2020 📅

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

Field or Control	Description
From Date and **Through Date**	The system picks up all active amount-based contract lines in active contracts with contract liability accounting dates on or within the range that you specify for the from and through dates. You specify the contract liability accounting date for contract lines on the Contract - Lines page: Contract Liability 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 contract liability processing step by selecting the **Process Contract Liability** check box on the Amount-based Revenue run control page. Selecting this check box enables the system to automatically run the Contract Liability process prior to running the Amount-based Revenue process.

Processing Amount-based Revenue

This section discusses how to run the Amount-based Revenue process.

Page Used to Process Amount-based Revenue

Page Name	Definition Name	Usage
Process Fixed Amount Revenue Page	RUN_CA_LOADGL	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_DISTRIB_STATUS for lines that it writes to the CA_ACCTG_LINE table to *G* (generated).

Process Fixed Amount Revenue Page

Use the Process Fixed Amount Revenue page (RUN_CA_LOADGL) to 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_DISTRIB_STATUS for lines that it writes to the CA_ACCTG_LINE table to G (generated).

Navigation:

Customer Contracts > **Schedule and Process Revenue** > **Process Fixed Amount Revenue**

The tables updated by this process include: CA_AP_DST, CA_AP_DFR, CA_AP_UAR, CA_ACCTG_LINE, and CA_AP_EVENT.

This example illustrates the fields and controls on the Process Fixed Amount Revenue Page. You can find definitions for the fields and controls later on this page.

Note: Before you run the Amount-based Revenue process, you must run the Contract Liability process if you selected the contract liability 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 Contract Liability** 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

Field or Control	Description
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

Field or Control	Description
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 Contract Liability	Select this check box to set up the system to automatically run the Contract Liability 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

This section discusses how to run the Rate-based Revenue process.

Page Used to Process Rate-based Revenue

Page Name	Definition Name	Usage
Process Project Accounting Page	RUN_PSA_ACCTGGL	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).

Process Project Accounting Page

Use the Process Project Accounting page (RUN_PSA_ACCTGGL) 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).

Navigation:

Customer Contracts > **Schedule and Process Revenue** > **Process As Incurred Revenue**

See "Processing Transactions Using Accounting Rules" (PeopleSoft Project Costing).

Updating Revenue Recognition Statuses

This section discusses how to update the GL.

Page Used to Update Revenue Recognition Statuses

Page Name	Definition Name	Usage
Retrieve General Ledger Updates Page	RUN_CA_LOAD_UPD	Update the general ledger.

Retrieve General Ledger Updates Page

Use the Retrieve GL Updates page (RUN_CA_LOAD_UPD) to Update the general ledger.

Navigation:

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 PROJ_RESOURCE to *D.* This process also updates *Reversal In Progress* events to *Reversed.*

Chapter 17

Managing Revenue Recognition

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 record 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 creating a contract you identify whether billing and revenue are managed separately or as one amount. If revenue and billing are managed separately on the contract, then the contract line level revenue amounts and revenue limits are entered separately from billing. If revenue and billing are not separated on the contract then contract line amounts and limits for revenue are read only and match billing. Under both selections (separating billing and revenue and not separating billing and revenue) revenue plans are assigned allowing for different timings for billing and revenue recognition. The difference being whether the contract line amounts and limits for revenue are separately identified from billing or match billing.

For more information see Defining General Contract Information

See Updating Billing and Revenue Separation Identifiers

When describing actions to manage revenue in PeopleSoft Contracts documentation, the reference is to actions after adding a contract, allocating prices to contract lines, and contract activation. Managing revenue includes setting up and readying your revenue plans and revenue plan events, and then managing these revenue plans and events to record revenue using 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.

- Allocating 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* documentation.

Related Links

"Understanding Revenue and Billing Management for Government Contracts" (PeopleSoft Contracts for Government Contracting)
Understanding Accounting Distributions
"Understanding Accounting for Projects" (PeopleSoft Project Costing)
Understanding Revenue Plans

Prerequisites

Before you can begin to manage revenue, you need:

- A contract with an *Active* processing status.

- A contract line with an *Active* status 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 Amount 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:

Revenue Management Action	Revenue Recognition Method	Page Name
Put the entire revenue plan on hold to freeze revenue recognition for all events within that revenue plan.	All	Revenue Plan
Change a revenue plan event status to *Ready* to enable revenue recognition for that event.	All	Review Revenue - Events
Change the accounting distribution of an amount-based contract line for future revenue entries.	Apportionment Milestone Percent Complete	Accounting Distribution
Change the accounting distribution of a rate-based contract line for future revenue entries.	As-Incurred	Accounting Rules
Reverse revenue already recognized for a revenue plan.	Apportionment Milestone Percent Complete	Review Revenue - Plans
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

Revenue Management Action	Revenue Recognition Method	Page Name
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 contract liability and contract asset 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 contract liability and contract asset 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 contract asset 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 contract asset on the Accounting Distribution page.

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. You can adjust billing on the Amendment Billing Allocation page and revenue on the Amendment Revenue Allocation page. This page is editable when the contract separates revenue and billing. If the contract does not separate billing and revenue then amounts equal those used for billing and are not editable. When cancelling an amount-based contract line, you can select the Reverse Amounts on the Amendment Billing Allocation page. 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 Billing and Revenue** option, then for cancelled contract lines, the system adjusts billing and revenue for future events only.

Related Links
Working with Amendments

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:

Revenue Plan Status	*Changes*
Pending	The first stage for the revenue plan. You can make any changes.
Ready	The system has validated all components of the plan, and most fields are unavailable for entry. However, you can reset the status to *Pending* and make changes.
In progress	One or more events has processed (a portion of revenue has been recognized). All fields are unavailable for entry. You cannot change any events that are *In Progress* or *Completed*. You can modify *Pending,* and *Ready* events, and you can add events.
Completed	All events, if they exist, have been completed (all revenue has been recognized). You cannot make any changes. You can only reverse the revenue of the plan, which sets the status to *Reversed*.
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, and inquire about rate-based accounting journal entries.

Pages Used to Review Revenue

Page Name	Definition Name	Usage
Review Revenue - Plans Page	CA_AP_MANAGE1	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.*
Review Revenue - Events Page	CA_AP_MGMT_EVENTS	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.
Review Revenue - As Incurred Page	CA_AP_DTL_ASIN	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.
Review Product Sales Page	CA_RVW_PRD_SLS_PNL	Review billing and revenue pricing details for products sold across the organization. Used to help identify a product's standalone sales price.
Load Current Revenue Price Page	RUN_CA_LD_CUR_REV	Use this process to populate the Review Product Sales page.
Fixed Amount Revenue History Page	CA_AP_EVENT_DTL	Review details for revenue, contract liability, and contract asset for PeopleSoft Contracts fixed-amount accounting activities recorded in GL.
Fixed Amount Accounting Lines Page	CA_ACCT_LINE_JRNL	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.

Page Name	Definition Name	Usage
As Incurred Accounting Lines Page	CA_ACCT_RATE_JRNL	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.
Fixed Amount Accounting Distributions Page	CA_RECON_FF_DIST	Review the accounting distribution on amount based contract lines.
Compare Fixed Billing To Fixed Revenue Page	CA_RECON_FF_SUM	Compare fixed billing and fixed revenue values for contracts.

Related Links

Understanding Revenue Plans

Understanding Revenue Review

Use the Review Revenue - Plans, Review Revenue - Events, and Fixed Amount Revenue History pages to review revenue for fixed-amount contract lines. Use the Review Revenue - As Incurred page to review revenue for rate-based contract lines.

Revenue History

The Fixed Amount Revenue History page enables you to view the accounting distributions of the amounts that have been booked for all fixed amount 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 Amount 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. If the contract Separates As Incurred Billing and Revenue, then rows with analysis type REV will be created in the project costing rate set and they will be used for revenue. If not separated, then BIL rows will be used for both billing and revenue.

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 BIL rows (or REV rows if the contract separates as incurred billing and revenue) with a GL_DISTRIB_STATUS of *C*(contracts) from the PROJ_RESOURCE table and creates accounting entries. The General Ledger chartfields used on the revenue accounting entries are defined using Accounting Rules.

   See "Defining Accounting Rules" (PeopleSoft Project Costing)

   The PSA_ACCTGGL 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_DISTRIB_STATUS of *C* and books the revenue adjustment that was initiated from billing.

   Note: If an adjustment is made on that same bill in PeopleSoft Receivables, 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.

See "Analysis Types Page" (PeopleSoft Project Costing).

Common Elements Used in This Section

Field or Control	Description
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.

Review Revenue - Plans Page

Use the Review Revenue - Plans page (CA_AP_MANAGE1) to 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.

Navigation:

Customer Contracts > **Review Revenue** > **Plans**

This example illustrates the fields and controls on the Review Revenue - Plans Page. You can find definitions for the fields and controls later on this 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

Field or Control	Description
(check box)	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.
Revenue Amount (total amount)	Displays the total revenue amount for the revenue plan associated with the contract.
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.

Field or Control	Description
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.

Field or Control	Description
Redistrib (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.

Review Revenue - Events Page

Use the Review Revenue - Events page (CA_AP_MGMT_EVENTS) to 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.

Navigation:

Customer Contracts > **Review Revenue** >**Review Revenue Events**

This example illustrates the fields and controls on the Review Revenue - Events page. You can find definitions for the fields and controls later on this 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,* and *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

Field or Control	Description
(check box)	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.

Field or Control	Description
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.

Field or Control	Description
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 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.

Review Revenue - As Incurred Page

Use the Review Revenue - As Incurred page (CA_AP_DTL_ASIN) to 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.

Navigation:

- **Customer Contracts** > **Review Revenue** > **Review As Incurred Revenue**

- Click the **Method** link for a specific revenue plan on the Review Revenue - Plans page.

This example illustrates the fields and controls on the Review Revenue - As Incurred page. You can find definitions for the fields and controls later on this 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

Field or Control	Description
(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.

Field or Control	Description
Select All	Select this check box to select all the rows for redistribution.
Clear All	Select this check box to clear all the selected rows for redistribution.

Field or Control	Description
Redistribute	Click this button to redistribute the revenue for the rows that you selected on the General tab of the **Detail** scroll area. For each matching row, the system creates a reversal row with a new sequence number and the existing key values. The system also creates another row with a new sequence number, and new set of redistribution ChartField values specified by the user.

Detail: Contract Tab

Field or Control	Description
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, contract liability, contract asset, 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.

Detail: Chartfields Tab

Displays all the ChartFields associated with each accounting distribution line.

Review Product Sales Page

Use the Review Product Sales page (CA_RVW_PRD_SLS_PNL) to review billing and revenue pricing details from contracts across the organization including comparison with the Current Revenue Price for the product as defined in Order Management and the Enterprise Pricer.

This comparison of product prices on historical contract sales to the current revenue price provides users with a basis to change (or retain) the current revenue price for a product. The decision to change or retain a product's revenue price impacts pricing and revenue allocation on future contracts. This page can be accessed via Related Actions on several pages.

This page can be used to review products sold on a standalone basis, as defined by the Standalone Sale check box on the contract line, and/or it can be used to review sales of products on other contract lines, NOT identified as a standalone sale. See Defining Contract Lines

To assist with the transition of contracts to the new revenue accounting standard, use this page to review the potential impact of new revenue pricing on your existing contract base.

Navigation:

- **Customer Contracts** > **Review Revenue** > **Review Product Sales**

- **Customer Contracts** > **Create and Amend** >**General Information** >**Contract - Lines**. Select Review Product Sales from the Related Actions menu for the contract line.

- **Customer Contracts** > **Determine Price and Terms** >**Amount Allocation** >**Revenue Allocation**. Select Review Product Sales from the Related Actions menu for the contract line.

- **Customer Contracts** > **Determine Price and Terms** >**Amendment Amount Allocation** >**Amendment Revenue Allocation**. Select Review Product Sales from the Related Actions menu for the contract line.

This example illustrates the fields and controls on the Review Product Sales page. You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Review Product Sales page — From Actions Menu on an Amount Based line. You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Review Product Sales page — From Actions Menu on a Rate Based Line. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Business Unit	Enter required Business Unit. If this page is accessed via the Related Actions then the Business Unit of the source contract is defaulted to this field.
Product ID	Enter Product ID. If this page is accessed via the Related Actions then the Product ID of the source contract line is defaulted to this field. To review multiple products across the business unit, leave product blank.

Field or Control	Description
Include Contract Lines Active As Of	Enter suitable date. This field is populated with the current date initially.
Sales to Include	Select from the given options: • Both — Includes all contract lines irrespective of Standalone Sale check box on the contract line. This is the default value. • Other Sales — Includes other contract lines where the Standalone Sale check box is not selected. • Standalone Sales — Includes all contract lines where the Standalone Sale check box is selected.
Criteria for Including Contracts that Separate Billing and Revenue	Select from the given options: • All — Include all contract lines irrespective of whether the Separate Billing and Revenue option is selected or not. • Not Separated — Includes contract lines where neither Separate Fixed Billing and Revenue nor Separate As Incurred Billing and Revenue check boxes are selected. • Separated on As Incurred Lines — Includes contract lines for where Separate As Incurred Billing and Revenue check box is selected and Separate Fixed Billing and Revenue is not selected. • Separated on Both — Includes contract lines where both Separate Fixed Billing and Revenue and Separate As Incurred Billing and Revenue check boxes are selected. • Separated on Fixed Lines — Includes contract lines where Separate Fixed Billing and Revenue check box is selected and Separate As Incurred Billing and Revenue check box is not selected.
Impacted by Revenue Transition	Use this criteria to filter contracts with a particular impact. Values are: • Materially Impacted • Not Materially Impacted • Not Yet Determined • Post Transition
Revenue Impact Analysis	Select the check box to display the Revenue Impact tab in the Product Sales Detail grid.

Field or Control	Description
Status of Revenue Transition	Use this criteria to filter contracts with a particular revenue transition status. Values are: • Contract Updated • In Preliminary Review • Not Initiated • Post Transition • Review Complete
Transaction Price-by Keys	Click link to open the Price-by Key Field page in the Enterprise Pricer. This page lists the product and contract attributes available to use as criteria in determining product pricing for revenue in the Enterprise Pricer.
Price Rules Maintenance	Click link to open the Price Rule page in the Enterprise Pricer.
Price Lists Maintenance	Click link to open the Price List page.
Pricing Manager WorkCenter	Click link to open the Pricing Manager WorkCenter page.

Product Sales Detail — General

The fields displayed in this grid include billing and revenue amounts from the contract line and the Current Revenue Price Per Unit for the product as defined in Order Management and the Enterprise Pricer. Data in this grid is pre-populated via the Load Current Revenue Price process. Data can be viewed online, downloaded to excel or queried from the table using PeopleSoft Query.

Field or Control	Description
Current Revenue Price Per Unit	Displays the product's revenue price as defined in Order Management and the Enterprise Pricer based on contract and product attributes.

Note: The Enterprise Pricer uses pricing configuration identified to the RP (revenue pricing) transaction code. Also, note that the Current Revenue Price Per Unit will equal the Unit Revenue price on the contract line since percent based products are not included in the Enterprise Pricer.

Product Sales Detail — Other Information 1

This example illustrates the fields and controls on the Review Product Sales page — Other Information 1. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Start Date	Displays the contract line start date.
End Date	Displays the contract line end date.

Product Sales Detail — Other Information 2

This example illustrates the fields and controls on the Review Product Sales page — Other Information 2. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Last Process Date/Time	Displays the last date and time the load process was run.
Simulate Revenue Pricing	Click link to open the Pricing Simulator page. The information displayed on this page is pre-populated based on the source contract/contract line.

Product Sales Detail — Revenue Impact

The Revenue Impact tab details the potential impact of new revenue pricing (standalone sales pricing) on a existing contract. To begin using the analysis, standalone sales prices for your products should be entered in Order Management and the Enterprise Pricer. The analysis produces a suggested revenue allocation across contract lines using the current standalone sale price as the basis for the allocation much like it would if the contract were created today. In addition, the page compares a new suggested revenue amount to the existing revenue amount on the contract line and displays a suggested adjustment. A portion of this adjustment is identified to prior periods based on the amount of revenue already recognized.

This tab appears only if the Revenue Impact Analysis check box is selected.

This example illustrates the fields and controls on the Product Sales Detail — Revenue Impact. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Total Contract Revenue	Displays the sum of Total Revenue Amount of the contract and the Revenue Adjustment amount from Revenue Transition Status section of the Contract General page.
Current Net Revenue Amount	Displays the Net Revenue Amount for amount/percent based lines, Revenue Limit for rate based lines, and Recurring Revenue for recurring lines.

Field or Control	Description
Revenue to Date	Displays the revenue recognized to date. This is used in calculating the Percentage of Revenue to Date.
Percent Revenue to Date	Displays the percentage of total revenue recognized to date as Revenue to Date divided by the Net Revenue Amount.
Allocation Percent	For each contract line on the contract, the system calculates the relative percentage of the individual contract line to the total of all contract lines on the contract using the current standalone sales price as a basis.
Suggested Revenue	System calculates suggested revenue by multiplying Total Revenue by the Relative Percentage for the line. In doing so, the system suggests an allocation of revenue to the contract line much as would if the contract were being created today.
Adjustment to Revenue Amount	System calculates difference between the existing current revenue amount on the line and the new suggested revenue amount for the line.
Adjustment to Prior Revenue	The adjustment to prior revenue is calculated by multiplying the Adjustment to Revenue Amount by the Percentage of Revenue to Date. In doing so, the analysis identifies a portion of adjustment to revenue to prior periods. The analysis assumes no change in the timing of revenue recognition.

Load Current Revenue Price Page

Use the Load Current Revenue Price page (RUN_CA_LD_CUR_REV) to launch the Load Current Revenue Price process. This process populates the CA_PRDSAL_TBL table with this information and then displayed on the Review Product Sales page. The level of processing (and reporting data) is the contract line. When the load process runs, based on the contract criteria selected, data for a contract/contract line is deleted and replaced with current data. Previous analyses are not stored in the system. The process provides an option to purge data as well. With this option, you can purge entire sets of data from a previous analysis without replacement. You might use this option to purge older contracts that ended long ago. This helps reduce table size improving online processing in the Review Product Sales page. Care should be taken when running the load or purge process with access limited to users with proper knowledge and authority.

Navigation:

Customer Contracts > **Review Revenue** > **Load Current Revenue Price**

This example illustrates the fields and controls on the Load Current Revenue Price - Load Data page. You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Load Current Revenue Price - Load Data page. You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Load Current Revenue Price - Purge Data page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Process Frequency	Select from the given options: • Always Process • Don't Run • Process Once

Field or Control	Description
Load Data	Select this option to load contract line billing and revenue pricing data into a reporting table CA_PRDSAL_TBL which is then used for analysis on the Review Product Sales page. On selecting this option the Contract Options grid will be visible and enterable. For all contract /contract lines included in the load, any previous analysis of the line will be deleted and replaced with current data.
Purge Data	Select this option to purge the data from the Review Product Sales page.
Purge Before	All information dated prior to the purge date will be deleted.
Revenue Impact Analysis	Select this check box to calculate the values for the fields on the Review Product Sales — Revenue Impact tab. On selecting this check box the Impacted by Revenue Transition and Status of Revenue Transition fields are displayed. The Contract Line Options group box is hidden.

Contract Options

For a complete analysis of contract pricing, you should run this process at as high of a level as is manageable such as at the Business Unit. To the extent lower level contract fields are used as criteria, only contracts meeting such specific criteria will be refreshed. Other contracts that are similar that do not meet the specific criteria on the run control page will not be deleted and are not refreshed.

Field or Control	Description
Impacted by Revenue Transition	Select one of the given values to include only contracts with a particular impact: • Materially Impacted • Not Materially Impacted • Not Yet Determined • Post Transition

Field or Control	Description
Status of Revenue Transition	Select one of the given values to include only contracts with a particular transition status: • Contract Updated • In Preliminary Review • Not Initiated • Post Transition • Review Complete

Contract Line Options

Field or Control	Description
Load Contract Lines Active As Of	Enter a date to include contract lines active as of a specific date. The process will include contract lines where the date entered here is between the contract line start date and end date. If no date is mentioned then all the contract lines will be selected for processing.
Sales to Include	Select from the given options: • Both — Includes all contract lines irrespective of whether the Standalone Sale check box is selected or not. This is the default value. • Other Sales — Includes contract lines where the Standalone Sale check box is not selected. • Standalone Sales — Includes contract lines where the Standalone Sale check box is selected.

Fixed Amount Revenue History Page

Use the Fixed Amount Revenue History page (CA_AP_EVENT_DTL) to review the revenue details for contract liability, revenue, and contract asset for PeopleSoft Contracts fixed amount accounting activities that have been recorded in GL.

Navigation:

Customer Contracts > Review Revenue >Review Revenue History

This example illustrates the fields and controls on the Fixed Amount Revenue History page. You can find definitions for the fields and controls later on this page.

Note: The Fixed Amount Revenue History page displays accounting entries for amount-based contract lines only.

Field or Control	Description
Currency	Displays the currency code for the contract.
GL Business Unit	Displays the PeopleSoft General Ledger business unit established for the PeopleSoft Contracts business unit.
Revenue Plan	Displays the revenue plan ID number. Each contract can contain multiple revenue plans.
GL Currency	Displays the currency code for the PeopleSoft General Ledger business unit associated with the PeopleSoft Contracts business unit.

Revenue Plan History

Field or Control	Description
Dist Seq # (distribution sequence number)	Each accounting distribution entry is identified by a unique distribution sequence number.
GL Unit	Displays the PeopleSoft General Ledger business unit where accounting was booked.
Discount ID	Displays the discount ID, if this row is associated with a discount ID.
Amount	Displays in the contract currency the amount of revenue that was recognized for this row.
Base Amount	Displays the amount of the line in the base currency of the PeopleSoft General Ledger business unit.
Stat (statistics)	Displays the statistics code, if you created statistical entries for the line.

Fixed Amount Accounting Lines Page

Use the Fixed Amount Accounting Lines page (CA_ACCT_LINE_JRNL) to 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.

Navigation:

Customer Contracts > **Review Revenue** > **Fixed Amount Acctg Lines**

This example illustrates the fields and controls on the Fixed Amount Accounting Lines Page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
Unit	Displays the PeopleSoft General Ledger business unit.
Journal	Displays the PeopleSoft General Ledger journal ID.
Line Descr (line description)	Displays the journal line description, if you entered a line description when you created the line.
GL Journal	Click to access the journal for this accounting line.
Project	Displays the PeopleSoft Project Costing project ID.
Affiliate	Displays the other PeopleSoft General Ledger business unit for interunit accounting entries.
Statistic Amount and Stat	Displays the statistical amount and statistical code if you created statistical entries for the line.
Base Amount	Displays the amount of the line in the base currency of the PeopleSoft General Ledger business unit unless you display debits and credits separately.
Base Amount DR (base amount debit) or Base Amount CR (base amount credit)	If you display debits and credits separately, these fields display the amounts in the base currency of the business unit.

Field or Control	Description
Item Amount	Displays the item amount for each accounting line, unless you enabled the Display Separate Debit/Credit in Subsystem option on the Operator Preferences - Overall page.
Amount	Displays the monetary amount of the line in the base currency *(Currency Code),* if you are not displaying the debits and credits separately.
Transaction Amount DR (transaction debit amount) or **Transaction Amount CR** (transaction credit amount)	Displays the amounts in the base currency of the business unit, if you are displaying the debits and credits separately.
Amount	Displays the foreign amount in the amount of the transaction in the entry currency *(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.

Note: If you are not displaying separate debits and credits, negative amounts indicate a credit to the account and positive amounts indicate a debit.

As Incurred Accounting Lines Page

Use the As Incurred Accounting Lines page (CA_ACCT_RATE_JRNL) to 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.

Navigation:

Customer Contracts > **Review Revenue** >**Review As Incurred 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 Contract Acct Line Jrnl page.

Fixed Amount Accounting Distributions Page

Use the Fixed Amount Accounting Distributions page (CA_RECON_FF_DIST) to view accounting distribution detail for contract lines. Contract lines are grouped based on the Bundle attribute.

Navigation:

Customer Contracts > **Review Revenue** > **Accounting Distributions**

This example illustrates the fields and controls on the Fixed Amount Accounting Distributions Page. You can find definitions for the fields and controls later on this page.

	Contract Line Num	Distribution	Percent	Revenue Amount	Billing Amount	Distribution Code	GL Unit	Account	Alternate Account	Operating Unit	Fund Code	Department	Program Code	Class Field	Budget Refere
Fixed Amount Accounting Distributions															
Contract BILL_ANALYSIS				Sold To Customer 1000		Alliance Group									
Business Unit US001		Currency USD		Contract Admin Angelini,Gina											
Accounting Distributions															
	1	Contract Liability	100.00000000	1500.00		DFR REV	US001	216000							
	1	Revenue	100.00000000	1500.00		REV W/DFR2	US001	403002							
	1	Contract Asset	100.00000000	1500.00	1500.00	AR-UNBILL	US001	120009							
	2	Revenue	100.00000000	1000.00		REV W/DFR2	US001	403002							
	2	Contract Asset	100.00000000	1000.00	1000.00	AR-UNBILL	US001	120009							

Use the fields in the Search Criteria group box to filter your search results by entering specific values in these fields.

Click any Contract hyperlink to navigate to the Fixed Amount Accounting Distributions page.

Field or Control	Description
Bundle	Displays the bundle name for the contract line.
Revenue Amount	Displays the revenue amount of the line distribution.
Billing Amount	Displays the billing amount of the line distribution.

Compare Fixed Billing To Fixed Revenue Page

Use the Compare Fixed Billing To Fixed Revenue page (CA_RECON_FF_SUM) to compare fixed billing and fixed revenue values across contracts and contract lines. Use search criteria to review a more specific population of contracts.

Navigation:

Customer Contracts > **Review Revenue** > **Compare Fixed Bill/Revenue**

This example illustrates the fields and controls on the Compare Fixed Billing To Fixed Revenue Page. You can find definitions for the fields and controls later on this page.

Business Unit	Contract Number	Contract Line Num	Currency Code	Net Billing	Net Revenue	Previously Billed	Revenue Recognized	Variance Amount	Future Billing	Future Revenue	Contract Liability Balance
US001	BILL_ANALYSIS	1	USD	1500.00	1500.00				1500.00	1500.00	1500.00
US001	BILL_ANALYSIS	2	USD	1000.00	1000.00				1000.00	1000.00	
US001	BILL_ANALYSIS_CON	1	USD	1450.00	1450.00	870.00			580.00	1450.00	
US001	BILL_ANALYSIS_CON	2	USD	1950.00	1950.00	1950.00				1950.00	1950.00
US001	BUILDING_CONTRACT3	1	USD	75.00	75.00				75.00	75.00	
US001	COMMERCIAL_CON_A	1	USD	1000.00	1000.00				1000.00	1000.00	1000.00
US001	COMMERCIAL_CON_A	2	USD	2000.00	2000.00				2000.00	2000.00	
US001	COMMERCIAL_CON_A	3	USD	1000.00	1000.00				1000.00	1000.00	1000.00
US001	COMMERCIAL_CON_A	4	USD	1000.00	1000.00				1000.00	1000.00	1000.00
US001	COMMERCIAL_CON_FOUNDATION	1	USD	2000.00	2000.00				2000.00	2000.00	
US001	COMMERCIAL_CON_FOUNDATION	2	USD	10000.00	10000.00				10000.00	10000.00	10000.00
US001	COMMERCIAL_CON_FOUNDATION	3	USD	15000.00	15000.00				15000.00	15000.00	
US001	COMMERCIAL_CON_FOUNDATION	4	USD	5000.00	5000.00				5000.00	5000.00	5000.00
US001	COMMERCIAL_CON_LOI	1	USD	4000.00	4000.00				4000.00	4000.00	
US001	COMMERCIAL_CON_LOI	2	USD	20000.00	20000.00				20000.00	20000.00	20000.00

Field or Control	Description
Additional Criteria	Select from the given options further define the criteria for review : • Balance Contract Liability <> 0: Select to display only the contracts and lines for which the net billing amount is not equal to the net revenue amount. • Billed <> Revenue Recognized: Select to display contract lines for which the total billed amount is not equal to the total revenue amount recognized. • Future Bills <> Future Rev: Select to display contract lines for which the contract liability is enabled and is not equal to zero. • Net Billing <> Net Revenue: Select to display contract lines for which the future billing amount is not equal to the future revenue amount.
Net Billing	Displays the net billing amount allocated to the contract line.
Net Revenue	Displays the net revenue amount allocated to the contract line.
Previously Billed	Displays the total billed amount.
Revenue Recognized	Displays the total revenue amount recorded in GL.
Variance Amount	Displays difference between the billed amount and the revenue recognized.

Field or Control	Description
Future Billing	Displays the future billing amount calculated as net billing amount for the line minus the previously billed amount for the line.
Future Revenue	Displays the future revenue amount calculated as net revenue amount for the line minus the revenue previously recognized for the line.
Contract Liability Balance	Displays the contract liability balance calculated by reducing the Net Revenue by the revenue previously recognized.

Reversing Revenue

This section provides an overview of revenue reversal and discusses how to reverse accounting entries for amount-based contracts and reverse contract liability accounting entries.

Pages Used to Reverse Revenue

Page Name	Definition Name	Usage
Contract Reversal Page	CA_REVERSE_HDR	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.
Contract Liability Reversal Page	CA_REVERSE_DFR	Reverse contract liability accounting entries created for a specific amount-based (price type of *amount* or *percent*) contract.

Understanding Revenue Reversal

PeopleSoft Contracts enables you to reverse revenue that has been generated, by the amount and contract liability 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 contract liability, 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:

Reason	*Effect*
Change in revenue recognition method.	Revenue plan needs to be reversed.
Change in revenue plan event status.	Revenue plan event needs to be reversed.
Change in revenue plan schedule for previously booked events.	Revenue plan events need to be reversed.
Whole contract negated.	All accounting associated with the contract needs to be reversed.

This table 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:

Reason	*Action and Field Level*	*Initiated From*
Change in revenue recognition method.	Revenue plan needs to be reversed.	Review Revenue - Plans page
Revenue plan event was incorrectly set to *Ready* and booked.	The revenue plan event needs to be reversed.	Review Revenue - Events page
Change accounting distribution for future bookings of a contract line.	The accounting distributions for the contract line must be updated. You must add a new effective-dated row.	Accounting Distribution page Accounting Rules page

Reason	Action and Field Level	Initiated From
Change start date, end date, or schedule on a revenue plan.	Revenue plan needs to be reversed. Then, unassign the contract lines and reassign them to another revenue plan. Alternatively, reverse the events on the plan instead of reversing the entire revenue plan.	Review Revenue - Plans page
Reverse contract (negate contract completely).	Entire contract needs to be reversed.	Contract Reverse Header page

Note: You cannot reverse revenue events for *Percent Complete* revenue plans. However, you can enter a smaller total percent complete, which initiates a negative incremental event.

Warning! If you use the PeopleSoft 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.

Contract Reversal Page

Use the Contract Reversal page (CA_REVERSE_HDR) to 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.

Navigation:

Customer Contracts > Adjust Revenue and Billing > Reverse Contract > Contract Reversal

This example illustrates the fields and controls on the Contract Reversal page. You can find definitions for the fields and controls later on this page.

Contract Reversal Detail

Field or Control	Description
Revenue Plans	Select this check box if you want to reverse revenue for all amount-based revenue plans associated with this contract.
Accounting Date	Displays the date on which reversal entries are booked.
Reverse Contract Liability	Select this check box if you want to reverse the contract liability associated with this revenue plan. This check box is available if your contract contains lines with contract liability already processed.
Billing Plans	Select this check box if you want to reverse billing for all billing plans associated with this contract. The system generates bills with credit amounts only for billing plans with a method of *Percent Complete, Milestone,* and *Immediate.*
Reverse	Click this button to enable the system to reverse revenue plans in a status of *In Progress* or *Complete.*

Contract Liability Reversal Page

Use the Contract Liability Reversal page (CA_REVERSE_DFR) to reverse contract liability accounting entries created for a specific amount-based (price type of amount or percent) contract.

Navigation:

Customer Contracts > Adjust Revenue and Billing > Reverse Contract > Contract Liability Reversal

This example illustrates the fields and controls on the Contract Liability Reversal Page. You can find definitions for the fields and controls later on this page.

Select the contract liability rows that you want to reverse for this contract.

Field or Control	Description
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.
Contract Liability Status	Displays the contract liability status for the contract line. When you reverse contract liability, the system sets the status to *Reversal Initiated.*
Contract Liability Reversal Date	Displays the date on which you processed the contract liability reversal.
Contract Liability Acctg Date	Displays the contract liability 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 contract liability , the system clears this field and it remains blank.
Revenue Amount	Displays the revenue amount of contract liability for this contract line.
Reverse Contract Liability	Click to reverse the contract liability for the selected contract lines.

Note: For contract lines that the system has begun processing revenue, you cannot reverse the contract liability 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 and redistribute rate-based (as-incurred) revenue.

Pages Used to Redistribute Revenue

Page Name	Definition Name	Usage
Redistribute Fixed Amount Rev Page	CA_AP_SUMMARY	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.

Page Name	Definition Name	Usage
Redistribute As Incurred Page	CA_AP_PC_SUMMARY	Redistribute revenue accounting lines that the system has generated for an as-incurred revenue plan. The system limits redistribution of revenue to departments only.

Understanding Revenue Redistribution

This section discusses redistributing amount-based or as-incurred revenue.

Warning! If you have PeopleSoft 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 contract asset or contract liability. 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.

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.

Related Links
Redistributing Revenue
Understanding Accounting Distributions

Common Elements Used in This Section

Field or Control	Description
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, contract liability, contract asset, 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.

Field or Control	Description
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.

Redistribute Fixed Amount Rev Page

Use the Redistribute Fixed Amount Rev page (CA_AP_SUMMARY) to 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.

Navigation:

- **Customer Contracts** > **Adjust Revenue and Billing** > **Redistribute Fixed Amount Rev**

- Click the **Redistribute** link on the Review Revenue - Plans page.

This example illustrates the fields and controls on the Redistribute Fixed Fee page. You can find definitions for the fields and controls later on this page.

Redistribute Fixed Amount Rev Page: General Tab

Field or Control	Description
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 Amount Rev Page: Chartfields Tab

Select the Chartfields tab.

Field or Control	Description
GL Unit	Displays the PeopleSoft General Ledger business unit to which this row is being booked.
Project	Captures additional information useful for project accounting.

Redistribute As Incurred Page

Use the Redistribute As Incurred page (CA_AP_PC_SUMMARY) to redistribute revenue accounting lines that the system has generated for an as-incurred revenue plan.

The system limits redistribution of revenue to departments only.

Navigation:

Customer Contracts > **Adjust Revenue and Billing** > **Redistribute As Incurred**

This example illustrates the fields and controls on the Redistribute As Incurred page. You can find definitions for the fields and controls later on this page.

Redistribute As Incurred Page: General Tab

Field or Control	Description
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 contract asset distribution, summarize your reconciliations, and view the reconciliation summary results.

Pages Used to Reconcile Billing and Revenue

Page Name	*Definition Name*	*Usage*
Reconciliation Options by User Page	CA_RECON_DEFN	Specify your Review By and Break On parameters for reconciliation. **Set Up Financials/Supply Chain** > **Product Related** > **Contracts** > **General Options** > **Setup CA Recon Options by User**
Reconciliation Search Page	CA_RECON_SEARCH	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).
Reconciliation Entry Page	CA_RECON_ENTRY	Redistribute revenue to an alternate account and offset your contract asset 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.
Create Reconciliation Summary Page	RUN_CA_RECON_SUM	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.

Page Name	Definition Name	Usage
Reconciliation Summary Page	CA_RECON_SUM	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 contract asset Distribution section provides you with the ability to book the contract asset 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.

Related Links
"Understanding Inter/Intraunit Processing in General Ledger" (PeopleSoft General Ledger)

Defining Reconciliation Options

See <u>Defining Revenue Reconciliation Options</u>.

Reconciliation Search Page

Use the Reconciliation Search page (CA_RECON_SEARCH) to 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).

Navigation:

Customer Contracts > **Adjust Revenue and Billing** > **Reconcile Revenue to Billing**

This example illustrates the fields and controls on the Reconciliation Search page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
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.

Field or Control	Description
	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.

Field or Control	Description
Last Updated	Displays the date on which this contract, contract line, project, or project/activity was last summarized.

Reconciliation Entry Page

This section discusses how to redistribute revenue to an alternate account and offset the unbilled distribution.

Use the Reconciliation Entry page (CA_RECON_ENTRY) to redistribute revenue to an alternate account and offset your contract asset distribution.

You can book only to GL ChartFields that are included in the break on the Contracts Reconciliation Definition page. ChartFields that you do not break on do not appear on this page.

Navigation:

Click from the Reconciliation Search page.

This example illustrates the fields and controls on the Reconciliation Entry page. You can find definitions for the fields and controls later on this 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 contract asset offset is created.

Revenue

These values depend on the *review by* and *break on* criteria.

Field or Control	Description
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 contract asset 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.

Field or Control	Description
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 **Contract Asset Distribution** group box.

Contract Asset Distribution

The **Contract Asset Distribution** group box provides you with the ability to book the contract asset 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 **Contract Asset Distribution** group box appear by default based on whether you are reviewing by contract, contract line, project, or activity.

Field or Control	Description
Contract	For a contract, displays the business unit by default.
Contract Line	Displays the contract asset 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 contract asset 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 contract asset 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 contract asset 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 contract asset accounts. Therefore, you can change the account number under the **Contract Asset 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 **Contract Asset Distribution** group box to offset the adjustments with contract asset only.

Field or Control	Description
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 contract asset account type.
Account	Displays the values for this contract asset account field by default from various sources, depending on whether you are reviewing by contract, contract line, project, or activity.

Create Reconciliation Summary Page

Use the Create Reconciliation Summary page (RUN_CA_RECON_SUM) to 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.

Navigation:

Customer Contracts > **Adjust Revenue and Billing** > **Create Reconciliation Summary**

This example illustrates the fields and controls on the Create Reconciliation Summary page. You can find definitions for the fields and controls later on this 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

Field or Control	Description
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

Field or Control	*Description*
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.

Reconciliation Summary Page

Use the Reconciliation Summary page (CA_RECON_SUM) to view the reconciliation summary results.

Navigation:

Click the **Reconciliation Summary** link from the Reconciliation Search page.

This example illustrates the fields and controls on the Reconciliation Summary page. You can find definitions for the fields and controls later on this page.
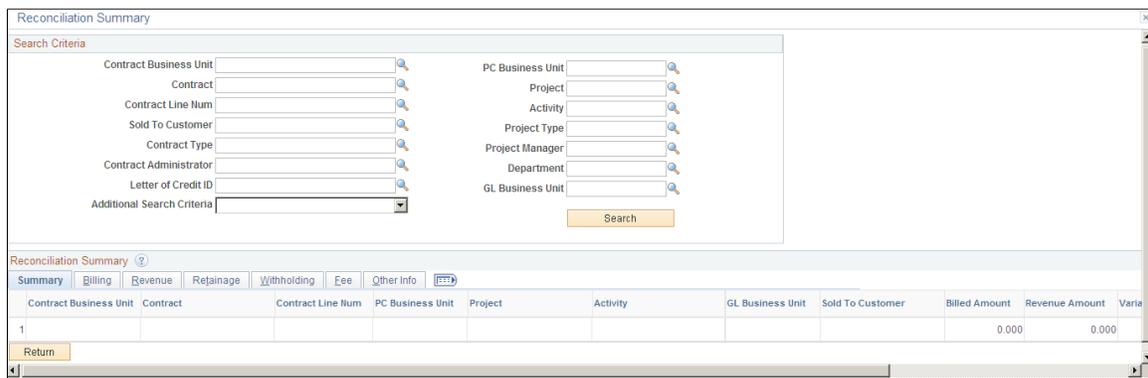
Use this page to view the results from the Reconciliation Summary (CA_RECON_SUM) process. This page provides the difference between billing and revenue at the detail level. Based on the information provided on this page, you can decide where to go to complete the remaining process or to make an adjustment.

Field or Control	Description
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

Field or Control	Description
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, MMC, and so on.

Billing Tab

Field or Control	Description
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.

Field or Control	Description
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

Field or Control	Description
Revenue Amount	This field is calculated as the sum of all rows from the CA_RECON_REV table.

Field or Control	Description
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. **Note:** This column will always be visible irrespective of the Separate As Incurred Billing and Revenue check box on the contract. If the contract does not Separate As Incurred Billing and Revenue, then amounts will match those used for billing.
Revenue Over the Limit Amount	This field is calculated as the sum of the revenue over the limit (ROL) rows. **Note:** This column will always be visible irrespective of the Separate As Incurred Billing and Revenue check box on the contract. If the contract does not Separate As Incurred Billing and Revenue, then amounts will match those used for billing.

Retainage Tab

Field or Control	Description
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

Field or Control	Description
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

Field or Control	Description
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.
Revenue Fee Amount	This field is calculated as the sum of the revenue (REV) rows, where the CA_FEE_STATUS is *Revenue Actual Fee* or *Revenue Additional Award Fee* and the GL_DISTIB_STATUS is *Distributed* or *Generated.*
Revenue Fee Accrued Amount	This field is calculated as the sum of the revenue (REV) rows, where the CA_FEE_STATUS is *Revenue Actual Fee* or *Revenue Additional Award Fee* and the GL_DISTIB_STATUS is *Available to Contracts.*
Revenue 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.

Chapter 18

Forecasting Revenue

Understanding Revenue Forecasting

PeopleSoft Contracts enables you to forecast revenue backlog for both fixed-amount 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 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.

See "Installation Options - Contracts Page" (Application Fundamentals).

Revenue Forecasting Parameters

PeopleSoft Contracts provides a work space to define or modify forecast parameters on the Create Forecast page. While many of these parameters appear by default, this page provides access to review and update that information as well as provide more detailed control over for which contract lines the system creates a forecast. Here is a list of editable parameters on the Create Forecast page:

- Estimated start date.

- Estimated completion date.

- Probability.

- Estimated amount.

The system populates by default from the contract line the estimated start and completion dates for rate-based contract lines. For amount-based contract lines, the estimated start and completion dates are hidden when a *Ready* revenue plan is linked because the plan's events are used in the forecast rather than the estimated start and completion dates. For amount-based contract lines, you must navigate to the Create Forecast page and enter estimated start and completion dates prior to a plan being readied.

For all contract lines, the system enters by default *100 percent* in the **Probability** field. Additionally, for contract lines that are generated by PeopleSoft Proposal Management, the estimated start and completion dates, as well as the estimated amount, populate from the successful proposal.

Revenue Forecasting Calculations

There are four factors involved in the revenue forecast calculation: probability, amount, accounting distribution, and timing. The system applies the probability to the amount defined for the forecast. This amount is the contract line amount less revenue recognized to date. For rate-based contract lines, the contract line amount is the estimated amount defined on the Create Forecast page. 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 *PeopleTools: Analytic Calculation Engine*

Forecasting Revenue

This section discusses how to set up calendars for revenue forecasts, create revenue forecasts, process revenue forecasts, forecast interactive reports, and 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

Page Name	*Definition Name*	*Usage*
Installation Options - Contracts Page	INSTALLATION_CA	Set up the detail and summary calendars for revenue forecasting. **Set up Financials/Supply Chain** > **Install** > **Installation Options** > **Contracts**
Create Forecast Page	CA_FC_CREATE	Review and establish forecasting parameters. You can build a revenue forecast for specific contract lines from this page.

Page Name	Definition Name	Usage
Process Forecast Run Control Page	RUN_CA_FC	Run the revenue forecast process for all contract lines or for a subset of lines based on criteria defined on the page.
Forecasting Interactive Reports Page	CA_FC_BAM	Select or create run controls for the process that launches Interactive Reports.

Setting Up Calendars for Revenue Forecasts

See "Installation Options - Contracts Page" (Application Fundamentals).

Create Forecast Page

Use the Create Forecast page (CA_FC_CREATE) to review and establish forecasting parameters.

You can build a revenue forecast for specific contract lines from this page.

Navigation:

- **Customer Contracts** > **Forecast Revenue** >**Create Revenue Forecast**

- Click the **Revenue Forecast** link on any page in the Contract Entry component.

This example illustrates the fields and controls on the Create Forecast Page. You can find definitions for the fields and controls later on this 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.

See "Defining Cost-Plus Contract Fees" (PeopleSoft Contracts for Government Contracting).

Create Forecast page: Fixed Fee tab

Field or Control	*Description*
(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.
Estimated Completion Date	Enter an estimated completion date for the contract lines that are not linked to a *Ready* or *In Progress* apportionment or milestone revenue plan or do not have an end date defined.
Probability	Enter a probability factor indicating the level of confidence in the amount and estimated completion date. The system populates this field with a default value of *100.*
Net Revenue Amount	Displays the net revenue amount for the contract line.
Last Forecast Run	Displays the last date on which a forecast was run for this contract line.

List Management

Field or Control	*Description*
Estimated Start Date	Enter an estimated start date for your contract lines, and click **Update.** The system populates the **Estimated Start Date** fields for the selected contract lines in the **Search Results** grid with your entered value.
Estimated Completion Date	Enter an estimated completion date for your contract lines, and click **Update.** The system populates the **Estimated Completion Date** fields for the selected contract lines in the **Search Results** grid with your entered value.
Probability	Enter a probability factor for your contract lines, and click **Update.** The system populates the **Probability** fields for the selected contract lines in the **Search Results** grid with your entered value.
Update	Click to populate the **Search Results** grid with the option or options that you entered for the estimated start date, estimated completion date, and probability. This feature allows you to populate values for the selected contract lines in the **Search Results** grid at the same time, when you next save.
Create Forecast	Click to create the revenue forecast for the selected contract lines. Clicking this button launches CA_FC_BUILD. This process serves the same function as the Process Forecast page, but only for the contract lines selected on this page.

Note: The system stores only one forecast per contract line. If you want to change any information on a contract line and rerun your forecast, the system overwrites the previous forecast information for the contract line.

Create Forecast page: As Incurred tab

Select the As Incurred tab.

All fields are the same as those on the Fixed Fee tab of the Create Forecast page with the exception of:

Field or Control	Description
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.

Process Forecast Run Control Page

Use the Process Forecast page (RUN_CA_FC) to run the revenue forecast process for all contract lines or for a subset of lines based on criteria defined on the page.

Navigation:

Customer Contracts > **Forecast Revenue** > **Process Forecast**

This example illustrates the fields and controls on the Process Forecast page. You can find definitions for the fields and controls later on this 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 Page

Use the Forecast Interactive Reports page (CA_FC_BAM) to select or create run controls for the process that launches Interactive Reports.

Navigation:

Customer Contracts > **Forecast Revenue** >**Forecast Revenue Report**

This example illustrates the fields and controls on the Forecast Interactive Reports page. You can find definitions for the fields and controls later on this 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.

Field or Control	*Description*
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.

Field or Control	Description
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.

FMS Interactive Reports - Contracts Page

Use the FMS Interactive Reports - Contracts page (CA_FC_BAM) to Select or create run controls for the process that launches Interactive Reports.

Navigation:

Customer Contracts > **Forecast Revenue** > **Forecast Revenue Report**

This example illustrates the fields and controls on the FMS Interactive Reports - Contracts page. You can find definitions for the fields and controls later on this page.
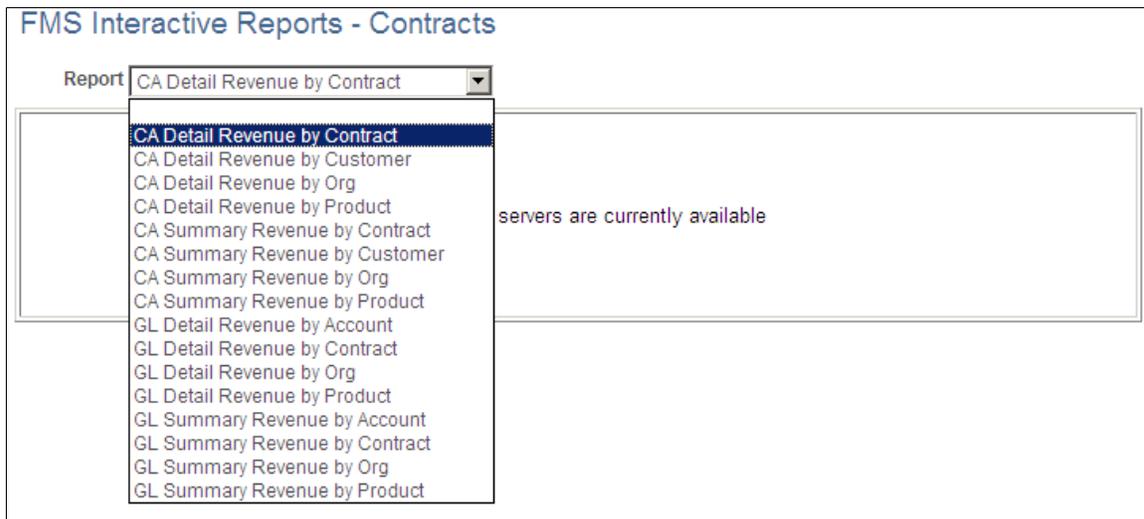
After clicking the **Launch Interactive Reports** button, you can select one of sixteen views from five categories:

- 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

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 methods.

- Billing statuses.

- Billing plan assigning rules.

- Billing summarization.

- Billing notes.

Note: For contracts with a classification of *Government,* you can find additional billing information in the *Contracts for Government Contracting* documentation.

Related Links
<u>Understanding Billing in Contracts</u>

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.

See Defining Revenue and Billing Plan Templates.

Discounts

See these topics for information about discounts: Pricing Contracts, Understanding Accounting Distributions, and Entering Accounting Distributions.

See Understanding Accounting Distributions.

See Understanding Pricing Contracts.

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:

Term	Definition
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-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-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-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-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.

Term	Definition
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:

Term	*Definition*
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.

Term	Definition
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.
Cancelled	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.*

Term	*Definition*
Completed	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. **Note:** For As-incurred and Value-Based billing plans, the system allows you to change the status back to *In Progress* even though the status was manually set to *Completed*.
Recycled	For fixed-amount billing methods containing events, once the billing event status is marked *Recycled,* the system changes the billing plan status to *Recycled.* Billing plans that are *Recycled* may be moved to *Cancelled* by using a button if the billing cross-reference history for the billing plan nets to a zero dollar amount (all bills have been credited). You cannot reverse a *Recycled* billing plan. **Note:** The *Recycled* status applies to *Immediate* billing plans only.
Reversal In Progress	When you initiate the reversal of a billing plan, the system changes the status of the billing plan to *Reversal In Progress*.
Reversed	The system changes the billing plan to a *Reversed* status after completing the reversal process.

In addition to the above status values, a **Hold** check box is available on the billing plan. If the billing plan status is *Ready* or *In Progress,* you have the option to temporarily hold the billing plan for processing. For reference, the system stores the date on which you placed the billing plan on hold.

The system performs specific edits when the billing plan is moved from one status to another. A billing plan must pass all edits for the status to change.

Auto 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-incurred* billing plans, if one of the contract lines has a prepaid balance associated with it, the billing currency option must be set to *Default.*

Note: For a contract line to be cancelled, the billing plan status must be *Pending* or *Cancelled* to ensure that 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).

Note: For As-incurred and Value-Based billing plans, the system allows you to change the status back to *In Progress* even though the status was manually set to *Completed*.

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:

This diagram shows the flow between the billing plan status values
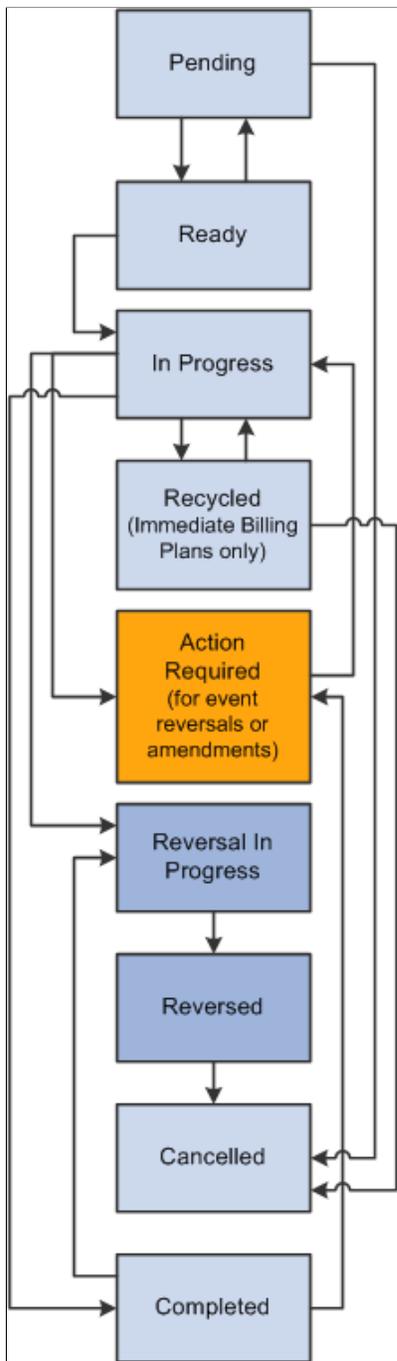
Understanding Billing Plan Event Status

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:

Term	Definition
Pending	Default status when you define most billing plan events. Billing plan events in *Pending* status are not subject to system edit checking. **Note:** The system inserts *Percent Complete* billing plan events in *Ready* status.
Ready	You can use two methods to set the billing plan event status to *Ready.* First, you can set the billing plan event status to *Ready* after you have finished defining the event for the billing plan. This method enables you to automate the billing process. For example, you can define a milestone billing plan event and set it to *Ready* status. Then, when the milestone is reached, the system automatically generates the corresponding bill line. The second method is to leave the billing plan event in *Pending* status until the activity associated with the bill event is ready to be billed. For example, you can define a milestone billing plan event and leave it in *Pending* status. Then, when the milestone is reached, you can update the billing plan event status to *Ready* to initiate billing. This method enables you to enforce greater control over what bills are generated. Regardless of the method that you choose, when you set the billing plan event status to *Ready,* the system performs edit checks to ensure that all required event fields have been defined **(Milestone ID, Milestone Number,** and **Percentage).**
In Progress	Once the billing plan event has been processed by the system and the associated activity sent to PeopleSoft Billing, the Contracts Billing Interface process (CA_BI_INTFC) updates the event to *In Progress.* Once an event is marked with *In Progress* status, that event is overlooked by future billing processes.
Recycled	The *Recycled* status is set by PeopleSoft Billing if one or more of the billing plan lines associated with the event is canceled in the billing worksheet. Individual billing plan lines are processed if an event is marked as recycled and the billing plan line is cancelled in the Billing Cross-Reference History table. (Cancelled billing plans have a *Deleted* Billing Cross-Reference History status.)
Completed	Once all bill lines associated with a billing plan event are marked *Finalized* in the Billing Cross-Reference History table, the Projects/Contracts Interface process (BIPCC000) updates the billing plan event status to *Completed.*

| *Term*	*Definition*
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:

This diagram illustrates the billing plan event status flow
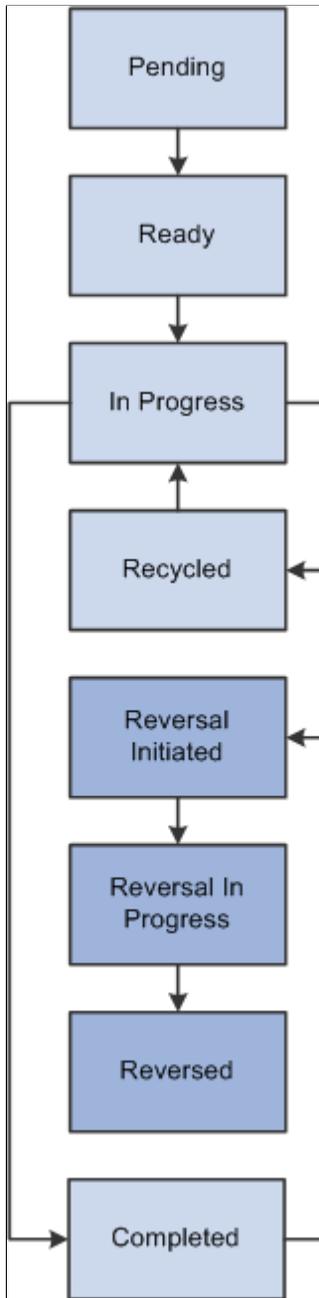
Understanding Prepaid Status

Prepaids are fixed amounts defined in a contract and pertain only to rate-based contract lines. The prepaid amount is defined for a specific use and can have an expiration date. The time frame and exact transactions applied to the prepaid are not known at the time of entry.

See Understanding Prepaid Amounts.

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).*

Term	*Definition*
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.*

Term	Definition
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.*
Reversed	For billing activity related to fixed-amount billing plans, upon reversal of billing activity, the billing cross-reference row status corresponding to that billing activity is updated to *Reversed* for fixed-amount activity.

The system controls how the billing status values change based on the following application engines:

This diagram illustrates System billing status changes affected by application engine processes
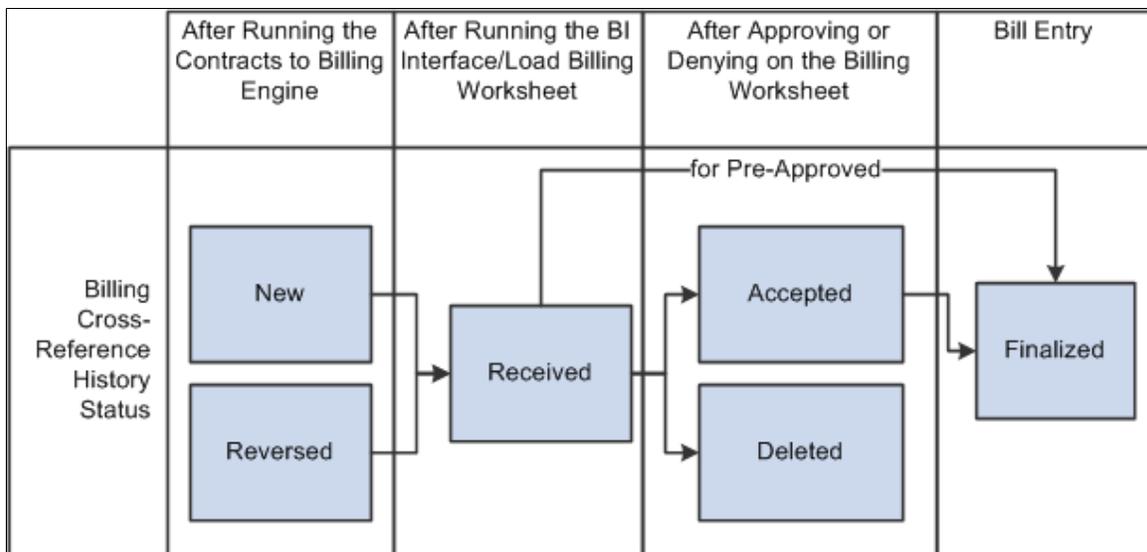
Related Links
Reviewing the Cross-Reference Table

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 billing 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 billing 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.

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.

See <u>Assigning Contract Lines to Billing Plans</u>.

See <u>Billing Plan Assignment</u>.

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.

See Defining Billing Summarization Templates.

See "Setting Up Bill Summarization" (PeopleSoft Billing).

Billing Notes

Attach notes to your billing plans to appear on the invoice. Billing notes can be attached at three different levels:

Term	*Definition*
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, and view billing history.

Pages Used to Define Billing Plans

Page Name	*Definition Name*	*Usage*
Billing Plan - Billing Plan General Page	CA_BP_GEN_INFO	Define the high-level billing information for a billing plan. The system associates the information that you define on this page with all billing lines that you create under this billing plan. This information is then sent to PeopleSoft Billing.
Bill To Customer Address Page	CABP_ADDR_INQ	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. Click the **Go To Address** button on the Billing Plan - Billing Plan General page.
Billing Plan Header Note Page	CA_BP_NOTE	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. Click **Billing Header Note** on the Billing Plan - Billing Plan General page.
Billing Plan - Events Page	CA_BP_EVENTS	Define billing plan events for *Milestone, Percent Complete, Value-Based,* and *As-Incurred* billing plans.

Page Name	Definition Name	Usage
Project Information for EventProject Information for Event Page	CA_BP_PROJ_SP	Link a billing event occurrence to a Projects milestone, and designate when the billing event should consider that milestone achieved.
Billing Plan - Billing Plan Lines Page	CA_BP_LINE_LNK	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.
Billing Plan Line Details Page	CA_BP_LINE_DTL	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 Page	CA_BP_LINE_NOTE	Attach a note to a billing plan line. Bill line notes are notes associated with a particular line.
Billing Plan Event Note Page	CA_BP_EVENTS_NOTES	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.

Page Name	Definition Name	Usage
Billing Plan - Value Based Lines Page	CA_BP_LINE_VBB	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 Page	CA_BP_RECUR_DTL	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 Page	CA_BP_RECURLN_NOTE	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 Page	CA_BP_TAX	Update tax information for contract lines associated with fixed-amount (milestone, percent complete, and immediate) and value-based billing plans. You can update the tax parameters for any contract lines for which you have not created a bill plan line. Tax codes are applied and calculated at the bill line level so that each bill line can be taxed at a different rate.
Billing Plan - History Page	CA_BP_XREF	View the status for all billing activity related to this bill plan ID. You cannot update the system-inserted (CBI and PBI) rows. You can manually insert rows into the Billing Plan - History page to account for any bills generated against this billing plan by, for example, a third-party billing system.

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

Field or Control	*Description*
Amount	Amount that appears on the invoice for this bill event. The amount equals the percent multiplied by the Billing amount.
Billing Currency	Currency code of the invoices that are generated for this billing plan.
Billing Line Note	Click this link to add notes to appear on the bill lines of the invoice.
Billing Plan	Unique identifier for each billing plan.
Bill To Customer	Customer receiving the invoice. **Note:** For contracts with a contract classification of *Internal,* you must select an interunit Bill To Customer for this field.
BI Unit	PeopleSoft Billing business unit.
BP Line or **Bill Plan Line Number**	The system assigns each billing plan line that you create a sequential billing plan line number.
Contract Line	The system displays the contract line number for each contract line that you have associated with this billing plan.
Cross Reference Sequence No. (cross-reference sequence number)	The system generates a number for each row that is added to the Billing Plan - History page.

Field or Control	Description
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_BI_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_BI_INTFC has been run.
Event (event number)	The system assigns each event that you associate with a billing plan ID an event number.
Event Status or **Status**	Controls how the application processing treats each occurrence. The event statuses are: *Pending, Ready, In Progress, Recycled, Completed, Reversal Initiated, Reversal in Progress,* and *Reversed.*
Event Total	Summary of the amounts defined for each event.

Field or Control	Description
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.
Exemption Certificate	An exemption certificate must be entered for any contract line that you have designated as tax exempt.
Billing Amount	Equal to the sum of the assigned line's billing amounts.
Percent Total	Sum of the percents of each event occurrence that you have defined for this billing plan ID.
Physical Nature	Select *Goods* or *Services.*
Product ID	PeopleSoft Billing uses the product ID on the Billing Plan - Tax Parameters page for value-added tax processing.
Product Tax Group	Tax groups help you identify specific related tax charge information associated with individual charge codes when you take advantage of either of the third-party tax solutions that PeopleSoft products support: Taxware or Vertex. Tax Group is not required. **Note:** Tax groups are not used if you install the delivered PeopleSoft Billing tax solution.

Field or Control	Description
Ship To Customer	Location where products are delivered or services are received.
Ship From Location	Location from which the product is shipped.
Tax Code	Tax codes are applied and calculated at the bill line level so that each bill line can be taxed at a different rate.
Tax Exempt Flag	This check box is selected for products that you designated as tax exempt. If a contract line is incorrectly designated as tax exempt, 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.
Transaction Sub Type	(Optional) If you have Vertex installed, select a transaction sub type.
Transaction Type	(Optional) If you have Taxware or Vertex installed, select a transaction type.

Billing Plan - Billing Plan General Page

Use the Billing Plan - Billing Plan General page (CA_BP_GEN_INFO) to 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.

Navigation:

Customer Contracts > **Schedule and Process Billing** > **Define Billing Plan** > **Billing Plan General**

This example illustrates the fields and controls on the Billing Plan General Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.

Field or Control	Description
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.*

Note: For India GST rates to be calculated during prepaid billing, the *Prepaid Tax Timing* should be set to *Tax on Initial Bill and* the *Utilize Against All Lines* option must not be selected. If the Billing Business Unit is enabled for GST, then an error message is displayed to the user, when changing the status of the bill plan to *Ready,* if the prepaid options are not set up correctly.
See "Understanding the India Goods and Services Tax (GST)" (PeopleSoft Global Options and Reports)
Prepaids Page |
| **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. |

Field or Control	Description
Actions	Click and select related action from the respective folder shown in the related action widget pop-up menu. Options are: • Process • Review • Billing Events Status Chart **Note:** Related action widget will be available when the Bill Plan Status is *Ready*. Billing Events Status Chart is available only when the billing method is *Milestone*.

Below is the list of related actions that are accessed using the related action widget for Process and Review options. Each related action when selected opens in a new window.

Related Action Widget	Components
Process	• Process Other Billing Methods • Process As Incurred Billing • Process Recurring Billing • Process Billing Interface • Finalize and Print Invoices • Update Contract/Projects Data • Retrieve Billing Items
Review	• Review Interface Completions • Update Billing Worksheet • Review Standard Billing • Review Bills Invoiced • Review Bills Not Invoiced
Billing Events Status Chart	• Pivot Grid Drilldown • Actions — Process Other Billing Methods
Pivot Grid Detail View	Review Standard Billing

Note: Based on the billing method the related actions available in the related action widget will vary.

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

Field or Control	Description
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.

Field or Control	Description
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.

Field or Control	Description
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. See Streamlined Billing.
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.

Field or Control	Description
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.

Field or Control	Description
Invoice Form	Specifies the invoice format for the bills that you generate from this billing plan. Accept the default value, or select a new invoice format.
Cycle ID	Allows you to associate a billing plan with a bill cycle that you have defined on the Bill Cycle page. When you run the Contracts Billing Interface process, you can specify that it should process only billing plans of a specific billing cycle type. **Note:** If you enter a cycle ID, you must also specify a value for the **Bill By ID** field.
Bill By ID	Allows you to group bill lines on invoices. **Note:** If you specify a bill by ID that has *Bill Cycle* as a *Bill By* field, you must specify a value in the **Cycle ID** field.

Field or Control	Description
Payment Method	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.
	Note: 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.
Payment Terms	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.
	Note: 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.
View Customer Defaults	Click this link to review a customer's name and level information. You can also assign associated roles.
Billing Inquiry	Select a billing inquiry phone number to associate with this billing plan. Bill inquiry phone numbers are established on the Bill Inquiry Phone page.
Billing Specialist	Specialists are established on the Billing Specialist page. An example of a billing specialist is a functional user whose daily job includes filling out billing plans.

Field or Control	Description
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.

Letter of Credit Information

This group box appears only for bill plans associated with a contract for which in the Billing Options page the Grant Information is set to Letter of Credit. If the Grant Information is set to Cost Reimbursable then this group box will not appear. Also this group box is enabled only if the billing plan status is *Pending, Ready,* or *In-Progress*. If the billing plan status is set to *Ready* without selecting a LOC ID then an error message alerting the user that the LOC Reference ID is required will be displayed.

Field or Control	Description
Letter of Credit ID	Displays the LOC ID entered on the Billing Options page. Only active Letter of Credit IDs will be displayed.
Letter of Credit Description	Displays the LOC description corresponding to the Letter of Credit ID.
Letter of Credit Type	Displays the type of LOC corresponding to the Letter of Credit ID.

Related LOC Document IDs

This group box displays the contract lines assigned to the bill plan along with the LOC Document details. All the fields in this group box are display only.

Field or Control	Description
Contract Line Num	Displays the contract line number assigned to the bill plan. The line number is hyperlinked so that users can navigate to the corresponding Contract Lines page.
Letter of Credit Document ID	Displays the LOC Doc ID entered on the contract line the bill plan is assigned to.

Field or Control	Description
Subaccount ID	Displays the Subaccount ID entered on the contract line the bill plan is assigned to.
LOC Doc ID End Date	Displays the LOC Doc ID end date entered on the contract line the bill plan is assigned to.
Inactive Doc ID	Displays the Inactive Doc ID entered on the contract line the bill plan is assigned to.

Amount Detail

Field or Control	Description
Billing Amount	Displays the billing amount, which is equal to the sum of the assigned line's billing amounts.
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.

Field or Control	Description
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:

Field or Control	Description
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:

Field or Control	Description
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.

Running the Business Process through Business Process Weaver

On the Billing Plan General page, click the Launch button to initiate the Business Process Weaver. A warning message will appear asking if the user wants to initiate the BPW. If the user selects *Yes*, then the process is triggered. The run control id is dynamically generated for the contract number, bill plan Id, and bill plan method available on the page and it initiates the BPW. The Launch button is visible if the entry point setup is defined and active and if the bill plan is eligible to be processed or has eligible events to be processed as per the below criteria:

Bill Plan Method	Bill Plan Status	Bill Plan Event Status	Bill Plan Amendment Event Status	Event Date
Milestone, Percent Complete, Value Based	Ready, Reversal in Progress, In Progress	Ready, Recycled, Reversal Initiated, Reversed Recycled	Ready, In Progress, Reversal Initiated, Reversal In Progress	Is less than or equal to the current date
Immediate	Ready, Recycled, Reversal In Progress, Reversed Recycled, In Progress (with amended line amount)	-	-	-
As Incurred, Recurring	Ready, In Progress	-	-	-

Note: For Milestone bill plans, if the event is of type *milestone* instead of *date*, the Process Milestones check box will be selected on the dynamically generated run control.

For more information on Business Process Weaver see "Defining Business Processes" (Application Fundamentals)

For more information on entry point registration see "Configuring Business Process Weaver" (Application Fundamentals)

Related Links
"Defining Customer Billing Contacts" (PeopleSoft Billing)
"Establishing Default Levels for PeopleSoft Billing Options" (PeopleSoft Billing)

Billing Plan - Events Page

Use the Billing Plan - Events page (CA_BP_EVENTS) to define billing plan events for Milestone, Percent Complete, Value-Based, and As-Incurred billing plans.

Navigation:

Customer Contracts > **Schedule and Process Billing** > **Define Billing Plan** > **Events**

This example illustrates the fields and controls on the Billing Plan - Events page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
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

Field or Control	Description
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.

Field or Control	Description
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 Source	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.

Field or Control	Description
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.

Field or Control	Description
Total Amount	Displays the total billing 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

Field or Control	Description
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.

Field or Control	Description
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.
(milestone ID)	After selecting a milestone number, the system populates this field with a link to the corresponding milestone.

Field or Control	Description
Contract Milestone Status	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.
Project Info	Click this link to select the PeopleSoft Project Costing business unit or project/activity status to which you want to link this billing event. This option is available only for *Milestone* event types with an origin of *Projects.*
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 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.
Event Note	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.
Percentage	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.

Field or Control	Description
Amount	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.
Amendment Amt (amendment amount)	Displays the amount of the amended event. This field is available for *Milestone, Value-based,* and *As-incurred* billing plans only.
Define Lines	Click to access the Billing Plans - Value Based Lines page for the associated event. This field is available for *Value-based* billing plans only.
Event Total	Displays the sum of all value-based billing plan lines that are associated with the event. This field is available for *Value-based* billing plans only.
Percent Complete	Displays the sum of the percentages of any prior events that you created. This field is available for *Percent Complete* billing plans only.
Incremental % Complete (incremental percent complete)	This field is only updated once billing for an existing row has been billed. For example: If event 1 is 50% and event 2 is 75%, 50% and 25% (75–50 is the increment for event 2) appear in this column. This field is for *Percent Complete* billing plans only.

Field or Control	Description
Actions	Click and select related action from the respective folder shown in the related action widget pop-up menu. Options are: • Process • Review • Billing Events Status Chart **Note:** Related action widget will be available when the Bill Plan Status is *Ready*. The related actions provided in the Events page are similar to those in the Billing Plan General page. The objective of related actions in the Events page is primarily to enhance the user accessibility and hence related action is not context sensitive.

Related Links
Understanding Milestones

Project Information for Event Page

Use the Project Information for Event page (CA_BP_PROJ_SP) to link a billing event occurrence to a Projects milestone, and designate when the billing event should consider that milestone achieved.

Navigation:

Click the **Project Info** link on the Billing Plan - Events page.

This example illustrates the fields and controls on the Project Information for Event page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
PC Business Unit (PeopleSoft Project Costing business unit)	Select a PeopleSoft Project Costing business unit.
Project ID	Select a project ID. Only projects associated with the contract are available for selection.
Activity ID	Select an activity ID. Only activities that were designated as milestone activities in PeopleSoft Project Costing are available for selection.
Activity Status	When defining a PeopleSoft Project Costing milestone, you must determine the status that the activity ID must reach for the milestone to be fulfilled. The milestone conditions are considered met when the status of the activity ID is equal to the activity status that you selected for the earliest effective dated row with that status value, and the effective date is before or equal to the processing date.
	Note: For activity milestones to work properly, the appropriate milestone status cannot be skipped; in addition, you cannot go back and forth between statuses. Once the appropriate status has been inserted, the milestone is processed. A workaround is to set the status to *Inactive*. Once it is in *Inactive* status, the milestone isn't processed; however, marking the status *Inactive* doesn't retroactively undo milestone billing.

Billing Plan - Billing Plan Lines Page

Use the Billing Plan - Billing Plan Lines page (CA_BP_LINE_LNK) to 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:

Navigation:

Customer Contracts > **Schedule and Process Billing** > **Define Billing Plan** > **Billing Plan Lines**

This example illustrates the fields and controls on the Billing Plan - Billing Plan Lines page. You can find definitions for the fields and controls later on this page.

Billing Plan General	Billing Plan Lines	Tax Parameters	History

Contract FIXED MAINTENANCE		BI Unit US001	
Sold To Customer 1001	Apex Systems	Bill To 1001	Apex Systems
Billing Plan B101	Maintenance Immediate	Currency USD	

Contract Billing Plan Lines   Personalize | Find | 🗗 | 🖿   First ⬇

Bill Plan Line Number	Description	Quantity	Unit of Measure	Purchase Order	Summarization Group Type	Summarization Group ID	View Details	Billing Line Note
1	BUILDING10	1.0000	EA				View Details	Billing Line Note
2	Building 3	1.0000	EA				View Details	Billing Line Note

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.

Field or Control	Description
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.
UOM (unit of measure)	Displays the unit of measure associated with the contract line. This field is display-only.
Purchase Order	Enter a PO number to associate with the billing plan line.

Field or Control	Description
Summarization Group Type	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. **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 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. **Important!** Summarization Group ID's must be included as an attribute in the summarization template setup before PeopleSoft Billing can create summarized billing plan lines.
View Details	Click this link to review the details of this billing plan line. This link does not appear until you have values in the **Contract Billing Plan Lines** group box.
Billing Line Note	Click to create a billing plan line note to associate with this billing plan line. The note is passed to PeopleSoft Billing and is printed on the invoice. This link does not appear until you have values in the **Contract Billing Plan Lines** group box.

Related Links
Understanding the Relationship Between PeopleSoft Contracts and PeopleSoft Project Costing

Billing Plan Line Details Page

Use the Billing Plan Line Details page (CA_BP_LINE_DTL) to 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.

Navigation:

Click the **View Details** link on the Billing Plan - Billing Plan Lines page.

This example illustrates the fields and controls on the Billing Plan Line Details page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
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.

Billing Plan - Value Based Lines Page

Use the Billing Plan - Value Based Lines page (CA_BP_LINE_VBB) to 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.

Navigation:

Click the **Define Lines** link on the Billing Plan - Events page for a value-based billing plan.

This example illustrates the fields and controls on the Billing Plan - Value Based Lines page. You can find definitions for the fields and controls later on this page.

Contract GFCONTRACT						BI Unit US001	
Sold To Customer 1001		Apex Systems				Bill To 1001	Apex Systems
Billing Plan B105						Currency USD	

Contract Billing Plan Lines　　　　　　　　　　　Personalize | Find | | 　First 1-2 of 2 Last

	Line Details	Projects	Taxes				
Event	BP Line	Description	Quantity	Unit of Measure	Purchase Order	Amount	
1	1	Implementation Consultation	50.0000	MHR	PO-987786578-03	26,000.00	+ −
1	2	Design Consultation	20.0000	MHR	PO-987786578-03	15,000.00	+ −

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

Field or Control	Description
Event Occurrence	Displays the event number.

Field or Control	Description
BP Line (billing plan line)	Displays the billing plan line number.

Field or Control	Description
Purchase Order	Displays the PO number, which appears by default from the contract header.

Field or Control	Description
Amount	Enter an amount for this contract line.

Contract Billing Plan Lines - Projects Tab

Select the Projects tab.

Field or Control	Description
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.

Related Links
Understanding Limits

Reconciling Billing and Revenue

Billing Plan - Recurring Detail Page

Use the Billing Plan - Recurring Detail page (CA_BP_RECUR_DTL) to before running the billing process, preview recurring fees that will bill in the future.

Update schedule changes for future billing.

Navigation:

Customer Contracts > **Schedule and Process Billing** > **Define Billing Plan** > **Recurring Detail**

This example illustrates the fields and controls on the Billing Plan - Recurring Detail page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.
	See "Schedules Page" (Application Fundamentals).

Field or Control	Description
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

Field or Control	Description
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

Field or Control	Description
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.

Billing Plan - Tax Parameters Page

Use the Billing Plan - Tax Parameters page (CA_BP_TAX) to 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.

Navigation:

Customer Contracts > **Schedule and Process Billing** > **Define Billing Plan** > **Tax Parameters**

This example illustrates the fields and controls on the Billing Plan - Tax Parameters page. You can find definitions for the fields and controls later on this 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.

Related Links

"Establishing Tax Groups" (PeopleSoft Billing)

Billing Plan - History Page

Use the Billing Plan - History page (CA_BP_XREF) to view the status for all billing activity related to this bill plan ID.

You cannot update the system-inserted (CBI and PBI) rows. You can manually insert rows into the Billing Plan - History page to account for any bills generated against this billing plan by, for example, a third-party billing system.

Navigation:

Customer Contracts > Schedule and Process Billing > Define Billing Plan > History

This example illustrates the fields and controls on the Billing Plan — History Page. You can find definitions for the fields and controls later on this page.

Amount Details

Field or Control	Description
Billing Amount	Displays the billing amount, which is equal to the sum of the contract line's billing amounts.
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

Field or Control	Description
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.

Field or Control	Description
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.

This example illustrates the fields and controls on the Billing Plan — History - Billing Tab. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.

Field or Control	Description
Invoice Type	The system sets the invoice type after the invoice has been finalized. Values include:
	Credit Bill: Full bill adjustment credit.
	Adjustment Only Bill: Do not add bill line adjustments to an already existing bill, but choose to create a new bill with adjustment lines only.
	Rebill Bill: Full rebill.
	Regular Bill with Adjustments: Add bill line adjustments to an already existing regular bill.
	Regular Bill: Regular bill entered through online bill entry or imported through the interface.
Invoice Date	Displays the value in the date field of the invoice. The system sets the invoice date after the invoice has been finalized.
AR Item Info (PeopleSoft Receivables item information)	Click to access PeopleSoft Receivables, where you can review any outstanding amounts.
Net Extended Amt (net extended amount)	Displays the actual amount that was invoiced by PeopleSoft Billing. This amount includes discounts and surcharges, but does not include taxes.
Gross Extended	Displays the gross amount of all contract lines linked to the billing plan on the invoice; tax and freight are not included. Gross extended is the same value as the gross amount when it's first generated and sent to 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.

This example illustrates the fields and controls on the Billing Plan — History - Contracts Tab. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.

Field or Control	Description
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.

This example illustrates the fields and controls on the Billing Plan — History - Projects Tab. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.

Field or Control	Description
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.

Related Links

[Reviewing the Cross-Reference Table](#)

Assigning Contract Lines to Billing Plans

This section lists a prerequisite and discusses how to assign contract products to billing plans.

Page Used to Assign Contract Lines to Billing Plans

Page Name	Definition Name	Usage
[Assign Billing Plan Page](#)	CA_BP_LINK	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.

Prerequisite

Before assigning contract lines to billing plans, you must have created active lines for this contract.

Assign Billing Plan Page

Use the Assign Billing Plan page (CA_BP_LINK) to 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.

Navigation:

Customer Contracts > **Schedule and Process Billing** > **Assign Billing Plan**

This example illustrates the fields and controls on the Assign Billing Plan Page. You can find definitions for the fields and controls later on this page.

Contract Lines to be Assigned / Unassigned

Field or Control	Description
(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.
Billing Amount	Displays the billing amount for each line. This system takes this value from the line's billing amount on the Billing 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.

Field or Control	Description
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.<hr>**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.

Field or Control	Description
(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*.

Field or Control	Description
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.
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.

See Billing Plan Assignment.

Billing Plan to Assign / Unassign

Field or Control	Description
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.

Field or Control	Description
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.

Field or Control	Description
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

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 pre-approved activity.

- The Project Progress process.

- Tax parameters.

- Invoices.

- Discounts, surcharges, and retainages.

- Fixed-amount 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 documentation.

Related Links

"Understanding the Contracts Billing Process for Government Contracts" (PeopleSoft Contracts for Government Contracting)

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-amount, 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:

Contracts billing process flow diagram
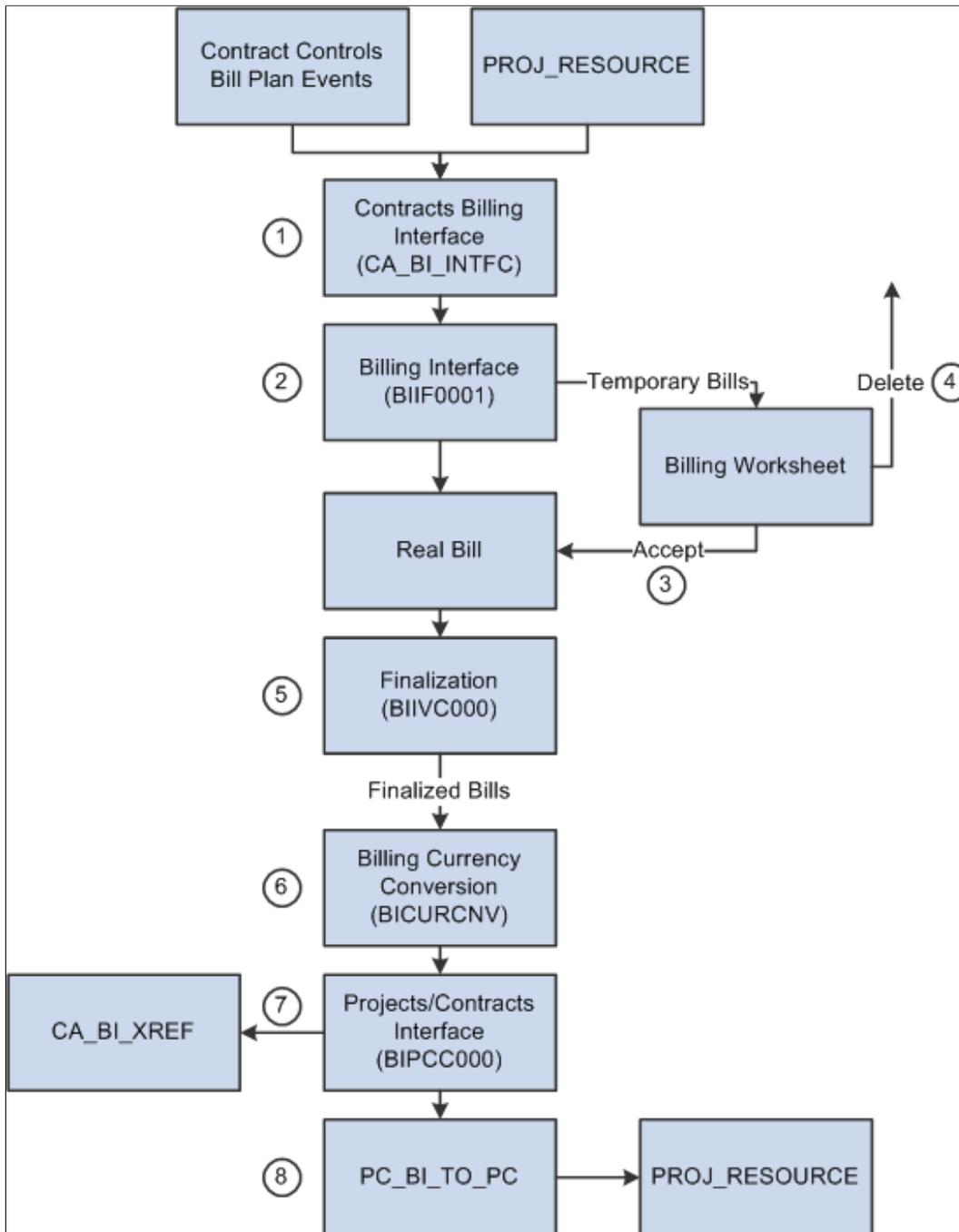
The billing process consists of these steps:

1. Run the Contracts Billing Interface process Contracts- and Project Costing-related billing activity to PeopleSoft Billing.

2. Run the Billing Interface process (BIIF0001) in PeopleSoft Billing to create temporary bills that you can work on in the billing worksheet.

The billing worksheet is a temporary work area where you can review and adjust resource lines that come from PeopleSoft Project Costing before you create an actual bill. For bill lines that are generated from fixed-amount contract lines, you can approve or delete the worksheet based on your review.

3. Approve the billing worksheet.

   When you accept a billing worksheet, the system creates a real bill with an assigned invoice number and updates PeopleSoft Contracts and PeopleSoft Project Costing accordingly.

4. Delete the billing worksheet.

   When you delete a billing worksheet, the system cancels the bill and updates PeopleSoft Contracts and PeopleSoft Project Costing accordingly.

5. Run the Finalization process (BIIVC000).

   Run the Finalization process on the real bills that you have created. The Finalization process performs a variety of tasks, including calculating taxes, setting the invoice date, and calculating the due date.

6. Run the Billing Currency Conversion process (BICURCNV).

   Billing Currency Conversion process (BICURCNV) must be run prior to running the Billing to Project Costing/Contracts Interface process (BIPCC000) to ensure that correct conversion rates are sent to project costing/contracts. For more information on Billing Currency Conversion process, see "Running the Currency Conversion Process (BICURCNV)" (PeopleSoft Billing). You must run the Billing Currency Conversion process prior to running the Billing to Project Costing/Contracts Interface process even if you are not using multiple currencies.

7. 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.*

8. 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.

Note: You can utilize streamlined billing to reduce the number of steps for invoicing bills. Streamlined billing enables you to process transactions from PeopleSoft Contracts to PeopleSoft Billing and back to PeopleSoft Contracts, with one job.

See Streamlined Billing.

Updates in PeopleSoft Contracts

Fixed-amount, 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-amount rows are not to be changed, only accepted or deleted.

Related Links

"Understanding the Billing Interface Data Structure" (PeopleSoft Billing)

"Processing Billing Worksheets" (PeopleSoft Billing)

"Running the Billing to Project Costing/Contracts Interface Process (BIPCC000)" (PeopleSoft Billing)

"Running the Pro Forma, Finalization, Print, and Reprint Processes" (PeopleSoft Billing)

The Contracts Billing Interface Process (CA_BI_INTFC)

The Contracts Billing Interface process is divided into three major parts: rate-based contract line billing (controlled by PeopleSoft Project Costing), fixed-amount and value-based contract line billing (controlled by PeopleSoft Contracts), and recurring billing (controlled by PeopleSoft Contracts).

In billing for rate-based contract lines, the flow of data is controlled by PeopleSoft Contracts, but the data source is PeopleSoft Project Costing. You control the flow of billing in PeopleSoft Contracts by attaching projects to contract lines, associating the contract lines with billing plans, readying or holding the billing plans, and possibly creating billing events. When the particular billing plan and event is ready, the resource rows that are associated with the designated project are selected for billing. In addition, PeopleSoft Contracts controls much of the header information that is sent to billing, such as the bill to customer, bill by date, and tax information.

In billing for fixed-amount contract lines, PeopleSoft Contracts provides both the data source and the control over billing. You associate dollar amounts with the contract lines. You control the flow of billing in PeopleSoft Contracts by associating the contract lines with billing plans and billing plan lines, readying or holding the billing plans, and possibly creating billing events.

In billing for recurring contract lines, PeopleSoft Contracts provides both the data source and the control over billing. Products are priced by PeopleSoft Enterprise Pricer or through the list price that is associated with the product. Pricing for recurring contract lines occurs dynamically when you view the billing plan or when you process the bill.

In all cases, the information that is sent to billing is structured as required by the interface staging table. Each billable row creates a LINE transaction containing the bill amount, billing parameters, and descriptive information. Each billable row also creates at least one Accounting Entry (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

contract asset 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*.

For rate-based contract lines, organizations have the option of holding billing on unpaid cost.. If selected at run time, voucher costs from Accounts Payable and costs from Expenses are evaluated to determine if payment has been made. If payment has been made, the costs are included in the Contracts Billing Process. If payment has not been made, then the costs are not sent to Billing until they have been paid.

See Prepaid Amounts: Billing and Utilization.

Holding Unpaid Cost from Billing and Revenue Recognition

For some federally awarded contracts, a cost incurred by the organization must be paid by the organization before it can be billed to the sponsor (customer). Contracts to billing interface has been modified to prevent unpaid cost from being billed. Similarly contracts revenue recognition processing has been modified to prevent unpaid cost from being included in revenue recognition. To enable this two new selections, Hold Billing on Unpaid Cost and Hold Revenue on Unpaid Cost can be selected on the Contracts Installation Options page. These selections default to the sponsor and contract, but can be modified. Also these selections are pre-populated when you generate a contract through Grants or when you create a contract online, but can be changed. These selections will default to the contract line when you add a contract line online. The contract billing process and contract revenue process use the selections on the contract line to determine whether costs must be paid before they are processed. The other selections mentioned provide default capabilities only. From the Award Profile page, Grants administrators can view the Hold Billing and Hold Revenue selections on the related contract. This is read only. Changes to the contract level configurations must be made on the contract. Organizations can update the new Hold Billing and Hold Revenue selections on the contract en Masse. It is important to note that a voucher must be completely paid before any costs on the voucher can be billed. If only a portion of the voucher has been paid, then all costs on the voucher will be held from billing.'

See Updating Hold Billing and Revenue on Unpaid Cost Options, Defining Contract Lines, Defining Contract Billing Options, "Setting Up Application-Specific Installation Options" (Application Fundamentals), "Adding General Customer Information" (PeopleSoft Order to Cash Common Information).

Fixed-Amount Billing

There are three fixed-amount, 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-amount 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 there is no Contract Asset and the accounting distribution comes from CA_DETAIL_DST. For all other revenue recognition methods, 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-amount 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-amount 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.

See "Reviewing Project Billing Transactions" (PeopleSoft Project Costing)

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 Billing* documentation contains detailed information regarding the application engines that are processed by the Load and No Load processes.

Note: For *Load* processing, the system initiates the Commitment Control process only if Commitment control is enabled on the Installation Options - Installed Products page.
For *Load* processing, the system does not print Federal Invoice Formats 1080 and 1081 for direct invoice jobs see PeopleSoft Billing documentation.

PeopleSoft Project Costing Issues

If you initiate streamlined billing from the Billing Review page in PeopleSoft Project Costing, note that:

- All reviewed transactions for the particular BU/PROJECT ID are eligible for billing.

- The contracts billing plan dictates how far the billing transactions go (to worksheet or finalization).

- Because each project can have multiple activities and each activity can be assigned to a different contract line and billing plan, there may be multiple invoices created.

See PeopleSoft Project Costing documentation for more information.

Additional Streamlining Options

In addition to the streamlined billing processes previously outlined, you can also select additional jobs for the system to run in conjunction with the Contracts Billing Interface process. On the Processing Billing - All Other Methods run control page, if you select the **Process Milestones** or **Process Project Progress** check boxes, the system runs the selected processes prior to running the Contracts Billing Interface process.

For more information about batch processing and using PeopleSoft Process Scheduler to personalize and streamline batch processing, see *PeopleTools: Process Scheduler*

Direct Invoicing and Preapproved Activity

You set the direct invoicing and preapproved options on the billing plan. The Contracts Billing Interface process maps the preapproval flag to the TMP_BILL_FLG in PeopleSoft Billing.

This table shows the effect of the different direct invoicing and preapproved settings:

Direct Invoicing Flag	*Preapproval Flag*	*Resulting Functionality*
N	*N*	Temporary bills are created. Users need to approve the temporary bills in the billing worksheet to make them real bills.
N	*Y*	Real bills are created. Bills created in *Pending* status aren't picked up for invoicing until the bill status is changed to *Ready.* This method bypasses the billing worksheet.
Y	*N*	Not allowed.
Y	*Y*	Real bills are created. Bills are created in *RDY* status. This method bypasses the billing worksheet. <hr> **Note:** This is streamlined billing.

See *PeopleTools: BI Publisher for PeopleSoft*

See *PeopleTools: 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.

Related Links

Project Progress
Processing Project Progress

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 supplier).

*   Calculate taxes using Taxware (third-party tax supplier).

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 suppliers 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 suppliers and calculate taxes.

Discounts, Surcharges, and Retainages

You can establish discounts and surcharges for fixed-amount contract lines and 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_REDUC. For all other revenue recognition methods, the accounting distribution comes from the Contract Asset 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.

See Discounts and Surcharges.

See Accounting Distributions for Discounts and Surcharges.

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.

See Understanding the Relationship Between PeopleSoft Contracts and PeopleSoft Project Costing.

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.

- 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-Amount 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:

Contract	Billing Plan	Occurrence	Status
1000	BP001	1	DON
1000	BP001	2	RDY

   CA_BP_LINES table:

Contract	Billing Plan	Line	Amount (USD)	(Project)
1000	BP001	1	100	ABC
1000	BP001	2	500	ABC

Contract	Billing Plan	Line	Amount (USD)	(Project)
1000	BP001	3	700	DEF

2. The Contracts Billing Interface process and the Billing Interface create these bill worksheets:

Worksheet #1 – Project ABC
(100 USD) + (500 USD) = (600 USD)

Worksheet #2 – Project DEF
700 USD

3. Worksheet #2 is cancelled (Worksheet #1 has not yet been approved).

   The following updates are made:

   CA_BP_EVENTS table:

Contract	Billing Plan	Occurrence	Status
1000	BP001	2	RCL (recycled)

   CA_BP_XREF table:

Sequence	Contract	Billing Plan	Line	Occurrence	Amount	Status
1	1000	BP001	1	2	100	RCV (received)
2	1000	BP001	2	2	500	RCV
3	1000	BP001	3	2	700	DEL (deleted)

4. After the Projects/Contracts Interface runs, the following updates occur:

   CA_BP_EVENTS table:

Contract	Billing Plan	Occurrence	Status
1000	BP001	2	PRG (in progress)

   CA_BP_XREF table:

Sequence	Contract	Billing Plan	Line	Occurrence	Amount	Status
1	1000	BP001	1	2	100	RCV
2	1000	BP001	2	2	500	RCV
3	1000	BP001	3	2	700	DEL
4	1000	BP001	3	2	700	NEW

The system uses this criteria when selecting the recycled item:

- Event status is recycled.

  (BP_EVENT_STATUS = *RCL).*

- The event keys (contract, billing plan, and event occurrence) match between the recycled event and the XREF table.

- The status on the XREF table is deleted.

  (XREF_STATUS = *DEL).*

- Only the maximum sequence row for the contract, billing plan, line, and occurrence combination is considered.

  (MAX (XREF_SEQ_NUM)).

- Event conditions are not considered because they have already been met.

5. Worksheet #1 is cancelled. The following updates are made:

CA_BP_EVENTS table:

Contract	Billing Plan	Occurrence	Status
1000	BP001	2	RCL

CA_BP_XREF table:

Sequence	Contract	Billing Plan	Line	Occurrence	Amount	Status
1	1000	BP001	1	2	100	DEL
2	1000	BP001	2	2	500	DEL

Sequence	Contract	Billing Plan	Line	Occurrence	Amount	Status
3	1000	BP001	3	2	700	DEL
4	1000	BP001	3	2	700	NEW

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:

Contract	Billing Plan	Occurrence	Status
1000	BP001	2	PRG

CA_BP_XREF table:

Sequence	Contract	Billing Plan	Line	Occurrence	Amount	Status
1	1000	BP001	1	2	100	DEL
2	1000	BP001	2	2	500	DEL
3	1000	BP001	3	2	700	DEL
4	1000	BP001	3	2	700	NEW
5	1000	BP001	1	2	100	NEW
6	1000	BP001	2	2	500	NEW

Note: In the case of immediate billing methods in which there are no events, the billing plan status is set back to *In Progress*. The Contracts Billing Interface process processes the in-progress plans if the maximum row for that plan has been deleted in the cross-reference.

Prepaid Amounts

The initial billing of a prepaid amount is handled in the fixed-amount portion of the Contracts Billing Interface process. Prepaid billing differs from regular fixed-amount 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.

Related Links
Understanding Prepaid Amounts

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 contract asset 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.

Related Links
Contract Classifications

Running the Contracts Billing Interface Process

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, and run the Contracts Billing Interface process for amount-based and value-based billing methods.

Pages Used to Run the Contracts Billing Interface Process

Page Name	*Definition Name*	*Usage*
Process As Incurred Billing Page	RUN_CA_BI	Run this process to load *As-Incurred* billing information from PeopleSoft Contracts and PeopleSoft Project Costing into PeopleSoft Billing to create bills.
Process Recurring Billing Page	RUN_CA_RB	Run this process to load *Recurring* billing information from PeopleSoft Contracts and PeopleSoft Project Costing to PeopleSoft Billing to create bills.
Process Other Billing Methods Page	RUN_CA_FF	Run this process to load amount-based and value-based billing information from PeopleSoft Contracts into PeopleSoft Billing to create bills.

Common Elements Used in This Section

Field or Control	Description
Program Name	Displays *CA_BI_INTFC.*
Billing Plan	Select a billing plan ID to run the Contracts Billing Interface process for a specific billing plan.
Billing Method	For *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).
Billing Business Unit	Select a PeopleSoft Billing business unit to run the Contracts Billing Interface process for a specific billing business unit.
Billing Specialist	Select a billing specialist to run the Contracts Billing Interface process for a specific billing specialist.
Billing Cycle Identifier or **Billing Cycle ID**	Select to filter your processing parameters by the billing cycle ID. If you have PeopleSoft Grants installed, once you select a value, the system automatically populates the **From Date** and **To Date** fields. For PeopleSoft Grants customers, these dates are informational only; no processing depends on these dates.
Bill Thru Date	Used for *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.

Process As Incurred Billing Page

Use the Process As Incurred Billing page (RUN_CA_BI) to run this process to load As-Incurred billing information from PeopleSoft Contracts and PeopleSoft Project Costing into PeopleSoft Billing to create bills.

Navigation:

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

This example illustrates the fields and controls on the Process As Incurred Billing page. You can find definitions for the fields and controls later on this page.

Contract Options

Use the fields in this group box to limit the billing data that is included in the run of this process. Filter by PeopleSoft Contracts business unit, contract type, 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.

Field or Control	Description
Master Contract	Select a Master Contract. All contracts associated with the selected Master Contract will be considered during the billing process. This is applicable for all billing methods.
LOC Doc ID	Select relevant LOC Doc ID. All contracts and contract lines associated with the selected LOC Doc ID are considered for the as incurred billing process.

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.**

Field or Control	Description
BU/Proj/Act Option (business unit/project/activity option)	Select an option to filter the information that is pulled from PeopleSoft Project Costing. Options are: *All:* Run this process for all available PeopleSoft Project Costing business units, projects, and activities. *Selected BU / Proj / Activity* (selected business unit/project/ activity): Filter the PeopleSoft Project Costing source data by adding values to these fields: **PC Business Unit, Project ID,** and **Activity ID.** *Selected BU / Project* (selected business unit/project): Filter the PeopleSoft Project Costing source data by adding values to these fields: **PC Business Unit** and **Project ID.** *Selected Business Unit:* Filter the PeopleSoft Project Costing source data by adding values to the **PC Business Unit** field. You may further filter the data by adding values to the **Project Type** and **Project Manager** fields.

Billing Options

Use the fields in this group box to limit the billing data that is included in the run of this process. If you leave all fields blank, the process picks up all available billing activity in PeopleSoft Contracts and PeopleSoft Project Costing.

Field or Control	Description
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 Option	You can choose from Current Date or Specify Date options to process billing. If you choose Specify Date option then you can select the From Date for processing. Current Date option by default considers the current date for processing.
From Date	Enter the from date for processing. The system uses this field for accounting and transactional date purposes only. This field is displayed only if the From Date is not the current date.

Field or Control	Description
Through Date Option	You can choose from Current Date or Specify Date options. If you choose Specify Date option then you can select the Through Date. Current Date option by default considers the current date for processing.
Through Date	Enter the Through Date. 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. This field is displayed only if the Through Date is not the current date.
Event Date Option	You can choose from Current Date or Specify Date options. If you choose Specify Date option then you can enter the Event Date. Current Date option by default considers the current date for processing.
Event Date	Enter event date. This field is displayed only if the Event date is not the current date.
Invoice Date Option	You can choose from Current Date or Specify Date options. If you choose Specify Date option then you can select the Invoice Date. Current Date option by default considers the current date for processing.
Invoice Date	Enter the Invoice date. This field is displayed only if the Invoice Date is not the current date.
Bill Thru Date Option	You can choose from Current Date or Specify Date options. If you choose Specify Date option then you can enter the Bill Thru Date. Current Date option by default considers the current date for processing.
Bill Thru Date	Enter the Bill Thru date. This field is displayed only if the Bill Thru date is not the current date.
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.

Field or Control	Description
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

Field or Control	Description
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 Process through Business Process Weaver

Business Process Weaver provides a framework that allows processes/programs (tasks), such as batch programs, to be defined and executed either in parallel or sequence as part of a business process.

For more information on Business Process Weaver see "Defining Business Processes" (Application Fundamentals)

When a business process is executed, a process instance is created through which user can review the status of the process and control its execution.

Entry point registry is a setup that captures the BPW definition to be triggered and it is used to initiate the BPW (Set Up Financials/Supply Chain, Common Definitions, Business Process Weaver, Entry Point Registry). Entry points are system defined but users can define their own user defined entry points. All PeopleSoft delivered entry points are system defined. Here is a list of delivered entry points:

Page Name	Entry Point
Bill Plan General	PS_CA_BILL_PLAN
Process Other Billing Methods Run Control	PS_CA_OTHER
Process Recurring Billing Run Control	PS_CA_RECURRING
Process As Incurred Billing	PS_CA_INCURRED

In the Business Process Entry Point Registry page you can select the Active check box to use BPW for the relevant component. It is not selected by default.

This example illustrates the fields and controls on the Business Process Entry Point Registry Page. You can find definitions for the fields and controls later on this page.

Entry Point	Entry Point Description	Business Process Type	Process Weaver ID	Description	Process Run Control ID	Dynamic Run Control	Owner ID	Active
1 PS_BI_ENTRY_PAGE	BILL ENTRY PAGE	SYS	BI_SNGLACT	BI_SNGLACT		✓	DBI	☐
2 PS_BI_ENTRY_RNTL	BILLING SINGLE ACTION RUN CONTROL PAGE	SYS	BI_SNGLACT	BI_SNGLACT		✓	DBI	☐
3 PS_BI_ENTRY_WC	BILLING WORKCENTER SINGLE ACTION JOB	SYS	BI_SNGLACT	BI_SNGLACT		✓	DBI	☐
4 PS_BI_LOC_RNTL	LOC RUN CONTROL PAGE	SYS	BI_LOCDRAW	BI_LOCDRAW		✓	DBI	☐
5 PS_BI_LOC_SUM	LOC SUMMARY PAGE	SYS	BI_LOCDRAW	BI_LOCDRAW		✓	DBI	☐
6 PS_BI_LOC_WC	BILLING WORKCENTER LOC PENDING DRAW	SYS	BI_LOCDRAW	BI_LOCDRAW		✓	DBI	☐
7 PS_CA_BILLPLAN	BILL PLAN GENERAL PAGE ENTRY POINT	SYS	CA_BI_AR_GL_BPW	CA_BI_AR_GL_BPW		✓	FCA	☐
8 PS_CA_INCURRED	AS INCURRED BILLING RUN CONTROL	SYS	CA_BI_AR_GL_BPW	CA_BI_AR_GL_BPW		✓	FCA	☐
9 PS_CA_OTHER	FIXED AMOUNT BILLING RUN CONTROL	SYS	CA_BI_AR_GL_BPW	CA_BI_AR_GL_BPW		✓	FCA	✓
10 PS_CA_RECURRING	RECURRING BILLING RUN CONTROL	SYS	CA_BI_AR_GL_BPW	CA_BI_AR_GL_BPW		✓	FCA	☐

On the Process As Incurred Billing page, click the Launch button to trigger the Contracts Billing Interface process through BPW. The business process weaver can be started only if the business process entry point is setup and active else the process is executed through Process Scheduler by clicking the Run button.

Note: The Launch button is visible and the Run button is hidden if the entry point is defined and active.

On click of the Launch button, the system validates that the entry point is defined and active for the process to be executed, the run control parameters are saved in the database and the BPW is initiated. The Business Process Instance transaction page opens in a modal window. This page provides the status of the business process instance that has been initiated. It allows users to control the execution of the business processes. The process graph shows the flow of the process and the process status for each step.

This example illustrates the fields and controls on the Business Process Instance. You can find definitions for the fields and controls later on this page.
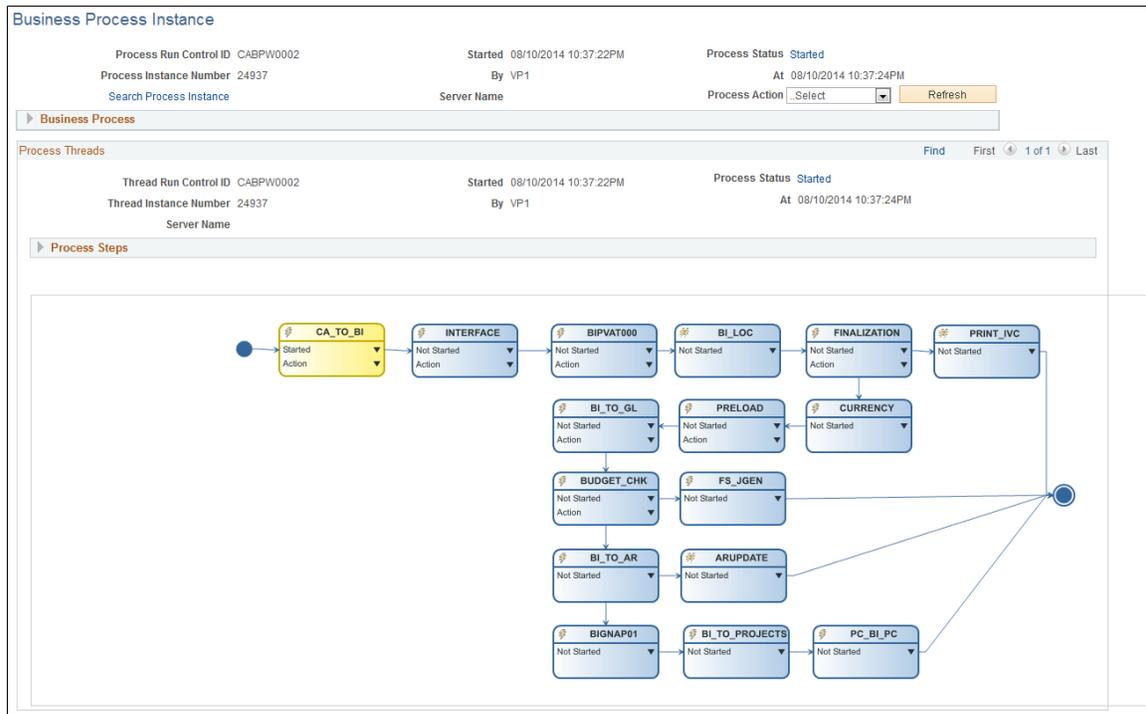
For more information on entry point registration see "Configuring Business Process Weaver" (Application Fundamentals)

Process Recurring Billing Page

Use the Process Recurring Billing page (RUN_CA_RB) to run this process to load Recurring billing information from PeopleSoft Contracts and PeopleSoft Project Costing to PeopleSoft Billing to create bills.

Navigation:

Customer Contracts > **Schedule and Process Billing** > **Process Recurring Billing**

This example illustrates the fields and controls on the Process Recurring Billing page. You can find definitions for the fields and controls later on this page.

Contract Options

Use the fields in this group box to limit the billing data that is included in the run of this process. Filter by PeopleSoft Contracts business unit, contract type, 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 Process through Business Process Weaver

On the Process Recurring Billing page, click the Launch button to trigger the Contracts Billing Interface process through BPW. The business process weaver can be started only if the business process entry point is setup and active else the process is executed through Process Scheduler by clicking the Run button.

Note: Launch button is visible only if the entry point setup is defined and active.

Process Other Billing Methods Page

Use the Process Other Billing Methods page (RUN_CA_FF) to run this process to load amount-based and value-based billing information from PeopleSoft Contracts into PeopleSoft Billing to create bills.

Navigation:

Customer Contracts > **Schedule and Process Billing** > **Process All Other Billing Methods**

This example illustrates the fields and controls on the Process Other Billing Methods page. You can find definitions for the fields and controls later on this page.

Contract Options

Use the fields in this group box to limit the billing data that is included in the run of this process. Filter by PeopleSoft Contracts business unit, contract type, 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

Field or Control	*Description*
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.

Running the Process through Business Process Weaver

On the Process Other Billing Methods page, click the Launch button to trigger the Contracts Billing Interface process through BPW. The business process weaver can be started only if the business process entry point is setup and active else the process is executed through Process Scheduler by clicking the Run button.

Note: Launch button is visible only if the entry point setup is defined and active.

Chapter 21

Creating and Managing Limits

Understanding Limits

PeopleSoft Contracts enables you to enter line-level and transaction-level billing and revenue limits. The billing limit amount defined for a contract line represents the maximum amount that can be billed and the revenue limit amount represents the maximum amount that can be recognized for revenue. Limit processing is associated with these amounts, which represents the "limit ceiling" for the contract line. In addition, within the overall limit, you may identify a limit on a subset of transactions such as travel, labor, or materials. In addition to overall line limits for billing and revenue, PeopleSoft Contracts enables you to set up transaction level limits that apply to both billing and revenue. Transaction limits enable you to apply a limit to one or more subsets of transactions on a specific contract line.

At a contract level, if the Separate As Incurred Billing and Revenue check box is selected then you specify separate revenue limits for the rate based contract lines on the contract. This is applicable for Standard, Government, and Federal Reimbursable Agreement contracts and not applicable for Internal contacts. If the contract does not separate as incurred billing and revenue then the revenue limit will equal the billing limit and cannot be modified. Revenue limit can be set to infinite if this check box is selected on the contract and the revenue limit is left at zero.

You associate limits to a contract line. You can view billing and revenue limits at the contract level on the Review Contract Summary page and in detail on the contract. 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.

*   Processing Order.

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 and recognized for revenue. This is referred to as a billing limit and revenue limit. You establish a line limit for billing and revenue on the Billing Allocation and Revenue Allocation pages respectively.

Line limit amounts are visible on the contract summary and online, 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 limits to one or more subsets of 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 configurable and allow you to identify a subset of transactions by applying specific criteria to one or more PeopleSoft Project Costing ChartField values (source type, category, and subcategory).

You associate the transaction identifier with a contract line and then establish the limit for that transaction identifier on the line. Multiple contract lines can use the same transaction identifier, but the limit is always specific to the contract line. Transaction Limits are applied when the PeopleSoft Project Costing ChartField values on the billing or revenue transaction match the criteria defined for the transaction identifier. Billing and revenue transactions must first pass the transaction limit before they can be checked against the contract line billing and revenue limits. Transactions not meeting the criteria for a transaction identifier are included in the contract line billing and revenue limits only. These amounts are entered on the Billing and Revenue Allocation pages.

Warning! After a transaction identifier is defined and associated with a transaction limit, it should not be modified, because data conflicts may occur for any transactions already processed using the transaction identifier.

Transaction Limit Amounts and Sequence Numbers

After you have defined transaction identifiers, you assign them to the contract line. A contract line can have multiple transaction limits, each with its own transaction identifier and limit enabling you to limit revenue and billing on multiple subsets of transactions. For more complex limit processing scenarios, you can create multiple transaction limits based on the types of transactions associated with the contract line and you can set up your transaction limits to overlap one another.

When assigning multiple transaction limits to one contract line, the system uses sequence numbers to determine the order in which a limit amount is applied to a transaction. These sequence numbers are defined by you and must be unique to the contract line. In the event that you set up overlapping limits, the system uses the sequence numbers to identify which transaction limit should be processed first.

Limits processing always consider transaction level limits first, and then billing and revenue limits defined at the contract line level, when determining whether a transaction can pass limit checking. Only transactions that pass transaction limits, or transactions for which transaction limits are not applicable, are checked against overall billing and revenue limits. 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 funded and revenue limit amount.

> **Note:** When assigning multiple transaction limits to a contract line, sequencing defines the order in which limits are applied to transactions. Because the over-the-limit transactions generated can vary depending on the order of the transaction limits, you need to carefully consider your setup and any potentially negative results from overlapping limits.

Limit Processing

The Limits (CA_LIMIT) Application Engine process applies transaction level and overall line level limits to your rate-based contract lines. 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.

- 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 Amount Allocation pages for Billing and Revenue or from the 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_LIMITS) process also runs.

- Automatically run the Limits process when processing transactions from feeder systems.

  Cost transactions for your contract lines will generally originate from within other PeopleSoft 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 run, which also runs the Limits (CA_LIMITS) process.

- Automatically run the Limits process when processing billing.

  When the Contracts Billing Interface (CA_BI_INTFC) process is run, the Limits (CA_LIMITS) process also runs.

No matter the location 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.

If a contract does not Separate As Incurred Billing and Revenue then the Limits process will Limit check as follows:

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.

Note: If the Separate As Incurred Billing and Revenue check box is not selected at contract header level then Limits process should ensure that all the revenue processing details on Limits related records are in-sync with the billing related details.

If Separate As Incurred Billing and Revenue is selected for a contract then the Limits process will Limit check as follows:

If the contract separates as incurred billing and revenue then based on your Rate Plan/Rate Set the Pricing process will generate Revenue (REV) rows. In this scenario, REV rows identify revenue to be integrated to general ledger. In contrast, if the contract does not separate as incurred billing and revenue, then BIL rows will be used for both billing and for revenue integration to General Ledger.

The Limits process will limit check Revenue (REV) rows if Process Revenue check box is checked on the Standalone Limits process Run Control Page or Process Revenue is checked on the Project Costing Business Unit option.

Limit processing examines each PROJ_RESOURCE row that represents a contract line for which you have specified revenue limits. If the amount on the row falls below the limit less the amount previously recognized or set to be recognized as revenue in this process, the row is marked REV. If the amount on the row exceeds the limit less the amount previously recognized or set to be recognized for revenue, the row is marked ROL (Revenue over-the-limit).

The ROL transaction rows will not be recognized as revenue. The Revenue over-the-limit rows are excluded from revenue processing by the Contracts revenue process (PSA_ACCTGGL) until you release the ROL transaction or increase the revenue limit and rerun the Limits process. Once you release the ROL transaction on the Limit Details page, the system converts the ROL row back to a REV so that it can be used by the revenue process to book revenue the next time the revenue process runs.

Note: If you rerun the Limits process prior to recognizing revenue, the released ROL row (now REV row) reverts back to ROL row because the system limit checks it again and the row is still over the limit. If additional revenue is received later in the contract life cycle, you can use amendment processing to increase the Revenue limit amount and process the appropriate revenue over-the-limit rows through to PeopleSoft General Ledger.

Splitting Over-the-Limit Rows

You have the option to split OLT/ROL 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. Similarly, the system splits a revenue row (REV) into one REV and one ROL row. This enables you to reach the exact limit amount with the BIL/REV rows, and the system places the remaining transaction amount onto an OLT/ROL row.

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/ROL rows, the system prorates the quantity across the two new transactions. For example, if a 100.00 USD BIL/REV, with a quantity of 10.00, was split into a 60.00 USD BIL/REV and a 40.00 USD OLT/ROL, the BIL/REV receives a quantity of 6.00 and the OLT/ROL receives a quantity of 4.00. The quantity is rounded to two decimal places.

The system handles OLT/ROL 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/REV row.

*   When billing and revenue processing has occurred (processed by either the Contracts Billing Interface or the Contracts Revenue process) for the BIL/REV half of a split transaction, the system cannot reprice the corresponding OLT/ROL row.

    However, that OLT/ROL 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/ROL becomes under limit, the system converts it to a BIL/REV row.

Processing Order

The Limits process (CA_LIMITS) processes transactions based on the RESOURCE_ID_FROM and RESOURCE_ID field values. The values for these fields are created in the Project Costing Transaction table, PROJ_RESOURCE and are inserted into temporary tables for processing by the Limits process. During limit checking, transactions having numeric values in the RESOURCE_ID_FROM and RESOURCE_ID fields are processed before transactions with concatenated values. Concatenated values originate from sub-systems other than Project Costing and are stored in the PROJ_RESOURCE

table. The system applies limit checking to transactions that have a numeric value prior to applying limit checking to transactions that have a concatenated value, as it processes the transactions first by RESOURCE_ID_FROM field and then RESOURCE_ID field. This occurs irrespective of the order in which the transactions are added from feeder systems such as General Ledger or transactions added from non feeder systems such as Project Costing.

For example, this table shows transactions in the Project Resource table that is from feeder and non-feeder applications for a contract with a limit amount of 2000$. The Order column shows the order in which the Limits process applies limit checking:

Analysis Type	Amount	ResourceIDFrom	ResourceID	Order
ACT	1000$	1	1	-
BIL	1000$	1	2	1
GLE	500$	GUS0010000	GUS0010000	-
BIL	500$	GUS0010000	3	2
ACT	200$	VUS0010000	VUS0010000	-
BIL	200$	VUS0010000	4	3

This table shows additional data being inserted into the Project Resource table. The Order column shows the order in which the Limits process applies limit checking.

Analysis Type	Amount	ResourceIDFrom	ResourceID	Order
ACT	1000$	1	1	-
BIL	1000$	1	2	1
ACT	2000$	5	5	-
BIL	1000$	5	6	2
OLT	1000$	5	7	2
GLE	500$	GUS0010000	GUS0010000	-
OLT	500$	GUS0010000	3	3
ACT	200$	VUS0010000	VUS0010000	-

Analysis Type	Amount	ResourceIDFrom	ResourceID	Order
OLT	200$	VUS0010000	4	4

In this example, when new transactions with numeric resource ID values are inserted into the Project Resource table, they are processed prior to the transactions with concatenated resource ID values. As a result, transactions having numeric resource ID values get limit checked first irrespective of their limit or the transaction being marked as OLT (over-the-limit) once the limit checking is complete.

If Separate As Incurred Billing and Revenue is selected for the contract then similar processing happens for REV/ROL rows.

Limit Processing Using Processing Order Template

A Processing Order Template can be defined and used during the Limits process. A Processing Order Template enables you to define a processing order and priority of processing for each transaction, matching specific criterion. You can select one or more fields from the given drop-down list as a criterion for sorting the transactions. This list is a subset of fields available in PROJ_RESOURCE table. The selected fields can be specified as an ascending or descending ordered field when transactions are being processed for limit checking. Also within each field you can specify additional conditions (sub-order) for prioritizing the processing of transactions based on matching criteria of the field values.

For example, consider TRANSACTION_DATE, RESOURCE_AMOUNT, TRANS_CODE, and TRANS_TYPE fields to be used as criteria for limit checking. A new Processing Order Template can be created as follows:

Field	Sort Order	Order	Sub-Order	Value to Match
RESOURCE_ AMOUNT	Descending	1	-	-
TRANS_DT	Ascending	2	-	-
PROJ_TRANS_CODE	Ascending	3	-	-
PROJ_TRANS_TYPE	Ascending	4	1	C%
PROJ_TRANS_TYPE	Ascending	4	2	A%

In this example, the Resource Amount field takes precedence over the other fields because it is listed first. Similarly Transaction Date field takes precedence over Transaction Code and Transaction Type fields. For Transaction Type field, values beginning with "C" take precedence over field values beginning with "A".

In case if RESOURCE_ID field is not selected in the processing order template, the system by default will use RESOURCE_ID as the last ordering field. This is done to ensure that the uniqueness and consistency in processing, when the fields are selected or process order specified does not result in unique values. For example, in the above illustration the final processing order that the system will use would be:

1. RESOURCE_AMOUNT

2. TRANS_DT

3. PROJ_TRANS_CODE

4. PROJ_TRANS_TYPE having values starting with C

5. PROJ_TRANS_TYPE having values starting with A

6. PROJ_TRANS_TYPE having values other than #4 and #5

7. RESOURCE_ID

The resulting process ordering from #1 to #6 may not result in unique rows. As a result the transactions falling out of this order list may get processed inconsistently. Hence by default the system would use RESOURCE_ID as the last ordering field.

If you select RESOURCE_ID as one of the columns in the processing order template then the system will not append RESOURCE_ID field at the end of processing order list.

When using processing order templates, the transactions are processed based on the processing order defined by the templates and not on predefined values of RESOURCE_ID_FROM and RESOURCE_ID.

Note: Processing Order Templates are optional. If Processing Order Template is not used then by default transactions are processed based on RESOURCE_ID_FROM and RESOURCE_ID field values.

Setting Up Limits

This section discusses how to set up limits.

Page Used to Define Limits

Page Name	Definition Name	Usage
Billing Allocation Page	CA_PRICING_PNL	Enter billing limit amounts for the contract line. You can enter billing limits for rate based lines on contracts with a classification of standard, government and federal reimbursable agreement.

Page Name	Definition Name	Usage
Revenue Allocation Page	CA_PRICING_REV_PNL	Enter revenue limit amounts for the contract line. Use this page to enter revenue limits for rate based lines on contracts with a classification of standard, government and federal reimbursable agreement. **Note:** If As Incurred Billing and Revenue are not separated on the contract, then revenue limits are read only and match billing limits.

Note: For limits, Project Costing transactions are identified to a contract line using the contract number and contract line number on the Project Transaction record (PROJ_RESOURCE). The contract number and contract line number on PROJ_RESOURCE must match the contract number and contract line number on the Contract Line record (CA_DETAIL). The project ID and activity ID on the transaction are not used. If a project and activity are moved from one contract/contract line to another contract/contract line after billing has occurred, then billed transactions that predate the move may be included in the processed amount of the original contract number and line number. Transactions processed after the move will be included in the new contract number and line. Caution should be exercised in moving projects activities after transactions have been processed.

Setting Up Transaction Limits

This section discusses how to define and modify transaction limits.

Pages Used to Define Transaction Limits

Page Name	Definition Name	Usage
Transaction Identifiers Page	PC_TRANS_IDENTIFY	View details for existing transaction identifiers or create new transaction identifiers. A transaction identifier is a set of transactions identified through criteria applied to one or more Project Costing ChartFields. You must select a transaction identifier before you can enter a limit amount on the Transaction Limits page. • **Set Up Financials/Supply Chain** > **Product Related** > **Project Costing** > **Transaction Options** >**PC Transaction Identifiers** • Click the **Transaction Identifiers** link on the Transaction Limits page.

Page Name	Definition Name	Usage
Transaction Limits Page	CA_LMT_TXN	Define transaction level limits for a rate-based contract line.

Transaction Limits Page

Use the Transaction Limits page (CA_LMT_TXN) to define transaction level limits for a rate-based contract line.

Navigation:

- **Customer Contracts** > **Determine Price and Terms** > **Transaction Limits**

- Click the **Transaction Limits** link on the Related Projects page.

This example illustrates the fields and controls on the Transaction Limits page. You can find definitions for the fields and controls later on this 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.

See "Contract Amounts Page" (PeopleSoft Contracts for Government Contracting).

Field or Control	Description
Amend Contract	Click this button to add a new transaction limit or increase an existing transaction limit. This is applicable for a contract that has already been activated.
Transaction Identifier	Enter a transaction identifier for the transaction limit. Transaction identifiers are defined by applying criteria to a chartfield or group of chartfields.

Field or Control	Description
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 for the transaction identifier. The limit applies to billing and also to revenue if As Incurred Billing and Revenue are separated on the contract. Only one amount can be specified for a transaction identifier. Transaction limits are applicable for rate based contract lines on contracts with a classification of standard, government and federal reimbursable agreement.
Use Sequence	Update the use sequence number to indicate the order in which overlapping transaction limits should be applied. For example, you may have a limit on Airfare as a subset of your limit on Total Travel and a limit on Direct Travel Costs may partially overlap the limit on Airfare. The use sequence number indicates which limit should be used first. Use sequence numbers must be unique.
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.

Setting Up a Processing Order Template

This section discusses how to Create a Processing Order Template.

Page Used to Define a Processing Order Template

Page Name	Definition Name	Usage
Processing Order Template Page	PRC_ORD_TEMPLATE	Use this page to create a Processing Order Template for the Limits process.

Processing Order Template Page

Use the Processing Order Template page (PRC_ORD_TEMPLATE) to create a Processing Order Template for the Limits process.

Navigation:

Customer Contracts > **Contracts Center** > **Definitions** > **Setup CA Process Order Tmplt**.

Or

Setup Financials / Supply Chain > **Product Related** >**Contracts** >**Templates** >**Setup CA Process Order Tmplt**

This example illustrates the fields and controls on the Processing Order Template page. You can find definitions for the fields and controls later on this page.

Use this page to create a Processing Order Template.

Field or Control	Description
Processing Order	Displays a number that the system automatically assigns to a specific row. This value determines the processing order of the Field Name and the system uses this number to prioritize the field. Processing Order is assigned to every new row inserted and after insertion the processing order of the existing rows is renumbered automatically.

Field or Control	*Description*
Field Name	Select a value from the list. Options include: • ACCOUNTING_DT • ACTIVITY_ID • BUSINESS_UNIT • CONTRACT_LINE_NUM • CONTRACT_NUM • CURRENCY_CD • FOREIGN_AMOUNT • FOREIGN_CURRENCY • PROJECT_ID • PROJ_TRANS_CODE • PROJ_TRANS_TYPE • RESOURCE_AMOUNT • RESOURCE_CATEGORY • RESOURCE_ID • RESOURCE_ID_FROM • RESOURCE_SUB_CAT • RESOURCE_TYPE • TRANS_DT
Sort Order	Select *Ascending* or *Descending*.
Sub-Order	Displays a number that the system automatically assigns to a specific row of the sub-order of the Field Name. The system uses this number to prioritize the field.

Field or Control	Description
Logical Operator	Select an option that is used by the system to compare the value in the Value To Match field with the data being processed for the specific Sub-Order of the individual field. The options occurring in the drop-down list are dependent on the data type of the field. For fields having Date and Numeric data type options include: • < • <= • <> • = • > • >= For fields having Character data type options include: Like

Field or Control	Description
Value To Match	Enter an appropriate value to be compared or matched by the system to filter or sequence the data. You must enter values based on the data type (Date, Character, or Numeric) of the field. For example, for data type Date you can select a date using the Date Picker control. **Note:** For Character data type you can use wildcard character (%) when you have selected Like as the logical operator. For example, you can use A% which will sort all the field values starting with A. Also for Character data type you need not enclose the character values in single quotes.

Note: Any field used in the Processing Order Template should also be present in the Project Costing Summarization Template so that data corresponding to that particular field is available from the Project Costing Summarization process.

See "Setting Up Summarization Templates" (PeopleSoft Project Costing).

Processing Limits

This section discusses how to process limits.

Page Used to Process Limits

Page Name	Definition Name	Usage
Process Limits Run Control Page	RUN_CA_LMT	Run the Limits Process as a standalone process for a specific population of contracts such as business unit, contract, contract line, or contract type. Optionally, run this process to recalculate totals only.

Process Limits Run Control Page

Use the Process Limits page (RUN_CA_LMT) to 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.

Navigation:

Customer Contracts > **Update Contract Progress** > **Process Limits**

This example illustrates the fields and controls on the Process Limits. You can find definitions for the fields and controls later on this page.

Process Options

Field or Control	Description
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:** This field will always be visible irrespective of the Separate As Incurred Billing and Revenue check box on the contract. The Limits process will check the status of Separate As Incurred Billing and Revenue check box for each contract and process the applicable rows accordingly. See "Processing Limits Page" (PeopleSoft Contracts for Government Contracting).
Process Billing	Select to run the Limit process for funding/billing limits. Funding applies to contracts with a classification of *Government* . Billing limits apply to all other contracts. **Note:** A processing option must be selected before the page can be saved and the process run.

Contract Options

Use the fields in this group box to limit the population of contracts included in the 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 and review limit details and release limits.

Pages Used to Review and Release Limits

Page Name	Definition Name	Usage
Review Limits Page	CA_LMT_REVIEW	Displays line limit and transaction limit information for rate-based contract lines.
Limit Details page	CA_LMT_DETAIL	Displays the details of over-the-limit transactions. Use this page to release excess transactions to billing or to GL for revenue recognition.
Verify Limits for Unpaid Cost Page	CA_PV_SUMM_ONLINE	Used to review contracts and contract lines that have unpaid project cost that cannot be billed or included in Revenue Recognition.

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.

When transactions exceed the limit, you may use the Limit Details page to release specific OLT or ROL transactions to billing or to general ledger for revenue recognition. To release OLT transactions, manually select the desired OLT transactions and click the Release button. This converts the OLT transactions into BIL transactions and launches the Limits process for the specific contract number and contract line number.

If you have selected to Separate As Incurred Billing and Revenue on the contract then you may release ROL transactions by manually selecting the desired ROL transactions and click the release button. This converts the ROL transactions into REV transactions. The Limit Process runs with the Recalculate Totals Only option selected 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 recognize revenue on the manually released transactions, you must integrate the data with billing and General Ledger prior to the next running of limits. You may run the Contracts Billing Interface (CA_BI_INTFC) with the streamlining options selected or you may run all the PeopleSoft Billing processes individually. Rerunning the limits process prior to integrating data with billing will reset BIL rows back to OLT.
If you have selected to Separate As Incurred Billing and Revenue on the contract then you must run the Contracts Revenue process (PSA_ACCTGGL) prior to the next running of limits. Rerunning the limits process prior to integrating revenue data with General Ledger will reset REV rows back to ROL.

Common Elements Used in This Section

Field or Control	Description
Contract	Displays the contract number.
Line	Displays the contract line number.
Transaction Identifier	Displays the transaction identifier. A blank transaction identifier indicates that the limit is at the contract line level.

Review Limits Page

Use the Review Limits page (CA_LMT_REVIEW) to displays limit and transaction limit information for rate-based contract lines.

Navigation:

- **Customer Contracts** > **Adjust Revenue and Billing** > **Review and Manage Limits**

- Click the **Review Limits** link on the Related Projects page.

This example illustrates the fields and controls on the Review Limits Page: Remaining tab. You can find definitions for the fields and controls later on this page.

Search Criteria

Use the fields in the **Search Criteria** group box to filter search results. 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.

Field or Control	Description
Limit Type	Select a limit type to have the system retrieve all limits with the specified limit type. Limit type values include *Funded/ Billing* and *Revenue*.
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. The system will use this to display your results. The options are: • *All:* Select this option to view all lines including those with remaining amounts and others that have exceeded the limit. • *Excess:* Select this option to view only those lines that have exceeded the limit amount. If you select this option, only the Excess and Date tabs of the Limits grid display. • *Remaining:* Select this option to view only those lines whose remaining limit amount does not exceed a specified threshold. 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. Results include only those contract lines whose remaining limit, as a percentage of the total line limit, does not exceed the amount entered.

Review Limits: Remaining Tab

Field or Control	Description
Billing Limit	Displays the line and transaction billing limit amounts for the contract line. **Note:** This field appears for **Limit Type** *Funded/Billing*.
Revenue Limit	Displays the line and transaction revenue limit amounts for this contract line. **Note:** This field appears for **Limit Type** *Revenue*.

Field or Control	Description
Processed Amount	Displays the processed amounts for the contract line and transaction limits. For the Limit Type Funded/Billing these amounts include the totals of all billable and billed transactions. For the Limit Type *Revenue* these amounts include revenue that has been integrated with general ledger and revenue that is eligible for integration with general ledger in a future process. **Note:** This field is updated during the Limits process from the previous balance to a new balance. Amounts for billing are impacted by any manual adjustments of bills in PeopleSoft Billing and it may not be in sync 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.

Note: If the Separate As Incurred Billing and Revenue option is not selected on the contract then all the revenue limit related details such as limit amount and processed amount will be same as the amounts shown for billing.

Review Limits: Excess Tab

Select the Excess tab.

This example illustrates the fields and controls on the Review Limits Page: Excess tab. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Billing Limit	Displays the contract line limit and transaction limit for billing. **Note:** This field appears for **Limit Type** *Funded/Billing*.
Revenue Limit	Displays the contract line limit and transaction limit for revenue. **Note:** This field appears for **Limit Type** *Revenue*.
Processed Amount	Displays the amounts processed against the contract line and transaction limits. For billing, this includes amounts billed and amounts eligible for billing. For revenue, this includes amounts integrated with General Ledger and amounts eligible for integration with General Ledger. **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 and it may not be in sync unless the totals are recalculated.
Excess Amount	Displays amounts in excess of the contract line limit and transaction limit. This includes 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/ROL transactions and release them to be billed or recognized for revenue.

Note: If the Separate As Incurred Billing and Revenue option is not selected at contract header level then all the revenue limit related details such as limit amount, excess amount and processed amount will be same as amounts shown for billing. In this case the search for *Revenue* transactions will not result in any rows.

Review Limits: Dates Tab

Select the Dates tab.

This example illustrates the fields and controls on the Review Limits page: Dates tab. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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 contact 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 such that all over-the-limit transactions will pass limit checking the next time limits is run, then this field will be set to blank the next time the Limits process is run with the **Recalculate Total Only** check box deselected.

Limit Details page

Use the Limit Details page (CA_LMT_DETAIL) to displays the details of over-the-limit transactions.

Use this page to release excess transactions to billing or to General Ledger for revenue recognition.

Navigation:

Click the value in the Excess Amounts column of the Review Limits page.

This example illustrates the fields and controls on the Limit Details page. You can find definitions for the fields and controls later on this 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. If you leave all fields blank, the search returns all over-the-limit transactions for the selected **Excess Amount** .

Field or Control	Description
Date Type	Select a date type to retrieve all OLT/ROL transactions within the specified date range. If you leave this field blank, the system retrieves all over-the-limit transactions. Date type values include: • *Trans Date* (transaction date): Select to display all over-the-limit transactions by transaction date. • *Acctg Date* (accounting date): Select to display all over-the-limit transactions by accounting date.
From Date and **Through Date**	Select specific from and through dates to have the system retrieve transactions within a specified date range. If you leave this field blank, the system retrieves all over—the—limit 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/ROL transaction.

Field or Control	Description
Select Limit Transaction	Select this check box if you want to release the over-the-limit transaction to be billed or 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/ROL amount in the original cost transaction currency.
Projects Business Unit Amount	Displays the transaction OLT/ROL 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 or revenue transactions eligible 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. **Note:** To bill or book for revenue the manually released transactions, you must run the billing processes or revenue process 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* and contract lines having a *Cost-Plus* Fee type attached. However, this button is available for the contract with a classification of Government and Contract Lines having a Fee Type of *None*.

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/ROL 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.

Field or Control	Description
Transaction ID	Displays the unique identifier for the OLT/ROL transaction.
Original Transaction ID	Displays the unique identifier for the original cost transaction.

Verify Limits for Unpaid Cost Page

Use the Verify Limits for Unpaid Cost page (CA_PV_SUMM_ONLINE) to review contracts and contract lines that have unpaid project cost that cannot be billed or included in Revenue Recognition.

It is important to clear the exceptions shown on this page prior to running the Contract Billing Process or As Incurred Revenue Recognition Process. This can be achieved by running a special limits process from this exception report. This process prioritizes paid cost over unpaid cost to facilitate limit processing.

On this page, specific contracts and contract lines will be displayed when either of the following criteria is satisfied:

•   When Hold Billing on Unpaid Cost option is selected on a contract line and some of the vouchers or expense transactions have been paid but are still marked as Over Limit (OLT) for the contract line. In addition, the contract line has unpaid vouchers or expense transactions that are marked as Billable (BIL).

•   When Hold Revenue on Unpaid Cost option is selected on a contract line and some of the vouchers or expense transactions have been paid but are still marked as Revenue Over Limit (ROL) for the contract line. In addition, the contract line has unpaid vouchers or expense transactions that are marked as eligible for revenue processing (REV).

Navigation:

Customer Contracts >**Review Billing** > **Verify Limits for Unpaid Cost**

This example illustrates the fields and controls on the Verify Limits for Unpaid Cost page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Hold Billing on Unpaid Cost	Displays if billing or revenue realization is held for the contract/contract line due to the criteria mentioned above.
Paid OLT	Displays contract lines that have paid OLT transactions and unpaid BIL (billable transactions). A special limits process will be executed to move the paid OLT to BIL and unpaid BIL to OLT, while staying in compliance with the contract line limit.
Unpaid Billing	Displays the unpaid billing amount for the contract line.
Run Limits	Click the button after selecting the contract lines for which limit has to be processed en Masse.

Current Revenue

Field or Control	Description
Paid ROL	Displays contract lines that have paid ROL (Revenue Over the Limit) transactions and unpaid revenue transactions. Paid transactions are prioritized over unpaid transactions.
Unpaid Revenue	Displays the unpaid revenue amount for the contract line.
Revenue Limit	Displays revenue limit for the contract line.
Hold Revenue on Unpaid Cost	Selection for this field defaults from the contract line. It is display-only.

Contract Details

Field or Control	Description
Separate Billing and Revenue	Selection for this field defaults from the contract line. Special limits process for revenue transaction is executed based on this field.

Prior Billing and Revenue

Field or Control	Description
Committed Billing	Displays the billing amount for contract line that is already processed.
Committed Revenue	Displays the revenue amount for contract line that is already processed.

Related Links

Updating Hold Billing and Revenue on Unpaid Cost Options
Understanding the Contracts Billing Process
Understanding Revenue Plan Processing
Defining Contract Lines

Chapter 22

Managing Contracts Billing

Understanding Billing Management

The billing management pages in PeopleSoft Contracts provide you with an overview of your contract billing activity within PeopleSoft Contracts. From the billing management pages, you can review multiple contract billing plans together, navigate to individual billing plans to update information that controls PeopleSoft Contracts billing activity, and reverse billing activity.

PeopleSoft Contracts also provides you with a view of any billing activity that you entered manually from an external source. This includes the following type of invoices:

- Billing (for all billing methods) that was initiated in PeopleSoft Contracts and sent to PeopleSoft Billing.

- A credit or rebill where the original invoice was initiated in PeopleSoft Contracts.

- Basic invoice data that you entered manually from another source, such as:

  - A third-party billing system.

  - A Microsoft Word document.

  - A PeopleSoft Billing module without PeopleSoft Contracts cross-reference information.

The system stores the billing schedule for a contract in three tables: CA_BILL_PLAN, CA_BP_EVENTS, and CA_BP_LINES. Each table stores a piece of billing information for a contract. The CA_BILL_PLAN table defines high-level information about the billing plan. The CA_BP_EVENTS table defines when payments are due. The CA_BP_LINES table defines how PeopleSoft Contracts should group contract lines when sending invoice lines to the 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. You can adjust billing on the Amendment Billing Allocation page and revenue on the Amendment Revenue Allocation page. The Revenue page is editable when the contract separates revenue and billing. If the contract does not separate billing and revenue then amounts equal those used for billing and are not editable. The adjust billing and revenue choices are independent of each other and can be selected on the Amendment Allocation page. When cancelling an amount-based contract line, you can select the **Reverse Amounts** option from the Amendment Billing 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.

Related Links

Understanding Contract Amendments
Working with Amendments

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-amount 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.

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 the cross-reference table.

Field	Key	Required	Description
CONTRACT_NUM	Key	Yes	Contract number.
BILL_PLAN_ID	Key	Yes	Billing plan ID.
XREF_SEQ_NUM	Key	Yes	Sequential number. Assigned by CONTRACT_NUM, BILL _PLAN_ID.
XREF_STATUS		Yes	Identifies where this row of data is within the xref lifecycle. Values are: NEW (new), RCV (received by the billing interface), ACP (worksheet accepted), DEL (worksheet rejected or deleted), FIN (finalized), RVS (reversed).
SYSTEM_SOURCE		Yes	Identifies where this row was generated. Values are: CBI (contracts billing interface—milestone and percent complete), PBI (projects billing interface— as-incurred), PCA (page entry in contracts), BPI (initiated in PeopleSoft Billing).

Field	Key	Required	Description
EVENT_OCCURRENCE	Altern	No	One of the keys from CA_BP _EVENTS. May not be set for as-incurred billing.
BPLAN_LN_NBR	Altern	No	One of the keys from CA_ BP_LINES. Not set for as-incurred billing.
CONTRACT_LINE_NUM	Altern	No	Contract line number.
NET_AMOUNT		No	Amount sent to PeopleSoft Billing from PeopleSoft Contracts. No tax. Not set for transactions originating in PeopleSoft Billing with the invoice types of ACR, ADJ, ARB, or RAD, for as-incurred billing.
GROSS_AMOUNT		No	Amount sent to PeopleSoft Billing from PeopleSoft Contracts. No tax included. Not set for transactions originating in PeopleSoft Billing with the invoice types of ACR, ADJ, ARB, or RAD, for as-incurred billing.
BI_CURRENCY_CD		Yes	Currency code of the invoice.
BUSINESS_UNIT_BI		Yes	PeopleSoft Billing business unit.
PROCESS_INSTANCE		No	The process instance for the Contracts Billing Interface process run that inserted the row. Populated only for CBI rows.
TEMP_INVOICE		No	Invoice number for the temporary invoice. Populated only for CBI rows. Set when the Billing Interface is run, then cleared out when the worksheet is accepted and an invoice is assigned.
INVOICE		No	Invoice number for the actual invoice.

Field	Key	Required	Description
INVOICE_TYPE		No	Values are: REG, ACR, ARB, ADJ, and RAD. Set after finalization.
INVOICE_DT		No	The date of the invoice. Set after finalization.
NET_EXTENDED_AMT		No	Net amount actually on the bill. No tax or freight included. Set after finalization in PeopleSoft Billing.
GROSS_EXTENDED_AMT		No	Gross amount actually on the bill. No tax or freight included. Set the same as GROSS_AMOUNT by the Contracts Billing Interface process when the row is first created. Reset after finalization in PeopleSoft Billing.
CONTRACT_PPD_SEQ		No	The prepaid sequence number. Set here if the CA_BP_LINES has it set.
BUSINESS_UNIT_PC		No	Project business unit.
PROJECT		No	Project.
LASTUPDDTTM		Yes	Date and time last updated. Reset every time the record is updated.
LASTUPDOPRID		Yes	Operator ID last updated or process that updated the row. For example, BIPCC000 appears in this field after the process runs. Reset every time the record is updated.
CHG_ID		No	Passed for amended lines or events.
PO_REF		No	Purchase order (PO) reference number. For fixed-fee contracts if a PO number is associated with the billing plan line.

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:

Field	NEW	RCV	ACP	DEL	FIN
CONTRACT_ NUM	X				
BILL_PLAN_ID	X				
XREF_SEQ_NUM	X				
XREF_STATUS	X	X	X	X	X
SYSTEM_ SOURCE	X				
EVENT_ OCCURRENCE	X				
BPLAN_LN_NBR	X				
CONTRACT_ LINE_NUM					
NET_AMOUNT	X				

Field	NEW	RCV	ACP	DEL	FIN
GROSS_AMOUNT	X				
BI_CURRENCY_CD	X				
BUSINESS_UNIT_BI	X				
PROCESS_INSTANCE	X				
TEMP_INVOICE		X	X		
INVOICE			X		
INVOICE_TYPE					X
INVOICE_DT					X
NET_EXTENDED_AMT					X
GROSS_EXTENDED_AMT					X
CONTRACT_PPD_SEQ	Maybe				
BUSINESS_UNIT_PC					
PROJECT					
LASTUPDDTTM	X	X	X	X	X
LASTUPDOPRID	X	X	X	X	X
CHG_ID	X				

Updating the Cross-Reference Table: Projects/Billing Interface Process

The system inserts PBI rows into the CA_BP_XREF table after the invoices represented by those rows have been finalized in PeopleSoft Billing. The system inserts one row for each combination of CONTRACT_NUM, BILL_PLAN_ID, EVENT_OCCURRENCE, CONTRACT_LINE_NUM, BUSINESS_UNIT_PC, PROJECT, BI_CURRENCY_CD, and INVOICE.

Note: Although only certain project activities pertain to particular contract lines, the system does not store the activity in CA_BP_XREF. Activities are summarized by project and billing currency.

This table shows which fields are updated at each stage:

Field	NEW	RCV	ACP	DEL	FIN
CONTRACT_ NUM					X
BILL_PLAN_ID					X
XREF_SEQ_NUM					X
XREF_STATUS					X
SYSTEM_ SOURCE					X
EVENT_ OCCURRENCE					Maybe
BPLAN_LN_NBR					
CONTRACT_ LINE_NUM					X
NET_AMOUNT					
GROSS_ AMOUNT					
BI_CURRENCY_ CD					X
BUSINESS_UNIT _BI					X
PROCESS_ INSTANCE					

Field	NEW	RCV	ACP	DEL	FIN
TEMP_INVOICE					
INVOICE					X
INVOICE_TYPE					X
INVOICE_DT					X
NET_EXTENDED _AMT					X
GROSS_ EXTENDED_ AMT					X
CONTRACT_PPD _SEQ					
BUSINESS_UNIT _PC					X
PROJECT					X
LASTUPDDTTM					X
LASTUPDOPRID					X

Updating the Cross-Reference Table: Manually Entered Invoices

If you manually entered an invoice directly into PeopleSoft Billing, the system can still automatically insert rows for that invoice into the CA_BP_XREF table as long as the necessary fields have valid values. PeopleSoft Billing enables entry of CONTRACT_NUM, BILL_PLAN_ID, EVENT_OCCURRENCE, BPLAN_LN_NBR, CONTRACT_LINE_NUM, BUSINESS_UNIT_PC, and PROJECT. Only CONTRACT_NUM and BILL_PLAN_ID must be set for the information to be inserted into CA_ BP_XREF. The system inserts rows for manually entered invoices into the CA_BP_XREF table after the invoice has been finalized in PeopleSoft Billing.

Reviewing Billing Examples

Review the following examples to see how data flows from a billing plan in PeopleSoft Contracts to the Billing Worksheet in PeopleSoft Billing and from the Billing Worksheet to the finalized bill 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:

CONTRACT_NUM	BILL_PLAN_ID	AMOUNT
CA1	BP1	1000

CA_BP_LINES:

CONTRACT_NUM	BILL_PLAN_ID	BPLAN_LN_NBR	GROSS_AMT
CA1	BP1	1	400
CA1	BP1	2	600

CA_BP_EVENTS:

CONTRACT_NUM	BILL_PLAN_ID	EVENT_OCCURRENCE	EVENT_DATE	PERCENTAGE
CA1	BP1	1	1/1/99	50
CA1	BP1	2	10/31/99	50

According to BP1, these are the invoice due dates and amounts:

* On January 1, 1999, the following amount is due: (0.5*400) + (0.5*600).

* On October 31, 1999, the following amount is due: (0.5*400) + (0.5*600).

Mark the first event *RDY,* and then run the Contracts Billing Interface process. When you run this process, the system creates the following entries in the CA_BP_XREF table:

Field	Row 1	Row 2
CONTRACT_NUM	CA1	CA1
BILL_PLAN_ID	BP1	BP1

Field	*Row 1*	*Row 2*
XREF_SEQ_NUM	1	2
XREF_STATUS	NEW	NEW
SYSTEM_SOURCE	CBI	CBI
EVENT_OCCURRENCE	1	1
BPLAN_LN_NBR	1	2
CONTRACT_LINE_NUM		
NET_AMOUNT	200	300
GROSS_AMOUNT	200	300
BI_CURRENCY_CD	USD	USD
BUSINESS_UNIT_BI	EAST	EAST
PROCESS_INSTANCE	123123	123123
TEMP_INVOICE		
INVOICE		
INVOICE_TYPE		
INVOICE_DT		
NET_EXTENDED_AMT		
GROSS_EXTENDED_AMT	200	300
CONTRACT_PPD_SEQ		
BUSINESS_UNIT_PC		

Field	Row 1	Row 2
PROJECT		
LASTUPDDTTM	1-DEC-1998 10:30:22	1-DEC-1998 10:30:22
LASTUPDOPRID	OPRID that ran the Contracts Billing Interface process	OPRID that ran the Contracts Billing Interface process

After you have successfully run the Contracts Billing Interface process, run the billing interface process in PeopleSoft Billing. This process updates the CA_BP_XREF rows to an XREF_STATUS of RCV (received). This process also adds a TEMP_INVOICE number and inserts the date into the LASTUPDDTTM field:

Field	Row 1	Row 2
CONTRACT_NUM	CA1	CA1
BILL_PLAN_ID	BP1	BP1
XREF_SEQ_NUM	1	2
XREF_STATUS	RCV	RCV
SYSTEM_SOURCE	CBI	CBI
EVENT_OCCURRENCE	1	1
BPLAN_LN_NBR	1	2
CONTRACT_LINE_NUM		
NET_AMOUNT	200	300
GROSS_AMOUNT	200	300
BI_CURRENCY_CD	USD	USD
BUSINESS_UNIT_BI	EAST	EAST

Field	Row 1	Row 2
PROCESS_INSTANCE	123123	123123
TEMP_INVOICE	TMP-000234	TMP-000234
INVOICE		
INVOICE_TYPE		
INVOICE_DT		
NET_EXTENDED_AMT		
GROSS_EXTENDED_AMT	200	300
CONTRACT_PPD_SEQ		
BUSINESS_UNIT_PC		
PROJECT		
LASTUPDDTTM	1-DEC-1998 12:43:02	1-DEC-1998 12:43:02
LASTUPDOPRID	OPRID that ran the billing interface	OPRID that ran the billing interface

The billing administrator accepting the Billing Worksheet to which these rows were written triggers the next update to the CA_BP_XREF table. The system updates the XREF_STATUS for rows that were accepted in the Billing Worksheet to a status of *ACP* (accepted). The system also inserts the actual invoice number, inserts the date in the LASTUPDDTTM field, and adds the user ID of the user who accepted the bills to the LASTUPDOPRID field:

Field	Row 1	Row 2
CONTRACT_NUM	CA1	CA1
BILL_PLAN_ID	BP1	BP1
XREF_SEQ_NUM	1	2

Field	Row 1	Row 2
XREF_STATUS	ACP	ACP
SYSTEM_SOURCE	CBI	CBI
EVENT_OCCURRENCE	1	1
BPLAN_LN_NBR	1	2
CONTRACT_LINE_NUM		
NET_AMOUNT	200	300
GROSS_AMOUNT	200	300
BI_CURRENCY_CD	USD	USD
BUSINESS_UNIT_BI	EAST	EAST
PROCESS_INSTANCE	123123	123123
TEMP_INVOICE	TMP-000234	TMP-000234
INVOICE	112233	112233
INVOICE_TYPE		
INVOICE_DT		
NET_EXTENDED_AMT		
GROSS_EXTENDED_AMT	200	300
CONTRACT_PPD_SEQ		
BUSINESS_UNIT_PC		
PROJECT		

Field	Row 1	Row 2
LASTUPDDTTM	3-DEC-1998 09:43:20	3-DEC-1998 09:43:20
LASTUPDOPRID	OPRID that accepted the worksheet	OPRID that accepted the worksheet

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:

Field	Row 1	Row 2
CONTRACT_NUM	CA1	CA1
BILL_PLAN_ID	BP1	BP1
XREF_SEQ_NUM	1	2
XREF_STATUS	FIN	FIN
SYSTEM_SOURCE	CBI	CBI
EVENT_OCCURRENCE	1	1
BPLAN_LN_NBR	1	2
CONTRACT_LINE_NUM		
NET_AMOUNT	200	300
GROSS_AMOUNT	200	300
BI_CURRENCY_CD	USD	USD
BUSINESS_UNIT_BI	EAST	EAST
PROCESS_INSTANCE	123123	123123

Field	Row 1	Row 2
TEMP_INVOICE	TMP-000234	TMP-000234
INVOICE	112233	112233
INVOICE_TYPE	REG	REG
INVOICE_DT	5-DEC-1998	5-DEC-1998
NET_EXTENDED_AMT	200	300
GROSS_EXTENDED_AMT	200	300
CONTRACT_PPD_SEQ		
BUSINESS_UNIT_PC		
PROJECT		
LASTUPDDTTM	5-DEC-1998 10:08:02	5-DEC-1998 10:08:02
LASTUPDOPRID	OPRID that finalized the invoice	OPRID that finalized the invoice

Milestone Billing Example Part Two The Credit/Rebill

On January 10, 1999, the customer calls the billing department to complain that tax was charged on line two when it was a nontaxable item. The billing department issues a line level adjustment. Here are the CA_BP_XREF entries for these transactions.

Note: The system does not make entries to the cross-reference table for adjustments until the invoices for those adjustments are finalized and the Update Contract/Projects Data process is run.

Field	Row 3	Row 4
CONTRACT_NUM	CA1	CA1
BILL_PLAN_ID	BP1	BP1
XREF_SEQ_NUM	3	4

Field	Row 3	Row 4
XREF_STATUS	FIN	FIN
SYSTEM_SOURCE	FBI	FBI
EVENT_OCCURRENCE	1	1
BPLAN_LN_NBR	2	2
CONTRACT_LINE_NUM		
NET_AMOUNT		
GROSS_AMOUNT		
BI_CURRENCY_CD		
BUSINESS_UNIT_BI	EAST	EAST
PROCESS_INSTANCE		
TEMP_INVOICE		
INVOICE	112234	112234
INVOICE_TYPE	RAD	RAD
INVOICE_DT	10-JAN-1999	10-JAN-1999
NET_EXTENDED_AMT	300	300
GROSS_EXTENDED_AMT	300	300
CONTRACT_PPD_SEQ		
BUSINESS_UNIT_PC		
PROJECT		

Field	*Row 3*	*Row 4*
LASTUPDDTTM	10-JAN-1999 12:15:23	10-JAN-1999 12:15:23
LASTUPDOPRID	OPRID that finalized the invoice	OPRID that finalized the invoice

Note that the amount here does not show any change. This is because the tax amount is handled in PeopleSoft Billing only.

As-incurred Billing Example

Define two rate-based contract lines.

CA_DETAIL:

CONTRACT_NUM	*CONTRACT_LINE_NUM*	*DESCR*	*OTHER FIELDS*
CA2	1	Consulting Services	…
CA2	2	Consulting Services	…

CA_BILL_PLAN

You must associate the rate-based lines with an as-incurred billing plan. The as-incurred billing plan does not have an amount associated with it. You bill as work is performed:

CONTRACT_NUM	*BILL_PLAN_ID*	*AMOUNT*
CA2	BP1	

CA_BP_EVENTS

Billing plan events are optional for as-incurred billing plans. If no billing plan events are defined, you bill for work performed to date when you run the Contracts Billing Interface process:

CONTRACT_NUM	*BILL_PLAN_ID*	*EVENT_ OCCURRENCE*	*EVENT_DATE*	*PERCENTAGE*

CA_BP_LINES

You do not define billing plan lines for as-incurred billing.

CA_DETAIL_PROJ

This table stores PeopleSoft Project Costing information related to contract lines. You relate projects to contract lines on the Related Projects page:

CONTRACT_NUM	CONTRACT_LINE_ NUM	BUSINESS_UNIT_ PC	PROJECT_ID	ACTIVITY_ID
CA2	1	PCBU	PC1	A1
CA2	1	PCBU	PC2	A1
CA2	2	PCBU	PC1	A2

CA_BP_XREF

The Billing Plan - History page displays one row per combination of contract line, business unit, and project, even though the billing for that contract line may have included billing for multiple activities. The system inserts this row into the cross-reference table only after the invoice has been finalized in PeopleSoft Billing and the Update Contract/Projects Data process is run:

Field	Row 1	Row 2
CONTRACT_NUM	CA2	CA2
BILL_PLAN_ID	BP1	BP1
XREF_SEQ_NUM	1	2
XREF_STATUS	FIN	FIN
SYSTEM_SOURCE	PBI	PBI
EVENT_OCCURRENCE		
BPLAN_LN_NBR	1	1
CONTRACT_LINE_NUM	1	2
NET_AMOUNT		
GROSS_AMOUNT		
BI_CURRENCY_CD	USD	USD

Field	Row 1	Row 2
BUSINESS_UNIT_BI	EAST	EAST
PROCESS_INSTANCE		
TEMP_INVOICE		
INVOICE	112236	112236
INVOICE_TYPE	REG	REG
INVOICE_DT	31-OCT-1999	31-OCT-1999
NET_EXTENDED_AMT	400	200
GROSS_EXTENDED_AMT	400	200
CONTRACT_PPD_SEQ		
BUSINESS_UNIT_PC	PCBU	PCBU
PROJECT	PC1	PC2
LASTUPDDTTM	31-OCT-1999 07:22:14	31-OCT-1999 07:22:14
LASTUPDOPRID	OPRID that finalized the invoice	OPRID that finalized the invoice

Reviewing and Reversing Billing Activity

This section lists a prerequisite and common elements, and discusses how to review or reverse billing activity for billing plans, review billing events, and review statuses for as-incurred billing plans.

Pages Used to Review and Reverse Billing Activity

Page Name	Definition Name	Usage
Review Billing - Plans Page	CA_BI_MGMT_INQ_PNL	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 *Pending* or *Ready.* Reverse billing for *Milestone, Percent Complete, Value-Based,* and *Immediate* billing plans. To reverse billing for an entire contract, access the Contract Reversal page.
Review Billing - Events Page	CA_BI_MGMT_EVENTS	From this page, you can view amounts by event that have been billed to date and are pending. Inquire on the status of billing events. Place billing plan events on hold, update event statuses, and navigate to more detailed information. Reverse billing for billing plan events.
Review Billing - As Incurred Page	CA_BI_MGMT_AI_PNL	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.

Related Links

Understanding Billing in Contracts

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

Field or Control	Description
Billing Business Unit	PeopleSoft Billing business unit.
Billing Plan ID	Each contract can contain multiple billing plans. You must select a contract number before you can search by billing plan ID.

Field or Control	Description
Billing Plan Status	You can search for billing plans with a specific billing plan status.
Bill To Customer	Customer receiving the invoice.
Business Unit	PeopleSoft Contracts business unit.
Contract Classification	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.*
Detail	Click this link to view pending and billed amounts, events, or milestones associated with a billing plan.
History	Click to view the billing history for events or projects associated with this billing plan.
Hold	Select to search for all billing plans or events that have been placed on hold.
Hold Date	If you or the system holds a billing plan or event, the system populates this field with the current system date. You can place a billing plan on hold once the billing plan is in a status greater than *Ready.* In addition, the system automatically places a boiling plan on hold when you initiate a reversal or when amendment processing affects events.

Review Billing - Plans Page

Use the Review Billing - Plans page (CA_BI_MGMT_INQ_PNL) to 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 Pending or Ready. Reverse billing for Milestone, Percent Complete, Value-Based, and Immediate billing plans.

Navigation:

Customer Contracts > **Review Billing** > **Plans**

This example illustrates the fields and controls on the Review Billing - Plans page. You can find definitions for the fields and controls later on this page.

Search Criteria

Use the fields in the search criteria group box to filter your search results by entering specific values in these fields. If you leave all fields blank, the search returns all billing plans for all active contracts within your system.

Method

Select the check box of a billing plan - billing method to limit your search to include only those billing plans with a billing method equal to the billing methods that you selected. If you leave all check boxes blank, the system returns all billing plans matching the remainder of your search criteria. Billing method choices include: *Milestone, Percent Complete, Value Based, As Incurred, Recurring,* and *Immediate.*

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

Field or Control	Description
(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.

Field or Control	Description
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.

Field or Control	Description
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.

This example illustrates the fields and controls on the Review Billing - Plans page: Billing Financial Information tab. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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 amount minus 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.

Review Billing - Events Page

Use the Review Billing - Events page (CA_BI_MGMT_EVENTS) to 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.

Navigation:

Customer Contracts > **Review Billing** >**Review Billing Events**

This example illustrates the fields and controls on the Review Billing - Events page. You can find definitions for the fields and controls later on this 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

Field or Control	Description
(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.

Field or Control	Description
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.

Field or Control	Description
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.

Field or Control	Description
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.

Review Billing - As Incurred Page

Use the Review Billing - As Incurred page (CA_BI_MGMT_AI_PNL) to 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.

Navigation:

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

This example illustrates the fields and controls on the Review Billing - As Incurred page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
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.

Field or Control	Description
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

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:

Term	*Definition*
Inclusive	Prepaid amount that is included in the billing and revenue amounts of other goods or services. Inclusive prepaid amounts (also known as inclusive prepaids) are deducted from the amount to allocate on the Billing Allocation and Revenue Allocation pages. 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	Non-inclusive prepaid amounts are not reflected in the billing and revenue amounts of your amount-based contract products. You can combine a non-inclusive 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:

Term	*Definition*
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. 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 billing and revenue amount allocations when they have a status of *Ready.* You cannot mark allocation complete for the contract unless all inclusive prepaids have a *Ready* status.

Term	Definition
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.
Cancelled	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:

Billing Plan Status	Prepaid Status
Pending	You can change prepaid status to any status except *Completed*. If you no longer want the prepaid, set it to a status of *Cancelled*.
Ready	You can change prepaid status to *Cancelled* only.
In Progress	Prepaid status is *Ready* and cannot be changed.
Action Required	Prepaid status is *Ready* and cannot be changed.
Cancelled	You can set prepaid status to *Cancelled*. However, if utilization has occurred, all amounts must first be *backed out*.
Completed	You can set prepaid status to *Completed*. However, the prepaid must first be fully depleted.
Recycled	Prepaid status is *Ready* and cannot be changed.

Billing Plan Status	*Prepaid Status*
Reversal In Progress	Prepaid status is *Ready* and cannot be changed.
Reversed	Prepaid status is *Ready* and cannot be changed.

Note: You cannot ready a prepaid without first assigning it to a billing plan.

Prepaid Amounts: Billing and Utilization

When establishing a prepaid amount, you must assign it to a billing plan. Either create a new billing plan for the prepaid amount or assign the prepaid amount to an existing billing plan 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 contract liability 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 contract liability.

Note: The accounting that is specified in the prepaid table does not depend upon your selection of the contract liability option on the contract line.

Note: Contract liability can be modified after the prepaid status is set to *Ready*. However, modifications to the contract liability 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 contract asset 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 contract asset and credits billed AR. This entry nets out the billing entry that debits billed AR and credits contract asset. 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 contract liability (as established in the Prepaid table) and credits contract asset. The regular entry debits contract asset 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.

Related Links
Billing Plan Assigning Rules

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 contract liability accounting information, comes from the CA_PREPAID_TBL. The billing information is then sent to INTFC_BI, where it awaits the Billing Interface (BIIF0001).

See Running the Contracts Billing Interface Process.

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).

See Running the Contracts Billing Interface Process.

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.

Purchased Amount	*Remaining Amount*	*Committed Amount*
100,000.00 USD	100,000.00 USD	0

2. A utilization of 25,000 USD is sent to PeopleSoft Billing through the Contracts Billing Interface process.

Purchase Amount	*Remaining Amount*	*Committed Amount*
100,000.00 USD	100,000.00 USD	25,000.00 USD

3. A utilization of 25,000 USD is finalized in PeopleSoft Billing.

Purchase Amount	*Remaining Amount*	*Committed Amount*
100,000.00 USD	75,000.00 USD	0

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 billing and revenue amounts of a contract by allocating the difference on the Amendment Billing and Revenue Allocation pages. Before changing the amendment status to *Ready,* the modified inclusive prepaid should be allocated on the Amendment Allocation pages for Billing and Revenue and the allocation should be set to *Complete.*

The Contract Liability Distribution ChartFields remain open until the prepaid is closed. Any changes made to the contract liability distribution fields are applicable to processing performed after the change is saved.

See Understanding Contract Amendments.

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), contract liability , and Contract Asset.

Steps	Billed AR	Contract Liability	Contract Asset	Revenue
Initial prepayment is billed. PeopleSoft Billing creates the entries in the columns to the right:	100,000.00	(100,000.00)	-	-
20,000.00 USD of billable transactions sent to PeopleSoft Billing. PeopleSoft Billing creates the entries in the columns to the right:	20,000	-	(20,000.00)	-
20,000.00 USD of billable transactions are utilized. PeopleSoft Billing creates the entries in the columns to the right:	(20,000.00)	-	20,000.00	-
The Contract-to-GL process sends billable transactions to PeopleSoft General Ledger. PeopleSoft Contracts creates the entries in the columns to the right:	-	-	20,000.00	(20,000.00)
The Contract-to-GL process sends utilization rows to PeopleSoft General Ledger. PeopleSoft Contracts creates the entries in the columns to the right:	-	20,000.00	(20,000.00)	-

Steps	Billed AR	Contract Liability	Contract Asset	Revenue
81,000.00 USD of billable transactions are sent to PeopleSoft Billing. PeopleSoft Billing creates the entries in the columns to the right:	81,000.00	-	(81,000.00)	-
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:	(80,000.00)	-	80,000.00	-
The Contract-to-GL process sends billable transactions to PeopleSoft General Ledger. PeopleSoft Contracts creates the entries in the columns to the right:	-	-	81,000.00	(81,000.00)
The Contract-to-GL process sends utilization rows to PeopleSoft General Ledger. PeopleSoft Contracts creates the entries in the columns to the right:	-	80,000.00	(80,000.00)	-
Totals	101,000.00 awaiting cash collection	0	0	(101,000.00)

Common Elements Used in Prepaid Amounts

Field or Control	Description
	Click to access the Header Details page, where you can view contract header information such as the contract administrator, contract type, and contract classification.

Field or Control	Description
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.

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, and set up contract liability distribution.

Page Used to Establish Prepaid Amounts

Page Name	Definition Name	Usage
Prepaids Page	CA_PPD_CONTRACT	Establish prepaid balance amounts.

Prepaids Page

Use the Prepaids page (CA_PPD_CONTRACT) to establish prepaid balance amounts.

Navigation:

- **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.

This example illustrates the fields and controls on the Prepaids page: General tab. You can find definitions for the fields and controls later on this page.

Prepaids Header

Field or Control	Description
Amendment Number	Displays the current amendment number if the contract was amended through amendment processing. This field is visible after the contract is activated.

Contract Prepaid Totals

Field or Control	Description
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.

Field or Control	Description
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. See Working with Amendments. 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

Field or Control	Description
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.

Field or Control	Description
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 billing 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 non-inclusive 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.

Field or Control	Description
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.

Prepaids — Utilization Page

Access the Prepaids page (Customer Contracts, Determine Price and Terms, Prepaid Balances, Prepaids, select the Utilization tab).

This example illustrates the fields and controls on the Prepaids page: Utilization tab. You can find definitions for the fields and controls later on this page.

Field or Control	Description
(prepaid sequence number)	Contracts can contain multiple prepaid amounts. When adding a prepaid amount to a contract, the system assigns a prepaid sequence number to that prepaid amount. The contract number and contract prepaid sequence make up the unique key of the prepaid sequence table.
⬆ (move item use sequence up)	Click to increase the **Use Sequence** number of a prepaid. The prepaid must be in a *Ready* status for it to be moved.
⬇ (move item use sequence down)	Click to decrease the **Use Sequence** number of a prepaid. The prepaid must be in a *Ready* status for it to be moved.
Use Sequence	Displays the use sequence number. If multiple prepaid amounts are associated with the same billable activity, the system uses this value to determine which prepaid amount is depleted first. The system processes the prepaids in order of lowest to highest. The use sequence number may differ from the prepaid sequence number.
Utilize Against All Lines	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. **Note:** This option should not be selected if Product specific India GST rate needs to be applied during billing.
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.

Prepaids — Initial Billing Page

Use the Prepaids page (CA_PPD_CONTRACT) to view and edit billing plan details.

Navigation:

Customer Contracts > **Determine Price and Terms** > **Prepaid Balances** > **Prepaids**Select the Initial Billing tab.

This example illustrates the fields and controls on the Prepaids page: Initial Billing tab. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.

Field or Control	Description
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.

Field or Control	Description
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. **Note:** This option needs to be set to *Tax on Initial Bill* if India GST needs to be calculated during billing. See "Understanding the India Goods and Services Tax (GST)" (PeopleSoft Global Options and Reports)

Prepaids — Contract Liability Distribution Page

Use the Prepaids page (CA_PPD_CONTRACT) to establish prepaid balance amounts.

Navigation:

Customer Contracts >**Determine Price and Terms** >**Prepaid Balances** >**Prepaids** Select the Contract Liability Distribution tab

This example illustrates the fields and controls on the Prepaids page: Contract Liability Distribution tab (page 1 of 2). You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Prepaids page: Contract Liability Distribution tab (page 2 of 2). You can find definitions for the fields and controls later on this page.

Note: The system books the prepaid to contract liability as specified here, regardless of whether you selected the contract liability accounting check box on the contract line.

Field or Control	Description
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	Project ChartFields entered here are used to initialize contract liability. As prepaids are utilized, the project details on the transaction are used to reduce contract liability.
Activity	Select activity for this prepaid.
Source Type	Select a source type for this prepaid.
Category	Select a category for this prepaid.
Subcategory	Select a subcategory for this prepaid.
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 non-monetary 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 and view utilization history.

Pages Used to Define and View Utilization of Prepaid Amounts

Page Name	Definition Name	Usage
Utilization Criteria Page	CA_PPD_UTL_PNL	Define utilization criteria by restricting the billable activities in PROJ_RESOURCE that are candidates for utilization of a prepaid amount.
Utilization History Page	CA_PPD_UTL_DTL	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.

Utilization Criteria Page

Use the Utilization Criteria page (CA_PPD_UTL_PNL) to define utilization criteria by restricting the billable activities in PROJ_RESOURCE that are candidates for utilization of a prepaid amount.

Navigation:

- **Customer Contracts** > **Determine Price and Terms** > **Prepaid Utilization Rules** > **Utilization Criteria**

- Click the **Utilization Criteria** link on the Utilization tab of the Prepaids page.

This example illustrates the fields and controls on the Utilization Criteria page. You can find definitions for the fields and controls later on this page.

Utilization Criteria	Utilization History

Contract CONP001   Sold To Customer 1001

Contract Status ACTIVE   Customer Name Apex Systems

Prepaid Use Sequence 1

Utilization Description PPD Bal#1 of Contr# CONP001

Expiration Date

Use for all Contract Lines

Prepaid Sequence Totals

Purchased Amount	10,000.00
Remaining Amount	10,000.00
Committed Amount	0.00

Balance Utilization Controls - Use % for Wildcard   Personalize | Find | View All | | First 1 of 1 Last

PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Analysis Type	
%	%	%	%	%	%	BIL	+ −

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.

Field or Control	Description
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.

Field or Control	*Description*
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.

Related Links
Understanding the Relationship Between PeopleSoft Contracts and PeopleSoft Project Costing

Utilization History Page

Use the Utilization History page (CA_PPD_UTL_DTL) to 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.

Navigation:

* **Customer Contracts** > **Determine Price and Terms** > **Prepaid Utilization Rules** > **Utilization History**

* Click the **Utilization Criteria** link on the Utilization tab of the Prepaids page.

This example illustrates the fields and controls on the Utilization History page. You can find definitions for the fields and controls later on this 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

Page Name	Definition Name	Usage
Prepaid Balances - Audit History Page	CA_PPD_HISTORY	Monitor prepaid activity, such as changes in prepaid status that have occurred for each contract prepaid amount.

Prepaid Balances - Audit History Page

Use the Prepaid Balances - Audit History page (CA_PPD_HISTORY) to monitor prepaid activity, such as changes in prepaid status that have occurred for each contract prepaid amount.

Navigation:

Customer Contracts > **Determine Price and Terms** > **Prepaid Balances** > **Audit History**

This example illustrates the fields and controls on the Prepaid Balances - Audit History page. You can find definitions for the fields and controls later on this page.

Contract Prepaid Totals

Field or Control	Description
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

Field or Control	Description
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.
Action Type	Displays a description of the change that was made.
Status	Displays the prepaid amount status after the change has been made.
Remaining Amount	Displays the prepaid amount that has not yet been utilized.

Chapter 24

Entering 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:

This flowchart illustrates the renewals process flow
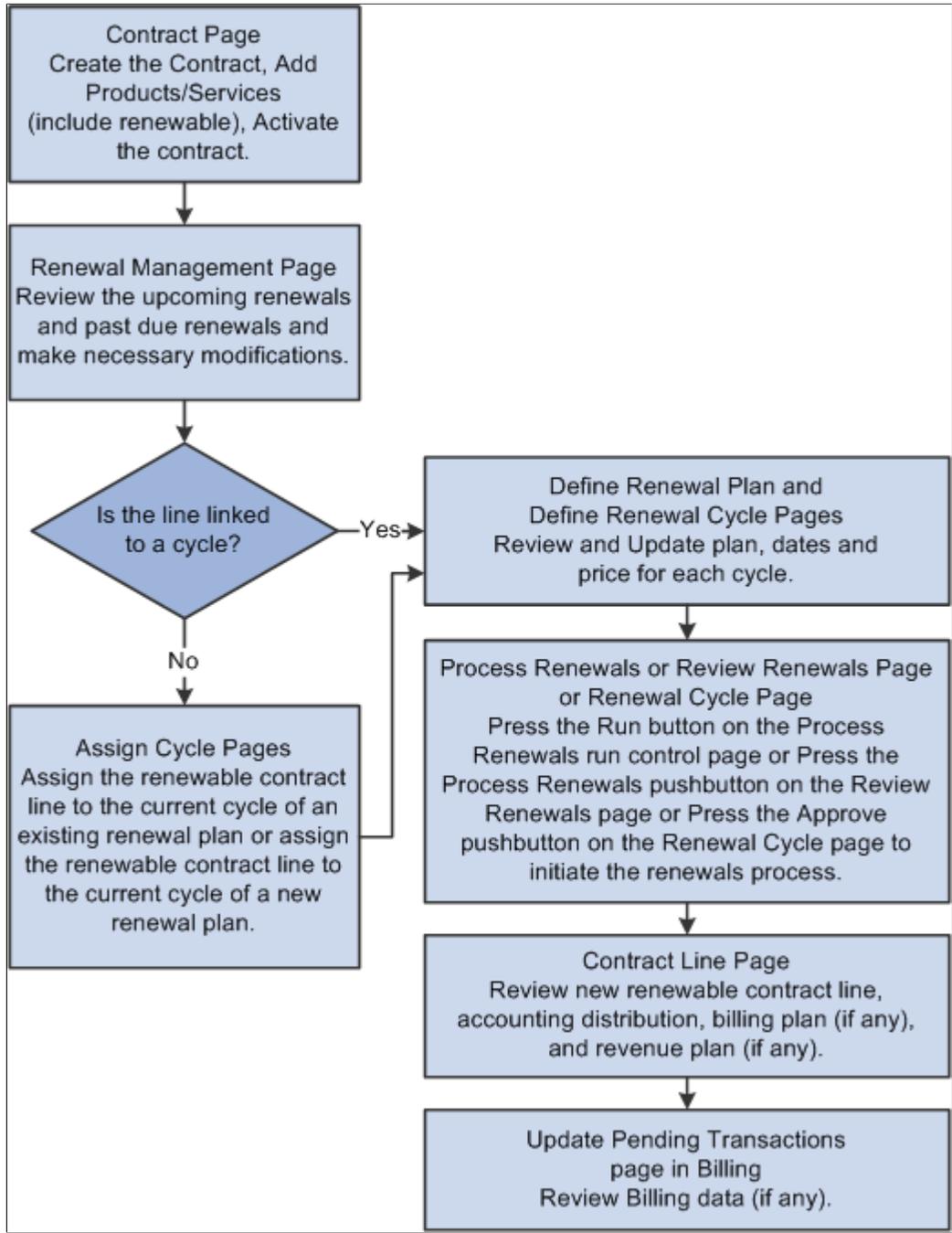
Defining Renewable Products, Templates, and Contract Lines

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.

Pages Used to Define Renewable Products, Templates, and Contract Lines

Page Name	Definition Name	Usage
Product Definition - Contracts Options Page	PROD_CONTRACTS	Define a product or service as renewable for use on your contract lines. You can optionally select a renewal plan template on this page. **Products** > **Identify Product Details** > **Definition** > **Contracts Options**
Renewal Plan Template Page	CA_RNW_TEMPLATE	Create renewal plan templates to use on your contract lines.
Hold Reason Page	CA_HOLD_RSN	Define hold reasons by SetID to use when placing renewal cycles on hold.
Add Contract Lines Page	CA_OFFERING_SRCH	Select renewable products to add to your contract lines. Add products to contract lines, and specify which of those products are renewable.

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.

Term	Definition
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 amounts the system will pass to PeopleSoft Enterprise Pricer to calculate the billing amount and revenue amount for the renewal line.

The rules for renewal templates are:

* They apply to fixed-amount 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 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.

Related Links

Setting Up Products and Product Groups
Defining Renewal Plan Templates

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 create renewal plans, define renewal cycle parameters, and view renewable contract line details.

Pages Used to Define Renewal Plans and Renewal Cycles

Page Name	Definition Name	Usage
Define Renewal Plan Page	CA_RNW_PKG_PNL	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*).
Define Renewal Cycle page	CA_RNW_CYCLE2_PNL	Define the parameters for a renewal cycle and ready and approve the renewal cycle status. You can also view all contract lines associated with this renewal cycle.
Renewal Terms Notes Page	CA_RNW_TERMS_NOTES	Enter internal contract notes for your renewal plan. Click the **Terms and Conditions** link on the Define Renewal Cycle page.

Page Name	Definition Name	Usage
Renewable Line Detail Page	CA_RNW_LINE	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.

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 include:

• 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:

This diagram shows the flow between the status values and the functionality related to the renewal plan cycle status
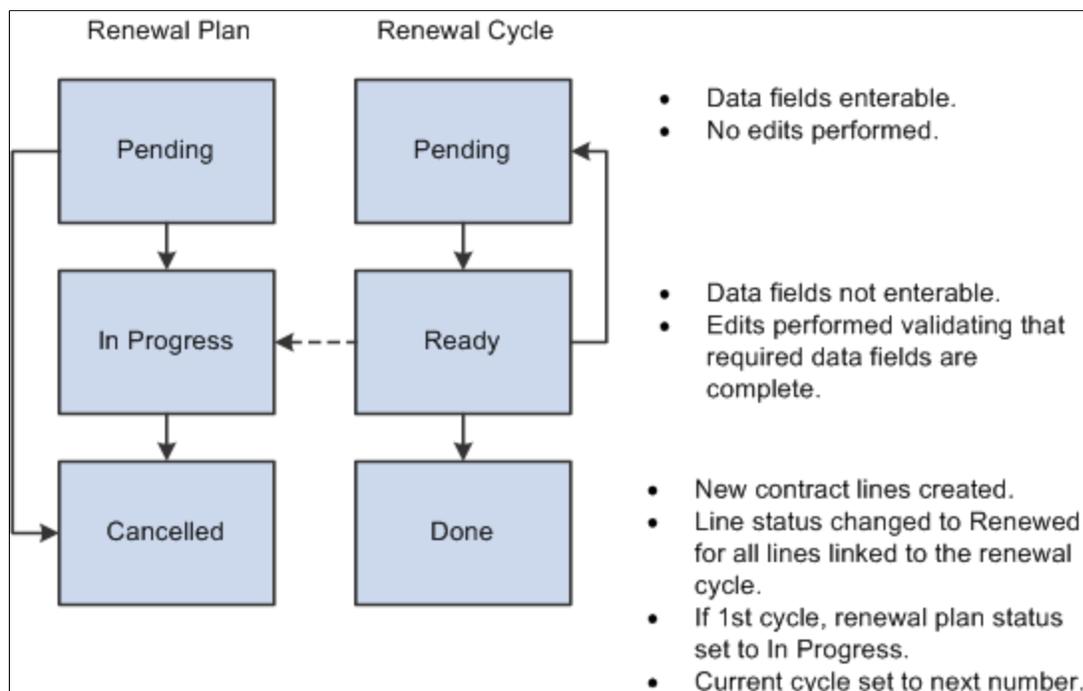
Renewal plan status values are:

Term	Definition
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:

Term	Definition
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

Field or Control	Description
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.*
Billing Amount	The fixed amount of billing on a contract line.
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.
Price Basis for Billing	Defines the method or basis for populating the billing amount on the target renewal line.

Field or Control	Description
Price Basis for Revenue	Defines the method or basis for populating the revenue amount on the target renewal 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.
Revenue Amount	The fixed amount of revenue on a contract line.
Separate Fixed Billing and Revenue	Displays whether the target contract separates billing and revenue on fixed amount contract lines. Used in determining revenue amounts on the target renewal line.
Start Date (source renewable lines)	Displays the start date for the original contract line. If you have contract liability for this renewable line, the contract liability accounting date appears in this field. The contract liability 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.

Define Renewal Plan Page

Use the Define Renewal Plan page (CA_RNW_PKG_PNL) to 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).

Navigation:

• **Customer Contracts** > **Define Renewals** > **Define Renewal Plan**

• Click the **Create Plan** button on the Renewals tab of the Contract - Lines page.

This example illustrates the fields and controls on the Define Renewal Plan Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Unit	Select the PeopleSoft Contracts business unit to which this renewal plan applies.
Target Contract	The contract on which the new renewable contract line is created when the renewal cycle is approved.
Status	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.
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.

Field or Control	Description
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 set 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.
Separate Fixed Billing and Revenue	Identifies whether billing and revenue are separately defined on the target contract.

Renewal Cycles

In the **Renewal Cycles** grid, define the products and product attributes specific to this renewal plan.

Field or Control	Description
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.

Field or Control	Description
Billing Amount	Enter a billing amount for the renewal cycle if the associated price basis for billing 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 billing 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 for billing is any value other than *User-entered Amount.*
Revenue Amount	Enter a revenue amount for the renewal cycle if the associated price basis for revenue is *User-entered Amount*, the option to Create Target Lines was set to *Consolidated* for the cycle and the Separate Fixed Billing and Revenue option is selected for the target contract of the renewal plan.
	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 be available for entry only if the Separate Fixed Billing and Revenue option is selected on the target contract and the price basis for revenue is User-entered Amount. If the Separate Fixed Billing and Revenue option is not selected on the target contract and the price basis for billing is User-entered Amount, then this field will be disabled and any value entered for the billing amount gets copied on to the revenue amount.
Assign Renewable Lines	Click to assign renewable lines to renewal plans.

Define Renewal Cycle page

Use the Define Renewal Cycle page (CA_RNW_CYCLE2_PNL) to 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.

Navigation:

Customer Contracts > **Define Renewals** > **Define Renewal Cycle**

This example illustrates the fields and controls on the Define Renewal Cycle page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
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 specified criteria are 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.

Field or Control	Description
Price Basis For Billing	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 Billing Amount* 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 for billing for the new contract line. You can accept or override the default value. Possible values include:

Below the table, the Description cell continues with the following bulleted list:

- *Contract Line Billing Amount:* The system passes the contract line billing 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 Billing Amount:* The system passes the contract line net billing 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 billing 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 billing amount that you entered for each line in the **Target Lines** grid to PeopleSoft Enterprise Pricer.

Field or Control	Description

Price Basis For Revenue	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 Revenue Amount* appears by default in this field. This field is enabled only if the Separate Fixed Billing and Revenue check box is selected for the target contract. If this field is enabled and the value *User-entered Amount* is selected, then the Revenue Amount field will be enabled for both *Consolidated* and *Individual* type cycle. The renewals process and reprice functionality use the value in this field to determine the amount to pass to PeopleSoft Enterprise Pricer as the revenue price for the new contract line. You can accept or override the default value. Possible values include:
	
	• *Contract Line Revenue Amount:* The system passes the contract line revenue amount for each renewable contract line to PeopleSoft Enterprise Pricer.
	
	• *Contract Line Revenue Price:* The system passes the contract line revenue price for each renewable contract line to PeopleSoft Enterprise Pricer.
	
	• *Contract Line Net Revenue Amount:* The system passes the contract line net revenue amount for each renewable contract line to PeopleSoft Enterprise Pricer.
	
	• *Then Current Revenue Price:* The system does not pass any amount to PeopleSoft Enterprise Pricer.
	
	   The system uses the revenue 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 revenue 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 revenue amount that you entered for each line in the **Target Lines** grid to PeopleSoft Enterprise Pricer.
	
	Note: The PeopleSoft Enterprise Pricer uses Transaction Codes to define prices for billing separate from those used for revenue. The CA (contracts) transaction code is used to price products for billing and the RP (revenue pricing) transaction code is used to price products for revenue. See "Price Transaction Code Page" (PeopleSoft Enterprise Pricer).

Separate Fixed Billing and Revenue	Displays the value for this field on the target contract on the renewal plan. If this check box is selected, then the Price Basis for Revenue field will be enabled. If this check box is not selected, then the Price Basis for Revenue will be disabled and the revenue amounts for the renewal line will equal the billing amounts.

Hold

Field or Control	Description
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 — General

Field or Control	Description
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.
Bundle	Displays the bundle ID.

Source Lines — Amount Detail

Field or Control	Description
Quantity	Displays the quantity for the product on the contract line assigned to this renewal cycle.

Field or Control	Description
UOM (unit of measure)	Displays the unit of measure for the product on the contract line assigned to this renewal cycle.
Billing Amount	Displays the contract line billing amount. You can compare the original contract line billing amount to the billing amount specified for the renewal cycle.
Net Billing Amount	Displays the contract line net billing amount.
Revenue Amount	Displays the contract line revenue amount. You can compare the original contract line revenue amount to the revenue amount specified for the renewal cycle.
Net Revenue Amount	Displays the contract line net revenue amount.

Create Target Lines

Select a value to indicate how the renewals process generates new contract lines. Values include:

Field or Control	Description
Individual	Select for the renewals process to generate a new contract line for each renewable contract line that is linked to the renewal cycle. You can setup details for one or more renewal lines in the Target Lines grid.
	Note: The **Apply at Renewal** revenue discounts will be applied only if renewal cycle type is *Individual* and the Separate Fixed Billing and Revenue check box is selected for the target contract . If the Separate Fixed Billing and Revenue check box is not selected for the target contract but is selected for the source contract line, then the **Apply at Renewal** revenue discounts for the source contract lines will not be used.

Field or Control	Description
Consolidated	Select for the renewals process to generate one new contract line for one or multiple renewable contract lines that are linked to the same renewal cycle. You can setup details for one renewal line in the Target Line grid.
	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 billing and/or revenue discounts or surcharges with the **Apply at Renewal** option selected.

Field or Control	Description
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.
Review Message Log	Click the link to review messages logged during processing of renewals.
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.

Field or Control	Description
Reprice	Click to reprice the cycle. On 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 for billing and price basis for revenue options for the associated renewal cycle. PeopleSoft Enterprise Pricer uses the amount passed from PeopleSoft Contracts to calculate the new billing price and revenue 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.**

Field or Control	Description
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 **Billing Amount** field.

Field or Control	Description
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.

Field or Control	Description
Bundle	Specify the bundle for the target line. The prompt values for this field will vary depending on whether the contract business unit is sharing bundling attributes or not sharing bundling attributes. If bundling attributes are shared, then the prompt will include values created on the Bundling Attributes page (Set Up Financials / Supply Chain > Product Related > Contracts > General Options > Bundling Attributes). If bundling attributes are not shared then the prompt includes bundling attributes already created on the target contract.
Billing Amount	Displays the billing amount of the target line. **Note:** This field is available for entry only if the price basis is *User-entered Amount.*
Revenue Amount	Displays the revenue amount of the target line. If the Price Basis for Revenue is *User-entered Amount* and the Separate Fixed Billing and Revenue check box is selected for the target contract, then this field is available for entry. If the Price Basis for Revenue is not *User-entered Amount* and the Separate Fixed Billing and Revenue check box is selected for the target contract, then this field is not available for entry and the revenue amounts will be calculated based on the price basis for revenue that is specified for the cycle. If the Separate Fixed Billing and Revenue check box is not selected, then this field will be display only and the value will equal the Billing Amount.
Billing Discounts/Surcharges	Displays the sum of the discounts and surcharges for the target renewal line. Click this link to access either the Billing Discounts/Surcharges for Individual Target Line page or the Billing 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 Billing Discounts/Surcharges for Individual Target Line page or the Billing Discounts/ Surcharges for Consolidated Target Line page in display-only mode.

Field or Control	Description
Revenue Discounts/Surcharges	Displays the sum of the discounts and surcharges for the target renewal line. Click this link to access either the Revenue Discounts/Surcharges for Individual Target Line page or the Revenue 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 Revenue Discounts/Surcharges for Individual Target Line page or the Revenue Discounts/ Surcharges for Consolidated Target Line page in display-only mode. If the Separate Fixed Billing and Revenue check box is not selected on the target contract then this page will be display only and the amounts will equal Billing Discounts/ Surcharges.
Net Billing Amount	Displays the net billing amount of the new contract line. This field is display-only. The system calculates the net billing amount by applying the discounts and surcharges to the value in the **Billing Amount** field.
Net Revenue Amount	Displays the net revenue amount of the new contract line. This field is display-only. The system calculates the net revenue amount by applying the discounts and surcharges to the value in the **Revenue Amount** field. If the Separate Fixed Billing and Revenue check box is not selected for the target contract, this amount will equal the Net Billing Amount.

Renewable Line Detail Page

Use the Renewable Line Detail page (CA_RNW_LINE) to 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.

Navigation:

Customer Contracts > **Define Renewals** >**Define Contract Line Renewals**

This example illustrates the fields and controls on the Renewable Line Detail Page. You can find definitions for the fields and controls later on this page.

Renewable Line Detail

Renewal Plan 1000000001	Renewal11
Cycle 1	

Contract CONP002	
Contract Line 7	Line Status Active
Product MAINT_UPGRADE	R_MAINT_UPGRADE
Start Date 10/01/2003	End Date 10/01/2004

Contract Lines This Contract Line Applies To — Personalize | Find | View All | 🗗 | 🖩   First ◀ 1 of 1 ▶ Last

Basis Line #	Product	Description	Billing Amount	Revenue Amount	Currency		
1 🔍	ARENA_1	Basketball Arena	1,000,000.00	1,000,000.00	USD	➕	➖

Field or Control	Description
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.
Billing Amount	Displays the billing amount for the selected basis line number.
Revenue Amount	Displays the revenue 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 and cycles.

Page Used to Assign Contract Lines to Renewal Plans/Cycles

Page Name	Definition Name	Usage
Assign Renewal Plans/Cycles Page	CA_RNW_MGMT	Assign renewable contract lines to renewal plans/cycles.

Related Links
Defining Contract Lines

Assign Renewal Plans/Cycles Page

Use the Assign Renewal Plans/Cycles page (CA_RNW_MGMT) to assign renewable contract lines to renewal plans/cycles.

Navigation:

Customer Contracts > **Define Renewals** > **Assign Cycles**

This example illustrates the fields and controls on the Assign Renewal Plans/Cycles Page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
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 already assigned to a renewal cycle that is in *Pending* or *Ready* status. --- **Note:** You can reassign only contract lines 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.

Field or Control	Description
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.
Billing Amount	Displays the billing amount for this contract line.
Revenue Amount	Displays the revenue amount for this contract line.

Field or Control	Description
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.

Field or Control	Description
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.

Field or Control	Description
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.

Field or Control	Description
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	Displays the contracts business unit to which the selected renewal plan applies to. You can enter a contracts business unit, if you are assigning a new renewal plan.
Target Contract	Displays the target contract corresponding to the selected renewal plan. You can enter a target contract, if you are assigning a new renewal plan.
Separate Fixed Billing and Revenue	Displays whether fixed billing and revenue are separated on the targeted contract.
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 billing and/ or revenue 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.

Field or Control	Description
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. If the Separate Fixed Billing and Revenue check box is not selected for the target contract and some of the contract lines being assigned to the renewal plan have different billing and revenue amounts, then a warning message will be displayed and the revenue amounts for those lines will be ignored at the time of renewal. **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 options for billing and revenue.

Pages Used to Price Renewal Plans

Page Name	Definition Name	Usage
"Price List Page" (PeopleSoft Enterprise Pricer)	EOEP_PRICE_LIST	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.
"Conditions Page" (PeopleSoft Enterprise Pricer)	EOEP_CONDITION	Select the price-by fields, values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.
"Formulas Page" (PeopleSoft Enterprise Pricer)	EOEP_FORMULA	Define the actions that take place when the price rule conditions are met.
"Arbitration Plan Page" (PeopleSoft Enterprise Pricer)	EOEP_ARB_PLAN	Define how price rules apply to the base or list price when pricing a transaction.
Define Renewal Cycle page	CA_RNW_CYCLE2_PNL	Select the price basis options for billing and revenue.

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 line amounts. 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 for billing and revenue and quantity. You specify the price basis for billing and revenue on the Define Renewal Cycle page. If the Separate Fixed Billing and Revenue check box is selected for the target contract of the renewal plan then you can select a Price Basis for Revenue amount else the value for this field will be same as the Price Basis For Billing field and the revenue amount will be same as the billing amount. 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 billing and revenue for the new contract line.

The renewal price can be based on one of the following price bases:

For Billing:

• A renewal billing amount itself (you cannot increase or decrease this renewal amount).

- Percent increase or decrease of:

  - *Contract Line Billing Amount*

  - *Contract Line List Price*

  - *Contract Line Net Billing Amount*

  - *Then Current List Price*

  - *User-entered Amount*

For Revenue:

- A renewal revenue amount itself (you cannot increase or decrease this renewal amount).

- Percent increase or decrease of:

  - *Contract Line Revenue Amount*

  - *Contract Line List Price*

  - *Contract Line Net Revenue Amount*

  - *Then Current List Price*

  - *User-entered Amount*

Note: The Revenue Amount Details will be same as the Billing Amount Details if the Separate Fixed Billing and Revenue check box is not selected for the target contract.

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 for billing or revenue 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 Pricer multiplied by the quantity for the renewal line billing and revenue amounts. 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 billing/revenue amounts 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 for billing and revenue options:

- If you select *Individual* for the **Create Target Lines** option, the system overwrites the value in the **Billing Amount** and **Revenue Amount** fields 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 for billing is *Contract Line Billing Amount, Contract Line List Price,* or *Contract Line Net Billing Amount,* the

system overwrites the value in the **Billing Amount** field of the target line with the sum of the returned price of the source renewable contract lines.

- If you select *Consolidated* for the **Create Target Lines** option and the price basis for revenue is *Contract Line Revenue Amount, Contract Line List Price,* or *Contract Line Net Revenue Amount,* the system overwrites the value in the **Revenue Amount** field of the target line with the sum of the returned price of source the renewable contract lines.

- If you select *Consolidated* for the **Create Target Lines** option and the price basis for billing is *Then Current List Price* or *User-entered Amount,* the system overwrites the value in the **Billing Amount** field of the target line with the price returned from PeopleSoft Enterprise Pricer.

- If you select *Consolidated* for the **Create Target Lines** option and the price basis for revenue is *Then Current List Price* or *User-entered Amount,* the system overwrites the value in the **Revenue 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.

Note: If the Separate Fixed Billing and Revenue check box is selected for the target contract and the price basis for revenue is User-entered Amount, then the Revenue Amount field is available for entry. If the Separate Fixed Billing and Revenue check box is not selected and the price basis for revenue is User-entered Amount, then this field will be display only and the value will be same as the Billing Amount field value.

Enterprise Pricer Pricing Elements

PeopleSoft Enterprise Pricer consists of pricing elements that you use to create your pricing structure:

Term	*Definition*
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.

Term	Definition
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.

See "Understanding Enterprise Pricer Implementation" (PeopleSoft Enterprise Pricer).

Price Basis for Billing and Revenue 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:

Price Basis for Billing/Revenue	*Information Flow Between Contracts and Enterprise Pricer*

Contract Line Billing Amount
 	
Contract Line Revenue Amount
	1. PeopleSoft Contracts passes all Contracts price-by fields, renewal cycle start date, previous contract line start date, quantity, and contract line billing/revenue amounts for each renewable contract line to PeopleSoft Enterprise Pricer.
	
	2. PeopleSoft Enterprise Pricer uses the contract line billing/revenue amounts as the base price. PeopleSoft Enterprise Pricer uses the base price, price rule, and arbitration plan to calculate the billing and revenue amounts for the new contract line.
	
	3. PeopleSoft Enterprise Pricer returns the calculated price for each renewable contract line to PeopleSoft Contracts.
	
	   • If you selected *Individual* for the **Create Target Lines** option, on the Define Renewal Cycle page, the system overwrites the **Target Billing Amount** and **Target Revenue Amount** on the grid with the calculated price. The calculated price becomes the renewal amount for billing/revenue of the new contract line. The **Target Billing Amount** and **Target Revenue Amount** fields on the grid are no longer accessible when this price basis option is selected.
	
	   • If you selected *Consolidated* for the **Create Target Lines** option on the Define Renewal Cycle page, the system overwrites the **Billing Amount** and **Revenue Amount** on the grid with the sum of the calculated price. The calculated price becomes the renewal amount for billing and revenue of the new contract line. The **Billing Amount** and **Revenue Amount** fields are no longer accessible when this price basis option is selected.
	
	   • 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.

Price Basis for Billing/Revenue	*Information Flow Between Contracts and Enterprise Pricer*
Contract Line Net Billing Amount *Contract Line Net Revenue Amount*	1. PeopleSoft Contracts passes all Contracts price-by fields, renewal cycle start date, previous contract line start date, quantity, and contract line net billing/revenue amounts for each renewable contract line to PeopleSoft Enterprise Pricer. 2. PeopleSoft Enterprise Pricer uses the contract line net billing/revenue amounts as the base price. PeopleSoft Enterprise Pricer uses the base price, price rule, and arbitration plan to calculate the renewal amount for billing and revenue amounts for the new contract line. 3. Same as Step 3 for *Contract Line Billing Amount* and *Contract Line Revenue Amount*.
Contract Line List Price	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. 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 billing and revenue amounts for the new contract line. 3. Same as Step 3 for *Contract Line Billing Amount* and *Contract Line Revenue Amount*.
Then Current List Price	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. 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 billing and revenue amounts for the new contract line. 3. Same as Step 3 for *Contract Line Billing Amount* and *Contract Line Revenue Amount*

Price Basis for Billing/Revenue	*Information Flow Between Contracts and Enterprise Pricer*
User-entered Amount	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 the user-entered billing/revenue amount for each renewable contract line to PeopleSoft Enterprise Pricer. • PeopleSoft Enterprise Pricer uses the user-entered billing/revenue amount as the base price. PeopleSoft Enterprise Pricer uses the base price, price rule, and arbitration plan to calculate billing and revenue amounts for the new contract line. • PeopleSoft Enterprise Pricer returns the calculated price for each renewable contract line to contracts. The system overwrites the **Billing Amount** and **Revenue Amount** with the calculated price. The calculated price becomes the renewal amount of the new contract line. The **Billing Amount** field is accessible. The Revenue Amount field is accessible if the Separate Fixed Billing and Revenue option was selected for the target contract of the renewal plan. • 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, Target Billing Amount, and the Target Revenue 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 Billing Amount and Target Revenue Amount as the base price. PeopleSoft Enterprise Pricer uses the base price, price rule, and arbitration plan to calculate the

Price Basis for Billing/Revenue	Information Flow Between Contracts and Enterprise Pricer
	billing and revenue amounts for the new contract line. • PeopleSoft Enterprise Pricer returns the calculated price for each renewable contract line to contracts. The system overwrites the **Target Billing Amount** and **Target Revenue Amount** in the grid with the calculated price. The calculated price becomes the renewal amount of the new contract line. The **Target Billing Amount** field in the grid is accessible. The Target Revenue Amount field is accessible if the Separate Fixed Billing and Revenue option was selected for the target contract of the renewal plan.

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.

Note: In all of the above cases, the revenue amounts are not passed to PeopleSoft Enterprise Pricer if the Separate Fixed Billing and Revenue option is not selected for the target contract of the renewal plan. Instead the billing amount returned by PeopleSoft Enterprise Pricer is also used for the revenue amount.

Applying Discounts and Surcharges to Renewals

This section provides an overview of renewal discounts and surcharges and discusses how to apply billing and revenue discounts and surcharges to renewal lines.

Pages Used to Apply Discounts and Surcharges to Renewals

Page Name	Definition Name	Usage
Billing Discounts/Surcharges for Consolidated Target Line Page	CA_RNW_CYC_RED_SEC	Enter billing discounts and surcharges that will be copied onto the new contract line created upon the approval of the cycle. This page is available only if the **Create Target Lines** option is set to *Consolidated.*

Page Name	Definition Name	Usage
Billing Discounts/Surcharges for Individual Target Line Page	CA_RNW_LN_RED_SEC	Enter billing discounts and surcharges that will be copied onto the corresponding new contract line created upon the approval of the cycle. This page is available only if the **Create Target Lines** option is set to *Individual.*
Revenue Discounts/Surcharges for Consolidated Target Line Page	CA_RNWCYC_REVD_SEC	Enter revenue discounts and surcharges that will be copied onto the new contract line created upon the approval of the cycle. This page is available only if the **Create Target Lines** option is set to *Consolidated.*
Revenue Discounts/Surcharges for Individual Target Line Page	CA_RNW_LN_R_DS_SEC	Enter revenue discounts and surcharges that will be copied onto the corresponding new contract line created upon the approval of the cycle. This page is available only if the **Create Target Lines** option is set to *Individual.*
Invalid Discounts/Surcharges Detail Page	CA_RNW_RED_ERR_SEC	View the error message for an invalid discount or surcharge. From this page you can access the Discounts/Surcharges page where you can make changes to the original discount.

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 billing and revenue discounts and surcharges.

• Apply at renewal.

• Discount accounting distributions.

Specifying Target Line Discounts and Surcharges

From the Define Renewal Cycle page, you can enter billing and revenue 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,* billing and revenue discounts and surcharges can be entered for the target line on the respective Billing/Revenue Discounts/Surcharges for Consolidated Target Line page. Access this page by clicking the **Billing Discounts/Surcharges** link and **Revenue 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 Billing/Revenue 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 Billing/Revenue Discounts/Surcharges for Individual Target Line page. Access this page by clicking the **Billing Discounts/Surcharges** link and **Revenue 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 Billing/Revenue 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.

See Accounting Distributions for Discounts and Surcharges.

See Understanding Accounting Distributions.

Billing Discounts/Surcharges for Consolidated Target Line Page

Use the Billing Discounts/Surcharges for Consolidated Target Line page (CA_RNW_CYC_RED_SEC) to enter billing 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.

Navigation:

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

This example illustrates the fields and controls on the Billing Discounts/Surcharges for Consolidated Target Line Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.
Billing Amount	Displays the Billing amount of the target line.
Billing Discounts/Surcharges	Displays the sum of the billing discounts and surcharges that are listed in the grid.
Net Billing Amount	Displays the net billing amount of the target line which is calculated as the billing 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 **Billing 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.
OK	On clicking this button the billing amounts are sent to the Enterprise Pricer for pricing.

Billing Discounts and Surcharges for the New Renewable Contract Line

Field or Control	Description
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.
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 billing 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.

Field or Control	Description
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.

Revenue Discounts/Surcharges for Consolidated Target Line Page

Use the Revenue Discounts/Surcharges for Consolidated Target Line page (CA_RNWCYC_REVD_SEC) to enter revenue discounts and surcharges for the target line of pending cycles.

If the Separate Fixed Billing and Revenue check box is not selected for the target contract on the renewal plan, this page will be display only and amounts will equal those on the Billing Discounts/Surcharges page.

Navigation:

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

This example illustrates the fields and controls on the Revenue Discounts/Surcharges for Consolidated Target Line Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.
Cycle Status	Displays the status of the renewal cycle for which the discounts or surcharges are entered.
Currency Code	Displays the currency code for the cycle.
Revenue Amount	Displays the revenue amount of the target line.
Revenue Discounts/Surcharges	Displays the sum of the revenue discounts and surcharges that are listed in the grid.
Net Revenue Amount	Displays the net revenue amount of the target line which is calculated as the revenue 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 Revenue 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. |

Revenue Discounts and Surcharges for the New Renewable Contract Line

Field or Control	Description
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.
Description	Displays the description for the value in the **Identifier** field.
Discount/Surcharge	Indicates whether the identifier is a discount or surcharge.

Field or Control	Description
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 revenue 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.

Field or Control	Description
OK	On clicking this button revenue amounts are sent to the Enterprise Pricer with pricing established using transaction code RP. See "(Optional) Setting Up Enterprise Pricer" (PeopleSoft Enterprise Pricer)

Billing Discounts/Surcharges for Individual Target Line Page

Use the Billing Discounts/Surcharges for Individual Target Line page (CA_RNW_LN_RED_SEC) to 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.

Navigation:

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

This example illustrates the fields and controls on the Billing Discounts/Surcharges for Individual Target Line Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.

Field or Control	Description
Target Billing Amount	Displays the billing amount of the target line.
Billing Discounts/Surcharges	Displays the sum of the billing discounts and surcharges that are listed in the grid.
Target Net Billing Amount	Displays the net billing amount of the target line which is calculated as the billing 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 **Billing 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 billing 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.

Billing Discounts and Surcharges for the New Renewable Contract Line

Field or Control	Description
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 billing 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.

Field or Control	Description
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. |

Revenue Discounts/Surcharges for Individual Target Line Page

Use the Revenue Discounts/Surcharges for Individual Target Line page (CA_RNW_LN_R_DS_SEC) to enter discounts and surcharges for the target lines of pending cycles.

If the Separate Fixed Billing and Revenue check box is not selected for the target contract on the renewal plan, this page will be display only and amounts will equal those on the Billing Discounts/Surcharges page for the target line.

Navigation:

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

This example illustrates the fields and controls on the Revenue Discounts/Surcharges for Individual Target Line Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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 Revenue Amount	Displays the revenue amount of the target line.
Revenue Discounts/Surcharges	Displays the sum of the revenue discounts and surcharges that are listed in the grid.
Target Net Revenue Amount	Displays the net revenue amount of the target line which is calculated as the revenue amount minus discounts and surcharges.
Validate Discounts	Click to have the system verify that all discounts and surcharges are valid.
Copy From Contract Line	Click this button to copy all revenue 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. If the Separate Fixed Billing and Revenue check box is selected for the target contract on the renewal plan, then the source for the discounts will be the contract line revenue discounts table. If the check box is not selected, then the source will be the contract line billing discounts table.

Revenue Discounts and Surcharges for the New Renewable Contract Line

Field or Control	Description
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.
Description	Displays the description for the value in the **Identifier** field.

Field or Control	Description
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 revenue 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.

Invalid Discounts/Surcharges Detail Page

Use the Invalid Discounts/Surcharges Detail page (CA_RNW_RED_ERR_SEC) to view the error message for an invalid discount or surcharge.

From this page you can access the Discounts/Surcharges page where you can make changes to the original discount.

Navigation:

Click the button that appears next to the Status column for invalid discounts on the Billing Discounts/ Surcharges for Individual Target Line page.

Click the button that appears next to the Status column for invalid discounts on the Billing Discounts/ Surcharges for Consolidated Target Line page.

Click the button that appears next to the Status column for invalid discounts on the Revenue Discounts/ Surcharges for Individual Target Line page.

Click the button that appears next to the Status column for invalid discounts on the Revenue Discounts/ Surcharges for Consolidated Target Line page.

This example illustrates the fields and controls on the Invalid Discounts/Surcharges Detail page. You can find definitions for the fields and controls later on this page.

Invalid Discounts/Surcharges Detail

Renewal Plan	1000000001	Renewal Cycle	1
Contract Number	CON000000000054	Contract Line	1
Identifier	CST-003	Description	New Customer Discount

This discount/surcharge cannot be applied to the target line because the Status of the discount/surcharge is 'Inactive', as of the target line Start Date.
Review the discount/surcharge setup and ensure that its Status is 'Active' as of the target line Start Date.
(18166, 61)

The accounting distribution for this discount/surcharge cannot be created because a default Distribution Code has not been specified.
Ensure that a default Distribution Code is specified for this discount/surcharge. (18166, 60)

Go To: Discount and Surcharge

Return

Field or Control	Description
Discount and Surcharge	Click to access the Discounts/Surcharges page where you can review the original discount or surcharge and make changes if necessary.

Reviewing Renewals

This section provides an overview of renewal management and discusses how to review renewal plans.

Page Used to Review Renewals

Page Name	Definition Name	Usage
Review Renewals Page	CA_REVIEW_RENEWALS	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.

Understanding Renewal Management

You can display and modify renewable contract lines within PeopleSoft Contracts by navigating to the Review Renewals page. This page displays 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.

Review Renewals Page

Use the Review Renewals page (CA_REVIEW_RENEWALS) to 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.

Navigation:

Customer Contracts > **Define Renewals** > **Review Renewals**

This example illustrates the fields and controls on the Review Renewals Page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
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 lines 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.

Field or Control	Description
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

Field or Control	Description
(select)	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.
Contract	Displays the contract number. This field is display-only.
Line	Displays the contract line number. This field is display-only.
Line Status	Displays the contract line status. This field is display-only.
Product	Displays the product ID of the renewable contract line. This field is display-only.
Billing Amount	Displays the billing amount of the renewable contract line. This field is display-only.
Revenue Amount	Displays the revenue amount of the renewable contract line. This field is display-only.
Start Date	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.

Field or Control	Description
End Date	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.
Not to be Renewed	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.
Renewal Action	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.
Review Timing Days	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.
Renewal Plan/Cycle	Click to access the Define Renewal Cycle page for the renewable contract line.
Hold Cycle	Indicates whether or not the renewal cycle is on hold. This field is display-only.
Hold Reason	Displays the reason that the cycle was placed on hold. This field is display-only.

Field or Control	Description
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.*
Review Message Log	Click the link to review messages logged during processing of renewals.

Processing Renewals

This section provides an overview of renewal processing and discusses how to run the Renewals process.

Page Used to Process Renewals

Page Name	Definition Name	Usage
Process Renewals Page	RUN_CA_RENEWALS	Initiate the Renewals process for automatic renewals.

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 billing and revenue amounts for the new contract line. If the Separate Fixed Billing and Revenue check box is not selected on the target contract, then the revenue amount will equal the billing amount.

   The system passes all PeopleSoft Contracts price-by fields as well as the renewal cycle start date to PeopleSoft Enterprise Pricer. The amounts passed to PeopleSoft Enterprise Pricer differs based on the billing and revenue price basis options selected.

   Note: This step applies to *Automatic* renewals only.

5. Loads the billing and revenue discounts and surcharges to temporary tables and recalculates the amounts for percent based discounts/surcharges. If the Separate Fixed Billing and Revenue check box is not selected on the target contract, then the revenue discounts/surcharges will equal those used for billing. The process then validates whether the discount/surcharge is valid as of the renewal line start date and also whether valid accounting distributions can be created for those discounts/surcharges. If all validations are complete, the system proceeds to calculate the net billing amount and net revenue

amount on the renewal line. If the Separate Fixed Billing and Revenue check box is not selected on the target contract, amounts for revenue on the renewal line will equal amounts used for billing.

6. Creates the renewal 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.

7. The process then updates the billing and revenue amounts on the contract header of the target contract with the amounts of the renewal lines that are created.

8. Updates the source renewable contract line status to *Renewed*.

9. 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 billing/revenue 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.

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10. 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, contract liability (if any), and contract asset accounting distribution based on the cycle start date to create revenue, contract liability, and contract asset 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, contract liability (if any), and contract asset accounting distribution of the source renewable contract line as the new contract line's accounting distribution.

      A message will be logged for contract lines for this accounting distribution option and if project ChartFields on the accounting distribution were not brought forward to the new renewal line. This will occur when the source contract line includes only project ID in the accounting distribution, but the target contract is configured to use project ChartFields.

    - 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 contract liability recognition option is enabled at the product group level, the renewals process uses the revenue distribution code for a related contract liability distribution code when creating the contract liability accounting distribution. If no contract liability distribution code is associated with the revenue distribution code, no contract liability accounting distribution is created. If the contract asset distribution code is defined at the product group level and at the PeopleSoft Contracts business unit level, the renewals process uses the contract asset accounting distribution code defined at the product group level for creating the contract asset accounting distribution. If no contract asset is defined at the product group level, the renewals process uses the contract asset distribution code define at the PeopleSoft Contracts business unit level for creating the contract asset accounting distribution.

11. Creates the renewal line billing/revenue discounts and surcharges.

12. 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.

      A message will be logged for contract lines if project ChartFields on the accounting distribution were not brought forward to the new renewal line. This will occur when the source contract line includes only project ID in the accounting distribution, but the target contract is configured to use project ChartFields.

    • 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.

13. Calls the ChartField combination editing process to validate all accounting distributions.

14. 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.

15. 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.

16. 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.

17. Set the renewal cycle status to *Done.*

18. 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.

Process Renewals Page

Use the Process Renewals page (RUN_CA_RENEWALS) to initiate the Renewals process for automatic renewals.

Navigation:

Customer Contracts > **Schedule and Process Renewals** > **Process Renewals**

This example illustrates the fields and controls on the Process Renewals page. You can find definitions for the fields and controls later on this 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

Field or Control	Description
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.

Field or Control	Description
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

Field or Control	Description
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.

Field or Control	*Description*
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.

Field or Control	Description
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

Field or Control	Description
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

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 using the Amendment Processing feature.

Once a contract is active, you can create a new amendment or update an existing pending amendment 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 made through Amendment Processing include adding new contract lines, activating *pending* contract lines, cancelling *active* contract lines, changing billing and revenue amounts and limits on *active* contract lines, and so forth.

The Amendment Billing Allocation page is used to update amounts used for billing and is always editable. Use this page to update the total billing amount for the contract and the line level billing amounts and billing limits for amount and rate based contract lines. The Amendment Revenue Allocation page is used to update the total revenue amount for the contract and the line level revenue amounts and revenue limits for amount and rate based lines if billing and revenue are separated on the contract. The contract level options to separate fixed billing and revenue and separate as incurred billing and revenue work independently and these options impact the columns that are editable on the Amendment Revenue Allocation page. The logic and approach are similar to that used on the Revenue Allocation page before a contract is activated. That is, if fixed billing and revenue is separated on the contract, then amount based lines are editable on the Amendment Revenue Allocation page. If as incurred billing and revenue are separated on the contract, then rate based lines are editable on the page. Both fixed amount and as incurred contract lines can be separated as well. If neither option is selected, then the entire Amendment Revenue Allocation page is read only and amounts equal those shown on the Amendment Billing Allocation page. Recurring contract lines are applicable only when the contract is not separating fixed billing and revenue. Amounts for these lines are editable only on the Amendment Billing Allocation page since billing and revenue are always managed as one amount for recurring lines and Billing Manages Revenue is always the revenue recognition method.

Changes to total billing, total revenue, total fixed billing and total fixed revenue can also be made 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 changes that you make to the amended amounts on the Amendment Billing Allocation page and Amendment Revenue Allocation page. More specifically, use these pages to:

- Adjust the total billing and total revenue values for the contract.

- Adjust billing and revenue amounts on amount and percent based lines.

- Adjust billing and revenue limits on rate based lines.

- Adjust amounts for billing/revenue on recurring lines.

- Check for unallocated adjustments across contract lines.

- Allocate adjustments to total revenue across contract lines using a specified basis for allocation.

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 Total Billing, Total Revenue, total Fixed Billing, total Fixed Revenue, line level amounts and the Prepaid Bill Plans.

See Prepaid Amendments.

This section discusses:

- Amendment statuses

- Status flow for amendments

- Contract line cancellation

- Contract level changes for total billing and total revenue

- Contract line billing and revenue amount changes for amount and percent based lines

- Contract line billing and revenue limit changes for rate based lines

- Contract line amount changes for recurring lines

- Amendment processing

- Amendment example

Note: For contracts with a contract classification of *Government,* additional amendment rules apply.

Related Links

"Amending Government Contracts" (PeopleSoft Contracts for Government Contracting)
"Amending a Contract" (PeopleSoft Contracts for Government Contracting)

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.

Term	*Definition*
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.*
Ready	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 status as *Complete* on the Amendment Billing Allocation page and Amendment Revenue Allocation page. You do not need to select this check box for rate-based contract lines. You access the Amendment Billing Allocation page and Amendment Revenue Allocation page by clicking the Amount Allocation link on the Contracts - General page or clicking the Amendment Amount Allocation link on 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.*

Term	Definition
Completed	The system updates the amendment status from *ready* to *completed* through Amendment Processing. For an amendment to be picked up by Amendment Processing, the status of the amendment must equal *ready,* and the amendment process date must be less than or equal to the run date that you specify on the Processing Amendments page. Once an amendment is completed, the details that you specified within that amendment are added to the contract. You can think of an active contract as the sum of the original contract plus any subsequent *completed* amendments applied to that contract. You can review the details of past amendments on the Contract - Amendments page. **Note:** When you first activate a contract, the system considers that activation the first contract amendment (amendment number 0000000000).
Cancelled	You can manually change the status of an amendment from *pending* or *ready* to *cancelled.* Once you have set an amendment to *cancelled* and clicked **Save,** that amendment is no longer editable. Once an amendment has been set to a status of *complete,* it has become part of the active contract. You cannot change the status of an amendment from *complete* to *cancelled.* To cancel the effect of a completed amendment, you must initiate a new amendment to reverse the completed amendment.

Status Flows for Amendments

This diagram depicts the flow between amendment status values:

This diagram depicts the flow between amendment status values
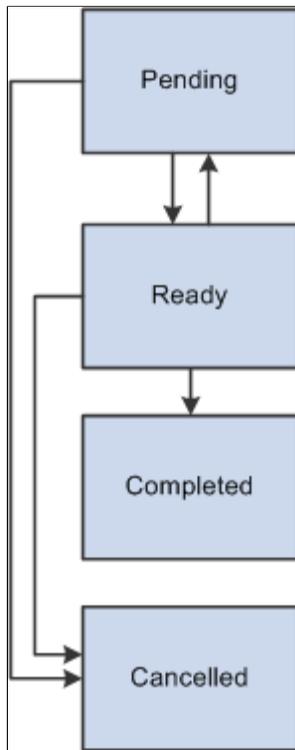
Contract Line Cancellation

Cancelling a contract line involves the following general steps:

• Choose to amend an active contract.

• Change the status of a contract line to cancelled.

• On amount based lines choose whether to reverse amounts for completed billing and revenue events.

When creating an amendment, you can cancel a contract line without unlinking billing and revenue plans if the contract lines are amount or percent based. You have the option to reverse the processed amounts for billing and revenue using the Reverse Amounts option on the Amendment Billing Allocation page. If you select the Reverse Amounts option, you are indicating that you want to adjust contract line billing and revenue 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 and recognized for revenue up to that point becomes the final value for the contract line at time of cancellation. These rules apply to contracts that separate fixed billing and revenue and those that do not. If the Reverse Amounts option is selected, then both billing and revenue will be reversed and set to zero.

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 Billing Allocation page.

Note: If you have a shared *Immediate* billing plan, you can cancel the individual contract lines.

See Billing Plan - Events Page.

Contract Level Amounts – Total Billing and Total Revenue Changes

You can increase or decrease the Total Billing amount and Total Revenue amount for a contract. General steps for changing total billing and total revenue are as follows:

• Select the Amend Contract button on the Contract - General page.

• Modify the contract level total billing and total revenue values as part of the amendment.

• Allocate the adjustment to Total Billing to specific contract lines.

• Allocate the adjustment to Total Revenue either manually or programmatically by selecting a basis for the allocation from one of the following options:

  • New Contract Lines Only.

  • Extended Revenue Price

  • Current Revenue.

• After allocating the billing adjustment and revenue adjustment across contract lines, validate that the total contract level adjustment has been fully allocated across the lines.

• The selections on the contract to separate (or not separate) billing and revenue impacts whether the total contract level revenue amount is editable on the Amendment Revenue Allocation page. If either fixed amount billing and revenue or as incurred billing and revenue are separated, then the total revenue amount is editable. If neither fixed amount contract lines nor as incurred contract lines separate billing and revenue then the total contract level revenue amount is not editable and will equal the total contract level billing amount. In this case, all amounts on the Amendment Revenue Allocation page are read only and match billing.

Note: The system does not require the total contract level billing adjustment and total contract level revenue adjustment to be fully allocated across contract lines, but this is highly recommended to ensure the new contract line amounts and limits equal the new total billing and total revenue amounts.

Another set of controls requires you to identify the increase or decrease to amount based lines only. General steps for changing fixed billing and fixed revenue are as follows:

• Modify the contract level fixed billing and fixed revenue amounts as part of the amendment.

• After allocating the adjustment across amount and percent based contract lines, validate that the total contract level fixed adjustment has been fully allocated across the eligible lines.

• The selections on the contract to separate (or not separate) fixed billing and revenue impacts whether the contract level fixed revenue amount is editable on the Amendment Revenue Allocation page. If

fixed amount billing and revenue is separated, then the fixed revenue amount is editable. If not then the fixed revenue amount is not editable and will equal the fixed billing amount.

Note: You are required to fully allocate fixed billing and fixed revenue amounts across contract lines before processing the amendment.

Contract Line Amount Changes — Amount and Percent Based Lines

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 billing and revenue amount as a part of the amendment. For revenue this can be done either manually or programmatically by selecting a basis for the allocation.

- Choose whether to:

  - Process the change on future billing and revenue plan events only, or

  - Include previously completed billing and revenue plan events in the adjustment to the new contract line amounts.

  - To include previous events, select the Adjust Billing Retroactively and Adjust Revenue Retroactively options. These selections work independently meaning you may choose to have a change impact previously completed billing events while at the same time have the change impact only future events for revenue or vice versa. The selection on the contract to separate (or not separate) fixed billing and revenue impacts the contract line amount used in the calculation, but not whether previously completed revenue events can be adjusted.

- Review the billing plan and revenue plan to ensure they have been modified accordingly.

Note: 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 of the services.

Contract Line Limit Changes – Rate Based Lines

You can increase or decrease a contract line billing and revenue limit on a rate based contract line. General steps for changing a contract line limit amount are as follows:

- Modify the contract line billing limit and/or revenue limit as part of the amendment. Similar to amount based lines, this can be done either manually or programmatically by selecting a basis for the allocation.

- The selection on the contract to separate (or not separate) as incurred billing and revenue impacts whether the revenue limit on a rate based line is editable on the Amendment Revenue Allocation page. If as incurred billing and revenue are separated, then the contract line revenue limit is editable. If as incurred billing and revenue are not separated on the contract, then the contract line revenue limit is not editable and will equal the contract line billing limit.

Note: You cannot decrease a contract line billing limit or revenue limit below the amount already billed or recognized for revenue.

Contract Line Amount Changes – Recurring Lines

You can increase or decrease the amount to be billed and recognized for revenue on a recurring contract line. Recurring contract lines are unique in that they always use a revenue recognition method of Billing Manages Revenue and therefore always use a single amount for both billing and revenue recognition. Billing and revenue are never separated on recurring contract lines. The Billing Allocation page and Amendment Billing Allocation page provide you a field to enter the value for billing/revenue on your recurring contract lines. This amount should be included in Total Billing and Total Revenue on the contract and include all amounts expected to be billed, current and future. Note that the amounts sent to Billing and to General Ledger for revenue recognition come from the Order Management module or Enterprise Pricer when billing is initiated. The Recurring Amount entered on the contract line is not used to create billing and revenue rather it should be used to help arrive at a total contract price for billing and revenue. There are no edits or controls between the recurring amount entered on the Billing Allocation page or Amendment Billing Allocation page and the billing plan. However, it is recommended that the Recurring Amount on the contract line reflect both current amounts and future amounts expected to be billed and recognized for revenue. General step for changing a recurring contract line amount include modifying the contract line recurring amount as part of the amendment.

Note: Recurring lines can be added to the contract only if the contract does not separate billing and revenue. The recurring amount displayed on the revenue pages will always equal those on the billing pages.

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 mount 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 — Amount Based Contract Line

To demonstrate calculations made by the system to adjust amount based contract lines, an example is provided. In this example:

*   The contract separates billing and revenue on amount-based contract lines.

*   An amendment is processed increasing the contract line billing amount by 500 USD and the contract line revenue amount by 1000 USD. For purposes of this example, assume the adjustment to the contract line revenue amount was calculated programmatically via an allocation, but it does not impact the example either way, manual or automated allocation.

*   The amendment is applied retroactively for revenue, but not for billing.

*   The billing plan and revenue plans have a method of Milestone using the percent functionality for the events.

*   Billing events and revenue events are associated with the contract line. The first event on each has been processed to completion and the remaining event is in *pending* status.

*   For billing, as part of the amendment process, the system updates the billing plan status to *Action Required* since the change in the line amount impacts future events and these events must be updated online. The system automatically updates the percentage on events already processed based on the new contract line billing and revenue amounts if retroactive options are not selected.

*   For revenue, the system creates an amendment event on events already processed and adjusts the amounts for the future revenue events in *pending* status. Percentages in effect prior to the amendment are used for calculating the amendment events and amounts on events not yet processed.

New contract line amounts after amendment.

Contract Line BillingAmount	Contract Line Revenue Amount	Billing Plan	Revenue Plan
1000.00 USD (increased by 500)	2000.00 USD (increased by 1000)	*Milestone*	*Milestone*

See below for billing plan events before processing the amendment.

Event	Amount	Percent	Status	Notes
001	250.00 USD	50	*Complete*	
002	250.00 USD	50	*Ready*	

See below for billing plan events after processing the amendment with Adjust Billing Retroactively not selected. Bill plan status automatically updated from In-Progress to Action Required. Billing plan events must be updated to total the new billing amount on the contract line.

Event	Amount	Percent	Status	Notes
001	250.00 USD	25	*Complete*	No change to the event amount since it was already processed and *retroactive* was not selected. As a percent of the total line amount, event 001 does change from 50 to 25 percent (250/1000).
002	750.00 USD	75	*Ready*	Adjustment entered online to increase the percent from 50 to 75 percent on the event not yet processed. Event amount is updated as well.

See below for revenue plan events before processing the amendment.

Event	Amount	Percent	Status	Notes
001	500.00 USD	50	*Complete*	-
002	500.00 USD	50	*Pending*	-

See below for revenue plan events after processing the amendment with Adjust Revenue Retroactively selected. Revenue plan status remains *In-Progress*. System programmatically applies the change in the revenue amount to events already processed and events not yet processed.

Event	Amount	Percent	Status	Amendment Event	Notes
001	500.00 USD	50	*Complete*	500.00	An amendment event was programmatically generated on this event since it was already processed and *retroactive* was selected. Percent not recalculated, rather is used to create the amendment amount.

Event	Amount	Percent	Status	Amendment Event	Notes
002	1000.00 USD	50	*Pending*	-	Amount on the pending event is programmatically updated based on the percentage in effect at time of the amendment and the new revenue line amount. The amount is programmatically updated only if events are created by Percentage. If events are created by Amount then user has to manually allocate the remaining amount to pending events.

Note: When the amendment is processed, the system sets the billing plan status and/or revenue plan status to *Action Required* if the total of the events do not equal the total plan amount. You must review the events and reallocate amounts after the amendment is processed. Once you have reviewed the plan and made any necessary changes, click the Reviewed button to rebuild the schedule of events and to signify to the system that the plan is ready to continue with processing. Then, the system updates the billing plan or revenue plan status from *Action Required* to *In Progress* and processing can continue.

Common Elements Used in Amending Contracts

Field or Control	Description
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.

Field or Control	Description
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 Billing Allocation	Allocate changes in billing amounts and limits across contract lines.
Amendment Revenue Allocation	Adjust the revenue allocation across contract lines using amendment processing. This page is editable when the contract separates revenue and billing.
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.

Field or Control	Description
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, and process amendments.

Pages Used to Work with Amendments

Page Name	Definition Name	Usage
Amendments Page	CA_CHG_HDR_PNL	Create and edit amendments.
Special Payment Terms Page	CA_TERMS_PNL	Click the **Amendment** button to create an amendment.
Related Projects Page	CA_DETAIL_PROJ	Click the **Amendment** button to create an amendment for rate-based contract lines.
Prepaids Page	CA_PPD_CONTRACT	Click the **Amendment** button to create an amendment for a prepaid.
Amendment Details Page	CA_CHG_DTL_PNL	Review and manage amendment details. Make changes to the billing and revenue amounts.
Amendment Billing Allocation Page	CA_AMEND_PRICE_PNL	Allocate changes in the billing amounts and discounts to contract lines.
Amendment Revenue Allocation Page	CA_AMEND_PRICE_REV	Allocate changes in the revenue amounts and revenue discounts to contract lines.
Process Amendments Page	RUN_CA_CHG	Process amendments with a status of *ready*.

Related Links

Defining Amendments

Creating and Editing Amendments

Access the Contract - General page **(Customer Contracts** > **Create and Amend** > **Define Contract General Info** > **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.

Amendments Page

Use the Amendments page (CA_CHG_HDR_PNL) to create and edit amendments.

Navigation:

Customer Contracts > **Create and Amend** > **Define Contract General Info** > **Amendments**

This example illustrates the fields and controls on the Amendments Page. You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Amendments Page — Billing Amended Amounts tab. You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Amendments Page — Revenue Amended Amounts tab. You can find definitions for the fields and controls later on this page.

Amendments - General

Select the Amendments - General tab.

Field or Control	Description
Detail	Click to enter details, for the contract attributes being amended.
Notes	Click to review notes attached to this amendment.

Amendments - Statistics

Select the Amendments - Statistics tab.

Field or Control	Description
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 - Billing Amended Amounts

Field or Control	Description
Fixed Billing Adjustment	Displays the adjustment to the fixed billing amount. For Federal Reimbursable Agreements this field name will be displayed as Agreement Amount Adjustment.
Billing Discounts/Surcharges	Displays the adjustment to the billing discounts/surcharges. This field is visible for standard contracts only.
Cancelled Billing Amount	Displays the adjustment to billing for cancelled contract lines. This field is not visible for Federal Reimbursable Agreements.
Cancelled Billing Discounts/Surcharges	Displays the adjustment to billing discounts/surcharges for cancelled contract lines. This field is visible for standard contracts only.
Net Billing Amount Adjustment	Displays the adjustment to net billing after discounts/surcharges.
Billing Limit Adjustment	Displays the adjustment to billing limits for rate based contract lines. This field is not visible for internal contracts.
Recurring Billing Adjustment	Displays the adjustment to recurring billing for recurring contract lines. This field is visible for standard and internal contracts. Additionally, recurring contract lines are available on contracts only if the Separate Fixed Billing and Revenue option is not selected on the contract.
Total Billing Adjustment	Displays the adjustment to total billing amount. This field is not visible for Federal Reimbursable Agreements. **Note:** For each amendment, the amount displayed as the Total Billing Adjustment should equal the sum of the adjustments to Net Billing, Billing Limit, and Recurring Billing. If this is not the case, then an amendment was processed where the adjustment to Total Billing was not fully allocated across contract lines. This should be fixed through a new amendment.

Amendments - Revenue Amended Amounts

Field or Control	Description
Fixed Revenue Adjustment	Displays the adjustment to the fixed revenue amount. For Federal Reimbursable Agreements this field name will be displayed as Total Revenue Adjustment.
Revenue Discounts/Surcharges	Displays the adjustment to revenue discounts/surcharges. This field is visible for standard contracts only.
Cancelled Revenue Amount	Displays the adjustment to revenue for cancelled contract lines. This field is not visible for Federal Reimbursable Agreements.
Cancelled Revenue Discounts/Surcharges	Displays the adjustment to revenue discounts/surcharges for cancelled contract lines. This field is visible for standard contracts only.
Net Revenue Adjustment	Displays the adjustment to net revenue after discounts/surcharges.
Revenue Limit Adjustment	Displays the adjustment to revenue limits for rate based contract lines. This field is not visible for internal contracts.
Recurring Revenue Adjustment	Displays the adjustment to recurring revenue for recurring contract lines. Recurring lines use one amount for revenue and billing meaning the amount displayed here will equal that shown for billing. This field is applicable only for Standard and Internal contracts.
Total Revenue Adjustment	Displays the adjustment to total revenue amount. This field is not visible for Federal Reimbursable Agreements. **Note:** Similar to amendments for billing, for each amendment, the amount displayed as the Total Revenue Adjustment should equal the sum of the adjustments to Net Revenue, Revenue Limit, and Recurring Revenue. If this is not the case, then an amendment was processed where the adjustment to Total Revenue was not fully allocated across contract lines. This should be fixed through a new 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 about the amendment. The data in these fields is informational only and does not impact processing.

Amendment Details Page

Use the Amendment Details page (CA_CHG_DTL_PNL) to review and manage amendment details and to make changes to the amendment amount.

Navigation:

- **Customer Contracts** > **Create and Amend** > **Define Contract General Info** > **Amendments**

- Click the **Detail** link on the General tab of the Amendments page.

- **Customer Contracts** > **Create and Amend** > **Amendment Details**

This example illustrates the fields and controls on the Amendment Details Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Amendment Completed On	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*.

Field or Control	Description
Amendment Status	Displays the current amendment status.
Total Billing Adjustment	Displays the adjustment to the total billing amount on the contract. This amount is typically entered on the Amendment Billing Allocation page, but can also be edited on this page when amendment is in *Pending* status. If edited here, you should use the Amendment Billing Allocation page to complete the allocation by editing amounts and limits on the individual contract lines.
Total Revenue Adjustment	Displays the adjustment to the total revenue amount on the contract. This amount is typically entered on the Amendment Revenue Allocation page, but can also be edited on this page if either fixed amount lines or rate based lines separate billing and revenue and the amendment is in *Pending* status. If edited here, you should use the Amendment Revenue Allocation page to complete the allocation by editing amounts and limits on the individual contract lines. This field will be display only and the value will be copied from the Total Billing Adjustment field if the contract does not separate billing and revenue.
Fixed Billing Adjustment	Displays the adjustment to the billing amount for fixed amount contract lines. This amount is typically entered on the Amendment Billing Allocation page, but can also be edited on this page when the amendment is in *Pending* status. If edited here, on the Amendment Details page, the fixed billing allocation status will be set to *Incomplete*. To complete the amendment, return to the Amendment Billing Allocation page and edit the fixed billing amount on the individual contract lines.
Fixed Revenue Adjustment	Displays the adjustment to the revenue amount for fixed amount contract lines. This amount is typically entered on the Amendment Revenue Allocation page if the contract separates fixed billing and revenue. If not, the amount equals that used for billing on the Amendment Billing Allocation page. The amount can also be edited on this page when the amendment is in *Pending* status, and if the contract separates fixed billing and revenue. If edited on the Amendment Details page, the fixed revenue allocation status will be set to *Incomplete* and the fixed revenue amount on the individual contract lines will need to be edited using the Amendment Revenue Allocation page.
Fixed Billing Allocation	After the adjustment for fixed billing amount is allocated across contract lines, the allocation status will display *Complete*. Prior to completing this allocation, the status will display *Incomplete* and the amendment will not be available for processing.

Field or Control	Description
Fixed Revenue Allocation	After the adjustment for fixed revenue amount is allocated across contract lines, the allocation status will display *Complete*. Prior to completing this allocation, the status will display *Incomplete* and the amendment will not be available for processing.
Cancelled Billing Discount	Displays the sum of the discounts of all contract lines that you have designated as *cancelled* as part of this amendment.

The following fields that were established on the Contract - Amendments page and are editable if the amendment status is *pending:*

• **Amendment Type**

• **Amendment Reason**

• **Process Date**

• **Amendment Status**

In addition, these fields that were established on the Misc. tab of the Contract - Amendments page are editable if the amendment status is *pending:*

• **Reference ID**

• **User Ref #1**

• **User Ref #2**

Additional Amendment Details

Fields displayed in this section cannot be edited. The values for these fields can only be reviewed.

Field or Control	Description
Awarded Amount Adjustment	Displays the adjustment to the awarded amount on rate based contract lines. This field is visible for government contracts only.

Amendment Components - General

Select the Amendment Components - General tab.

Field or Control	Description
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 and context for each change, in the amendment . You can have multiple changes for a single amendment. The system captures each individual change 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.

Field or Control	Description
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.

Amendment Billing Allocation Page

Use the Amendment Billing Allocation page (CA_AMEND_PRICE_PNL) to allocate changes in billing amounts and limits across contract lines. This page is always editable in amendment mode. Edits made on this page will also update the Amendment Revenue Allocation page if the contract do not separates billing and revenue. This is detailed under Amendment Revenue Allocation page.

Navigation:

Customer Contracts > **Determine Price and Terms** > **Amendment Amount Allocation**

This example illustrates the fields and controls on the Amendment Billing Allocation page. You can find definitions for the fields and controls later on this page.

Contract Billing

Field or Control	Description
Total Billing Adjustment	Enter the adjustment for total billing on the contract. The amount entered should include all contract line types. After values are updated on the contract line, the Total Billing Adjustment should equal the sum of the adjustments to Billing Amount on amount and percent based lines (after discounts/surcharges), Billing Limit on rate based lines and Recurring Billing on recurring type lines.

Field or Control	Description
Total Billing After Adjustment	Displays the total billing amount after the adjustment. It is calculated as the sum of total billing on the contract before amendment plus the current total billing adjustment.
Unallocated Billing	Calculated by the system, displays the amount of billing not yet allocated to contract lines. PeopleSoft recommends adjustments be fully allocated across contract lines and after doing so, the Unallocated Billing will equal zero. This is not a necessary condition to change the amendment status to *Ready* and to process the amendment, but is recommended.

Fixed Billing

Field or Control	Description
Fixed Billing Adjustment	Enter the total adjustment to fixed billing amounts on amount or percent based lines. To process the amendment, the amount in this field must equal the sum of the Adjustment Billing Amount values on amount and percent based contract lines. If an inclusive prepaid has been modified in the amendment, the inclusive prepaids adjustment amount must also be included in the fixed billing adjustment amount.
Discount/Surcharge	Displays the adjustment to discounts/surcharges on amount or percent based lines.
Net Adjustment	Displays the net billing adjustment to amount and percent based lines after adjustments to discounts.
Unallocated Fixed Billing	Displays the amount of fixed billing not yet allocated to amount and percent based lines. To process the amendment, this amount must zero. If an inclusive prepaid is modified as part of the amendment then, this field displays the unallocated inclusive prepaid amount plus the sum of the unallocated adjustment billing amount of contract line , if any.

Field or Control	Description
Inclusive Prepaids Adjustment	Displays the adjustment in prepaids designated as inclusive. Since inclusive prepaids are included in Fixed Billing Adjustment, the adjustment to the inclusive prepaids is displayed and used to validate the allocation status. See Prepaid Amendments.
Allocation	System sets the value of this field on saving the page or clicking on Recalculate button. User also can manually set this value. Values include: • *Incomplete:* This value appears by default and indicates that amounts for fixed amount contract lines have not been fully allocated. • *Complete:* This value appears once fixed amount changes are allocated 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. An error message appears if the page fails edit checking. **Note:** You cannot ready the amendment until you have successfully set the **Allocation** option to *Complete* and saved the page.
Recalculate	Click to recalculate the Unallocated Adjustment for Billing at the contract level, the Unallocated Adjustment for fixed amount contract lines and the status of the fixed amount allocation. The amounts displayed under Line Totals are also recalculated. If you selected the Retrieve Billing Price check box on an amount based contract line, when you click the Recalculate button, the system retrieves the list price from the PeopleSoft Enterprise Pricer or the basic list price from Order management, multiplies it by the quantity on the contract line and updates the Extended Price, New Billing Amount, and Net Amount fields on the contract line.

Note: The Fixed Billing group box is not applicable for Federal Reimbursable Agreement contracts hence it is hidden.

Contract Line Pricing

The system displays contract lines with an *active* status and contract lines being Cancelled under the current amendment .

Field or Control	Description
Retrieve Billing Price	Select this check box to reprice the contract line. When you select this option and click the **Recalculate** button, the system retrieves the list price from the PeopleSoft Enterprise Pricer or the basic list price from Order management, multiplies it by the quantity and updates the **Extended Price, New Billing Amount,** and **New Net Billing** fields on the contract line.
Line Number	Displays the contract line number for each contract line.
Current Billing Amount	Displays the contract line's current billing amount.
New Billing Amount	Applicable for amount and percent based lines, enter the new billing amount for the contract line. When you first access this page, the new billing amount is set to the current amount.
Adjustment Billing Amount	Calculated by the system, displays the amount of the billing adjustment for the contract line.
Adjust Billing Retroactively	Applicable for amount and percent-based contract lines. When you select this option, the system updates event amounts on the billing plan that have already been billed and sets the billing plan status to *Action Required* if there is any pending amount to be allocated to the unprocessed events. When this option is not selected, the system does not process a change to previously billed amounts. However, for percent complete billing plans, the system does adjust the incremental percentage for previously billed events such that the percentages match the adjustment being made to the billing plan. This option can also be selected at the business unit level, and overridden at the contract line level. **Note:** This field is available for entry after entering a value in the New Billing Amount field. **Note:** When the billing plan status is *Action Required*, you must access the billing plan and manually update the amounts on existing events or add new events until the total billing amount is accounted for in the events.

Field or Control	Description
Adjust Revenue Retroactively	Applicable for amount and percent-based contract lines. When you select this option, the system updates event amounts on the revenue plan that have already been processed and sets the revenue plan status to *Action Required* if there is any pending amount to be allocated to the unprocessed events. When this option is not selected, the system does not process a change to already recognized revenue events. 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 on this page after entering a value in the New Billing Amount field when the contract does not Separate Billing and Revenue. If the contract does Separate Billing and Revenue then this field is available for edit on the Amendment Revenue Allocation page. **Note:** When the revenue plan status is *Action Required*, you must access the revenue plan and manually update the amounts on existing events or add new events until the total revenue amount is accounted for in the events.
Reverse Billing and Revenue	This option is only available when cancelling an amount or percent based contract line. When selected, the contract line billing and revenue amounts are 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 adjusts amounts already billed and recognized for revenue. **Note:** To cancel a contract line with an associated billing plan that is 100 percent billed, you must select **Reverse Billing and Revenue.** **Note:** When you cancel a contract line on a pending contract the billing amount, revenue amount, net billing amount, and net revenue will be set to zero. The allocation status for fixed billing and fixed revenue will be updated to *Incomplete* and Discounts and surcharges for billing and revenue will be deleted.

Field or Control	Description
Billing Discounts/Surcharges	Click to access the Billing Discounts and Surcharges page, where you can assign line-specific discounts and surcharges to contract lines added through the current amendment or view the discounts and surcharges of contract lines added before the amendment.
Discount/Surcharge Adjustment	Click to access the Line Discounts and Surcharges page, where you can assign line-specific discounts and surcharges to contract lines added through the current amendment. In addition, the system calculates adjustments to percentage type discounts/surcharges on existing contract lines when the billing amount is adjusted. **Note:** This field is visible for standard contracts only as discounts are not applicable for other contract classifications.
New Net Billing	Calculated by the system, displays the new net billing amount on an amount or percent based contract line after discounts/surcharges.
Current Awarded Cost	Displays the current Awarded Amount for rate based contract lines on government contracts. The value will be zero for new contract lines that are added as part of the current amendment.
New Awarded Cost	Enter the new Awarded Amount for rate based contract lines on government contracts. By default the field displays the current Awarded Amount. By default the field value will be zero for new contract lines that are added as part of the current amendment.
Adjustment Awarded Cost	Calculated by the system, displays the adjustment to the awarded amount on the contract line.
Current Billing Limit	Displays the current billing limit for rate based contract lines. For new contract lines that are added as part of the current amendment the value for this field will be zero. This field is visible for all contract classifications except internal contracts.

Field or Control	Description
New Billing Limit	Enter the new billing limit for rate based contract lines. This field is available for all contract classifications except internal contracts. By default, the field value displays the current Billing Limit. For new contract lines that are added as part of the current amendment the field value will be zero. If a rate based contract line is cancelled as part of the current amendment then this field is grayed out and you cannot edit it.
	If the value entered for this field is less than the amount already processed for billing, then an error message is displayed. For government contracts the New Billing Limit cannot be greater than the New Awarded Cost of a contract line.
	For federal reimbursable agreements, if the sold to customer on the contract is identified as a federal customer then the sum of the New Billing Limit for all contract lines cannot exceed the Agreement Amount on the contract, which is entered on the Contracts General page under the Summary of Amounts group box. If the sold to customer is not a federal customer then the sum of New Billing Limit for all contract lines cannot be more than the total amount of prepaids on the contract.
Limit Check	Click to perform limit check for the contract line. This button is visible only for rate based contract lines and for non internal contracts. In amendment mode the existing limit amounts are used to check the limits as the new amounts are not yet processed.
Current Recurring Billing	Displays the current Recurring Amount for recurring contract lines.
	The value for this field will be zero for new contract lines that are added as part of the current amendment. This field is visible only for standard and internal contracts.
New Recurring Billing	Enter the new recurring amount for recurring contract lines. By default, the current recurring billing amount is displayed.
	Note: Recurring contract lines exist only on contracts that do not Separate Fixed Billing and Revenue. Billing and revenue is always managed as a single amount on recurring contract lines. For new contract lines that are added as part of the current amendment the field value will be zero and you can specify a value. This field is visible only for standard and internal contracts.

Field or Control	Description
Adjustment Recurring Billing	Calculated by the system, displays the adjustment to the recurring billing amount. This field is visible only for standard and internal contracts.
Recalculate	Billing amounts and status fields are recalculated the same as that noted earlier. 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, New Billing Amount,** and **New Net Billing** fields for the selected contract lines.

Contract Line Pricing - Detail

Field or Control	Description
Price Type	Dictates the processing allowed for the product. Options include: *Amount:* You can edit the billing amount on an amount based product by entering an amount in the New Billing Amount field. *Rate:* You can edit the billing limit on a rate based line by entering an amount in the New Billing Limit field. *Recurring:* You can edit the amount to be billed on a recurring contract line by entering an amount in the New Recurring Billing field.
Quantity	Displays the quantity for 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 "Understanding Reviewing Contract Summaries" (PeopleSoft Contracts for Government Contracting).

Field or Control	Description
Extended Price	Displays the product's list price multiplied by quantity. When you select the Retrieve Billing Price check box and click the **Recalculate** button, the contract line Start Date is used for pricing. If the contract line Start Date is not available then the contract Sign Date is used.
Related Revenue Amount	Hover over this field to view the revenue amount for the contract line. If the contract separates billing and revenue then the revenue amount is editable on the Revenue Allocation page and the revenue value for the line can be viewed here. If the contract does not separate billing and revenue, then revenue amounts are read only on Revenue Allocation page and match the numbers used for billing. Applicable for all contract line types including amount, percent, rate and recurring.
Simulate Billing Pricing	Click to open the Pricing Simulator page in Order Management. All relevant contract attributes to identify a specific product price are populated. This includes the fields identified on the Transaction Price-by Key page in Order Management. The Enterprise Pricer Transaction Code used to support contract billing is CA and this is pre-populated on the page. The Start Date associated with the contract line is used as Effective Date. If contract line start date is blank, then the contract sign date is used. **Note:** This link is available only for amount and percent based contract lines.

Field or Control	Description
Actions	Select a related action to access other pages relevant to contract pricing. Available related actions are: • Review Limits: Available for rate based contract lines on contract classifications other than internal. Select to access the Review Limits page in a new window. • Tiered Pricing: Not available for government contracts. Select to access the Tiered Pricing page in a new window. • Related Projects: Available for all contract line types and contract classifications except for rate based contract lines belonging to government contracts. Instead this access is provided through Contract Amounts. • Contract Amounts: Available for rate based contract lines belonging to government contracts. • Transaction Limits: Available for rate based contract lines on contract classifications other then internal. • Billing Plan: Available for all contract lines. Select to navigate to the Bill Plan page. Bill plan must be assigned for this action to be visible.

Adjustment Line Totals

Field or Control	Description
Billing Amount	Summarizes the adjustment to billing amount on amount and percent based lines included in the amendment.
Billing Limit	Summarizes the adjustment to billing limit on rate based lines included in the amendment.
Recurring Billing	Summarizes the adjustment to recurring billing amount on recurring contract lines included in the amendment.
Discounts/Surcharges	Summarizes the adjustment to discounts/surcharges on amount based lines included in the amendment.
Total Billing	Summarizes the adjustment to total billing for the contract after discounts/surcharges.

Amendment Revenue Allocation Page

After a contract is activated, use the Amendment Revenue Allocation page (CA_AMEND_PRICE_REV) to adjust the revenue allocation across contract lines using amendment processing. This page is editable when the contract separates revenue and billing. If the contract does not separate billing and revenue then amounts equal those used for billing and are not editable. The system provides four methods for allocating a change in total revenue across contract lines – Current Revenue, Extended Revenue Price, New Lines Only or Manual. In addition, you can use this page to update your documentation for any contract level price adjustments (differences between total billing and total revenue).

Navigation:

Customer Contracts > **Determine Price and Terms** > **Amendment Amount Allocation** >**Amendment Revenue Allocation**

This example illustrates the fields and controls on the Amendment Revenue Allocation page - Manual option. You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Amendment Revenue Allocation page - Extended option. You can find definitions for the fields and controls later on this page.

Contract Revenue

Field or Control	Description
Total Revenue Adjustment	Enter the adjustment for total revenue on the contract. The amount entered should include all contract line types. After values are updated on the contract lines, the Total Revenue Adjustment entered here should equal the sum of the adjustments on the contract lines including the Revenue Amount on amount and percent based lines (after discounts/surcharges), Revenue Limit on rate based lines and Recurring Revenue on recurring type lines. This field can be edited if either the Separate Fixed Billing and Revenue check box or the Separate As Incurred Billing and Revenue check box is selected on the contract. Otherwise, the field is display only and equals the Total Billing Adjustment amount on the Amendment Billing Allocation page.
Total Revenue After Adjustment	Displays the new Total Revenue for the contract including the impact of the adjustment to Total Revenue.
Documented Price Adjustments	Displays the sum of the price adjustments documented in the Price Adjustment page. You can click the amount field to access the Price Adjustments page to make any modifications. The link is enabled only if the Separate Fixed Billing and Revenue or Separate As Incurred Billing and Revenue check box is selected on the contract.
Action Required	A visual indicator to the user that some action is required to document the price adjustments. This message is visible only if the Documented Price Adjustments does not equal the difference between total billing after adjustment and total revenue after adjustment.. If either is changed then you have to recalculate the price adjustments by clicking the Recalculate button.
Unallocated Revenue	Calculated by the system, displays the amount of revenue not yet allocated to contract lines. PeopleSoft recommends amendments be fully allocated across contract lines and after doing so, the Unallocated Revenue will equal zero. This is not a necessary condition to change the amendment status to *Ready* and to process the amendment, but is recommended.

Field or Control	Description
Basis of Allocation	The system provides options for programmatically allocating a change in Total Revenue to the contract lines and an option to do it manually. For the automated options, each contract line is allocated a portion of the total revenue adjustment based on the line's relative percentage to total. This is similar to the methodology on the Revenue Allocation page prior to contract activation except that you have options to set the basis of allocation. Using the selected basis (Current Revenue, Extended Revenue Price or New Lines Only) the system calculates the line's Basis for Allocation, Relative Percentage and Suggested Revenue Adjustment. New Revenue Amount and New Revenue Limit are programmatically updated by adding the Suggested Revenue Adjustment to the current amount (or limit) for the line. • Current Revenue - Select this option to use the line's current revenue amount (or current revenue limit if a rate based line) as a basis for the allocation. • Extended Revenue Price - Select this option to use the line's extended revenue price as a basis for allocation. • New Lines Only - Select this option to allocate the change in Total Revenue to new lines being added in the amendment. If multiple lines are added in the amendment, then the product's extended revenue price is used as a basis for allocating the adjustment to the new contract lines. • Manual — This is the default value. With this option, the New Revenue Amount (or New Revenue Limit for a rate based line) are updated manually. Contract lines with a discount are always updated using the manual option. **Note:** With all options, you can enter an override for the New Revenue Amount or New Revenue Limit on the line. Similar to processing before contract activation, other lines that participate in the allocation (not being overridden) receive an allocation of the remaining adjustment amount after considering the amount of the override.

Fixed Revenue

Field or Control	Description
Fixed Revenue Adjustment	Enter the total adjustment to revenue amounts on amount or percent based lines. To process the amendment, the amount in this field must equal the sum of the Adjustment Revenue Amount values on amount and percent based contract lines. If an inclusive prepaid has been modified in the amendment, the inclusive prepaids adjustment amount must also be included in the fixed billing adjustment amount. This field can be edited if the Separate Fixed Billing and Revenue check box is selected on the contract. Otherwise, the field is grayed out and equals the Fixed Billing Adjustment amount on the Amendment Billing Allocation page.
Discount/Surcharge	Displays the adjustment to revenue discounts/surcharges on amount and percent based lines. If the Separate Fixed Billing and Revenue check box is not selected on the contract, then the value equals the Billing Discounts/Surcharge amount on the Amendment Billing Allocation page.
Net Adjustment	Displays the net revenue adjustment to amount and percent based lines after adjustments to discounts. If the Separate Fixed Billing and Revenue check box is not selected on the contract, then the value equals the Net Adjustment amount on the Amendment Billing Allocation page.
Unallocated Fixed Revenue	Displays the amount of fixed revenue not yet allocated to amount and percent based lines. This is specific to amount and percent based lines and not directly related to the allocation of total revenue. To process the amendment, Unallocated Fixed Revenue must be zero. If the Separate Fixed Billing and Revenue check box is not selected on the contract, then the value equals the Unallocated Fixed Billing amount on the Amendment Billing Allocation page.
Inclusive Prepaids Adjustment	Displays the adjustment to prepaids designated as inclusive. Since inclusive prepaids are included in Fixed Revenue, the adjustment to the inclusive prepaids is displayed and used to validate the allocation status.

Field or Control	*Description*
Allocation	Applies to amount and percent based lines. The system sets the value of this field on saving the page or clicking the Recalculate button. You can also manually set this value if Separate Fixed Billing and Revenue is selected on the contract. Values include: • *Incomplete:* This value appears by default and indicates that revenue amount allocation has not been completely performed. • *Complete:* This value appears once you have allocated the contract line revenue amount change across all eligible amount and percent based contract lines. Selecting *Complete* initiates system edit checking to ensure that you have fully allocated all adjustment amounts and discounts. An error message appears if the page fails edit checking. This field is grayed out if the Separate Fixed Billing and Revenue check box is not selected on the contract and the value will equal that on the Amendment Billing Allocation page.
Recalculate	When you click this button, the system does the following: • Calculates the basis for allocation, relative percentage and suggested revenue adjustment for each line. • Calculates New Revenue Amount (or New Revenue Limit for rate based lines) when one of the automated allocation methods is selected. • Recalculates the extended revenue price for lines where Retrieve Revenue Price is selected. • Recalculates the unallocated revenue adjustment amount for the contract. • Recalculates the unallocated fixed revenue amount and sets the value of the allocation to *Complete* or *Incomplete* based on the unallocated fixed revenue value. • Recalculates header and line level discounts when there is a change in the discount percentage or a change in the contract line revenue amount. • Recalculates amounts under the Line Totals group box.

Note: The Fixed Revenue group box is not applicable for Federal Reimbursable Agreement contracts hence it is hidden.

Contract Line Pricing

The system displays contract lines with an active status and contract lines being Cancelled under the current amendment.

Field or Control	Description
Retrieve Revenue Price	Used in conjunction with the Recalculate option, select this check box to reprice the contract line's revenue price based on the list price in Order Management or the Enterprise Pricer. This calculation uses the quantity for the line including any modifications to that quantity. This field is applicable for amount, percent and rate based lines that separate billing and revenue. This check box is not enabled for recurring lines. If the Basis of Allocation is *Manual* or the contract line is set using an override, then the new revenue amount and revenue limit values are replaced by the updated extended revenue price. If the Basis of Allocation is *Extended Revenue* or *New Lines Only* then the Relative Percentage and Suggested Revenue Adjustment values are recalculated based on the updated extended revenue price and the Suggested Revenue Adjustment is used to update the new revenue amount (or new revenue limit for a rate based line).
Line Number	Displays the contract line number for each contract line with an active status and lines cancelled as part of current amendment.
Extended Revenue Price	Displays the revenue price multiplied by quantity for amount, rate, and percent based contract lines. It is not applicable for recurring lines. To update the line's extended revenue price from Order Management or the Enterprise Pricer, select the Retrieve Revenue Price check box and click the Recalculate button.
Basis for Allocation	Applicable for contracts where the basis of allocation chosen is *Current Revenue*, *Extended Revenue Price* or *New Lines Only*. Not visible if the Basis of Allocation is *Manual* nor lines selected to Override.

Field or Control	Description
Relative Percentage	Applicable for contracts where the basis of allocation chosen is *Current Revenue*, *Extended Revenue Price* or *New Lines Only*. The value for this field is calculated using the Basis for Allocation selected for the contract line. The percentage displayed, represents the contract line's relative percentage to the total of all contract lines. Lines set using an Override are not included in the overall calculation. This field is not visible if the Basis of Allocation is *Manual*.
Suggested Revenue Adjustment	Applicable for contracts where the basis of allocation chosen is *Current Revenue*, *Extended Revenue Price* or *New Lines Only*. Represents the line level allocation of the Total Revenue Adjustment. This field is display only and is not visible if the Basis of Allocation is *Manual* or blank if the lines is being overridden.
Override Revenue	Select this check box to exclude a contract line from the programmatic revenue allocation and to enter this the New Revenue Amount (or New Revenue Limit for rate based lines) manually. By default this check box will be selected where the Basis of Allocation is *Manual*. This check box is selected and grayed if the line does not separate billing and revenue and values are programmatically set to equal those used for billing. For recurring lines this check box cannot be edited.
Current Revenue Amount	Displays the current revenue amount for an amount or percent based line. For new contract lines that are added as part of the current amendment this field value is same as Extended Revenue Price. This field is not visible for Federal Reimbursable Agreements.
New Revenue Amount	Applicable for amount and percent based lines. This field is updated programmatically by adding the suggested revenue adjustment to the current revenue amount or updated manually if the override revenue check box is selected. When you first access this page, the new revenue amount is set to the current amount extended revenue price. If Basis of Allocation is *Manual* and if the Retrieve Revenue Price is selected then a new extended revenue price is copied to this field. If the Basis of Allocation is either *Extended Revenue* or *New Line Only* and if the Retrieve Revenue Price is selected then the new suggested revenue adjustment is copied to this field.

Field or Control	Description
Adjustment Revenue Amount	Calculated by the system, displays the amount of the revenue adjustment for the contract line. For new contract lines added as part of the amendment this field value will equal the New Revenue Amount field value. This field is not visible for Federal Reimbursable Agreements.
Adjust Revenue Retroactively	Applicable for amount or percent-based contract lines. When you select this option, the system updates event amounts on the revenue plan that have already been processed and sets the revenue plan status to *Action Required*. When this option is not selected, the system does not process a change to already recognized revenue events. However, for percent complete revenue plans, the system does update the incremental percentage for previously recognized revenue events such 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 New Revenue Amount field. **Note:** When the revenue plan status is *Action Required*, you must access the revenue plan and manually update the amounts on existing events or add new events until the total revenue amount is accounted for in the events. **Note:** If separate fixed billing and revenue is not selected on the contract, then this field is available for edit on the Amendment Billing Allocation page and display only on this page.
Reverse Billing and Revenue	This option is only available when cancelling an amount or percent based contract line. The field is read only and updated on the Amendment Billing Allocation page. 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. This field is not visible for Federal Reimbursable Agreements.

Field or Control	Description
Revenue Discounts/Surcharges	Click to access the Revenue Discounts and Surcharges page, where you can assign line-specific discounts and surcharges to contract lines added through the current amendment or view the discounts and surcharges of contract lines added before the amendment. If the Separate Fixed Billing and Revenue check box is selected on the contract, then the Revenue Discounts and Surcharges page is editable for the new contract lines added through the current amendment. If the Separate Fixed Billing and Revenue check box is not selected on the contract, then the page is display only and amounts equal those used for billing. **Note:** When you assign revenue discounts and surcharges to a contract line, the system generates discount and surcharge specific accounting distributions on the Accounting Distributions Discounts and Surcharges page.
Discount/Surcharge Adjustment	Click to access the Line Discounts and Surcharges page, where you can assign line-specific discounts and surcharges to contract lines added through the current amendment. In addition, the system calculates adjustments to percentage type discounts/surcharges on existing contract lines when the revenue amount is adjusted. If the Separate Fixed Billing and Revenue is selected on the contract, then the Revenue Discounts and Surcharges page is editable for the new contract lines added through the current amendment. If the Separate Fixed Billing and Revenue check box is not selected on the contract, then the page is display only and amount would equal those used for billing. **Note:** When you assign revenue discounts and surcharges to a contract line, the system generates discount and surcharge specific accounting distributions on the Accounting Distributions Discounts and Surcharges page. **Note:** This field is visible only for standard contracts as discounts are not applicable for non standard contracts. **Note:** Users encounter an error message when saving an amendment if the PC ChartField values entered for the newly added contract lines accounting distribution or for the discounts/surcharges is incomplete. Only after correcting this error the amendment can be processed.

Field or Control	Description
New Net Revenue	Calculated by the system, displays the new net revenue amount on an amount or percent based contract line after discounts/surcharges.
	If the Separate Fixed Billing and Revenue check box is not selected on the contract, then this field value will equal the New Net Billing amount on the Amendment Billing Allocation page.
	This field is visible only for standard contracts.
Current Awarded Cost	Displays the current Awarded Amount for rate based contract lines on government contracts. This field is edited on the Amendment Billing Allocation page.
New Awarded Cost	Displays the new Awarded Amount for rate based contract lines on government contracts. This field is edited on the Amendment Billing Allocation page.
Adjustment Awarded Cost	Displays the adjustment to the awarded amount on the contract line.
Current Revenue Limit	Displays the current revenue limit for rate based contract lines. For new contract lines that are added as part of the current amendment the value for this field will be zero. This field is visible for all contract classifications except internal contracts.

Field or Control	Description
New Revenue Limit	Applicable for rate based lines. This field is updated programmatically by adding the suggested revenue adjustment to the current revenue limit or updated manually if the override revenue check box is selected. Users will encounter an error message for rate based lines if the processed limit amount is more than the system assigned value. In this case, you must enter a valid limit by selecting the Override Revenue check box. This is available for all contract classifications except internal contracts. For new contract lines that are added as part of the current amendment the field value will be zero. If a rate based contract line is cancelled as part of the current amendment then this field is grayed out and you cannot edit it. For federal reimbursable agreements, the sum of the New Revenue Limit for all contract lines cannot be more than the Total Revenue amount on the contract, which is entered on the Contracts General page under the Summary of Amounts group box. The field can be edited if the Separate As Incurred Billing and Revenue check box is checked on the contract. If not selected, then , then the New Revenue Limit field is display only and the amount equals the New Billing Limit on the Amendment Billing Allocation page.
Limit Check	Click to perform limit check for the contract line. This button is visible for rate based contract lines on contract classifications other than internal contracts. In amendment mode the existing revenue limits are used to check the limits since the new amounts not yet processed.
Related Billing Amount	Hover over this field to view the billing amount for the contract line. Applicable for all contract line types including amount, percent, rate and recurring.
Simulate Revenue Pricing	Click to open the Pricing Simulator page where all the relevant details such as dates and contract attributes required for simulating the contract line revenue price are populated. Transaction Code used to setup the simulator is *RP*. **Note:** This link is not applicable for recurring contract lines.

Field or Control	Description
Current Recurring Revenue	Displays the current Recurring Revenue Amount for recurring contract lines. <hr> **Note:** Recurring contract lines can only be added to contracts that do not separate fixed billing and revenue.
New Recurring Revenue	Displays the New Recurring Revenue amount for recurring contract lines. The value for this field is edited on the Amendment Billing Allocation page under the field New Recurring Billing. This field is visible only for standard and internal contracts.
Adjustment Recurring Revenue	Displays the adjustment recurring revenue amount. This field is visible only for standard and internal contracts.
Recalculate	Revenue amounts and status fields are recalculated the same as that noted earlier.

Contract Line Pricing - Detail

Field or Control	Description
Quantity	Displays the quantity associated with the contract line. This value can be modified on the Amendment Billing Allocation page and the same value will be reflected here. This field is not applicable for rate based contract lines.

Field or Control	Description
Actions	Select a related action to access other relevant pages. Available related actions are: • Review Limits: Available for rate based contract lines on contract classifications other than internal. Select to access the Review Limits page in a new window. • Tiered Pricing: Not available for government contracts. Select to access the Tiered Pricing page in a new window. • Related Projects: Available for all contract line types and contract classifications except for rate based contract lines belonging to government contracts. Instead this access is provided through Contract Amounts. • Contract Amounts: Available for rate based contract lines belonging to government contracts. • Transaction Limits: Available for rate based contract lines on contract classifications other than internal. • Revenue Plan: Available for all contract lines. Select to navigate to the Revenue Plan page. Revenue plan must be assigned for this action to be visible.

Adjustment Line Totals

Field or Control	Description
Revenue Amount	Summarizes the adjustment to Revenue Amount on amount and percent based lines included in the amendment.
Revenue Limit	Summarizes the adjustment to Revenue Limit on rate based lines included in the amendment.
Recurring Revenue	Summarizes the adjustment to Recurring Revenue on recurring lines included in the amendment.
Discounts/Surcharges	Summarizes the adjustment to revenue discounts/surcharges on amount based lines included in the amendment.
Total Revenue	Summarizes the adjustment to total revenue for the contract after discounts/surcharges.

Price Adjustments Page

Use the Price Adjustments page (CA_PRC_ADJ_PNL) to document differences between Total Billing and Total Revenue.

Navigation:

Customer Contracts > **Determine Price and Terms** > **Amount Allocation** >**Revenue Allocation**. Click the Documented Price Adjustment hyperlink.

This example illustrates the fields and controls on the Price Adjustments page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Total Billing	Displays the Total Billing Amount including the current adjustment.
Total Revenue	Displays the Total Revenue Amount including the current adjustment.
Price Adjustment	Displays the difference between total billing and total revenue.
Documented Price Adjustment	Displays the sum of all the documented amounts in the Price Adjustments grid. A warning message is displayed to the user if the documented price adjustment is not equal to the difference between Total Revenue and Total Billing.
Undocumented Price Adjustment	If the difference between Total Billing and Total Revenue is not fully documented, then that amount is displayed here.
Adjustment Reason Code	Click the prompt to select from the available list of predefined Adjustment Reason Codes.
Description	Enter suitable description or retain the defaulted description.

Field or Control	Description
Adjustment Type	Select one of the available adjustment types: • Amount • Percent
Percentage	Enter percent for price adjustment. Allows both positive and negative values.
Amount	Enter amount for price adjustment. Percent based adjustments are calculated as percentage of total billing amount on the contract.
Comments	Click to open the Price Adjustment Code Comments modal window and enter detailed description about the price adjustment.
Attachments	Click to attach any relevant revenue pricing documents.

Process Amendments Page

Use the Process Amendments page (RUN_CA_CHG) to process amendments with a status of ready.

Navigation:

Customer Contracts > **Create and Amend** > **Process Amendments**

Field or Control	Description
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 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

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.

PeopleTools: Workflow Technology

Related Links
Defining Email Notifications
"Setting Up Customer Support Personnel" (PeopleSoft Order to Cash Common Information)

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.

3. Contract business unit.

When you enable email notification for PeopleSoft Contracts, you can trigger email notes to all team members or just the team manager, or you can skip email altogether. Additionally, you can send email to anyone else not on the support team by adding a list of email addresses onto the Support Team by Contract page.

Email Lists

When creating email lists for PeopleSoft Contracts email notification, you can use support team functionality, enter individual email addresses onto the email notification pages, or use a combination of the two. Oracle recommends that you use support team functionality to more easily manage the contract support personnel across your organization. You can maintain a support team that you use across multiple contracts from a single location.

For example, let's say you define a support team code of WESTREGCONS to support your western region consulting practice. The support team code contains the practice manager, contract administrator, and finance manager. You create 100 contracts for this consulting practice. For each contract, at the contract level you enable email notification for the WESTREGCONS support team. If the contract administrator leaves and you hire a new contract administrator, you replace the old contract administrator with the new contract administrator in the WESTREGCONS support team code and the new contract administrator is immediately added to the email notification lists for the consulting practice's contracts. If you had manually added the old contract administrator to receive email notification for component status changes of each contract, you must manually update the email list on each of the 100 contracts.

Note: If you change the contract administrator in your support team code, the system does not automatically change the value in the contract administrator field on the contract component.

Using Support Teams for Email Notification

This section discusses how to set up support teams for email notification.

Page Used to Use Support Teams for Email Notification

Page Name	Definition Name	Usage
Support Team by Contract Page	CA_EMAIL_CONTR	Define the support teams and email lists to be used for the workflow that you associate with the different activities within PeopleSoft Contracts.

Support Team by Contract Page

Use the Support Team by Contract page (CA_EMAIL_CONTR) to define the support teams and email lists to be used for the workflow that you associate with the different activities within PeopleSoft Contracts.

Navigation:

Customer Contracts > **Create and Amend** > **Support Teams**

This example illustrates the fields and controls on the Support Team by Contract page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.

Related Links

Defining Email Notifications

Chapter 27

Creating Notes

Understanding Contract Notes

PeopleSoft Contracts enables you to associate notes with PeopleSoft Contracts components, including the contract header, contract line, amendment, contract milestone, bonus or penalty, early out option, revenue plan, and billing plan. Unlike the notes that you associate for billing plans from within the billing plan component (where the notes flow to PeopleSoft Billing for inclusion on the bill that is sent out to customers), these internal notes do not flow outside of the PeopleSoft Contracts system. Use these notes to create reminders for a contract administrator, or to add additional details to a contract that might not otherwise be captured.

Creating Notes for PeopleSoft Contracts Components

When entering notes for PeopleSoft Contracts components, either create standard notes by selecting a standard note code that you defined on the Standard Notes page, or create custom notes by keying in custom text on the Notes page. Any notes that you create for a contract are visible to PeopleSoft Contracts users from the Notes page.

This section discusses how to define notes for PeopleSoft Contracts components.

Page Used to Create Notes for PeopleSoft Contracts Components

Page Name	Definition Name	Usage
Notes Page	CA_NOTES	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.

Notes Page

Use the Notes page (CA_NOTES) to 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.

Navigation:

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.

This example illustrates the fields and controls on the Notes page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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

Field or Control	*Description*
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.

Chapter 28

Managing Sponsor Letter of Credit Data

Importing and Managing Sponsor Letter of Credit Data

Importing Sponsor Letter of Credit Data

You can import Sponsor letter of credit data into PeopleSoft Contracts, which enables you to compare letter of credit data between the PeopleSoft and Sponsor systems. Once letter of credit data is imported into PeopleSoft, you can identify and act on exceptions to ensure that your data is accurate before initiating the Billing cycle.

You import letter of credit data using the Upload Sponsor File page. You can manage the data using the Review Sponsor File Data and Delete Sponsor File Data pages. The Contracts WorkCenter also provides letter of credit exception analysis.

See:

*   Upload Sponsor File Page

*   Review Sponsor File Data Page

*   Delete Sponsor File Data Page

*   LOC Doc ID Not in Contracts

*   LOC Doc ID Not in Sponsor File

*   LOC Authorized Amount <> Limit Amount

Sponsor Letter of Credit File Format

The *FS_MAP_PR* application engine upload process—which imports the sponsor letter of credit data and is run from the Upload Sponsor File page—requires that the sponsor file be formatted as a Comma Separated Values (CSV) file.

The CSV file should contain only the data to be uploaded and should be stripped of any header or footer information, including column headers. Column values should not contain commas since this is the default delimiter for CSV files and interferes with the upload process. Any data being uploaded into a numeric column should be stripped of any characters or symbols. For example, amount fields should be stripped of dollar ($) symbols.

The following is an example of a valid CSV sponsor file:

This image represents a properly formatted sponsor CSV file.
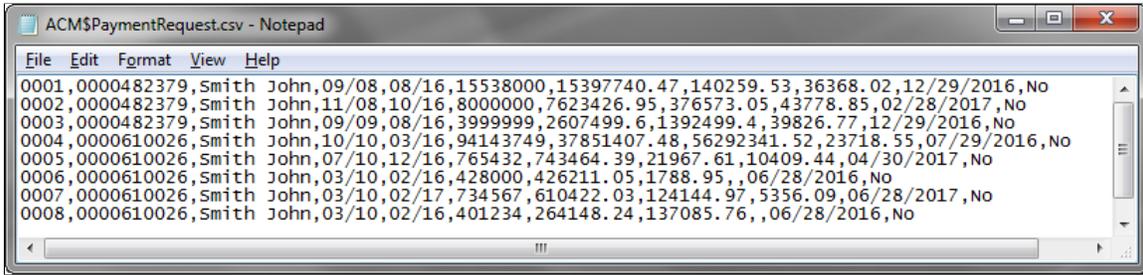
Pages Used to Import and Manage Sponsor Letter of Credit Data

Page Name	Definition Name	Usage
Upload Sponsor File Page	CA_DOC_IMP_RNCNTL	Import Sponsor letter of credit data
Review Sponsor File Data Page	CA_SPNSR_FILE_INQ	Review imported Sponsor letter of credit data.
Delete Sponsor File Data Page	CA_SPNSR_FILE_DELT	Delete imported Sponsor letter of credit data.

Upload Sponsor File Page

Use the Upload Sponsor File page (CA_DOC_IMP_RNCNTL) to import Sponsor letter of credit data.

Navigation:

Customer Contracts > **Sponsor File** > **Upload Sponsor File** >**Upload Sponsor File**

This example illustrates the fields and controls on the Upload Sponsor File page.

You can use two methods to attach a Sponsor letter of credit file. The **Using File Attachment** option enables you to attach a letter of credit file from your local machine. The **Using File Path** option enables you to attach a letter of credit file from an application server.

If you select the **Using File Path** option, use the **Archived Directory** field to specify a directory path to archive the file after it is successfully uploaded. This path should be in the application server.

Note: The Sponsor file must be formatted as a CSV file.

Use the fields in the **Sponsor Upload Details** group box to specify letter of credit details for the file being uploaded. Use the **Sponsor ID** link to access the Sponsor - General Information page and add a DEIU Map ID (Data Export Import Utility Map ID), if you have not already done so.

The **DEIU Map ID** displays the mapping used to process the file upload. This field is populated automatically from the value defined on the Sponsor - Details page. PeopleSoft provides two mappings:

- *CA_DHHS_PMS_FILE_IMPORT* (DHHS PMS File Import Mapping): Select this value for a Department of Health and Human Services payment management system.

This example illustrates the DHSS File Layout.

- *CA_NSF_ACM_FILE_IMPORT* (NSF ACM File Import Mapping): Select this value for a National Science Foundation award cash management service system.

This example illustrates the ACM File Layout.

Use the **Filename Override** field to provide a new name for the sponsor file. You can use this value to differentiate each uploaded file.

Click the **Upload** button to initiate the FS_MAP_PR application engine (upload) process for the Sponsor letter of credit file.

Review Sponsor File Data Page

Use the Review Sponsor File Data page (CA_SPNSR_FILE_INQ) to search for and review imported Sponsor letter of credit data.

Navigation:

Customer Contracts > **Sponsor File** > **Review Sponsor File Data** >**Review Sponsor File Data**

This example illustrates the fields and controls on the Review Sponsor File Data page.

	SetID	Sponsor	Letter of Credit ID	LOC Doc ID	Expected Close Date	Begin Period	End Period	File Name	Uploaded By	Import Date/Time	Process Instance
1	SHARE	Apex Systems	LOCGRNT	0353077	12/29/2017	09/01/2003	08/31/2017	Sponsor_1001_ACM	VP1	05/03/2017 1:33:33AM	116805
2	SHARE	Apex Systems	LOCGRNT	0821891	12/29/2016	09/01/2008	08/31/2016	Sponsor_1001_ACM	VP1	05/03/2017 1:33:33AM	116805
3	SHARE	Apex Systems	LOCGRNT	0822799	02/28/2017	11/01/2008	10/31/2016	Sponsor_1001_ACM	VP1	05/03/2017 1:33:33AM	116805
4	SHARE	Apex Systems	LOCGRNT	123456	12/28/2016	09/01/2009	09/30/2016	Sponsor_1001_ACM	VP1	05/03/2017 1:33:33AM	116805

Enter the desired search criteria and click the **Search** button. Some search fields are interdependent and require that both be populated, such as Sponsor ID and SetID.

The Sponsor File Upload Data grid displays the results of your search based on the filter criteria specified. If no search criteria is entered, the grid displays all imported sponsor letter of credit data. Imported letter of credit data is displayed in three categories (tabs):

• **General:** displays general letter of credit information such as Begin Period, End Period, and Import Date/Time.

• **Amount Details:** displays financial letter of credit information such as Authorized Amount, Disbursed Amount, and Available Amount.

• **Other Details:** displays additional general letter of credit information such as Document ID Status, Date, and Description.

All three tabs provide the SetID, Sponsor, Letter of Credit ID, and LOC Doc ID fields.

Note: Field values display only if those values were provided in the sponsor CSV file and the column was mapped in the DEIU map selected for the upload.

Delete Sponsor File Data Page

Use the Delete Sponsor File Data page (CA_SPNSR_FILE_DELT) to delete imported Sponsor letter of credit data.

Navigation:

Customer Contracts > **Sponsor File** > **Delete Sponsor File Data** >**Delete Sponsor File Data**

This example illustrates the fields and controls on the Delete Sponsor File Data page.

Enter the desired search criteria and click the **Search** button.

The Sponsor Files grid displays the results of your search based on the filter criteria specified.

Click the **View Data** link to open the Review Sponsor File Data secondary page and review all letter of credit information associated with the Sponsor file.

Select one or more Sponsor files for deletion and click the **Delete File** button.

Related Links

"Understanding the Data Export Import Utility" (Application Fundamentals)

Chapter 29

Managing Contracts

Using the Contracts WorkCenter

This topic provides an overview of the Contracts WorkCenter and discusses the following:

- MyWork pagelet

- Links pagelet

- Queries pagelet

- Reports and Processes pagelet

- Contracts WorkCenter Dashboard

Understanding the Contracts WorkCenter

This section discusses:

- Terms

- Contracts WorkCenter

Terms

These terms are commonly used when referring to the Contracts WorkCenter:

Term	*Definition*
Alert	An alert in the events and notifications framework.
Exception	A report used to identify contract configuration or processing in need of review.
Pagelet Area	A collection of application-defined pagelets that contain links, task lists, and other content. This area is part of the PeopleTools framework, but the pagelet content is defined by individual product needs.

Term	*Definition*
WorkCenter	A central work area that is used to increase the productivity of a specific role by streamlining and simplifying the job tasks. The left pane of a WorkCenter should help drive the transaction or work area for users to complete their tasks based on the functional area.

Contracts WorkCenter

The Contracts WorkCenter is designed for specific roles and provides a central area for users to access key components. The WorkCenter enables users to access various pages and keep multiple windows open while doing their daily work.

For a general understanding of WorkCenters and how to set up WorkCenters as an end user, see "Working With and Personalizing the Classic WorkCenter As an End User" (Application Fundamentals)

Click to watch a short video about PeopleSoft Contracts 9.2 WorkCenter.

Page Used to View the Contracts WorkCenter

Page Name	*Definition Name*	*Usage*
Contracts WorkCenter Page	CA_WORKCENTER	View and edit various components. **Customer Contracts** > **Contracts WorkCenter**

This example illustrates the fields and controls on the Contracts WorkCenter page. You can find definitions for the fields and controls later on this page.
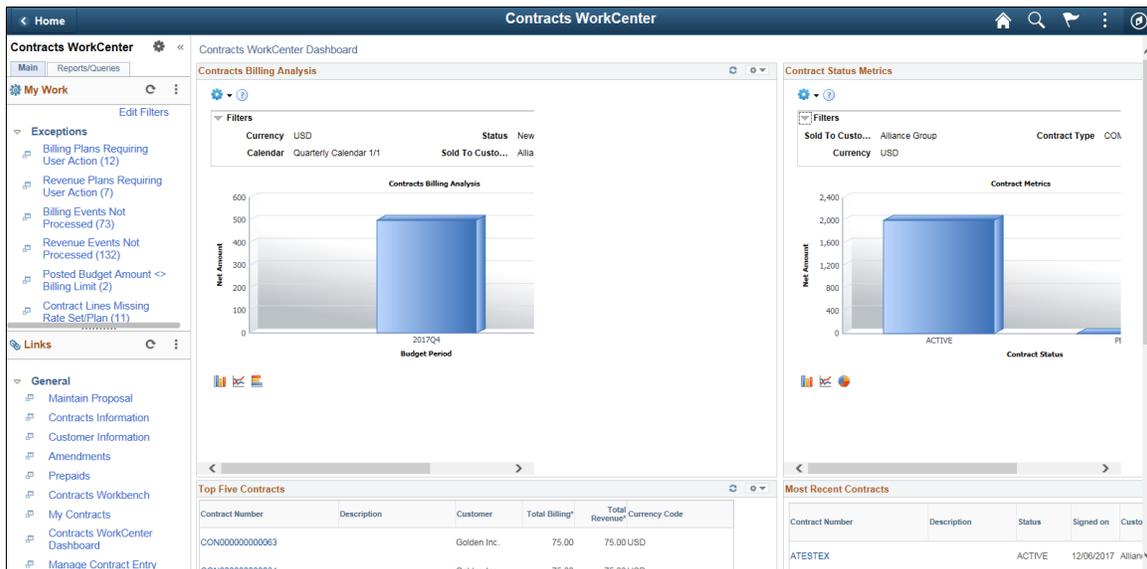
The WorkCenter navigation is located on the left side of the page and includes two main tabs: Main and Reports/Queries.

The two main tabs in the WorkCenter include these pagelets:

• Main tab

• My Work

• Links

• Reports/Queries

• Queries

• Reports and Processes

A Contracts WorkCenter Dashboard pane appears to the right of the navigation pane. A dashboard is a collection of information summaries that enable users to monitor different objects and data. Multiple grids display various data, such as Top Five Contracts, Most Recent Contracts, and metrics. You can select and edit required contracts from the Dashboard.

My Work Pagelet

The My Work section of the Main tab includes links to pages that you may want to access frequently. The My Work section is where you need to take some type of action; it includes exceptions and alerts. All users can access all delivered components by default; however, system administrators can control access for the exceptions using User, Role, and Permission List security at the setup level of the WorkCenter framework.

The My Work section in the Contracts WorkCenter is divided into two groups:

• Process Exceptions

• Setup In Need of Review

Exceptions

This group contains these exceptions:

• Billing Plans Requiring User Action

• Revenue Plans Requiring User Action

• Billing Events Not Processed

• Revenue Events Not Processed

• Posted Budget Amount <> Billing Limit

• Contract Lines Missing Rate Set/Plan

• Contracts Set to Expire

• Incorrect Revenue Analysis Group

- Undocumented Price Adjustments

- LOC Doc ID not in Contracts

- LOC Doc ID Not in Sponsor File

- LOC Authorized Amount <> Limit Amount

- Invalid Billing Plans

You can select required rows and perform necessary actions on the rows. This following section discusses each exception in detail.

Setup In Need of Review

This group contains these exceptions:

- Closed Contracts With Open Projects

- Contract Lines Missing Rate Set/Plan

- PC ChartField Discrepancies

- Contract Revenue Transition

- Contracts for Activation

Pages Used to View and Edit Exceptions

Page Name	Definition Name	Usage
Billing Plans Requiring User Action	CA_WC_BI_STATUS	View and edit billing plans that require user action.
Revenue Plans Requiring User Action	CA_WC_REV_STATUS	View and edit revenue plans that require user action.
Billing Events Not Processed	CA_WC_BI_EVENT	View and edit billing events not yet processed.
Revenue Events Not Processed	CA_WC_REV_EVENT	View and edit revenue plan events not yet processed.
Posted Budget Amount <> Billing Limit	CA_WC_GRANTS	View Grants Contracts where the posted budget amount <> Billing Limit on the contract line.
Contracts Set to Expire	GM_WC_AWD_EXPIRY	View contracts whose end date is approaching or where contract has expired.

Page Name	Definition Name	Usage
Incorrect Revenue Analysis Group Page	CA_PC_WC_AN_GRP	View projects whose analysis group for reporting revenue does not agree with the contract identifier to separate billing and revenue.
Undocumented Price Adjustments	CA_WC_PRCADJ	Review undocumented price adjustments.
LOC Doc ID Not in Contracts	CA_WC_SPNSR_NOPS	Review letter of credit document IDs that have been uploaded through a Sponsor file but are not specified on any Contract or Contract Line.
LOC Doc ID Not in Sponsor File	CA_WC_SPNSR_NO_UPL	Review letter of credit document IDs that are used by Grants contracts but are not present in the sponsor files.
LOC Authorized Amount <> Limit Amount	CA_WC_SPNSR_LIMITS	Review details of the letter of credit data specified in the sponsor upload file as well as on a Contract Line when the authorized amount from the Sponsor file does not match the billing limit.
Invalid Billing Plans	CA_WC_BP_INACTV	Review invalid billing plans to identify issues with the contracts billing plans and update configuration data in bulk or individually, prior to processing billing of the contract.

Billing Plans Requiring User Action

Use the Billing Plans Requiring User Action page (CA_WC_BI_STATUS) to view and edit billing plans that require user action.

Navigation:

Customer Contracts >**Contracts WorkCenter** >**Billing Plans** >**Requiring User Action**

This example illustrates the fields and controls on the Billing Plans Requiring User Action page. You can find definitions for the fields and controls later on this page.
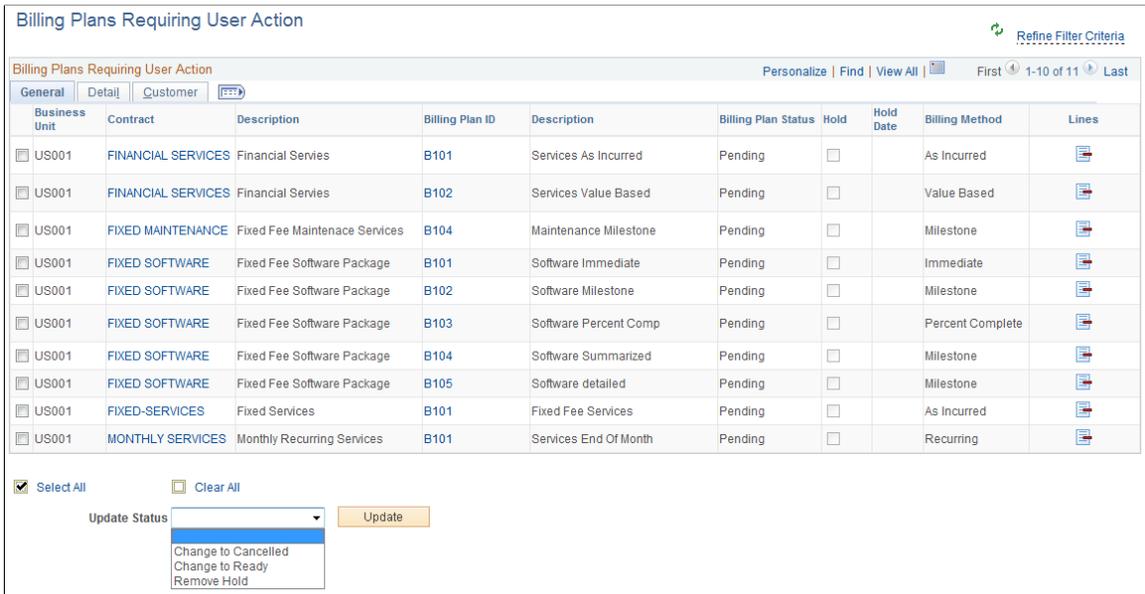
The Billing Plans Requiring User Action page displays an application grid with billing plans in Pending, Action Required, and Hold Billing statuses. The grid includes three tabs: General, Detail, and Customer. You can select any row in the grid to perform a required action on the row.

The General tab displays fields such as Business Unit, Contract, Description, and Billing Plan Status. Some fields, such as Contract and Billing Plan ID, have links that users can click to access the respective contract header and billing plan pages.

The Detail tab displays Contract Administrator, Contract Type, Method of Payment, and Billing Specialist data. The Customer tab displays Bill to Customer and Sold to Customer data.

Field or Control	Description
Update Status	Select any Update Status after selecting any row in the application grid and click the Update button. Values are: • Change to Cancelled: Applicable only for Pending and Ready plans. • Change to Ready: Applicable only for Pending plans. • Remove Hold: Applicable only for Ready, Recycled, In Progress, and Action Required plans. Based on the update status chosen, the selected rows in the grid are saved. **Note:** If the selected rows update successfully, then they will not appear in the application grid. **Note:** An error message column is visible in the grid when any of the selected rows has an error.

Field or Control	Description
Refine Filter	Click to view and edit the predefined filter criteria for the Billing Plans Requiring User Action exception. Defined search criteria are: • Business Unit • Contract • Description • Contract Administrator • Contract Type • Sold To Customer • Customer • Billing Specialist • Billing Method • Billing Plan Status • Method of Payment
	Click this icon to refresh the grid.

Revenue Plans Requiring User Action

Use the Revenue Plans Requiring User Action page (CA_WC_REV_STATUS) to view and edit revenue plans that require user action.

Navigation:

Customer Contracts >**Contracts WorkCenter** >**Revenue Plans Requiring User Action**

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This example illustrates the fields and controls on the Revenue Plans Requiring User Action page. You can find definitions for the fields and controls later on this page.
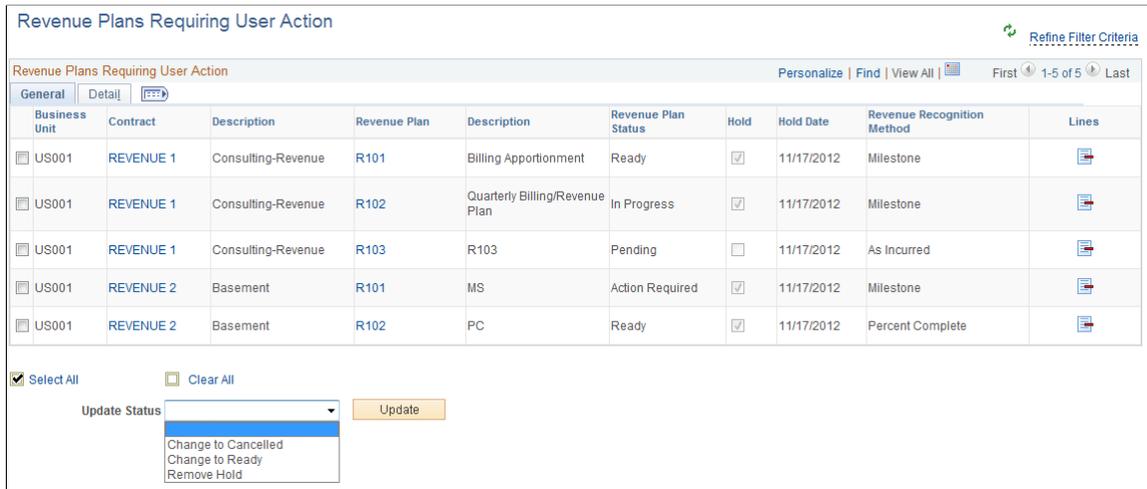
The Revenue Plans Requiring User Action page displays an application grid with revenue plans in *Pending*, *Action Required*, and *Hold* statuses. The grid has two tabs: General and Detail. You can select any row in the grid to perform a required action on the row.

The General tab displays fields such as Revenue Plan, Revenue Plan Status, Hold, Revenue Recognition Method, and Lines. Some fields, such as Lines, display links to a secondary page, where you can see contract lines that are assigned to the selected revenue plan.

Field or Control	Description
Update Status	Select any Update Status after selecting any row in the application grid and click the Update button. Values are: • Change to Cancelled: Applicable only for Pending and Ready plans. • Change to Ready: Applicable only for Pending plans. • Remove Hold: Applicable only for Ready, In Progress, and Action Required plans. Based on the update status chosen, the selected rows in the grid are saved. **Note:** If the selected rows update successfully, then they will not appear in the application grid. **Note:** An error message column is visible in the grid when any of the selected rows has an error.

Field or Control	Description
Refine Filter	Click to view and edit the predefined filter criteria for the Revenue Plans Requiring User Action exception. Defined search criteria are: • Business Unit • Contract • Description • Contract Administrator • Contract Type • Sold To Customer • Revenue Recognition Method • Revenue Plan Status

Billing Events Not Processed

Use the Billing Events Not Processed page (CA_WC_BI_EVENT) to view and edit billing plan events not yet processed.

Navigation:

Customer Contracts >**Contracts WorkCenter** >**Billing Events Not Processed**

This example illustrates the fields and controls on the Billing Events Not Processed page. You can find definitions for the fields and controls later on this page.

The Billing Events Not Processed page displays an application grid with events that are not processed in *Pending*, *Ready*, and *Recycled* statuses. The grid includes three tabs: General, Plan, and Detail.

The General tab displays fields such as Business Unit, Event Occurrence, Event Status, Event Type, and Currency Code. Some fields, such as Billing Plan ID, have links which users can click to access the Billing Plan General page.

The Plan tab displays Billing Plan Description, Billing Plan Status, Hold, Billing Method, Billing Specialist, and Bill to Customer data.

Field or Control	Description
Update Status	Select the Change to Ready action after selecting required rows in the application grid and then click the Update button. This action is applicable only for Pending events.

After the selected rows update, the event status changes to Ready and the rows are retained in the grid because Ready events are exceptions.

Note: An error message column is visible in the grid when any of the selected rows has an error. |

Field or Control	Description
Refine Filter	Click to view and edit the predefined filter criteria for the Billing Events Not Processed exception. Defined search criteria are: • Business Unit • Contract Description • Contract Administrator • Contract Type • Sold To Customer • Billing Method • Billing Plan Status • Event Date • Hold • Billing Specialist • Customer • Event Status

Revenue Events Not Processed

Use the Revenue Events Not Processed page (CA_WC_REV_EVENT) to view and edit revenue plan events not yet processed.

Navigation:

Customer Contracts >**Contracts WorkCenter** >**Revenue Events Not Processed**

This example illustrates the fields and controls on the Revenue Events Not Processed page. You can find definitions for the fields and controls later on this page.

The Revenue Events Not Processed page displays an application grid with events that are not processed in *Pending* and *Ready* statuses. The grid includes three tabs: General, Plan, and Detail. The Plan tab displays Description, Revenue Plan Status, Hold, and Revenue Recognition Method data.

Field or Control	Description
Update Status	Select the *Change to Ready* action after selecting required rows in the application grid and then click the Update button. This action is applicable only for Pending events. After the selected rows update, the event status is changed to Ready and the rows are retained in the grid because Ready events are exceptions. **Note:** An error message column is visible in the grid when any of the selected rows has an error.

Field or Control	Description
Refine Filter	Click to view and edit the predefined filter criteria for the Revenue Events Not Processed exception. Defined search criteria are: • Business Unit • Contract • Description • Contract Administrator • Contract Type • Sold To Customer • Revenue Recognition Method • Accounting Date • Revenue Plan Status • Hold • Event Status

Posted Budget Amount <> Billing Limit

Use the Posted Budget Amount <> Billing Limit page (CA_WC_GRANTS) to view Grants Contracts where the posted budget amount <> Billing Limit on the contract line.

Navigation:

Customer Contracts >**Contracts WorkCenter** >**Posted Budget Amount <> Billing Limit**

This example illustrates the fields and controls on the Posted Budget Amount <> Billing Limit page. You can find definitions for the fields and controls later on this page.

Business Unit	Contract	Description	Awarding Sponsor	Entered Sponsor Budget Amount	Posted Budget Amount	Limit Amount	Currency
EGV05	SAMPLE_EXCEPTION1	TEST	National Institute of Health	15000.00	15000.00	12000.00	USD
EGV05	SAMPLE_EXCEPTION2	The effects of insulin on labo	National Institute of Health	500000.00	300000.00	400000.00	USD

This example illustrates the fields and controls on the Total Budget Amount page. You can find definitions for the fields and controls later on this page.

Grants Budget Amount Details								
Business Unit EGV05			**Contract**	SAMPLE_EXCEPTION2				
Total Budget Amount						Personalize | Find | View All | 🖩	First ◀ 1-3 of 5 ▶ Last	
Business Unit	Project	Description	Budget Plan ID	Budget Period	Total Sponsor Budget	Total C/S Budget	Total Budget Amount	Currency
EGV05	000000000000195	The effects of insulin on labo	1	1	100000.00	9050.00	109050.00	USD
EGV05	000000000000195	The effects of insulin on labo	1	2	100000.00		100000.00	USD
EGV05	000000000000195	The effects of insulin on labo	1	3	100000.00	7500.00	107500.00	USD

Cancel

This example illustrates the fields and controls on the Limit Amount Details page. You can find definitions for the fields and controls later on this page.

Contracts Limit Amount Details							
Contract SAMPLE_EXCEPTION2			The effects of insulin on labo				
Limit Amount Details					Personalize | Find | View All | 🖩	First ◀ 1 of 1 ▶ Last	
Contract Line	Description	Limit Amount	Currency	Billing Plan ID	Billing Method	Billing Plan Status	Hold
1	Grants Reimbursable	400000.00	USD	B101	As Incurred	Ready	☐

Cancel

The Posted Budget Amount <> Billing Limit page displays an application grid with exceptions where the posted budget Amount of an award does not equal the billing limit for the post award (contracts) in *Active* status. The grid includes two tabs: General and Details.

The General tab displays fields such as Contract, Awarding Sponsor, Entered Sponsor Budget Amount, Posted Budget Amount, and Line Amount. Some fields, such as Entered Sponsor Budget Amount and Line Amount, contain links. You can click any Entered Sponsor Budget Amount data to access the Total Budget Amount page for Grants. Click any Line amount data to access the Contracts Limit Amount Details page.

The Details tab displays the Contract Type, Reference award number, Contract Administrator, and Post Award Administrator data.

Contracts Set to Expire

Use the Contracts Set to Expire page (GM_WC_AWD_EXPIRY) to view contracts whose end date is approaching or where contract has expired.

This example illustrates the fields and controls on the Contracts Set to Expire page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
End Date	The end date displayed for each contract indicates the contract expired date.

Incorrect Revenue Analysis Group Page

Use the Incorrect Revenue Analysis Group page (CA_PC_WC_AN_GRP) to view projects whose analysis group for reporting revenue does not agree with the contract identifier to separate billing and revenue.

A project ID is identified as an exception if either of the following is true:

- If a project is assigned to a contract that Separates As Incurred Billing and Revenue and the analysis group for Actual Revenue is not *PSRV2* or the analysis group for Forecast Revenue is not *FREV2*. These analysis groups (PSRV2 and FREV2) are assumed to be used on projects assigned to contracts that separate billing and revenue.

- If a project is assigned to a contract that *does not* Separate As Incurred Billing and Revenue and the analysis group for Actual Revenue is not *PSREV* or the analysis group for Forecast Revenue is not *FREV*. These analysis groups (PSREV and FREV) are assumed to be used on projects assigned to contracts that do not separate billing and revenue.

The following criteria are also being applied to more narrowly identify projects needing analysis:

- Project effective status is *Active*.

- Project is assigned to the user under My Projects.

- Project is assigned to a rate based contract line.

- Contract status is not *Closed* or *Cancelled*.

- Contract line status is not *Closed* or *Cancelled*.

Navigation:

Customer Contracts >Contracts WorkCenter >Incorrect Revenue Analysis Group

This example illustrates the fields and controls on the Incorrect Revenue Analysis Group Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Project	Click hyperlink to navigate to the corresponding Project General page to make necessary changes.

Undocumented Price Adjustments

Use the Undocumented Price Adjustments page (CA_WC_PRCADJ) to review contracts where the difference between Total Billing and Total Revenue is not fully documented. These are considered contracts with undocumented price adjustments. This exception is applicable only for contracts that opt to Separate Fixed Billing and Revenue.

This example illustrates the fields and controls on the Undocumented Price Adjustments page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Total Billing Amount Minus Total Revenue Amount	Displays the difference between the total billing amount and total revenue amount.

Field or Control	Description
Documented Price Adjustment	Displays the summarized total from the Price Adjustments page on the contract.
Undocumented Price Adjustment	Displays an amount when Total Billing Amount minus Total Revenue amount does not equal the price adjustments entered on the Price Adjustments page.

LOC Doc ID Not in Contracts

Use the LOC Doc ID Not in Contracts (CA_WC_SPNSR_NOPS) page to review letter of credit document IDs that have been uploaded through a Sponsor file but are not specified on any Contract or Contract Line; specifically, those contracts whose Bill to Customer and LOC reference ID are the same as the Sponsor ID and LOC reference ID for the file uploaded.

This example illustrates the fields and controls on the LOC Doc ID Not in Contracts page.

Click the **Refine Filter Criteria** link to edit the filter criteria that is used to retrieve the letter of credit data. Supply or change the filter values as needed and click OK.

LOC Doc ID Not in Sponsor File

Use the LOC Doc ID Not in Sponsor File (CA_WC_SPNSR_NO_UPL) page to review letter of credit document IDs that are used by Grants contracts but are not present in the sponsor files.

This example illustrates the fields and controls on the LOC Doc ID Not in Sponsor File page.

This page only captures values for contracts and Loc Doc IDs that share the same Bill to customer and LOC IDs as any of the Sponsor IDs and LOC IDs for the file uploaded before.

Field or Control	*Description*
Refine Filter Criteria	Click to edit the filter criteria that is used to retrieve the letter of credit data. Supply or change the filter values as needed and click OK.
Actions	Use this field to access the following pages for the specific letter of credit document ID: • Contract Attachments • Award Profile • Contracts Workbench • Letter of Credit Summary • Collections Workbench
Update Doc ID in Contract Line	Click this link to access the Available Document IDs page. You can use the Available Document IDs page to select a letter of credit document ID from the Sponsor file and update the contract line letter of credit document ID using the **Update** button. The Available Document IDs page only displays unused letter of credit document IDs corresponding to the bill to customer and letter of credit reference ID specified on the bill plan assigned to the selected contract line. In other words, the SetID, sponsor, and letter of credit ID must match those in an uploaded sponsor file to display values. If no letter of credit document ID values were uploaded for the particular bill to customer and letter of credit ID, no value is displayed.
Contract	Click this link to access the Contract - General information page for the specific letter of credit document ID.
Contract Line Number	Click this link to access the Contract - Lines page for the specific letter of credit document ID.
Billing Plan ID	Click this link to access the Billing Plan - General page for the specific letter of credit document ID.
Total Billed Amount	Click this link to access the Billing Plan - History page for the specific letter of credit document ID.
Update Status	Select one or more letter of credit document IDs, then select a billing plan status, either *Place on Hold* or *Remove Hold.* You must click the **Update** button to change the status.

Field or Control	Description
Update	Click this button to update the status of the selected letter of credit document ID.

LOC Authorized Amount <> Limit Amount

Use the LOC Authorized Amount <> Limit Amount (CA_WC_SPNSR_LIMITS) page to review details of the letter of credit data specified in the sponsor upload file as well as on a Contract Line when the authorized amount from the Sponsor file does not match the billing limit.

This example illustrates the fields and controls on the LOC Authorized Amount <> Limit Amount page.

Field or Control	Description
Refine Filter Criteria	Click to edit the filter criteria that is used to retrieve the letter of credit data. Supply or change the filter values as needed and click OK.
Actions	Use this field to access the following pages for the specific letter of credit document ID: • Contract Attachments • Award Profile • Contracts Workbench • Letter of Credit Summary • Collections Workbench
Posted Budget Amount	Click this link to access the Sponsor Budget Amount Details page and review Project and Budget Period details. From here you can access the Project - General Information and Budget Details pages.
Contract ID	Click this link to access the Contract - General information page for the specific letter of credit document ID.

Field or Control	Description
Billing Plan ID	Click this link to access the Billing Plan - General page for the specific letter of credit document ID.
Update Status	Select one or more letter of credit document IDs, then select a billing plan status, either *Place on Hold* or *Remove Hold*. You must click the **Update** button to change the status.
Update	Click this button to update the status of the selected letter of credit document ID.

Invalid Billing Plans

Use the Invalid Billing Plans page to review invalid billing plans to identify issues with the contracts billing plans and update configuration data in en masse or individually, prior to processing billing of the contract.

Navigation:

Customer Contracts >Contracts WorkCenter >Invalid Billing Plans

This example illustrates the fields and controls on the Invalid Billing Plans page.

Pages Used to View and Edit Setup In Need of Review

Page Name	Definition Name	Usage
Closed Contracts with Open Projects Page	CA_WC_OPENPROJ	View contracts in closed status whose project(s) are still in an open status.

Page Name	Definition Name	Usage
Contract Lines Missing Rate Set/Plan	CA_WC_RATES	View rate-based contract lines that require user action.
PC ChartField Discrepancies	CA_WC_CF_DSCRPCY	View amount based contract lines where project ChartFields on the Accounting Distribution page are different from those on the Related Projects page.
Contract Revenue Transition	CA_WC_REVTRANS	As contracts are reviewed for the impact of the new accounting standard, use this page to update the status and expected impact on contracts in mass.
Contracts for Activation	CA_WC_ACTIVATE	To activate contracts in en masse or individually.

Closed Contracts with Open Projects Page

Use the Closed Contracts with Open Projects page (CA_WC_OPENPROJ) to view closed contracts in closed status whose project(s) are still in an open status.

Navigation:

Customer Contracts >Contracts WorkCenter > Closed Contracts with Open Projects

The Closed Contracts with Open Projects page displays an application grid with closed contracts for which the assigned projects are still open. The grid includes two tabs: General and Detail.

The General tab displays fields such as Business Unit, Contract, Description, and Billing Plan Status. Some fields, such as Contract and Billing Plan ID, have links which users can click to access the respective contract header and billing plan pages.

The Detail tab displays Contract Status, Contract Type, Project Type, Grants Project, Contract Administrator and Sold to Customer data.

Field or Control	Description
Refine Filter	Click to view and edit the predefined filter criteria for the Closed Contracts With Open Projects exception.

"Working With and Personalizing the Classic My Work Pagelet As an End User" (Application Fundamentals)

Contract Lines Missing Rate Set/Plan

Use the Contract Lines Missing Rate Set/Plan page (CA_WC_RATES) to view rate-based contract lines that require user action.

Navigation:

Customer Contracts >Contracts WorkCenter >Contract Lines Missing Rate Set/Plan

This example illustrates the fields and controls on the Contract Lines Missing Rate Set/Plan page. You can find definitions for the fields and controls later on this page.

Business Unit	Contract	Description	Contract Line Num	Description	PC Business Unit	Effective Date	Status	Rate Selection	Contract Terms
US001	COMMERCIAL_CON_LOI	COMMERCIAL_CON_LOI	5	CONSULTING-ESA ENHANCEMENTS		01/06/2014			Contract Terms
US001	CONSULTING_CONTRACT3	IT Consulting	1	Consulting-GL Allocations		01/06/2014			Contract Terms
US001	FINANCIAL SERVICES	Financial Servies	1	Consulting Services	US004	01/06/2014			Contract Terms
US001	FINANCIAL SERVICES	Financial Servies	2	CUSTOMIZE	US004	01/06/2014			Contract Terms
US001	FINANCIAL SERVICES	Financial Servies	3	ESA DESIGN		01/06/2014			Contract Terms
US001	FINANCIAL SERVICES	Financial Servies	4	ESA IMPLEMENT		01/06/2014			Contract Terms
US001	IMPLEMENTATION_CONTRACT1	Contracts Implementation	1	ESA IMPLEMENT		01/06/2014			Contract Terms
US001	MAINTAINENCE_CONTRACT1	Warrany Maintainance	1	Consulting-GL Allocations		01/06/2014			Contract Terms
US001	REVENUE 1	Consulting-Revenue	3	CONSULTING-ESA ENHANCEMENTS		01/06/2014			Contract Terms

The Contract Lines Missing Rate Set/Plan page displays an application grid with rate-based contract lines for active contracts for which rate set or plan is not assigned. The grid includes two tabs: General and Detail. The Detail tab displays Sold to Customer and Product ID data.

PC ChartField Discrepancies

Use the PC ChartField Discrepancies (CA_WC_CF_DSCRPCY) page to view amount based contract lines where project ChartFields on the Accounting Distribution page are different from those on the Related Projects page. Related Projects is used by Billing and Project Costing to identify project ChartFields at the line level whereas the Accounting Distribution page is used to generate accounting entries.

This example illustrates the fields and controls on the PC ChartField Discrepancies. You can find definitions for the fields and controls later on this page.

Actions	Highest Level of Discrepancy	Distribution	Business Unit	Contract	Description	Contract Status	Contract Line Num	Distribution Effective Date	Distribution Sequence	PC BU on Related Projects	PC BU on Acctg Distrib	Project ID on Related Projects	Project ID on Acctg Distrib	Activity on Related Projects	Activity on Acctg Distrib
Actions	Other Chartfields	Revenue	US001	CON000000000098		ACTIVE	1	08/24/2016	1	US004	US004				

Field or Control	Description
Highest Level of Discrepancy	This field helps users identify more significant discrepancies between the Related Projects page and the Accounting Distribution page. For example, a difference in projects business unit is likely more significant than the differences in other ChartFields such as source type or category.

Contract Revenue Transition

Use the Contract Revenue Transition (CA_WC_REVTRANS) page to update contract fields used during the transition to the new revenue accounting standard. Use this page to set Expected Impact and Transition Status fields for an individual contract or in mass. After the transition is completed for a business unit and the Revenue Convergence Complete check box is selected on the business unit, contracts in that business unit are excluded from the report.

Navigation:

Customer Contracts >Contracts WorkCenter >Contract Revenue Transition

This example illustrates the fields and controls on the Contract Revenue Transition. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Total Revenue Adjustment	Displays the Total Revenue Adjustment amount entered on the Contracts General page.
Set Impacted by Revenue Transition to	Select one of the given options to update the contract: • Materially Impacted • Not Materially Impacted • Not Yet Determined • Post Transition The report is refreshed after the update is processed.

Field or Control	Description
Set Status of Revenue Transition to	Select one of the given options to update the contract: • Contract Updated • In Preliminary Review • Not Initiated • Post Transition • Review Complete
Update	Click to update the selected contract(s).

Contracts for Activation

Use the Contracts for Activation page (CA_WC_ACTIVATE) to activate contracts in en masse or individually. This page includes contracts in *PENDING* status with at least one contract line.

Navigation:

Customer Contracts >Contracts WorkCenter >Contracts for Activation

This example illustrates the fields and controls on the Contracts for Activation page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Contract Status	Select a contract status and then click the Update button.

Links Pagelet

The Links section of the Main tab includes additional links to pages related to contracts, such as Amendments, Contracts Workbench, and My Contracts. A system administrator can determine a list of links in this section that are available to end users. End users can personalize the required links they want to appear in their WorkCenter. Users can also place links to external pages in this section. For example, the UPK/Job Help Link is an external link that you can configure to launch your own UPK training or study resources.

A sample My Links pagelet with sample data is configured in the Contracts WorkCenter to help you create your own pagelet upon implementation.

This example illustrates the fields and controls on the Links page. You can find definitions for the fields and controls later on this page.
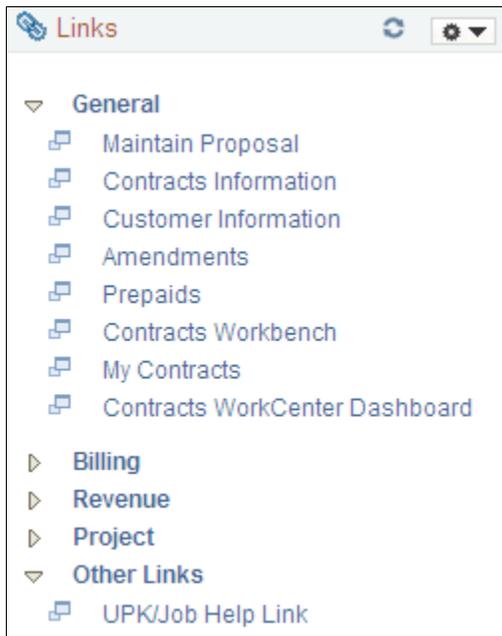
Link	Group	Link Label	Configured By
Maintain Proposal	General	Default	Administrator
Contracts Information	General	Default	Administrator
Customer Information	General	Default	Administrator
Amendments	General	Default	Administrator
Prepaids	General	Default	Administrator
Contracts Workbench	General	Default	Administrator

Link	Group	Link Label	Configured By
My Contracts	General	Default	User
Define Plans	Billing	Default	
Assign Plans	Billing	Default	
Review Plans	Billing	Default	Administrator
Review Events	Billing	Default	
Review As Incurred	Billing	Default	Administrator
Review Invoices	Billing	Default	
Correct Interface Errors	Billing	Default	Administrator
Define Plans	Revenue	Default	Administrator
Assign Plans	Revenue	Default	Administrator
Review Plans	Revenue	Default	Administrator
Review Events	Revenue	Default	Administrator
Review As Incurred	Revenue	Default	Administrator
Fixed Fee Jrnl Acctg Lines	Revenue	Default	Administrator
As Incurred Jrnl Acctg Lines	Revenue	Default	Administrator
Redistribute Fixed Fee	Revenue	Default	Administrator
Redistribute As Incurred	Revenue	Default	Administrator
Reconcile Revenue to Billing	Revenue	Default	Administrator
Review and Manage Limits	Revenue	Default	Administrator
Collections Workbench	Revenue	Default	Administrator

Link	Group	Link Label	Configured By
Project Information	Project	Default	Administrator
Project Activities	Project	Default	Administrator
Project Team	Project	Default	Administrator
Project Status	Project	Default	Administrator
Accounting Rules	Project	Default	Administrator
UPK/Job Help Link	None	Default	User

"Working With and Personalizing the Classic Links Pagelet As an End User" (Application Fundamentals)

Queries Pagelet

The Query section of the Reports/Queries tab includes links to Query Manager, public queries, private queries, and Pivot Grids. The system administrator can determine if an end user can add public queries. End users can personalize their private queries. When a user selects a query link, the results appear in the right pane of the WorkCenter or in a new window. You can save query results to Microsoft Excel.

This example illustrates the fields and controls on the Queries page. You can find definitions for the fields and controls later on this page.
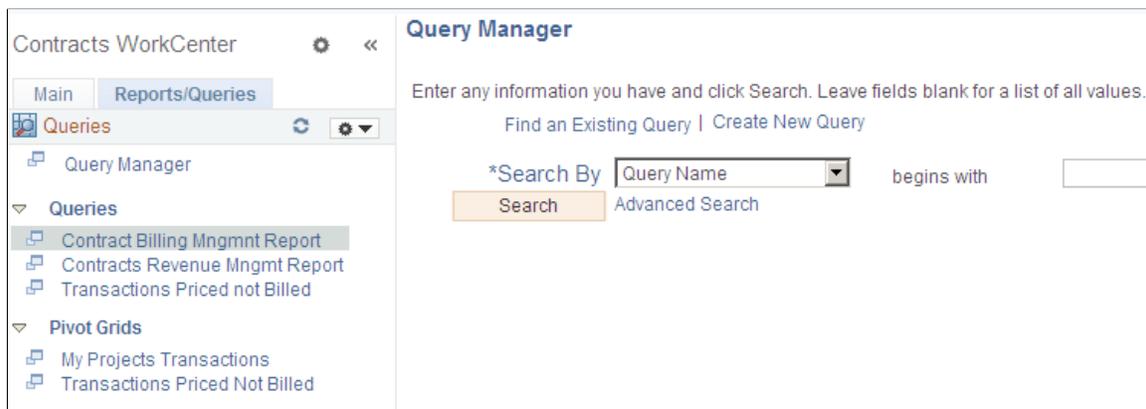
This example illustrates the fields and controls on the Queries - Transactions Priced not Billed page. You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Pivot Grids - Transactions Priced Not Billed page. You can find definitions for the fields and controls later on this page.

The Transactions Priced Not Billed pivot grid displays all priced project transactions that are grouped by contract and summed by contract line. The Transactions Priced Not Billed query supports this grid.

See the product documentation for:

"Working With and Personalizing the Classic Queries Pagelet As an End User" (Application Fundamentals)

Page Used to View My Projects Transactions

Page Name	Definition Name	Usage
My Projects Transactions Page	PTPG_PGVIEWER	Analyze projects based on activity, analysis type, source, category, and subcategory

Understanding Pivot Grids

Pivots grids are based on PSQueries and can display the results in a grid format, a chart format, or both. You use the Pivot Grid Wizard (**Reporting Tools** >**Pivot Grid** > **Pivot Grid Wizard**)to design how the page is displayed to the user.

Pivot Grids can be added as pagelets, to the Queries tab in a WorkCenter, or both.

Pivot Grids can be added as pagelets (on a user's Home page) and to the Queries tab in a WorkCenter.

For additional information about pivot grids, see *PeopleTools: Pivot Grid*

My Projects Transactions Page

Use the My Projects Transactions page (PTPG_PGVIEWER) to analyze projects based on activity, analysis type, source, category, and subcategory.

Navigation:

Customer Contracts >**Contracts WorkCenter**Select the Reports/Queries tab. In the Queries section, Pivot Grids, select My Projects Transactions.

This example illustrates the fields and controls on the My Projects Transactions. You can find definitions for the fields and controls later on this page.

Field or Control	Description
	Select this icon to display menu options. These options can include: • Prompts: enables you to change grid search values • Export Data: enables you to export the data to a Microsoft Excel spreadsheet • Hide Chart/Display Chart • Chart Options: displays the user Charting Options window • Save

Revenue Transition Impact

Use the Revenue Transition Impact page (PTPG_PGVIEWER) to analyze the impact of new revenue amounts on existing contracts based on Sold to Customer, Revenue Profile, Contract Role, Impact of Revenue Transition and Status of Revenue Transition.

Navigation:

Customer Contracts >**Contracts WorkCenter**Select the Reports/Queries tab. In the Queries section, Pivot Grids, select Revenue Transition Impact.

This example illustrates the fields and controls on the Revenue Transition Impact. You can find definitions for the fields and controls later on this page.

Reports and Processes Pagelet

The Reports and Processes section of the Reports/Queries tab includes links to reports and processes. The links takes you to the run control page for reports, processes, and the reporting console. The system administrator can determine whether an end user can configure their pagelet. The purpose of this pagelet is to minimize the number of clicks needed to access reports or processes and their results.

This example illustrates the fields and controls on the Reports/Processes page. You can find definitions for the fields and controls later on this page.

The Reports/Processes section is divided into five groups:

- Reports

- Pricing and Cost Collection

- Process Billing

- Process Revenue

• Monitor

See the product documentation for

"Working With and Personalizing the Classic Reports and Processes Pagelet As an End User" (Application Fundamentals)

Contracts WorkCenter Dashboard

This section discusses the grids in the WorkCenter Dashboard.

The primary purpose of the dashboard is to display a series of pagelets that provide metrics and pivot grids.

This example illustrates the fields and controls on the Contracts WorkCenter Dashboard Page. You can find definitions for the fields and controls later on this page.
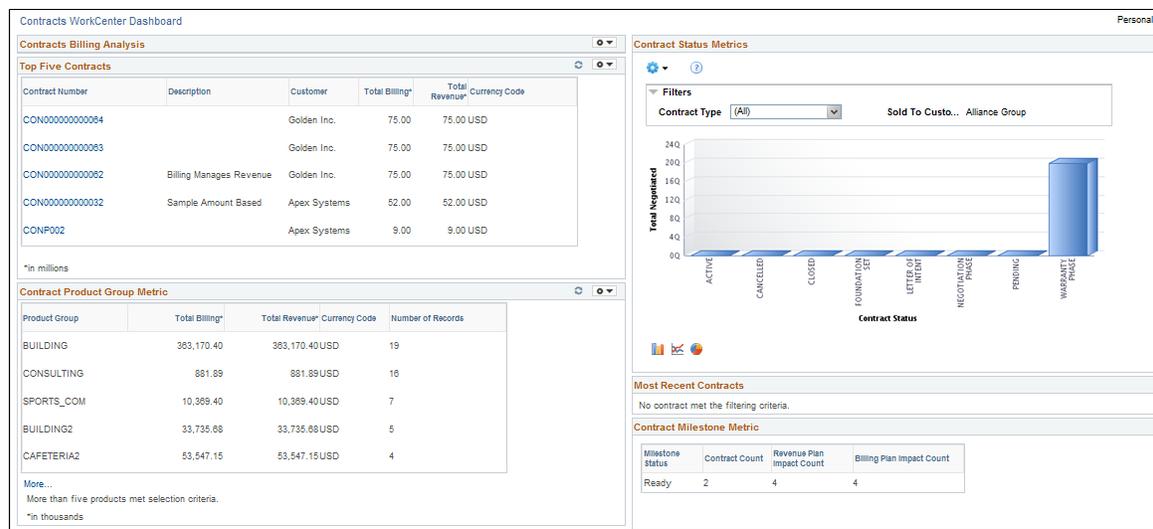
Some of the sections included in the dashboard are Top Five Contracts, Most Recent Contracts, Contract Product Group Metric, and Contract Status Metrics pivot grid.

All pagelets that appear in the Dashboard are preexisting in Contracts as part of the portal pack. However, Contract Status Metrics is a newly created pivot grid for this dashboard. The pivot grid displays a bar chart that represents the count of contracts by contract status. You can click each bar in the chart to view additional details about the contracts at the selected contract status.

Creating a Personal Contract List

This section discusses how to use the My Contracts page to view your contracts and create a personal contract list.

Note: This feature is no longer supported as of FSCM Update Image 9.2.37. However, a fluid version of the My Contracts functionality is supported on the Customer Contracts Homepage. See Using the Fluid User Interface for Contracts.

Pages Used to Create a Personal Contract List

Page Name	Definition Name	Usage
My Contracts Page	CA_MYCONTRACTS	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.
Search Contracts Page	CA_MYCONTRACT_LIST	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.

My Contracts Page

Use the My Contracts page (CA_MYCONTRACTS) to 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.

Navigation:

Customer Contracts > **My Contracts**

This example illustrates the fields and controls on the My Contracts page. You can find definitions for the fields and controls later on this page.

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This example illustrates the fields and controls on the My Contracts page - Details tab. You can find definitions for the fields and controls later on this page.

When you first access this page, the system displays only those contracts that you previously selected for your My Contracts list.

Field or Control	Description
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.
Total Billing	Displays the contracts's current total billing amount.
Total Revenue	Displays the contracts's current total revenue amount.

Search Contracts Page

Use the Search Contracts page (CA_MYCONTRACT_LIST) to 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.

Navigation:

Click the **Search Contracts** link on the My Contracts page.

This example illustrates the fields and controls on the Search Contracts page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
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.

Field or Control	Description
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.

Field or Control	Description
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 non-inclusive 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 and review contracts AR items.

Pages Used to Review Contract Summaries

Page Name	Definition Name	Usage
Review Contract Summary Page	CA_CONTR_SUM_PNL	Review contract summary details.
Contracts AR Items Page	CA_CONTR_ITEM	Review and edit AR item information.

Review Contract Summary Page

Use the Review Contract Summary page (CA_CONTR_SUM_PNL) to review contract summary details.

Navigation:

Customer Contracts > **Review Contract Summary** > **Review Contract Summary**

This example illustrates the fields and controls on the Review Contract Summary Page. You can find definitions for the fields and controls later on this page.

Review Contract Summary

Contract Number	CON000000000029	Currency	USD	Amendment Number	0000000000	
Contract Type	CONSULTING	Business Unit	US001	Contract Signed	03/01/2005	
Contract Class	Standard	Region Code		Amendment Date		
Contract Status	ACTIVE	Customer	Alliance Group	Proposal ID	CON000000000029	

Summary

Total Billed	15,000.00	Total Revenue Recognized	15,000.00
Total Collected	0.00	Revenue Forecasted	0.00

Billing Amounts / **Revenue Amounts**

Fixed Billing	640,309.92	Fixed Revenue	640,309.92
Discounts/Surcharges	0.00	Discounts/Surcharges	0.00
Non-inclusive Prepaids	0.00	Non inclusive Prepaids	0.00
Subtotal	640,309.92	Subtotal	640,309.92
As Incurred Billing Limits (Less Prepaid)	199,581.36	As Incurred Revenue Limits (Less Prepaid)	199,581.36
Recurring Billing	0.00	Recurring Revenue	0.00
Total	839,891.28	Total	839,891.28

Contract Lines   Personalize | Find | | | First 1-3 of 3 Last

Line	Product	Status	Price Type	Billing Amount	Net Billing Amount	Revenue Amount	Net Revenue Amount	Billing Limit	Revenue Limit	Estimated Amount	Start Date	End Date	Billing Plan
1	Proposal Managment - Amount	Active	Amount	640,309.92	640,309.92	640,309.92	640,309.92			0.00	03/01/2005	02/28/2006	Ready
2	Proposal Managment - Rate	Active	Rate					199,581.36	199,581.36	199,581.36	03/01/2005	02/28/2006	Ready
3	Consulting-GL Allocations	Active	Rate					0.00	0.00	0.00			In Progress

Related Projects

PC Business Unit	Project	Description	Project Status
US001	000000000000164	Implementation	Approved
US001	ERP_UPGRADE	Application Upgrade	Open

Contract Milestones

Milestone ID	Milestone Status	Billing Impact	Revenue Impact
None		No	No

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.

Field or Control	Description
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.

Field or Control	Description
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.

Summary

Field or Control	Description
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. **Important!** The system calculates a value in this field only when the bill by ID uses the contract number. Otherwise, the value will display a zero amount.
	Click to access the Contracts AR Items page. This button does not appear on the page if you do not have access to PeopleSoft Receivables or if your user profile does not provide access to the Contracts AR Items page.
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 Accounting Distributions.

Billing Amounts

Field or Control	Description
Fixed Billing	Displays the total fixed billing for the amount and percent based contract lines plus the amount of inclusive prepaids on the contract.
Subtotal	Displays the sum of values in the Fixed Billing, Discounts/ Surcharges, and Non-inclusive Prepaids fields.
As Incurred Billing Limits (Less Prepaid)	Displays the sum of billing limits for rate based contract lines without the prepaids (inclusive and non-inclusive).
Recurring Billing	Displays the sum of recurring billing amounts for all recurring contract lines corresponding to the contract.
Total	Displays the sum of values in the Fixed Billing, Discounts/ Surcharges, Non-Inclusive Prepaids, As Incurred Billing Limit (Less Prepaid) and Recurring Billing amounts fields.

Revenue Amounts

Field or Control	Description
Fixed Revenue	Displays the total fixed revenue for the amount and percent based contract lines plus the amount of inclusive prepaids on the contract.
Subtotal	Displays the sum of values in the Fixed Revenue, Discounts/ Surcharges, and Non-inclusive Prepaids fields.
As Incurred Revenue Limits (Less Prepaid)	Displays the sum of revenue limits for rate based contract lines without the prepaids (inclusive and non-inclusive).
Recurring Revenue Total	Displays the sum of recurring revenue amounts for all recurring contract lines corresponding to the contract.
Total	Displays the sum of values in the Fixed Revenue, Discounts/ Surcharges, Non-Inclusive Prepaids, As Incurred Billing Limit (Less Prepaid) and Recurring Revenue amounts fields.

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).

Field or Control	Description
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.

Field or Control	Description
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.

Field or Control	Description
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.

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Contracts AR Items Page

Use the Contracts AR Items (contracts accounts receivable items) page (CA_CONTR_ITEM) to review and edit AR item information.

Navigation:

Click the **Contracts AR Items** button on the Review Contract Summary page.

This example illustrates the fields and controls on the Contracts AR Items page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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 "Changing and Reviewing Item Information" (PeopleSoft Receivables).

Field or Control	Description
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

Page Name	Definition Name	Usage
Inquire Contracts - Contract Details Page	CA_CNTR_HDR_IC	Review the details of existing contracts. From this page, you can navigate to the details of different contract attributes.
Inquire Contract Amendments Page	CA_INQ_AMEND_PNG	Review the amendment details of a specific contract amendment.
Inquire Attachments Page	CA_ATTACHMENTS_SS	Review the attachments that are connected to the contract.
Contract Notes Page	CA_INQ_NOTES_IC	Review internal notes that have been added to a contract.
Inquire Contract Milestones Page	CA_MS_LIST_SS	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 Page	CA_PROJ_ACT_PNL_IC	Review the project and activities that are associated with a contract.
Reimbursable Agreement Inquiry Criteria Page	INQ_RMC18_CRITERIA	For federal government customers, select criteria and review reimbursable agreements.
Contract Addresses Page	CA_CONTR_ADDR_SS	Review the contract header defaults for these address items: bill to customer, bill to contact, and sold to customer.
Contract Discounts Page	CA_CONTR_REDUC_PNL	Review any discounts that are associated with fixed-amount contract lines.
Inquire Contracts - Contract Lines Page	CA_CNTR_LN_SS	Review all active contract lines on a contract. From this page, you can navigate to the contract line details.
Inquire Contracts - Contract Line Detail Page	CA_CONTR_LN_DTL_SS	Review the details for a contract line.
Inquire Contracts - Contract Notes Page	CA_NOTE_LIST_SS	Review internal notes that have been added to a contract.

Page Name	Definition Name	Usage
Inquire Contract Milestones Page (milestone detail)	CA_MS_COND_SS	Review the details that are defined for a specific milestone. From this page, you can navigate to the conditions that are defined for a milestone.
Inquire Contract Milestones - Milestone Conditions Page	CA_MS_COND_DTL_SS	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.

Analyzing Contracts Data, Grants Data, and Project Costing Data Using the Contracts Workbench

This section provides an overview of the Contracts Workbench and discusses how to use the Contracts Workbench.

Page Used to Analyze Contracts Using the Contracts Workbench

Page Name	Definition Name	Usage
Contracts Workbench Page	CONTRACTS	Analyze PeopleSoft contracts, grants, and projects data. **Customer Contracts** > **Contracts Workbench**

Understanding the Contracts Workbench

Contracts Workbench has been designed to act as a single location to display consolidated information from Contracts, Grants and Project Costing. This enables the user to view summary information related to Contracts, Grants, and Project Costing in a single page. The Contracts Workbench page assists the user to manage the various processes and conditions related to the Contracts Data, Grants Data, and Project Costing Data.

The data displayed in the Contracts Workbench page is based on the permission list that the user has to access PeopleSoft Contracts, Grants, and Project Costing. For example, if a user only has permission to view Contracts Data and the template that is assigned to their business unit includes Grants and Project Costing records then only the Contract Data section appears in the Contracts Workbench page.

If a user does not have permission to access Project Costing and Project Costing records are selected in the template, then the record, Related Projects (CA_DETAIL_PROJ) is displayed in the Project Costing grid.

Depending on which modules are installed, only that data is visible to the user. If Grants or Project Costing is not installed, then Grants data or Project Costing data is not visible to the user. Only Contracts data is available.

Using the Contracts Workbench

Use the Contracts Workbench page (CONTRACTS) to analyze PeopleSoft contracts, grants, and projects data.

Navigation:

Customer Contracts > **Contracts Workbench**

This example illustrates the fields and controls on the Contracts Workbench page (1 of 4). You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Contracts Workbench page (2 of 4). You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the Contracts Workbench page (3 of 4). You can find definitions for the fields and controls later on this page.

Grants Data

Award — Personalize | Find | View All | First 1 of 1 Last

Award Details

	Business Unit	Award Number	Reference Award Number	Last Updated On	Begin Date	End Date	Amount Total
1	EGV05	CON000000000028		06/10/2005	10/01/2004	09/30/2009	

Award Funding Periods — Personalize | Find | First 1-5 of 5 Last

Funding Period Details

	Award Number	Business Unit	Project	Budget Period	Reference Award Number	Begin Date	End Date	Funded Am
1	CON000000000028	EGV05	000000000000163	1		10/01/2004	09/30/2005	
2	CON000000000028	EGV05	000000000000163	2		10/01/2005	09/30/2006	
3	CON000000000028	EGV05	000000000000163	3		10/01/2006	09/30/2007	
4	CON000000000028	EGV05	000000000000163	4		10/01/2007	09/30/2008	
5	CON000000000028	EGV05	000000000000163	5		10/01/2008	09/30/2009	

Award Milestones — Personalize | Find | First 1 of 1 Last

Milestone Details

	Award Number	Business Unit	Milestone Template	Transaction Date	Accounting Date	Milestone Type	Milestone Code	Milestone Status	More Info
1	CON000000000028	EGV05	10			BILL	BILLING		

Award Modifications — Personalize | Find | First 1-5 of 5 Last

Modification Details

	Award Number	Business Unit	Period	Reference Award Number	Issue Date	Begin Date	End Date	Currency Code	Amount
1	CON000000000028	EGV05	1			10/01/2004	09/30/2005	USD	
2	CON000000000028	EGV05	2			10/01/2005	09/30/2006	USD	
3	CON000000000028	EGV05	3			10/01/2006	09/30/2007	USD	
4	CON000000000028	EGV05	4			10/01/2007	09/30/2008	USD	
5	CON000000000028	EGV05	5			10/01/2008	09/30/2009	USD	

This example illustrates the fields and controls on the Contracts Workbench page (4 of 4). You can find definitions for the fields and controls later on this page.

There are five main sections in the Contracts Workbench page, which are the Contracts Workbench header section, the Summary Amounts section, and three data sections (Grants Data, Contracts Data, and Projects Data).

The Contracts Workbench header section displays all relevant details related to Contracts. Some of the key fields are Contract Number, Contract Type, Contract Classification, Contract Status, Customer, Currency, Business Unit, Region Code, Contract Signed, Amendment Number, and Amendment Date.

The Summary of Amounts section displays details related to Contracts and Grants. Grants amounts are visible only when a contract number is generated from a Grants contract type and the user has permission to view the Grants data in the Contracts Workbench.

The data sections include three groups; Grants Data, Contracts Data, and Projects Data.

Only the fields that are selected on the Contracts Workbench Template are displayed in the respective data grid. Each grid can be collapsed or expanded based on the requirements of the user. Some of the fields in the grids, such as Award Number in the Grants Data grid, are hyperlinked so that users can navigate to the corresponding pages and make changes or updates.

Using the Contracts Activity Guide

Contracts Activity Guide is also referred to as Guided Contract Setup. Activity Guides are a PeopleTools feature that allow you to define guided procedures for a user or group of users to complete.

Guided Contract Setup provides a list of sequential tasks or action items that need to be completed by the user to make a contract active. The tasks defined in the Guided Contract Setup are linked to various components such as Contracts General Information, Contract Lines, Accounting Distribution, Amount Allocation, Contract Terms, Contract Prepaids, Assign Billing Plan, Define Billing Plan, Assign Revenue Plan, and Define Revenue Plan. When a contract is created using an activity guide, activity guide instances are created and data will be stored within the activity guide tables using this instance.

Guided Contract Setup eases the user experience of creating a contract and performing associated activities.

Note: To create a contract using guided contract setup, the user must have the Contract Administrator role assigned to their user profile.

Page Used to Launch Contracts Activity Guide

Page Name	Definition Name	Usage
Manage Contract Entry Page	CA_ENTRY_ACT_GUIDE	Entry page to create contracts using the guided contract setup template.

Manage Contract Entry Page

Use the Manage Contract Entry page (CA_ENTRY_ACT_GUIDE) to create new contracts or access existing contracts using the contracts activity guide. You can also view the individual task status for contracts that were created via the guided contract setup.

Navigation:

Customer Contracts > Manage Contract Entry

This example illustrates the fields and controls on the Manage Contract Entry page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Create New Contract	Click to add a new contract that can then be setup using the activity guide. Once you enter the required information and click the Add button, the contract will be saved to the database and the Contract General Information component will be displayed in the activity guide layout.
Link Existing Contract	Click to open the Link Existing Contract page where you can choose from existing contracts in *Pending* status (that were not created using the Create New Contract button) which can then be accessed using the activity guide.
Search	Click to view contracts that are accessible using the activity guide. The search result displays the task status for the configured action items for each contract.
Legends	Click or hover over to view the task status icons and their meanings. Options are:
	Pending.
	In Progress.
	Completed.
	Not Applicable.
Contracts	Click any of the Contract in the search results to launch the Guided Contract Setup for the contract.

The data displayed in the search result gird is dynamic. The grid columns are populated based on the tasks defined by sequence and active flags on the Guided Contract Setup template. Any number of new tasks can be added to the activity guide setup however the maximum number of columns displayed in the search result grid is restricted to twelve.

Contract General Information

This example illustrates the fields and controls on the Contract General Information page. You can find definitions for the fields and controls later on this page.
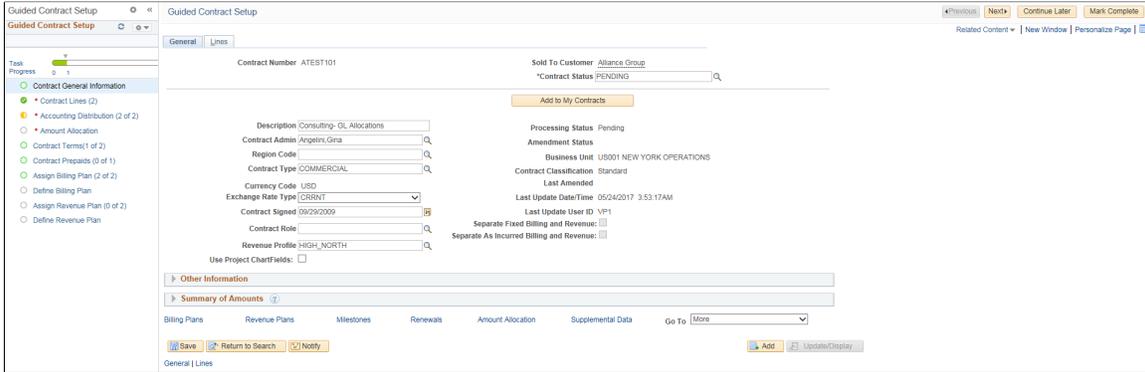
Field or Control	Description
Task Progress	The task progress bar will show the number of completed tasks in the activity guide.
Continue Later	Click to exit the activity guide instance and continue the process of updating contract details later.
Mark Complete	Click to mark the task as Completed. Changes to the component have to be manually saved before clicking this button.

Contract Lines

This example illustrates the fields and controls on the Contract Lines. You can find definitions for the fields and controls later on this page.
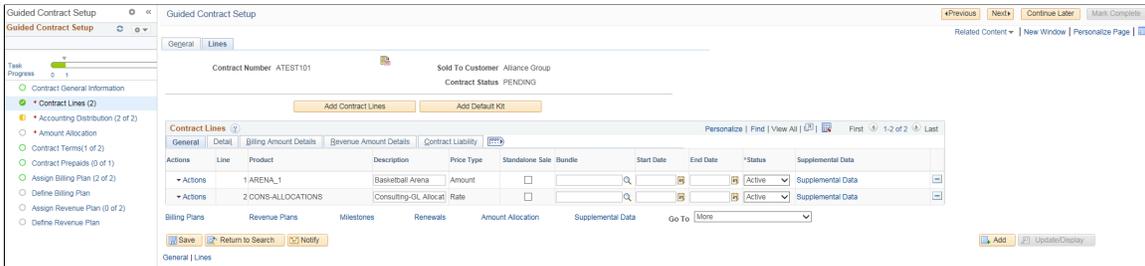
Field or Control	Description
Previous	Click to navigate to the previous task.
Next	Click to navigate to the next task.

Field or Control	Description
Mark Complete	Click to mark the task as Completed.
	You must add minimum one contract line to the contract to mark this task as *Completed*.
	The other tasks such as Accounting Distribution , Amount Allocation, Contract Terms, Contract Prepaids, Assign Billing Plan, Define Billing Plan, Assign Revenue Plan, and Define Revenue Plan are dependent on this task and are enabled only after this task is marked as completed.

Note: When you mark this task as complete, the Contract Prepaids task is hidden if there are no rate based contract lines as prepaids are applicable only for those contracts. You can add a rate based contract line and then click the Mark Complete button for the Prepaids task to be displayed.

Accounting Distribution

This example illustrates the fields and controls on the Accounting Distribution. You can find definitions for the fields and controls later on this page.
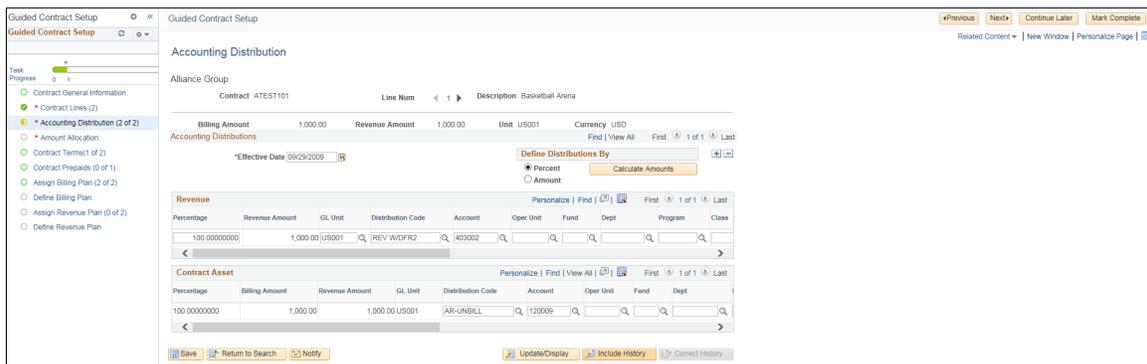
Field or Control	Description
Line Num	Displays the contract line number. Click the Next arrow button to move to the accounting distribution of the next contract line number. The Previous/Next arrow buttons are enabled only if the contract is associated with more than one contract line.
Task label	Task labels such as (2 of 2) displays the number of contract lines having complete and valid accounting entries defined for Contract Asset, Revenue and for contract liability, if applicable to the contract line.

Amount Allocation

This example illustrates the fields and controls on the Amount Allocation. You can find definitions for the fields and controls later on this page.

Contract Terms

This example illustrates the fields and controls on the Contract Terms. You can find definitions for the fields and controls later on this page.

The task label (for example (0 of 2)) indicates how many of the contract lines have projects/activities (for amount/rate based contract lines) and rate sets/plans (for rate based contract lines only) assigned.

Contract Prepaids

This task appears in the guided contract setup only if rate based contract lines are assigned to the contract.

This example illustrates the fields and controls on the Contract Prepaids. You can find definitions for the fields and controls later on this page.
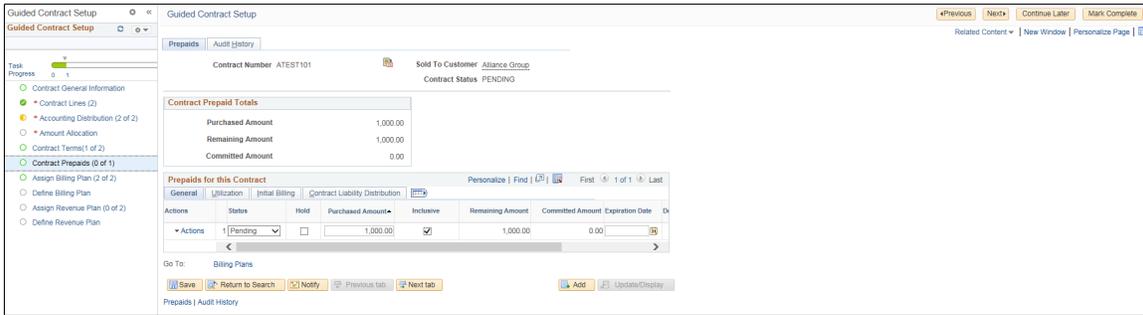
Field or Control	Description
Task label	The task label indicates the count of *Ready* prepaids against total number of prepaids. For example the task label (0 of 1) indicates that the prepaid although defined, is not set to *Ready* status. Once the prepaid status is set to *Ready* the task label will change to (1 of 1).

Assign Billing Plan

This example illustrates the fields and controls on the Assign Billing Plan. You can find definitions for the fields and controls later on this page.
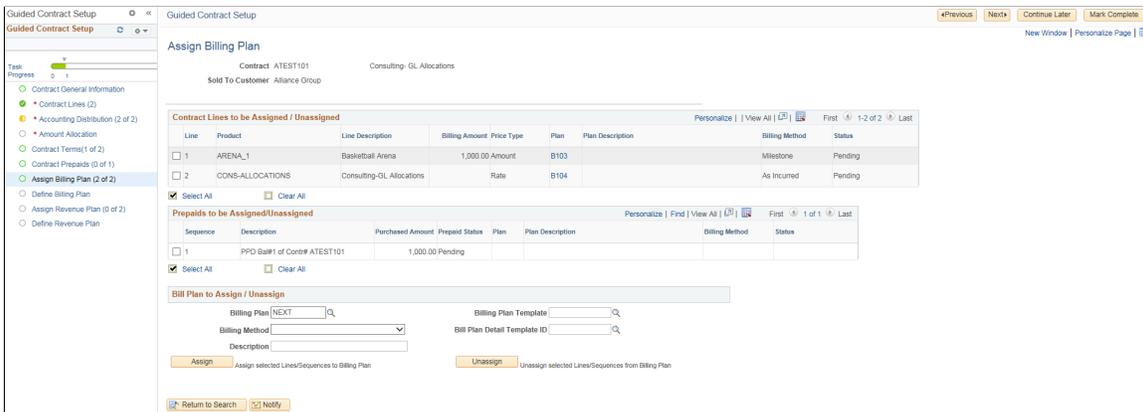
Field or Control	Description
Mark Complete	Click this button to mark the task as complete when billing plans are assigned to the contract lines.
Task label	Displays the number of contract lines and prepaids assigned with billing plans against the total number of contract lines and prepaids. For example the label (2 of 5) indicates that 2 of the 5 contract lines/prepaids have been assigned a billing plan.

Define Billing Plan

This example illustrates the fields and controls on the Define Billing Plan. You can find definitions for the fields and controls later on this page.
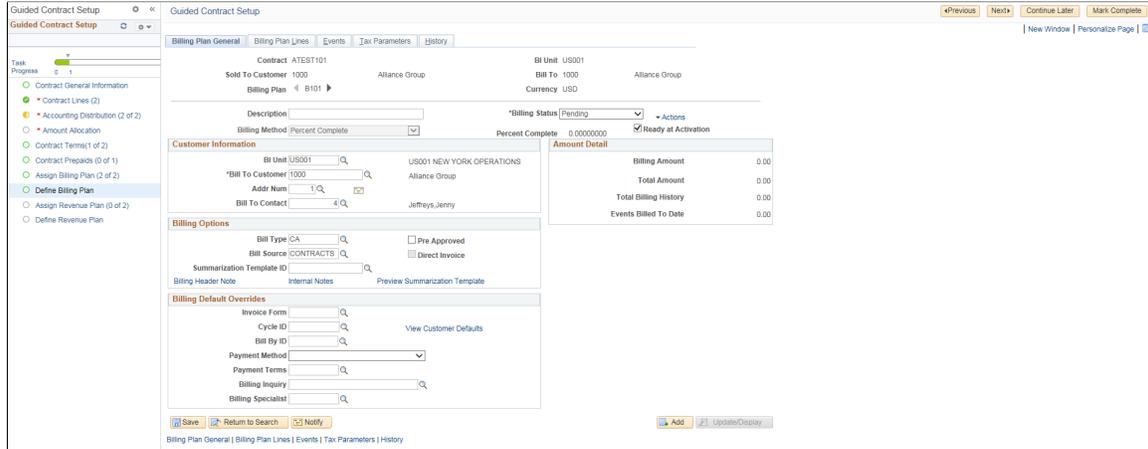
Field or Control	Description
Previous/Next arrow buttons	Click to navigate to the previous/next billing plan. These arrow buttons are enabled only if there are multiple bill plans in the Contract.

Assign Revenue Plan

This example illustrates the fields and controls on the Assign Revenue Plan. You can find definitions for the fields and controls later on this page.
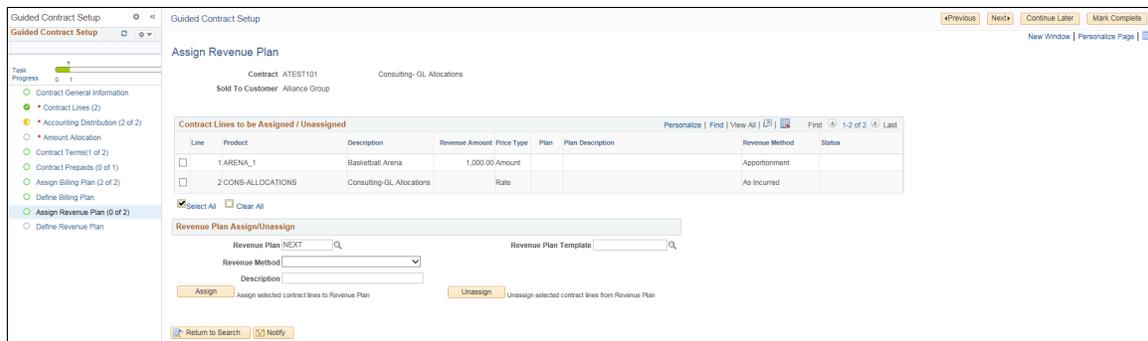
Field or Control	Description
Mark Complete	Click this button to mark the task as complete after revenue plans have been assigned to the contract lines.
Task label	Displays the number of contract lines assigned with revenue plan against the total number of contract lines.

Define Revenue Plan

This example illustrates the fields and controls on the Define Revenue Plan. You can find definitions for the fields and controls later on this page.
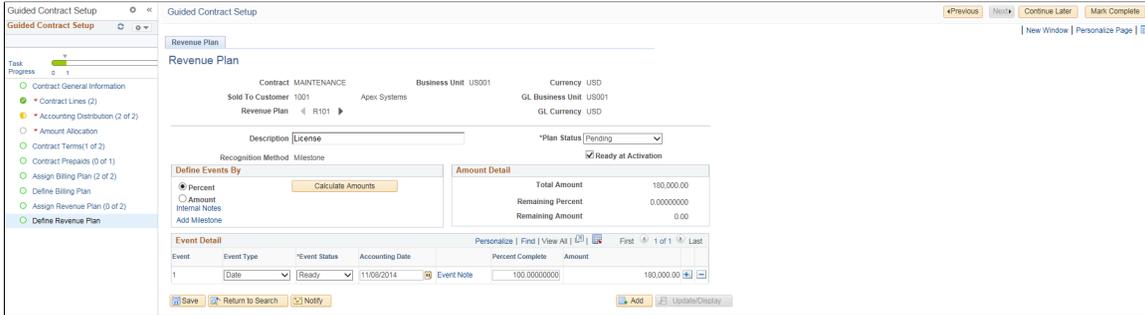
Field or Control	Description
Previous/Next arrow buttons	Click to navigate to the previous/next revenue plan. These arrow buttons are enabled only if there are multiple revenue plans in the contract.

This example illustrates the fields and controls on the All Tasks Complete. You can find definitions for the fields and controls later on this page.
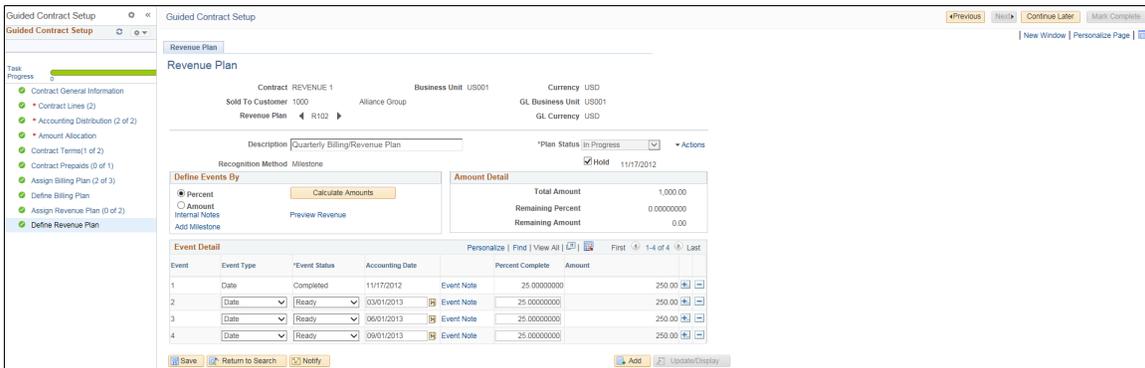
Once all the tasks in the activity guide instance are accomplished the creation of the contract will be complete. To activate the contract you can navigate to the Contract General Information task and make the contract active. If you prefer to set the Contract General Information task to complete only after the contract has been activated, then you can set this task to complete after you have completed all the other tasks and then activated the contract.

Using the Fluid User Interface for Contracts

This topic discusses how to navigate through the Contracts application using the PeopleSoft Fluid User Interface.

Customer Contracts Home page

Use the Customer Contracts home page to access various contracts component pages. Users can perform a variety of tasks including general contract management, contract billing, and contract revenue recognition.

Navigation:

Fluid Home > **Customer Contracts**

This example illustrates the fields and controls on the Customer Contracts Home page.

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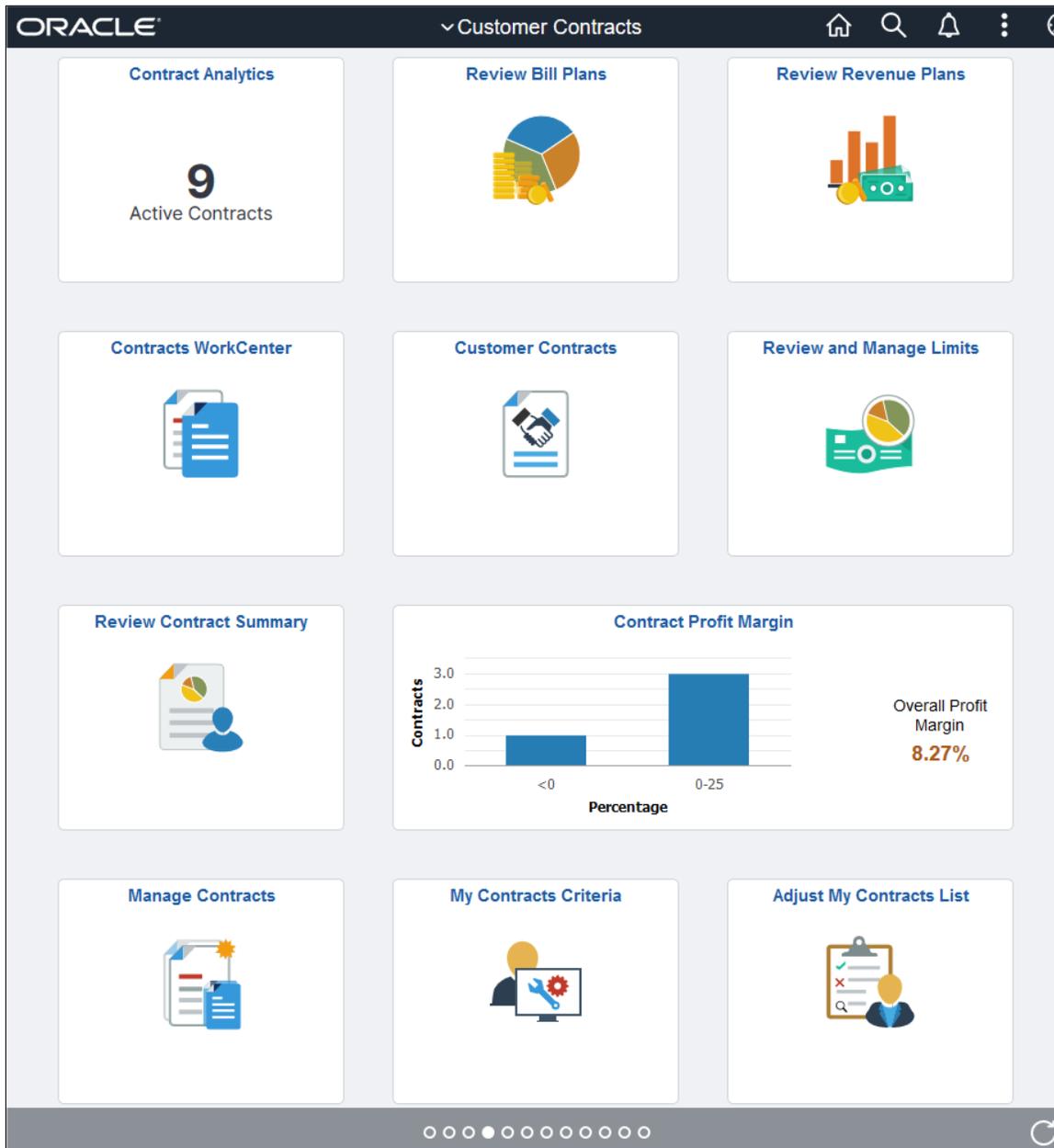
Tiles in Customer Contracts Fluid User Interface

Customer Contracts

Use the Customer Contracts tile to access the frequently used pages and pagelets providing a central area for users to access key components within the Contracts application.

Navigation:

Customer Contracts Home > **Customer Contracts**

This example illustrates the fields and controls on the Contracts Navigation Collection Page.

This navigation collection enables users to access frequently-used contracts components from a single location. The left panel of this page lists all the collected components in the following categories:

- My Contracts Set Up

- My Project Set Up

- My Proposals

- Maintain My Projects

- My Billing/Revenue Processing

- Close Out My Projects

- Contracts WorkCenter

The right panel displays the component details that is selected on the left panel.

My Preferences - Customer Contracts Page

Use the My Preferences - Customer Contracts page (PTGP_USER_PERS_FL) to configure information that is displayed on the Manage Contracts page.

Number of contracts to display is used to limit the number of contracts displayed on the Manage Contracts component and can remain blank. The Number of Prior Days entered is the basis for 'recent information' included for vouchers, expenses and other related content.

Navigation:

My Preferences >**Customer Contracts** > **Contract Preferences**

This example illustrates the fields and controls on the My Preferences - Customer Contracts page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Number of Contracts to Display	Enter the maximum number of contracts to display on the Manage Contracts page. This field is optional.

Field or Control	Description
Number of Prior Days to Display in Related Content	Enter the number of prior days based on which data will be displayed in the Related Information section.
Section Display Options	Display of various sections can be configured to be hidden or visible to the users.
Search Criteria Selection	Select fields to be included as Search Criteria.

Pages Used to Manage Contracts

Page Name	Definition Name	Usage
Manage Contracts Page	CA_MNGCONT_FL	View information pertaining to your contracts.
My Contracts Criteria Page	CA_MYCON_DEF_FL	Define criteria to automatically populate contracts in the My Contracts list.
Adjust My Contracts List Page	CA_MYCON_FL	Make changes to the My Contracts list.
Populate My Contracts Page	RUN_CA_MYCON	Execute a scheduled process to populate the My Contracts List for users based on their specific criteria.

Manage Contracts Page

Use the Manage Contracts page (CA_MNGCONT_FL) to view information pertaining to your contracts. This page functions based on the preferences set on the My Preferences — Customer Contracts page. Only after configuring preferences and selecting a contract, data will be displayed on the page.

Navigation:

Customer Contracts > **Manage Contracts**

This example illustrates the fields and controls on the Manage Contracts page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Search Criteria	Select criteria to view corresponding contracts. Search Criteria displayed is based on the criteria selected on the My Preferences — Customer Contracts page.
Additional Search Criteria	Click to set additional search criteria for the contracts to be displayed. Number of additional search criteria defined will be displayed alongside the link. Four additional search criteria given are: • Favorites • Open Amendments • Overdue Billing Events • Overdue Revenue Events
My Contracts	Displays contracts from the My Contracts list matching the search criteria. You can click on any contract to view all its details. No contracts will be displayed if none match the search criteria. My Contracts list has to be set up to activate this feature.
Edit	Click the Edit icon to access the Adjust My Contracts List page. Here you can add or delete contracts from My Contracts list. This icon is available only if the My Contracts list is defined.

Field or Control	Description
Contract	The center of the page displays details for the contract selected. For some sections a visual representation of the data is also provided. User can configure to hide the visual representation on the My Preferences page.
Related Actions	Related Actions are provided for certain fields. Depending on the related action selected, corresponding page will open in a new window where users can take necessary action. Some related actions open corresponding fluid pages where users can quickly make changes while other actions open content in classic plus.
Related Information	This section provides an overview of related information for the four categories. The number of 'recent' transactions displayed is based on the number of days selected on the My Preferences page. The four related information categories provided are: • Recent Invoices • Recent Revenue • Recent Vouchers • Recent Expenses
Display Recent Information in Modal Window	Click the icon to view detailed related information in a modal window.

My Contracts Criteria Page

Use the My Contracts Criteria page (CA_MYCON_DEF_FL) to define criteria used to automatically populate contracts in the My Contracts list. Administrator has additional privilege to define criteria for other users.

Navigation:

Personalize Homepage >Add My Contracts Criteria tile to the Customer Contracts homepage

Customer Contracts >My Contracts Criteria

This example illustrates the fields and controls on the My Contracts Criteria page. You can find definitions for the fields and controls later on this page.
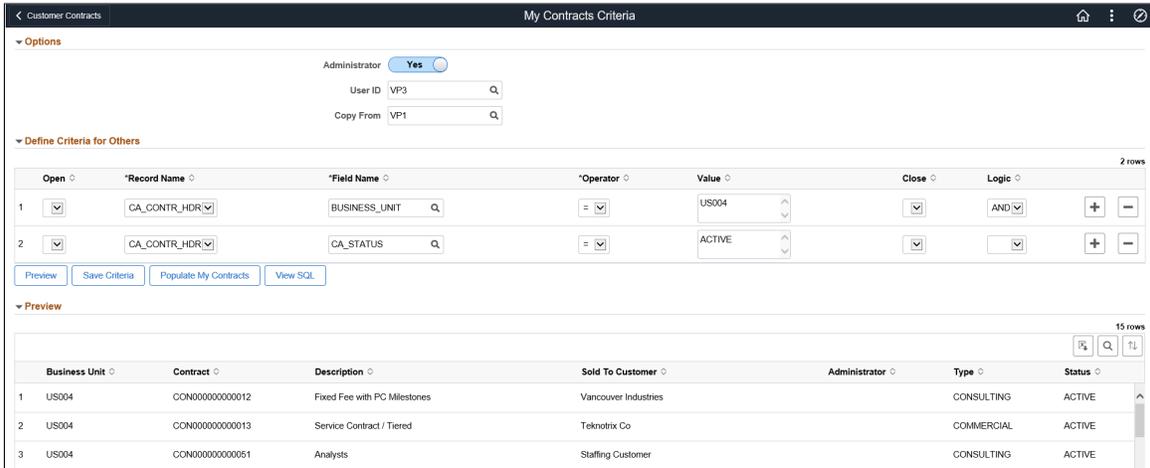
Field or Control	Description
Options	This section should be made available to Administrators only. You can use the Page and Field Configurator tool to limit access to this selection for non-administrators.
Administrator	Select *Yes* for administrator.
User ID	Select the User ID whose criteria is being updated.
Copy From	Select the User ID to use as the source of the copy.
Define My Criteria	This section lists fields used as criteria to populate the My Contracts list.
Open	Select open parenthesis to separate the defined criteria. This field is optional.
Record Name	Select from the given record names: • CA_BILL_PLAN • CA_CONTR_HDR • GM_AWARD • PROJECT • PROJECT_MGR
Field Name	Select appropriate field name.

Field or Control	Description
Operator	Select suitable operator depending on the requirement of the criteria.
Value	Enter suitable value to compare based on the chosen Operator.
Close	Select close parenthesis when required.
Logic	Select 'AND' or 'OR'. If nothing is selected, 'AND' is the default. This is applicable while defining multiple criteria.
Preview	Click to view a preview of the list of contracts that match the defined criteria.
Save Criteria	Click to save the defined criteria. The criteria saved here will be used by the Populate My Contracts process to update the My Contracts list.
Populate My Contracts	Click to populate the contracts matching the criteria to the My Contracts list.
View SQL	Click to view the SQL created for the criteria entered on the page.
Preview	In this section, users can see a preview of the list of populated contracts that match the defined criteria.

Adjust My Contracts List Page

Use the Adjust My Contracts List page (CA_MYCON_FL) to make changes to the My Contracts list. Contracts can be added to the list or deleted from the list to adjust the My Contracts list.

Navigation:

Personalize Homepage >**Add the Adjust My Contracts tile to the Customer Contracts homepage**

Customer Contracts >**Adjust My Contracts**

This example illustrates the fields and controls on the Adjust My Contracts List page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Delete	Select *Yes* to delete the contract from the My Contracts list. By default the value for this field will be *No*.
Favorite	Select *Yes* to mark a contract as Favorite, so that it will appear at the top of the list on the Manage Contracts page.
Detail	The detail tab displays additional information for all the contracts such as Total Billing and Total Revenue.
Save	Click Save to delete any contracts that are marked for deletion from the My Contracts list. Contracts manually deleted from the My Contracts list will not be reloaded by the Populate My Contracts process, even if they meet the criteria defined on the My Contracts Criteria page. To include a previously deleted contract in the My Contracts list, you must add it back manually. Any contracts added to My Contracts list from this page are preserved when the Populate My Contracts process is executed, even though they do not meet the criteria defined on the My Contracts Criteria page.
Add	Click to add contracts to the My Contracts list. Contracts are added based on the selected BU.
Create New Contract	Click to create new contract. This will open the customer contracts component in a new window in classic plus.

Populate My Contracts Page

Use the Populate My Contracts page (RUN_CA_MYCON) to execute the Populate My Contracts process (CA_MYCON_AE) through a regularly scheduled batch process. This process updates the My Contracts list for each user for whom the criteria is defined on the My Contracts Criteria page. The existing My

Contracts list is refreshed after running the process. However, any manual additions or deletions from the list are preserved. Oracle recommends scheduling the process to run on a regular basis to ensure new contracts are added to the My Contracts list programmatically.

Navigation:

Personalize Homepage >Add Populate My Contracts tile to the Customer Contracts homepage

Customer Contracts >Populate My Contracts

This example illustrates the fields and controls on the Populate My Contracts page.

Chapter 30

Using Kibana Dashboards for Contracts

Using Kibana Dashboards for Contracts

The Contract Analytics dashboard in Kibana provides users visualizations of their current active contract base. These visualizations are forward looking, identifying lines of business, schools, and areas of research that are expanding and others that are shrinking. Visualizations include contract duration and contract value helping to identify customers and agencies issuing larger contracts with longer periods of performance. For information about setting up and personalizing the Kibana dashboard, see "Understanding Kibana Analytics Using Elasticsearch" (Application Fundamentals).

To use the Contract Analytics dashboard, you must specify a Reporting Currency and Rate Type on the "Installation Options - Contracts Page" (Application Fundamentals). These values identify a common currency for comparing contracts in different currencies across business units. If the user changes the value for Reporting Currency or Rate Type on this page then the search index must be refreshed using the *Full Refresh* option for the change to be reflected in the Kibana dashboard. Conversion of the amount to Reporting Currency amount happens using the currency exchange rate with an effective date when the row is added to the index. This will not be refreshed unless the row is refreshed again in the index.

Pages Used in the Kibana Dashboard

Page Name	Definition Name	Usage
Contract Analytics Dashboard	PTSF_KIBANA_COMP	Provide visualization for customer's active contracts.

Access Contracts Kibana Dashboard

To access Contracts Kibana Dashboard, add this tile to a PeopleSoft Fluid Home page:

This example illustrates the fields and controls on the Contract Analytics tile.

For additional information about how to add a tile to a PeopleSoft Fluid Home page, see "Adding Homepages and Tiles" (Application Fundamentals) and PeopleTools: Application User's Guide - Working With PeopleSoft Fluid User Interface, Working With Fluid Homepages, Managing Tiles, Adding Tiles to a Fluid Homepage.

Contract Analytics Dashboard

Use the Contract Analytics dashboard (PTSF_KIBANA_COMP) to provide visualization for customer's active contracts.

Navigation:

Select the Contract Analytics tile.

This example illustrates the fields and controls on the Contract Analytics Page. You can find definitions for the fields and controls later on this page.
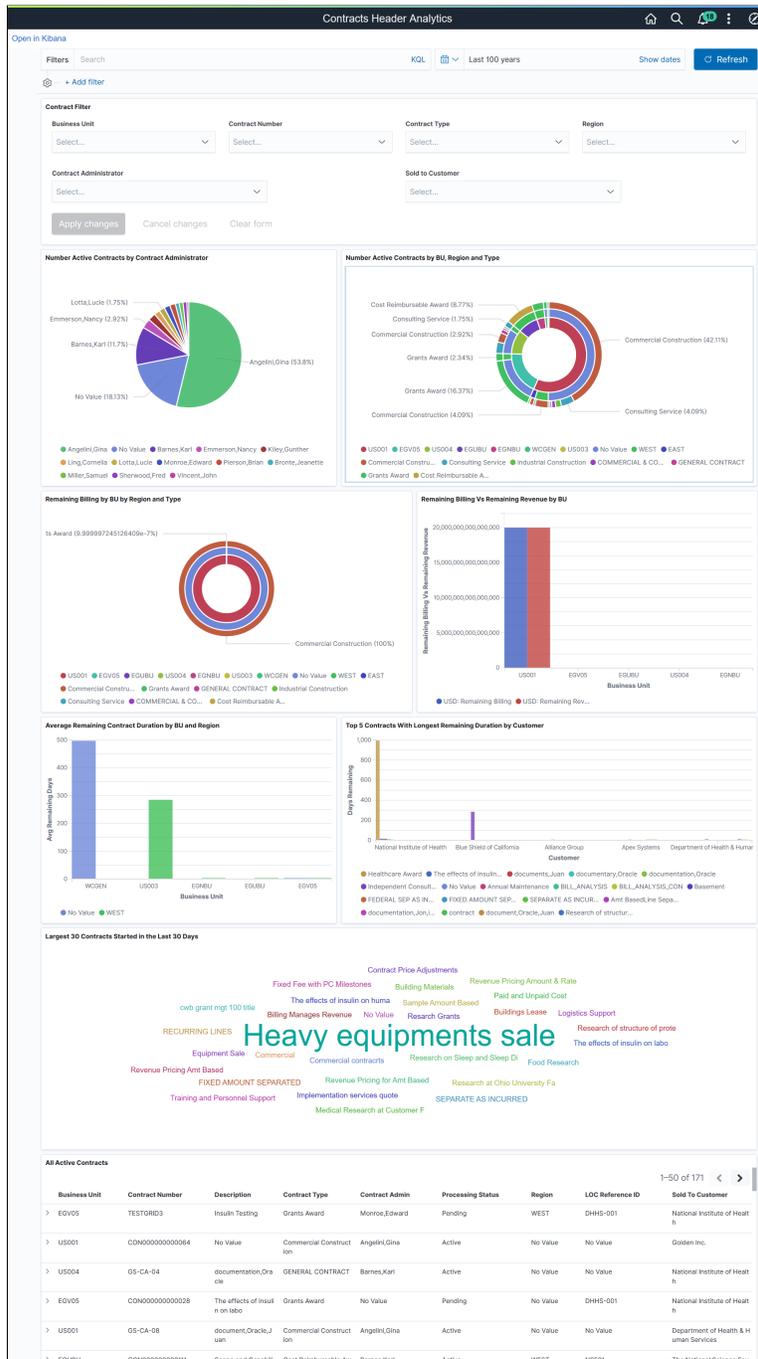
Data and visualizations displayed can be filtered based on the defined filters such as Business Unit, Contract Number, Contract Type, and Region. Only active contracts are considered for the analysis. Visualizations in the dashboard focus on the number, size, and duration of the active contracts. Users can drill down to individual contract details by selecting any active contract in the All Active Contracts grid. Data can be filtered by selecting any specific portion of the visualization.

Field or Control	Description
Filters	Search for available filters or add additional filters by clicking the Add filter link.
Contract Filter	Select suitable filter values based on which data and visualization is displayed in the dashboard. Available filters are Business Unit, Contract Number, Contract Type, Region, Contract Administrator, and Sold to Customer.
Apply Changes	Click to apply the selected filter criteria.
Largest 30 Contracts Started in the Last 30 Days	This tag cloud shows the 30 largest 'recent contract wins'. It includes contracts with the largest total authorized billing amount that have started in the last 30 days. The tag cloud shows the contract description.
All Active Contracts	This section displays all active contracts details in grid format. Select an item in the grid to apply a filter to the grid and to the other visualizations.

Other visualizations that are part of this dashboard are:

- Number Active Contracts by Contract Administrator.

- Number Active Contracts by BU, Region and Type.

- Remaining Billing by BU by Region and Type.

- Remaining Billing Vs Remaining Revenue by BU.

- Average Remaining Duration by BU and Region.

- Top 5 Contracts With Longest Remaining Duration by Customer.

Active contracts are defined in the supporting PSQUERY *CA_SRCH_CONTR_HDR_KIB*. Remaining Days/Duration are calculated only if the end date exists for the contract. Remaining Billing is calculated as total authorized billing amount on the contract minus the amount already billed. Similarly, Remaining Revenue is calculated as total authorized revenue amount minus amounts already processed for revenue recognition. The Top 5 Contracts With Longest Duration visualization identifies the top 5 contracts with the longest remaining number days and the customer for each of those 5 contracts. The visualization also shows other long running contracts for that same customer.

Access to the Contract Analytics Kibana dashboard is role based. Two roles, Kibana CA Edit Privilege and Kibana CA View Privilege are available. Based on specific Business Unit security settings user can view only those BUs, which are accessible to him or her.

Note: Ensure to enter unique descriptions for fields such as contract description and customer. Not doing so could impact certain visualizations by combining those contracts as a single item.

Chapter 31

Working with Federal Reimbursable Agreements

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 agreement amount is required on the Contract - General page upon activation. Revenue amount can also be specified. However the revenue amount can be entered if Separate As Incurred Billing and Revenue check box is selected at contract header level. If as incurred billing and revenue are not separate, then the amount matches the agreement amount.

  The agreement 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 **Agreement 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 agreement amount on the Contract - General page (when the **Agreement 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 agreement amount for the contract header from PeopleSoft General Ledger (the **Agreement 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 agreement amount definition, and the ledger or ledger group from the setup page.

   The agreement amount for the contract header is the total value for billing on the contract. The Revenue Limit cannot be more than the Revenue Amount entered on the Summary of Amounts page.

- You must specify a limit on the Amount Allocation page for billing and project/activity combination on the Related Projects page upon save of that page for each contract line. Revenue limit can also be specified on the Revenue Allocation page.

- The system retrieves the amount from PeopleSoft General Ledger to populate on the Contract - General page if the amount on the Contract - General page is left blank, 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 on the contract line 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 an activity to the Related Projects page of that line. 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.

- 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 federal and nonfederal customers, once a contract is activated, you cannot change the header amount. This is true whether or not you select the **Agreement Amount Restricted** check box at the installation level.

- All advances for federal reimbursable agreements are non-inclusive prepaids.

- An additional edit takes place upon adding a limit to a contract line prior to activation or in an amendment if the sold to customer on the contract is nonfederal. 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 non-federal), you may receive a warning.

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 if the sum of all limits on all contract lines is less than the sum of all *ready* prepaids,

• 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 the project/activity combination.

• You did not define the agreement amount accounts on the Account Mapping page in PeopleSoft General Ledger. This resulted in the system not being able to find an agreement 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 Amount Allocation pages for billing and revenue.

• The customer on the contract header is classified as a non-federal 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.

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.

Term	Definition
Advanced Amount	Equals account 2310 + (account 5200 + Contract Asset) for the search criteria specified for the inquiry. Contract Asset 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 Contract Asset.
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.

Term	Definition
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 Contract Asset account for the specified inquiry search criteria. This represents the sum of Contract Asset. Contract Asset 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

Term	Definition
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.
Agreement Amount	User-defined amount.
	Based upon an allotment of funds, the agreement amount is used specifically for a certain project or company.
Total Revenue Amount	User-defined amount.
	If as incurred billing and revenue are not separate at contract header level, then the amount matches the agreement amount.

Related Links

"Setting Up Federal Reimbursable Agreement Accounts in General Ledger" (PeopleSoft General Ledger)

Setting Up Federal Reimbursable Agreements

This section lists the pages used to set up federal reimbursable agreements.

Pages Used To Set Up Federal Reimbursable Agreements

Page Name	Definition Name	Usage
"Installation Options - Contracts Page" (Application Fundamentals)	INSTALLATION_CA	Select the **Federal Reimbursable Agreements** check box so that contracts created will have a reimbursable agreement indicator that allows you to tag a contract as a reimbursable agreement. Select the **Agreement Amount Restricted** check box (optional). The **Agreement Amount Restricted** check box does not appear on the page until you select the **Federal Reimbursable Agreements** check box and save the page.
Reimbursable Agreement Account	RMC18_SETUP	Define accounts for amount advanced, amount advanced remaining, amount billed, amount earned, amount unbilled, amount obligated, amount expected, and amount collected. **General Ledger** > **Federal Reports** > **Define Reimbursable Account** > **Reimbursable Agreement Account**
Contract - General Page	CA_HDR_PNL	Set up and manage contract header information. Specify a agreement amount and revenue amount.
Supplemental Data Page	CA_HDR_SD	Define supplemental data and header level information for a contract.
Billing Allocation Page	CA_PRICING_PNL	Specify billing limit for the contract line.
Revenue Allocation Page	CA_PRICING_REV_PNL	Specify revenue limit for the contract line.
Prepaid Balances - Prepaids Page	CA_PPD_CONTRACT	Establish prepaid balance amounts. Click the **Prepaids** link in the **Go To** drop-down list box on the Contract - General page.

Page Name	Definition Name	Usage
Billing Plan - Billing Plan General Page	CA_BP_GEN_INFO	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 thus billing plan. This information is then sent to PeopleSoft Billing. Click the **Create Bill Plan** link on the Initial Billing tab of the Prepaid Balances - Prepaids page.
Contract - Lines Page	CA_OBLIGATIONS	Add products to create a contract. Each product appears on the contract as a distinct contract line number.
Supplemental Data Page	CA_DETAIL_SD	Define supplemental data and line level information for a contract line.
Customer Funds Page	CA_DETAIL_TAS_SEC	Enter the TAS and BETC customer funding details for each contract line.
Related Projects Page	CA_DETAIL_PROJ	Create a project/activity combination for the contract line. Attach a rate set to a contract line.

Contracts – General Page

Use the Contract - General page (CA_HDR_PNL) to set up and manage contract header information.

Navigation:

Customer Contracts > **Create and Amend** > **General Information** > **Contract - General**

This example illustrates the fields and controls on the Contracts - General Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Separate Fixed Billing and Revenue	Since fixed amount contract lines are not applicable for Federal Reimbursable Agreements, this field is always unchecked.
Separate As Incurred Billing and Revenue	Displays the value that is selected while creating the contract. This field is ready only. In certain circumstances, this field can edited on the Update Separate Billing and Revenue Options Page
Contract Role	Select suitable value from the prompt list. The value for this field is defaulted from the Contracts Definition Defaults Page and can be overridden.

For more field descriptions see Contract - General Page

Summary of Amounts

Field or Control	Description
Agreement Amount	Displays the total value for billing on the contract. The value can be edited if the Agreement Amount Restricted check box is not selected on the Installation Options - Contracts page.
Total Revenue Amount	Displays the total value for revenue on the contract. The value can be edited if as incurred billing and revenue is separate on the contract. If as incurred billing and revenue is not separate, then the amount matches the agreement amount. The total revenue amount should not be less than the sum of the revenue limit of the contract lines.

Supplemental Data Page

Supplemental Data component provides a way to define additional data at contract header and line level. You can add any number of fields for capturing customer-specific information. The supplemental data framework uses the PeopleSoft Common Components Active Analytic Framework (AAF) to define the business rules for the additional data. Based on the classification of contract type, fields on the Supplemental Data page will vary.

Use the Supplemental Data page (CA_HDR_SD) to define supplemental data and header level information for a contract.

Navigation:

Customer Contracts > **Create and Amend** > **General Information** >**Supplemental Data**

This example illustrates the fields and controls on the Contract — Supplemental Data Page. You can find definitions for the fields and controls later on this page.

This tab appears when you click the Supplemental Data hyperlink on the Contract Entry Links subpage if Supplemental Data is implemented for Contracts.

Note: Treasury issued a revised Intragovernmental Transaction (IGT) policy as part of the Treasury Financial Manual (TFM) with new requirements to support IGT standardization and adequate controls using business rules and processes to properly record, report, and reconcile IGTs. This memo declared the Interagency Agreement (IAA) as one means to satisfy the new requirements but also defined a new set of Minimum Accounting Data Element (MADEs) that agencies are asked to record, report, and reconcile quarterly. Sample data, shown on the page above, is available for Federal Reimbursable Agreement Supplemental Data to capture the data needed for Treasury's IAA and MADE reporting.

Field or Control	Description
IAA Number	Enter the unique agreement number established between the requesting and servicing agency to track from beginning to completion.
Buy/Sell Transaction Type	Select a type of buy/sell transaction from the drop down list. Options are: • S — Services • G — Goods • M — Mixed order with goods and services

Field or Control	Description
Agreement Action	Selection the appropriate action taken on agreement to signify a newly created, modified, or canceled agreement. Options are: • N — New • M — Modification • C — Cancellation
Advance /Nonadvance Indicator	Select an indicator to indicate the use of advances in the execution of an order.
Direct Cost	Enter the total agreed upon direct cost value for providing the products and/or services.
Overhead Fees & charges	Enter the total agreed-upon overhead fees and charges for providing the products and/or services.
Recurring Agreement	Select appropriate option from the drop down list to indicate if the recurring agreement will be renewed on a regular basis unless notice to discontinue is received. Options are: • YA — Yes-Annual • YO — Yes-Other • N — No
Agreement Type	Select suitable option from the drop down list to indicate if single order or multiple orders is supported. Options are: • S — Single • M — Multiple
Buyer Statutory Authority	Select the authority that allows the requesting agency to purchase products and/or services from another Federal agency. Options are: • F — Franchise Fund • R — Revolving Fund • W — Working Capital Fund • O — Other Authority

Field or Control	Description
Seller Statutory Authority	Select the authority that allows the servicing agency to provide products and/or services to another Federal agency. Options are: • F — Franchise Fund • R — Revolving Fund, • W — Working Capital Fund • O — Other Authority
Assisted Acquisition Agreement	Select to denote whether the Servicing Agency provides acquisition support awarding and managing contracts for the Requesting Agency.
Buyer Organizations Authorized To Request Acquisition Assistance	Enter list of buyer organizations such as offices and bureaus authorized to request acquisition assistance.
Seller Organizations Authorized to Provide Acquisition Assistance	Enter list of seller organizations such as offices and bureaus authorized to provide acquisition assistance.

For additional information on Supplemental Data see "Understanding Supplemental Data" (PeopleSoft Maintenance Management) and "Establishing Supplemental Data" (PeopleSoft Maintenance Management)

Contract - Lines Page

Use the Contract - Lines page (CA_OBLIGATIONS) to add products to a contract.

Navigation:

Customer Contracts > **Create and Amend** > **General Information** > **Contract - Lines**

This example illustrates the fields and controls on the Contract Lines — General Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Delivery Status	This field indicates the delivery status of goods/services. The system sets the default value for this field as Undelivered. However this value can be overridden. Based on the Bill Plan Status value that is associated to the line, the Delivery Status value will automatically change to *Partial Delivery* or *Final Delivery*. **Note:** This field is visible only if the contract classification is Federal Reimbursable Agreement.
Supplemental Data	Click the hyperlink to open the Supplemental Data page for the contract line.

Contract Lines - Detail Page

This example illustrates the fields and controls on the Contract Lines — Detail Page. You can find definitions for the fields and controls later on this page.
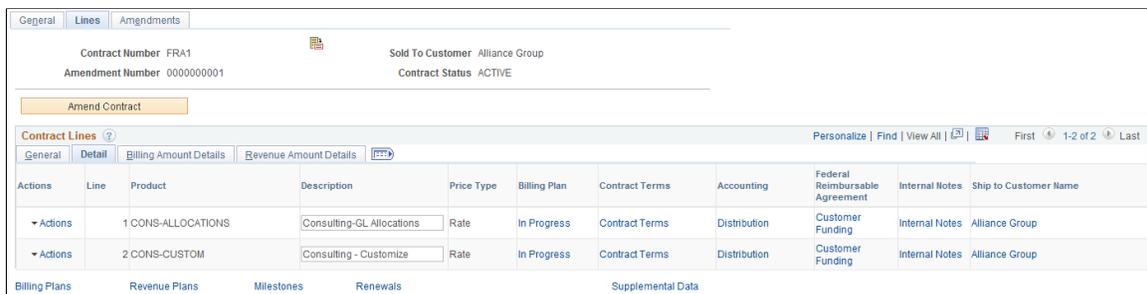
Field or Control	Description
Federal Reimbursable Agreement	Click on the Customer Funding hyperlink to access the Customer Funds page that opens in a modal window. **Note:** This field is visible only if the contract classification is Federal Reimbursable Agreement.

Related Links

Defining Contract Lines

Supplemental Data Page

Use the Supplemental Data page (CA_DETAIL_SD) to define supplemental data and line level information for a contract line. This is applicable if Supplemental Data is implemented for Contracts.

Navigation:

Customer Contracts > **Create and Amend** > **General Information** > **Contract - Lines** Click the Supplemental Data hyperlink corresponding to the contract line

This example illustrates the fields and controls on the Contract Lines — Supplemental Data Page. You can find definitions for the fields and controls later on this page.

As with Supplemental Data at the contract header level, sample data is available for Federal Reimbursable Agreement Supplemental Data at the line level to support Treasury field requirements for the IAA and MADE fields.

Field or Control	Description
Order Action	Select suitable option from the drop down list to indicate the action taken on an order. Options are: • N — New • M — Modification • C — Cancellation
Capitalized /Noncapitalized Indicator	Select option from the drop down list. The selected option indicates the Buyer's intent to capitalize or expense goods. Options are: • C — Capitalized • E — Expensed
Overhead Fees & Charges	Enter overhead fees and charges for each order line.
Total	Enter total direct cost for the order line.
Assisted Acquisition Servicing Fees	Enter the related service fees for the order line.

Field or Control	Description
Assisted Acquisition Total Obligated Cost	Enter the sum of the Contract Cost plus Servicing Fees.
Revenue Recognition Methodology	Select suitable revenue recognition methodology. Given options are: • Straight-line – Select if the same amount will be recognized each month. • Accrual Per Work Completed – Select if accruing revenue/expense is other than straight-line. • Monthly - Select if the accrual is based on work completed and invoiced on a monthly basis. • Other - Select if another regular period will be used.
Type of service requirements	Select the type of service required for the order line. Options are: • S — Severable Service • N — Non-Severable Service • N — Not Applicable
Buyer's Payment terms	Click the prompt to select agreed upon payment terms for the buyer.
Buyer Funding Official Date Signed	Enter the date when the Requesting Agency Funding Official signs to obligate funds.
Seller Funding Official Date Signed	Enter the date when the Servicing Agency Funding Official signs to start work.
Buyer Program Official Date Signed	Enter the date when the Requesting Agency Program Official confirms bona fide need and funds availability.
Seller Program Official Date Signed	Enter the date when the Servicing Agency Funding Official signs to start work and bill, collect, and account for funds from the Requesting Agency.
OK	Click the OK button to close the Supplemental Data page modal window and return to the Contract — Lines page.

Customer Funds Page

Use the Customer Funds page (CA_DETAIL_TAS_SEC) to enter the TAS and BETC customer funding details for each contract line. This is applicable for contracts with a classification of federal reimbursable agreements only and will be used to create the IPAC billing transaction for the receiver.

Navigation:

Customer Contracts > **Create and Amend** > **General Information** > **Contract - Lines** >**Click the Detail tab** Click the Customer Funding hyperlink corresponding to the contract line

This example illustrates the fields and controls on the Customer Funds Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
GWA TAS	Select from the prompt appropriate Government wide Accounting and Reporting Program (GWA) Treasury Account Symbol (TAS). On clicking the prompt only external TAS are displayed.
BETC Code(Business Event Type Code)	The default value for this field is DISB (Disbursement) for receiver BETC and COLL (Collection) for sender BETC. You can modify the value by clicking the prompt button.
Percentage	Enter appropriate percent to be distributed to the TAS-BETC combinations such that the sum of all the percentages for all the TAS-BETC combinations defined for the contract line equals 100%.

Inquiring On Federal Reimbursable Agreements

Intragovernmental transaction (IGT) result from business activities conducted between two Federal agencies. Federal agencies as well as the Department of Defense are often provided reimbursable funding for certain operations. This allows them to perform work on behalf of others and be reimbursed for such work. Reimbursement is set based upon an agreement received from another agency or outside organization. This agreement is negotiated prior to acceptance and agencies may only bill back the pre negotiated reimbursable amount. Therefore, it is imperative that they be able to track reimbursable agreements separately from other types of funding as well as have access to the current status including reimbursable amount, billing limit, amount expended against the agreement and amounts collected against the agreement. When preparing the financial report of the United States Government, these activities must be eliminated so that financial statement amounts are properly stated. When IGT activity between trading partners does not reconcile, it creates differences that result in the misstatement of financial balances.

In 2013 Treasury issued a revised IGT policy as part of the Treasury Financial Manual (TFM) with new requirements to support IGT standardization and adequate controls using business rules and processes to properly record, report, and reconcile IGTs. This memo declared the Interagency Agreement (IAA) as one means to satisfy the new requirements but also defined a new set of Minimum Accounting Data Element (MADEs) that agencies are asked to record, report, and reconcile quarterly.

This section discusses how to specify reimbursable agreement inquiry criteria and view reimbursable agreement inquiries per contract in support of IAA and MADE requirements.

Pages Used to Inquire On Federal Reimbursable Agreements

Page Name	Definition Name	Usage
Reimbursable Agreement Account Page	RMC18_SETUP	Select General Ledger accounts for use in viewing Federal Reimbursable Agreements.
Federal Reimbursable Agreement Inquiry Page	INQ_RMC18_RESULTS	View reimbursable agreement information.

Reimbursable Agreement Account Page

Use the Reimbursable Agreement Account page (RMC18_SETUP) to select General Ledger accounts for use in viewing Federal Reimbursable Agreements. You can define accounts for Advanced Amount Remaining, Apportioned Amount, Committed Amount, Expended Amount, Earned Amount, Unbilled Amount, Obligated Amount, and Collected Amount.

Navigation:

General Ledger > **Federal Reports** > **Define Reimbursable Account** >**Reimbursable Agreement Account**

This example illustrates the fields and controls on the Reimbursable Agreement Account Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Amount Type	Select from the drop down list. Options given are: • Advanced Amount Remaining — This is the amount that still remains in the account that is offset by the revenue recognized for services performed or products provided by the company that is subject to the reimbursement agreement. • Committed Amount - This is the amount that the government agency is committed 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. • Earned Amount — This amount represents the revenue that you can recognize since the company has performed a service or provided a product to the government agency that is eligible for the reimbursement. • Unbilled Amount — This is the amount that represents the sum of Contract Asset. Contract Asset 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 — 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. • Expended Amount — This is the amount that the government agency paid to the company for providing a service or product that was under the reimbursable agreement. • Collected Amount — This 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. • Apportioned Amount — This amount is used to derive the contract header Agreement Amount if the Agreement Amount Restricted check box is selected on the Installation Options - Contracts page.

Field or Control	Description
Account	Select the Account ChartField that applies to each amount type.

Field or Control	Description
Account Action	Select an action for the account to be used in the calculation of the amount. Options are: • Add — adds this account's amount to the total. • Deduct — subtracts this account's amount from the total.

Federal Reimbursable Agreement Inquiry Page

Use the Federal Reimbursable Agreement Inquiry page (INQ_RMC18_RESULTS) to review reimbursable agreement details for a federal contract.

Navigation:

Customer Contracts >Review Contract Information > Reimbursable Agreement

This example illustrates the fields and controls on the Federal Reimbursable Agreement Inquiry Page. You can find definitions for the fields and controls later on this page.

Note: Your PeopleSoft General Ledger business unit currency and contract currency must be the same.

Field or Control	Description
Contact Info	Click the link to access the customer's contact information.
Supplemental Data	Click the hyperlink to access the contract's Supplemental Data Header page for the contract.
FRA Report	Click the hyperlink to run the MADE report. This report is used by agencies for quarterly trading partner reconciliation.
Contract Totals	Displays all the contract amounts applicable for the contract. You can click any amount to view the GL Journals that comprise the amount. However this is not applicable for Billing Limit and Revenue Limit. On clicking Billing Limit or Revenue Limit you will be taken to the Contract General page. Click Advanced Amount or Billed Amount to view journals for the accounts defined on the Reimbursable Agreement Account page.

The reimbursable agreement amount fields represent the monetary amount in the respective currency.

Federal Reimbursable Agreement Inquiry Details Page

Access this page by clicking the Detail button on the Federal Reimbursable Agreement Inquiry page.

This example illustrates the fields and controls on the Federal Reimbursable Agreement Inquiry Details Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Order #	Displays the contract line number. The hyperlink takes the user to the corresponding Federal Reimbursable Agreement Line Details page.
Amendment	Displays the latest amendment number for the contract line.

Field or Control	Description
Project	Displays the project ID that can be clicked to access the Project General page.
Activity	Displays the activity number that can be clicked to access the Activity General page.
Order Limit	Displays the Billing Limit for the order/contract line.
Ship To Customer	Displays the Ship To Customer name from the contract line.
TAS (Treasury Account Symbol)	Click the hyperlink to access the Customer Funds page for the contract.

Federal Reimbursable Agreement Line Details Page

Access this page by clicking one of the line details on the Federal Reimbursable Agreement Inquiry Details page.

This example illustrates the fields and controls on the Federal Reimbursable Agreement Line Details Page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Order Number	Displays the contract line number.
Project	Displays the project ID for the contract line.
Activity	Displays the activity number for the contract line.
Order Status	Displays the contract line status for the contract line.
Delivery Status	Displays the delivery status for the contract line.
Description	Displays the description for the contract line.
IPAC Payment Method	Displays the IPAC Payment Method for the contract line.
Ship To Customer	Displays the Ship To Customer name for the contract line.
Supplemental Data	Click the hyperlink to access the contract's Supplemental Data Lines page for the contract.
Start Date	Displays the start date for the order/contract line.
End Date	Displays the end date for the order/contract line.
Contract Line Totals	Displays the amounts that is determined from the Ledger using the GL accounts defined on the Federal Reimbursable Agreement Account set up page as well as the Project and Activity associated with the Contract. You can click any amount to view the GL Journals that comprise the amount. However this is not applicable for Billing Limit or Revenue Limit.

Chapter 32

Working with PeopleSoft Transaction Billing Processor

Understanding the PeopleSoft Transaction Billing Processor

PeopleSoft Transaction Billing Processor enables PeopleSoft FieldService, Support, Order Capture, and Lease Administration 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 CRM) users to bill and book revenue for recurring, one-time, and on-demand services. This integration enables PeopleSoft Lease Administration 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 "Integrating with PeopleSoft Contracts" (PeopleSoft Lease Administration).

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 Lease Administration

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 Integrated Field Service*

See *PeopleSoft CRM Call Center Applications*

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 Order Management* documentation.

PeopleSoft Lease Administration

PeopleSoft Transaction Billing Processor enhances PeopleSoft Lease Administration by providing the functionality to bill and book revenue for lease transactions. PeopleSoft Lease Administration focuses on lease management where a company can be the lessee and/or the lessor. Lessor can bill and recognize leasing revenue through the integration with PeopleSoft Transaction Billing Processor.

PeopleSoft Lease Administration sends three types of transactions to the PeopleSoft Transaction Billing Processor:

Term	Definition
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 Lease Administration uses the accounting rules to determine the accounting entries for the accruals and deferrals that result from straight-lining PeopleSoft Lease Administration transactions. PeopleSoft Lease Administration 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 Lease Administration obtains the appropriate accounting entries from the accounting rules and handles the processing to send the entries to Accounts Payable.

See "PeopleSoft Lease Administration Business Process" (PeopleSoft Lease Administration)

Integration Across Databases

The integration begins outside of the PeopleSoft Transaction Billing Processor application. Upon saving a transaction in PeopleSoft CRM or PeopleSoft Lease Administration, 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 Lease Administration 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:

Product	Recurring	One-Time	On-Demand
PeopleSoft FieldService	X	X	X
PeopleSoft Support	X	X	X
PeopleSoft Order Capture	X	X	
PeopleSoft Lease Administration			X

From PeopleSoft CRM and PeopleSoft Lease Administration 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:

Transaction Type	Product Managing Revenue	Revenue Recognition Method
Recurring	PeopleSoft Billing	Billing Manages Revenue
One-time	PeopleSoft Contracts	As-Incurred
On-Demand	PeopleSoft Billing	Billing Manages Revenue

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 contract liability 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 Lease Administration 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, contract liability 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 Lease Administration.

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:

Term	*Definition*
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 Lease Administration. The contract can now accept transactions from PeopleSoft CRM and PeopleSoft Lease Administration. **Note:** PeopleSoft CRM and PeopleSoft Lease Administration initiate the transaction that sets the contract to *Active* status by sending a message to the PeopleSoft Transaction Billing Processor.

Term	Definition
Closed	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.

Note: Contracts created using the Transaction Billing Processor do not separate billing and revenue. Both the Separate As Incurred Billing and Revenue and Separate Fixed Billing and Revenue selections are set to unchecked.

Understanding Integration Messages for Transaction Billing

The integration between PeopleSoft CRM or PeopleSoft Lease Administration and the PeopleSoft Transaction Billing Processor is transaction-based. A PeopleSoft CRM agreement or PeopleSoft Lease Administration 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 Lease Administration does not integrate in the same way with the PeopleSoft Transaction Billing Processor as PeopleSoft CRM does. PeopleSoft Lease Administration does not use Integration Broker and Application Messaging. Instead, integration is accomplished through application classes.

See *PeopleTools: 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 Lease Administration 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:

This diagram shows the asynchronous messages that pass between the PeopleSoft Transaction Billing Processor and PeopleSoft CRM
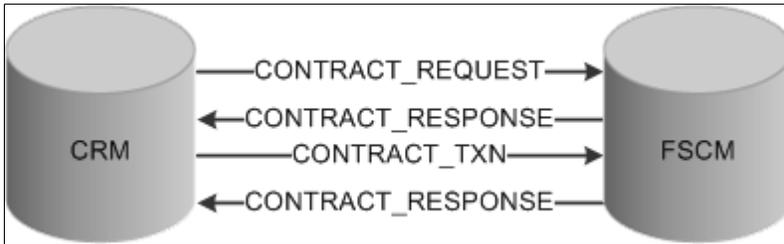
The asynchronous messages used in the integration process include:

Term	*Definition*
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.

Term	*Definition*
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:

This diagram shows the synchronous message that passes between the PeopleSoft Transaction Billing Processor and PeopleSoft CRM
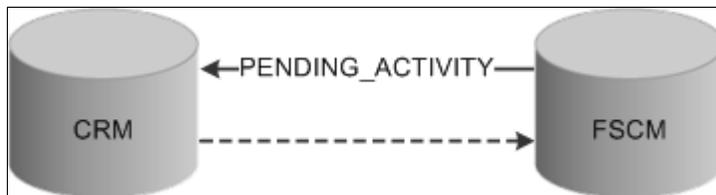
The synchronous message used in the integration process includes:

Term	*Definition*
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 Lease Administration 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 Lease Administration. 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 "Understanding the Billing Interface Data Structure" (PeopleSoft Billing).

Prerequisites

Prerequisite products for the PeopleSoft Transaction Billing Processor include:

• PeopleSoft Order Capture, Support, FieldService, or Lease Administration.

• PeopleSoft Billing.

• PeopleSoft General Ledger.

Common Elements Used in Transaction Billing Processor

Field or Control	*Description*
Agreement Code	Displays the name of the selected agreement.
Agreement Line Number	Displays the agreement line number.
Agreement Renewal Number	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.
Agreement SetID	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.
Billing BU	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.
Billing Currency	Displays the currency code of the invoices that are generated for this billing plan.
Billing Plan ID or Bill Plan ID	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.
Billing Plan Status or 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 for one-time and recurring transactions are: *Pending, Ready, Completed,* and *Cancelled.* **Note:** The system creates the billing plan in *Ready* status.
Business Unit	PeopleSoft Contracts business unit.
Call Center Business Unit	Call Center business unit used by PeopleSoft Support.
Case ID	Unique identifier associated with a case.

Field or Control	Description
Cross Reference Sequence No. (cross reference sequence number)	The system generates a number for each row that is added to the Billing Plan - History page.
Field Service Business Unit	PeopleSoft FieldService business unit.
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.

Field or Control	Description
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 Lease Administration, create billing plan detail templates (optional for on-demand transactions), and (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 "Understanding VAT" (PeopleSoft Global Options and Reports).

See "Defining Customer Billing Contacts" (PeopleSoft Billing).

See "Understanding PeopleSoft Lease Administration Business Units" (PeopleSoft Lease Administration).

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:

Field or Control	Description
Recurring	A *DRV* (contract liability) 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 *Contract Asset* (Contract Asset) 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 Contract Asset is limited to one side of the entry. The system sends only the *Contract Asset* row to PeopleSoft Billing.
On-demand (CRM)	You must enter both sides of the entry a *REV* (revenue) accounting row and a *Contract Asset*) row. Since PeopleSoft Billing manages revenue for on-demand transactions only one *REV* row is sent to PeopleSoft Billing.

Field or Control	Description
On-demand (Lease Administration)	You must define three sets of debit and credit pairs in the accounting rules for PeopleSoft Lease Administration: • 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 Lease Administration calls the accounting rules and populates tables in PeopleSoft Lease Administration with this entry so that PeopleSoft Lease Administration can mange 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 Lease Administration calls the accounting rules and populates tables in PeopleSoft Lease Administration with this entry so that PeopleSoft Lease Administration can manage the sending of this accounting entry to PeopleSoft General Ledger.

Pages Used to Set Up the PeopleSoft Transaction Billing Processor

Page Name	Definition Name	Usage
Installation Options - Installed Products Page	INSTALLATION_FS	Select the **Transaction Billing Processor** check box to indicate that this product is installed on your system.

Page Name	Definition Name	Usage
Legal Entity Page	CA_LEGAL_PNL	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.
Contracts Definition - Business Unit Definition Page	BUS_UNIT_TBL_CA	Create a new PeopleSoft Contracts business unit definition or manage an existing business unit.
Contracts Definition - Processing Options Page	BUS_UNIT_OPT_CA2	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.
Schedules Page	SCHEDULE	Create schedules that automate and control the generation of recurring journal entries.
Contracts General Ledger Options Page	CA_BUGL_OPT	Select the **TBP Revenue Doc. Type** (TBP revenue document sequencing type) for the PeopleSoft General Ledger business unit. You must enter a document type if you are using the Document Sequencing feature for the PeopleSoft General Ledger unit. Set up the document sequencing type for one-time transactions only.
Contract Status Page	CA_STATUS_PNL	Define contract statuses and map them to processing statuses. The system uses the contract status to control all processing that can occur against a contract.

Page Name	Definition Name	Usage
Accounting Rules for CRM Page	CA_ACCT_RULES	Define the accounting rules to apply to PeopleSoft CRM transactions.
Accounting Rules for Lease Administration Page	CA_ACCT_RULES	Define the accounting rules to apply to PeopleSoft Lease Administration transactions.
Billing Plan Detail Template Page	CA_BP_DTL_TMPL	Capture detailed information for populating fields in the billing plan that do not appear by default from the contract business unit. Or, override existing billing plan fields. This applies to on-demand contracts only.
Using the Data Migration Workbench for PeopleSoft Accounting Rules	ACCOUNTING RULES	PeopleSoft Contracts Accounting Rules are used to generate billing and revenue accounting entries. You can create and test Accounting Rules in test databases, and then use ADS definitions to move them to other databases or to the production database when finalized.

Installation Options - Installed Products Page

Use the Installation Options - Installed Products page (INSTALLATION_FS) to select the Transaction Billing Processor check box to indicate that this product is installed on your system.

Navigation:

Set Up Financials/Supply Chain > **Install** > **Installation Options**

Click the **Products** link in the **General Options** group box.

Select the **Transaction Billing Processor** check box.

Legal Entity Page

Use the Legal Entity page (CA_LEGAL_PNL) to 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.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **General Options** >**Setup Contract Legal Entity**

See Defining Legal Entities.

Contracts Definition - Business Unit Definition Page

Use the Contracts Definition - BU Definition (contracts definition - business unit definition) page (BUS_UNIT_TBL_CA) to create a new PeopleSoft Contracts business unit definition or manage an existing business unit.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Contracts** > **Contracts Definition** > **BU Definition**

See Establishing PeopleSoft Contracts Business Units.

Contracts Definition - Processing Options Page

Use the Contracts Definition - Processing Options page (BUS_UNIT_OPT_CA2) to 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.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Contracts** > **Contracts Definition** > **Processing Options**

ChartField Editing - CRM

Field or Control	Description
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.

See Establishing PeopleSoft Contracts Business Units.

See "Setting Up Combination Editing" (Application Fundamentals).

Schedules Page

Use the Schedules page (SCHEDULE) to create schedules that automate and control the generation of recurring journal entries.

Navigation:

Set Up Financials/Supply Chain > **Common Definitions** > **Calendars/Schedules** >**Create 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.

See "Schedules Page" (Application Fundamentals).

Contracts Definition - Processing Options page

Use the Contracts Definition - Processing Options page (BUS_UNIT_TBL_CA2) to define processing attributes to incorporate flexibility and automation in your PeopleSoft Contracts system when managing revenue, or performing billing and revenue credits and adjustments.

Navigation:

Set Up Financials/Supply Chain > **Business Unit Related** > **Contracts** > **Contracts Definition** > **Processing Options**

This example illustrates the fields and controls on the Contracts Definition - Processing Options page. You can find definitions for the fields and controls later on this page.

| BU Definition | Defaults | **Processing Options** | Fee Definition |

Business Unit US001   US001 NEW YORK OPERATIONS

Revenue Management Options

☑ Deferred Revenue Override
☑ Revenue Recognition Method Override

Chartfield Editing - TBP

☐ Edit Combinations

Proration Options

Proration Method [By Days Within Range ▼]
Future Period Accounting Dates [Last Day in Accounting Period ▼]

On Demand Options

Bill Plan Detail Template ID [_____] 🔍

Renewal Options

Review Timing [0] Days   ○ Control
                                  ⦿ Default

Line Amendment Default Options

☑ Change Billing Retroactively
☑ Change Revenue Retroactively

Proration Options

Field or Control	Description
Proration Method	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.

Field or Control	Description
Future Period Accounting Dates	Values are: • *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 transactions created when PeopleSoft CRM sends a recurring transaction to the PeopleSoft Transaction Billing Processor. • *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 transactions created when PeopleSoft CRM sends a recurring transaction to the PeopleSoft Transaction Billing Processor.

Note: Use this page when setting up recurring transactions from PeopleSoft CRM. This page is not used for one-time and on-demand transactions.

See Establishing PeopleSoft Contracts Business Units.

Contracts General Ledger Options Page

Use the Contracts GL Options (Contracts General Ledger Options) page (CA_BUGL_OPT) to designate journal templates and document types for a business unit.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **General Options** >**Setup 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

Field or Control	*Description*
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.

See <u>Defining Document Sequencing Options</u>.

See *PeopleSoft General Ledger* documentation.

Contract Status Page

Use the Contract Status page (CA_STATUS_PNL) to define contract statuses and map them to processing statuses.

The system uses the contract status to control all processing that can occur against a contract.

Navigation:

Set Up Financials/Supply Chain > **Product Related** > **Contracts** > **General Options** > **Setup Contract Statuses**

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

You must define a default active status.

See <u>Defining Contract Statuses</u>.

Accounting Rules for CRM Page

Use the Accounting Rules for CRM page (CA_ACCT_RULES) to define the accounting rules to apply to PeopleSoft CRM transactions.

Navigation:

Customer Contracts > **Create and Amend** > **Define CRM Accounting Distrib**

This example illustrates the fields and controls on the Accounting Rules for CRM page. You can find definitions for the fields and controls later on this 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* documentation.

Field or Control	Description
Contract Business Unit	Displays the PeopleSoft Contracts business unit.
Description	Enter a description for the accounting rules.
GL Business Unit (PeopleSoft General Ledger 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.

Field or Control	Description
From GL Unit (from general ledger 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 **Contract Liability**) accounting distribution. This accounting distribution is stamped on the row when it is sent to PeopleSoft Billing. If you do not establish an Contract Asset, 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.

Field or Control	Description
Seq Nbr (sequence number)	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.

Field or Control	Description
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 contract asset account. This field appears only if the account type is *Contract Asset.*
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.

See "Defining Accounting Rules" (PeopleSoft Project Costing).

Accounting Rules for Lease Administration Page

Use the Accounting Rules for Lease Administration page (CA_ACCT_RULES) to define the accounting rules to apply to PeopleSoft Lease Administration transactions.

Navigation:

This example illustrates the fields and controls on the Accounting Rules for Lease Administration page. You can find definitions for the fields and controls later on this 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* documentation.

Field or Control	Description
LA Business Unit	Displays the PeopleSoft Lease Administration business unit that was entered when creating the accounting rules.
Description	Enter a description for the accounting rules.
GL Business Unit (PeopleSoft General Ledger 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.

Field or Control	Description
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 Lease Administration calls the accounting rules to populate specific accounting rule entries in the PeopleSoft Lease Administration tables. PeopleSoft Lease Administration 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 Lease Administration 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 Lease Administration 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.

Field or Control	*Description*
Seq Nbr (sequence number)	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. This field corresponds with your **Account Type** field selection. **Note:** For PeopleSoft Lease Administration, 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*.
Account Type	Select the type of accounting entry.
Account	Select the account for this transaction.
Alternate Account	Select the alternate account for this transaction.

Note: Select optional ChartField values for additional fields on this page. The values that you select here override the values in the transaction record.

Billing Plan Detail Template Page

Use the Billing Plan Detail Template page (CA_BP_DTL_TMPL) to capture detailed information for populating fields in the billing plan that do not appear by default from the contract business unit.

Or, override existing billing plan fields. This applies to on-demand contracts only.

Navigation:

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 Lease Administration 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 Lease Administration 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 Lease Administration Management do send billing defaults, the system uses the defaults sent from PeopleSoft CRM or PeopleSoft Lease Administration.

See Defining Billing Plan Detail Templates.

Contracts Definition - Processing Options Page

Use the Contracts Definition - Processing Options page (BUS_UNIT_TBL_CA2) to define processing attributes to incorporate flexibility and automation in your PeopleSoft Contracts system when managing revenue, or performing billing and revenue credits and adjustments.

Navigation:

Set Up Financials/Supply Chain >**Business Unit Related** >**Contracts** >**Contracts Definition** >**Processing Options**

On Demand Options

Field or Control	Description
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.

See Establishing PeopleSoft Contracts Business Units.

Using the Data Migration Workbench for PeopleSoft Accounting Rules

PeopleSoft Contracts Accounting Rules are used to generate billing and revenue accounting entries. You can create and test Accounting Rules in test databases, and then use ADS definitions to move them to other databases or to the production database when finalized.

The following table lists the delivered ADS definitions (delivered in Data Set Designer) to support the migration of PeopleSoft Accounting Rules configuration data:

Delivered ADS to Support PeopleSoft Accounting Rules	Application Data Set (ADS) Usage
ACCOUNTING RULES	This data set includes the records that store the Accounting Rules for PeopleSoft Contracts. Select this data set on the Data Migration Workbench - Project Definition page to move the Accounting Rules from one database to another.

PeopleSoft delivers an ADS Administrator permission list. For access, the GENERAL_TABLES access group should be included on the Data Migration page within the Access Group Permissions and the proper access is granted on the Copy Compare Permissions.

Note: The data that is entered using this component can also be loaded as an Application Data Set using the Data Migration Workbench. For more information about ADS and the Data Migration Workbench for accounting rules, see "Understanding the PeopleSoft Data Migration Workbench" (Application Fundamentals).

See *PeopleTools: Security Administration, Permission Lists.*

All relevant records are included in the Query Access Tree, QUERY_TREE_CA within the GENERAL_TABLES access group (PeopleTools, Security, Query Security, Query Access Manager).

See also the product documentation for *PeopleTools: Lifecycle Management.*

Related Links
"Defining Accounting Rules" (PeopleSoft Project Costing)

Managing Billing Plans

This section provides an overview of billing plans and discusses how to define billing plans, review billing history and 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.

Pages Used for Managing Billing

Page Name	*Definition Name*	*Usage*
Billing Plan - Billing Plan General Page	CA_BP_GEN_INFO	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 Page	CA_BP_XREF	View the status for all billing activity related to this billing plan.
Review Billing Services For CRM Page	CA_BI_MGMT_AI_CRM	Review billing plans with the *As-incurred* billing method for PeopleSoft CRM.

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.

See Understanding Billing in Contracts.

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.

Billing Plan - Billing Plan General Page

Use the Billing Plan - Billing Plan General page (CA_BP_GEN_INFO) to 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.

Navigation:

- **Customer Contracts** > **Schedule and Process Billing** > **Define Billing Plan** > **Billing Plan - Billing Plan General**

- Click the **Bill Plan ID** link on the Review Billing Services for CRM page. Select the **Contract** tab.

This example illustrates the fields and controls on the Billing Plan - Billing Plan General page. You can find definitions for the fields and controls later on this 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.

See Understanding Billing in Contracts.

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.

Field or Control	Description
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:

Field or Control	Description
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:

Field or Control	Description
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.

Billing Plan - History Page

Use the Billing Plan - History page (CA_BP_XREF) to view the status for all billing activity related to this billing plan.

Navigation:

- **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.

This example illustrates the fields and controls on the Billing Plan - History page. You can find definitions for the fields and controls later on this page.

**Note:** This page is not available for on-demand transactions.

Amount Details

Field or Control	Description
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.

Field or Control	Description
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.

See Billing Plan - History Page.

Billing Plan - History: Billing Tab

Select the **Billing** tab.

See Billing Plan - History Page.

Billing Plan - History: Contracts Tab

Select the **Contracts** tab.

See Billing Plan - History Page.

Billing Plan - History: Integrated Field Service Tab

Select the **Integrated Field Service** tab.

This example illustrates the fields and controls on the Billing Plan - History page: Integrated Field Service tab. You can find definitions for the fields and controls later on this page.

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.

This example illustrates the fields and controls on the Billing Plan - History page: Support tab. You can find definitions for the fields and controls later on this page.

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.

This example illustrates the fields and controls on the Billing Plan - History page: Order Capture tab. You can find definitions for the fields and controls later on this page.

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.

Review Billing Services For CRM Page

Use the Review Billing Services for CRM page (CA_BI_MGMT_AI_CRM) to review billing plans with the As-incurred billing method for PeopleSoft CRM.

Navigation:

Customer Contracts > Review Billing >Review Billing Services CRM

This example illustrates the fields and controls on the Review Billing Services for CRM page. You can find definitions for the fields and controls later on this 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

Field or Control	Description
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.

This example illustrates the fields and controls on the Review Billing Services for CRM page: Detail tab. You can find definitions for the fields and controls later on this page.

Review Billing Services for CRM: Contract Tab

Select the **Contract** tab.

This example illustrates the fields and controls on the Review Billing Services for CRM page: Contract tab. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.

Field or Control	Description
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, and 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 BillingManaging Revenue Plansmanages revenue.

Pages Used to Manage Revenue Plans

Page Name	Definition Name	Usage
Revenue Plan Page	CA_ACCTPLAN	Define a revenue plan for contract lines in which revenue is managed by PeopleSoft Contracts. Place revenue plans on hold from this page.
Review Revenue Services for CRM Page	CA_AP_MGMT_AI_CRM	Review revenue plans with the *As-incurred* revenue recognition method for PeopleSoft CRM.
CRM Journal Accounting Lines Page	CA_ACCT_LINE_TXN	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.

Page Name	Definition Name	Usage
Redistribute CRM Page	CA_AP_CRM_SUMMARY	Redistribute revenue accounting lines that the system has generated for an as-incurred revenue plan. The system limits redistribution of revenue to departments only.

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.

See Understanding Revenue Plans.

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.

Revenue Plan Page

Use the Revenue Plan page (CA_ACCTPLAN) to define a revenue plan for contract lines in which revenue is managed by PeopleSoft Contracts.

Place revenue plans on hold from this page.

Navigation:

Customer Contracts > **Schedule and Process Revenue** > **Define Revenue Plan**

This example illustrates the fields and controls on the Revenue Plan page. You can find definitions for the fields and controls later on this page.

Field or Control	Description
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.*

Field or Control	Description
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.

See Understanding Revenue Plans.

Review Revenue Services for CRM Page

Use the Review Revenue Services for CRM page (CA_AP_MGMT_AI_CRM) to review revenue plans with the As-incurred revenue recognition method for PeopleSoft CRM.

Navigation:

Customer Contracts > **Review Revenue** >**Review Revenue Services CRM**

This example illustrates the fields and controls on the Review Revenue Services for CRM page. You can find definitions for the fields and controls later on this 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

Field or Control	Description
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.

This example illustrates the fields and controls on the Review Revenue Services for CRM page: Detail tab. You can find definitions for the fields and controls later on this page.

Review Revenue Services for CRM: Contract Tab

Select the **Contract** tab.

This example illustrates the fields and controls on the Review Revenue Services for CRM page: Contract tab. You can find definitions for the fields and controls later on this page.

Field or Control	Description
Business Unit	Displays the PeopleSoft Contracts business unit associated with the revenue plan.
Contract	Displays the contract associated with the revenue plan.
Revenue Plan	Displays 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.

CRM Journal Accounting Lines Page

Use the Ca Acct Line Txn (CRM Journal Accounting Lines) page (CA_ACCT_LINE_TXN) to 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.

Navigation:

Customer Contracts > **Review Revenue** > **CRM Jrnl Acctg Lines**

This example illustrates the fields and controls on the CRM Journal Accounting Lines page (credit entry). You can find definitions for the fields and controls later on this page.

This example illustrates the fields and controls on the CRM Journal Accounting Lines page (debit entry). You can find definitions for the fields and controls later on this page.

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.

See Reviewing Revenue.

Redistribute CRM Page

Use the Redistribute CRM page (CA_AP_CRM_SUMMARY) to redistribute revenue accounting lines that the system has generated for an as-incurred revenue plan.

The system limits redistribution of revenue to departments only.

Navigation:

Customer Contracts > **Adjust Revenue and Billing** > **Redistribute CRM**

This example illustrates the fields and controls on the Redistribute CRM page. You can find definitions for the fields and controls later on this 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.

Field or Control	Description
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.
Redistribute	After you have selected the transactions or entries that you want to redistribute, click this button to initiate the redistribution process.

CRM Redistribution: General Tab

Field or Control	Description
Line# (line number)	Displays the contract line number that you associated with the revenue plan for this transaction. A contract line can have multiple transactions.
Redistribute	Select this check box to redistribute revenue for the row.
Transaction Type	Indicates the type of PeopleSoft CRM transaction. Values may include: *Agreement, Service Order, Order Capture,* and *Case.*

Field or Control	Description
Distribution Type	Each different type of accounting distribution entry is distinguished by distribution type. Examples include revenue, contract liability, contract asset, interunit credit, and interunit debit.
Accounting Date	Displays the accounting date, which reflects the accounting period in which the entries were booked.
Amount	Displays the amount of revenue, in the PeopleSoft General Ledger business unit's base currency that was booked for this row.

Redistribute CRM: Detail Tab

Select the Detail tab.

This example illustrates the fields and controls on the Redistribute CRM: Detail tab. You can find definitions for the fields and controls later on this page.

Redistribute CRM: ChartFields Tab

Select the **ChartFields** tab.

Field or Control	Description
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.

Field or Control	Description
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.

Field or Control	Description
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.

Page Used to Run the Billing Process

Page Name	Definition Name	Usage
Process As Incurred Billing Run Page	RUN_CA_BI	Run this process to load *As-incurred* billing information from the PeopleSoft Transaction Billing Processor into PeopleSoft Billing to create bills.

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 Lease Administration transactions similar to how it processes normal *As-incurred* billing plans. However, for the PeopleSoft CRM and PeopleSoft Lease Administration 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_INTFC) 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 Lease Administration 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 Lease Administration 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 Lease Administration.

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.

Related Links

"Understanding Invoices for Receivables Leases" (PeopleSoft Lease Administration)
"Running the Interface to AP/Billing Process" (PeopleSoft Lease Administration)

Process As Incurred Billing Run Page

Use the Process As Incurred Billing page (RUN_CA_BI) to run this process to load As-incurred billing information from the PeopleSoft Transaction Billing Processor into PeopleSoft Billing to create bills.

Navigation:

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

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.

Field or Control	Description
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.

See <u>Running the Contracts Billing Interface Process</u>.

Processing Revenue

This section discusses processing revenue and discusses how to run the revenue process.

Page Used to Process Revenue

Page Name	Definition Name	Usage
<u>Process Project Accounting Page</u>	RUN_PSA_ACCTGGL	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.

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 "Understanding Accounting for Projects" (PeopleSoft Project Costing).

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 contract asset.

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.

Process Project Accounting Page

Use the Process Project Accounting page (RUN_PSA_ACCTGGL) to 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.

Navigation:

Customer Contracts > **Schedule and Process Revenue** > **Process As Incurred Revenue**

See "Processing Transactions Using Accounting Rules" (PeopleSoft Project Costing).

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

Page Name	Definition Name	Usage
Review Contract Summary Page	CA_CONTR_SUM_PNL	Review contract summary details. Track the status of past transactions for service orders, service agreements, and cases. Drill down into the contract header from this page.

Review Contract Summary Page

Use the Review Contract Summary page (CA_CONTR_SUM_PNL) to review contract summary details.

Track the status of past transactions for service orders, service agreements, and cases. Drill down into the contract header from this page.

Navigation:

Customer Contracts > **Review Contract Summary** > **Review Contract Summary**

Note: This page is available for recurring and one-time transactions only. This page is not available for on-demand transactions.

See Reviewing Contract Summaries.

Chapter 33

Archiving Transactions

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:

Term	*Definition*
Archive Object	CA_ARCHIVE_001
Archive Object Description	Contracts Archive Object

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:

Archiving Record	*Archive History Table*
CA_CONTR_HDR (base table)	CA_CONTR_HDR_H (base table)
CA_ACCTG_LINE	CA_ACCTG_LINE_H
CA_ACCTG_LN_PC	CA_ACCTG_LN_P_H

Archiving Record	Archive History Table
CA_ACCTG_LN_TXN	CA_ACCTG_LN_T_H
CA_ACCTPLAN	CA_ACCTPLAN_H
CA_ACCTPLN_LANG	CA_ACCTPLN_LA_H
CA_AP_DFR	CA_AP_DFR_H
CA_AP_DST	CA_AP_DST_H
CA_AP_EVENT	CA_AP_EVENT_H
CA_AP_EVENT_DTL	CA_AP_EVENT_D_H
CA_AP_EVT_CHG	CA_AP_EVT_CHG_H
CA_AP_FEE_ADJ	CA_AP_FEE_ADJ_H
CA_AP_FEE_WS	CA_AP_FEE_WS_H
CA_AP_PC_DFR	CA_AP_PC_DFR_H
CA_AP_PC_DST	CA_AP_PC_DST_H
CA_AP_PC_UAR	CA_AP_PC_UAR_H
CA_AP_SCHEDULE	CA_AP_SCHEDUL_H
CA_AP_TXN_DST	CA_AP_TXN_DST_H
CA_AP_TXN_UAR	CA_AP_TXN_UAR_H
CA_AP_UAR	CA_AP_UAR_H
CA_ATTACHMENTS	CA_ATTACHMENT_H
CA_BILL_PLAN	CA_BILL_PLAN_H

Archiving Record	*Archive History Table*
CA_BILLPLN_LANG	CA_BILLPLN_LA_H
CA_BONUS_PENALTY	CA_BONUS_PENAL_H
CA_BP_EVENTS	CA_BP_EVENTS_H
CA_BP_EVT_CHG	CA_BP_EVT_CHG_H
CA_BP_EVT_LN	CA_BP_EVT_LN_H
CA_BP_FEE_ADJ	CA_BP_FEE_ADJ_H
CA_BP_FEE_WS	CA_BP_FEE_WS_H
CA_BP_LINES	CA_BP_LINES_H
CA_BP_NOTE	CA_BP_NOTE_H
CA_BP_SCHEDULE	CA_BP_SCHEDUL_H
CA_BP_XREF	CA_BP_XREF_H
CA_CHG_DTL	CA_CHG_DTL_H
CA_CHG_HDR	CA_CHG_HDR_H
CA_CONTR_HDR_DC	CA_HDR_DC_H
CA_DETAIL	CA_DETAIL_H
CA_DETAIL_APPOR	CA_DETAIL_APP_H
CA_DETAIL_DC	CA_DETAIL_DC_H
CA_DETAIL_DFR	CA_DETAIL_DFR_H
CA_DETAIL_DST	CA_DETAIL_DST_H

Archiving Record	*Archive History Table*
CA_DETAIL_LANG	CA_DETAIL_LAN_H
CA_DETAIL_PRICE	CA_DETAIL_PRI_H
CA_DETAIL_PROJ	CA_DETAIL_PRO_H
CA_DETAIL_REDUC	CA_DETAIL_RED_H
CA_DETAIL_UAR	CA_DETAIL_UAR_H
CA_DST_ERR	CA_DST_ERR_H
CA_DTL_DST_DATE	CA_DTL_DST_DA_H
CA_DTL_RED_DATE	CA_DTL_RED_DA_H
CA_EARLY_OPTION	CA_EARLY_OPTI_H
CA_EMAIL_CONTR	CA_EMAIL_CONT_H
CA_EMAIL_CONTR2	CA_EMAIL_CON2_H
CA_FC_MAIN	CA_FC_MAIN_H
CA_FC_STG_RUN	CA_FC_STG_RUN_H
CA_HDR_AE_ACCT	CA_HDR_AE_ACC_H
CA_HDR_COMM	CA_HDR_COMM_H
CA_HDR_REDUCTS	CA_HDR_REDUCT_H
CA_HDRRED_LANG	CA_HDRRED_LAN_H
CA_LMT_FEE_DTL	CA_LMT_FEE_DT_H
CA_LMT_TXN	CA_LMT_TXN_H

Archiving Record	*Archive History Table*
CA_LMT_TXN_LG	CA_LMT_TXN_LG_H
CA_LN_REDUCTS	CA_LN_REDUCTS_H
CA_LNRED_LANG	CA_LNRED_LANG_H
CA_MILESTONE	CA_MILESTONE_H
CA_MS_COND	CA_MS_COND_H
CA_NOTE	CA_NOTE_H
CA_NOTE_DETAIL	CA_NOTE_DETAI_H
CA_NOTE_TRANS	CA_NOTE_TRANS_H
CA_OPRID_CONTR	CA_OPRID_CONT_H
CA_PGP_COSTS	CA_PGP_COSTS_H
CA_PGP_PROJ	CA_PGP_PROJ_H
CA_PGP_TERMS	CA_PGP_TERMS_H
CA_PGP_WKS	CA_PGP_WKS_H
CA_PREPAID_AUD	CA_PREPAID_AU_H
CA_PREPAID_PROJ	CA_PREPAID_PR_H
CA_PREPAID_TBL	CA_PREPAID_TB_H
CA_PROJ_SUMMARY	CA_PROJ_SUMMA_H
CA_RATE	CA_RATE_H
CA_RECON_BI	CA_RECON_BI_H

Archiving Record	Archive History Table
CA_RECON_REV	CA_RECON_REV_H
CA_RNW_APPLIES	CA_RNW_APPLIE_H
CA_RNW_LN_LINK	CA_RNW_LN_LIN_H
CA_SUPPORT_TEAM	CA_SUPPORT_TE_H
CA_WTH_REL_LANG	CA_WTH_REL_LA_H
CA_WTH_RELEASE	CA_WTH_RELEAS_H
CA_DET_REV_PRCE	CA_DET_REVPRI_H
CA_PRC_ADJ_DTL	CA_PRC_ADJ_H
CA_PRC_ADJ_LANG	CA_PRC_ADJ_LG_H

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. Oracle recommends 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.

Query Name	Description
CA_BY_BU	Archive Contracts By BU
CA_BY_BU_AND_CONTRACT_LIST	Archive By Contract List

Query Name	Description
CA_BY_BU_AND_SOLD_TO_CUSTOMER	Archive By Sold to Customer

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:

Archive Template	Description	Archive Object	Query Name
CA_001	Contracts Archive Template	CA_ARCHIVE001 (base object)	CA_BY_BU CA_BY_BU_AND_ CONTRACT_LIST CA_BY_BU_AND_SOLD_ TO_CUSTOMER

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.

Pages Used to Archive Data

Page Name	Definition Name	Usage
Archive Data to History	PSARCHRUNCNTL	Select an archive template, query, and action that you want to take in the archiving process.

Page Name	Definition Name	Usage
Define Query Bind Variables	PSARCHRUNQRYBND	Enter the date used to select the transactions to archive by clicking the **Reset Query Bind Variables** button. When entering multiple values in the Contract Numbers field on the Define Query Bind Variables page, enter the contract numbers in this format: *CON001','CON002', 'CON003.* When PeopleTools constructs the SQL statement, it returns the contract numbers in this format: *'CON001','CON002', 'CON003'.*
Audit Archiving	PSARCHIVEAUDIT	View the number of rows selected to be archived for each table for a specific archive run.

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.

Restoring Archived Data

This section provides an overview of data restoration and lists the page used to restore data.

Page Used to Restore Archived Data

Page Name	Definition Name	Usage
Archive Data to History Page	PSARCHRUNCNTL	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.

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.

Related Links

Understanding Archive Objects Definitions, Query Definitions, and Template Definitions

Archive Data to History Page

Use the Archive Data to History page (PSARCHRUNCNTL) to 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.

Navigation:

PeopleTools > **Data Archive Manager** > **Archive Data to History**

Chapter 34

Configuring Batch Processes

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_UTL).

- 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).

- Load Revenue Process (CA_LOAD_GL1)

- Load Contract Liability Process (CA_LOAD_DEF)

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.

PeopleTools: Application Engine discusses how to do this in detail.

Chapter 35

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 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 the product documentation for

PeopleTools: PeopleCode API Reference

PeopleTools: Security Administration

PeopleTools: Portal Technology

PeopleSoft Contracts Web Libraries

This table lists the web libraries that are used and delivered with PeopleSoft Contracts:

Web Library Name	*Description*
WEBLIB_IB **Note:** This web library is for PeopleSoft Transaction Billing Processor only.	Generates PeopleSoft Integration Broker functions.
WEBLIB_MSGWSDL **Note:** This web library is for PeopleSoft Transaction Billing Processor only.	This is the record behind the page for the enterprise integration point (EIP) Web Services Description Language (WSDL) generation.

Web Library Name	Description
WEBLIB_PORTAL	Contains the following five fields with FieldFormula iScript PeopleCode, each of which relate to a functional area of the portal: PORTAL_HOMEPAGE: Support for homepage runtime interaction, including the homepage version of the menu navigation. PORTAL_NAV: Main support routines for navigation. PORTAL_HEADER: Support for the header portion of the page and some generic routines. PORTAL_DYN_TEMP: Support for the dynamic template. PORTAL_PGLT_PREV: Support for the pagelet preview functionality.
WEBLIB_PT_NAV	Contains iScripts for the menu pagelet and left-hand navigation for transaction pages.
WEBLIB_RPT	Contains iScript for the Run report to window output option. Supports access to the new browser window.
WEBLIB_PTPP_SC	Renders navigation pages and Main Menu navigation pagelet.
WELIB_PTPP_PGT	Renders navigation pagelets without Pagelet Wizard.
WEBLIB_PTPPB	Contains iScript for displaying Pagelet Wizard pagelets as homepage pagelets and template pagelets.
WEBLIB_PTPPB1	Contains an iScript for displaying Pagelet Wizard pagelets as WSRP portlets.
WEBLIB_PPM	Generates Performance Monitor functions.
WEBLIB_PTDIAG	Generates Diagnostic Framework functions.
WEBLIB_QUERY	Contains the PeopleCode to generate a URL for running queries.
WEBLIB_SOAPTOCI	This is the entry point for ExcelToCI and the WSDL Discovery.
WEBLIB_TIMEOUT	Generates an inactivity timeout warning script.

Chapter 36

PeopleSoft Contracts Reports

PeopleSoft Contracts Reports: A to Z

This table lists the PeopleSoft Contracts reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation	Run Control Page
CA_BILL or CA_BILL_XP Contracts Billing Management Report	Displays details of billing plans, including the events associated with those plans, the status of the events, and the amount of future billings. **Note:** This report displays billing plans with open events only.	**Customer Contracts** > **Reports** >**Billing Management Report**	RUN_CA_BIL_RPT
CA_LMT or CA_LMT_XP Active Contracts Limit Amount Management Report	Displays details of a contract's limits and the amount of the limit remaining.	**Customer Contracts** > **Reports** >**Contract Limit Report**	RUN_CA_LMT_RPT
CA_MS or CA_MS_XP Contracts Milestone Event Management Report	Displays details of contract milestones, including the milestone's ID, description, status, and conditions.	**Customer Contracts** > **Reports** >**Contract Milestone Report**	RUN_CA_MS_RPT
CA_PP or CA_PP_XP Contracts Prepaid Management Report	Displays details on prepaid balances, including the status, the date the balances are expected to expire, and the amount remaining.	**Customer Contracts** > **Reports** >**Prepaid Balance Report**	RUN_CA_PPD_RPT
CA_REV or CA_REV_XP Contracts Revenue Management Report	Displays revenue plans, including the status of these plans and the events associated with them. The report also displays the status of the events and the amount of future revenue. **Note:** This report displays revenue plans with open events only.	**Customer Contracts** >**Reports** >**Revenue Management Report**	RUN_CA_REV_RPT

Report ID and Report Name	Description	Navigation	Run Control Page
CA_RNWL or CA_RNWL_ XP Contracts Renewal Report	Displays details of renewable contract lines, including whether they have been assigned to a renewal plan, what status they are in, and the amount of future revenue associated with them.	**Customer Contracts >Reports >Contract Renewal Report**	RUN_CA_RNW_RPT